



BUCKINGHAM TOWN COUNCIL

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

Telephone/Fax: (01280) 816 426

Email: office@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Town Clerk: Mr. P. Hodson

06 March 2019

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on **Monday 11th March 2019** at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr. P. Hodson
Town Clerk

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

AGENDA

1. Apologies for Absence

Members are asked to receive apologies from Members.

2. Declarations of Interest

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

3. Minutes of last meeting

To confirm the minutes of the Resources Committee meeting held on Monday 7th January 2019, received by Full Council on Monday 28th January 2019.

4. Minutes of The Economic Development Group

To receive the minutes of the Economic Development Working Group meetings held on:

- Thursday 6th December 2019
- Thursday 24th January 2019

5. Minutes of CSG Committee

5.1 To receive the minutes of the CSG Committee meeting held on Thursday 17th January 2019

5.2 To receive the minutes and confirm the recommendations therein of the CSG Committee meeting held on Thursday 28th February 2019

To refer the Web Content Accessibility guidelines to the next meeting of Resources Committee for **RECOMMENDATION** to Full Council **CSG/78/18**

To refer the Council's Media Policy report to the next meeting of Resources Committee for **RECOMMENDATION** to Full Council **CSG/80/18**

6. Action Report

Appendix A

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.

- 7. Accounts and Budgets**
Members are asked to receive and consider the attached Income and Expenditure reports. **Appendix B**
- 8. Invoices passed for payment, and income received**
Members are asked to receive the attached schedule of invoices paid **Appendix C**
- 9. Mayors Charity Contactless Collection (138/18)**
To receive a written report from the Finance Officer reviewing the current method of collecting for The Mayor's Charity **R/101/18**
- 10. Feedback and FOIs**
To receive a written report from the Town Clerk **R/102/18**
- 11. Charter Fair Contract (TC&E 719/18)** **Appendix D**
To receive and agree the new charter fair contract
- 12. Chairman's Announcements**
- 13. Date of next meeting**
29th April 2019

COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

- 14. Payroll; new contract** **R/103/18**
To receive a written report from the Town Clerk
- 15. The Office Multifunction Printer; new contract** **R/104/18**
To receive a written report from the Deputy Town Clerk
- 16. Mobile Phones; new contract** **R/105/18**
To receive a written report from the Deputy Town Clerk

To:

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

BUCKINGHAM TOWN COUNCIL
WEB CONTENT ACCESSIBILITY GUIDELINES REPORT
COMMUNICATIONS STRATEGY GROUP
REVISED: THURSDAY 17th JANUARY 2018

Agenda Item no. 6
Committee Chair: Cllr. Margaret Gateley
Contact Officer: Mrs Louise Stubbs

There has been a change to government Web Content Accessibility Guidelines (WCAG2), which have been enacted from 23rd September 2018 onwards. Buckingham Town Council's website is a 'public sector body' and therefore included in these guidelines. As the website already exists, the site has two years to be rectified and will need to comply with WCAG 2 at an AA level standard by 23rd September 2020.

All content added to the website after 23rd September 2018 must be compliant, and large amounts of old content must also be rectified to ensure it complies. If the council choose to create a new website after this date it must be completely compliant from the date of launch.

Recommendations:

It is RECOMMENDED that Option 1 suggested by Impact! Is chosen and that the website be rebuilt to be WCAG2 AAA compliant and mobile friendly.

This option is recommended as the most cost effective and the least likely to incur additional costs at a later stage. It is not yet clear what the Council's range of responsibilities will be following the AVDC/BCC unitary council transfer process, but rebuilding the website now allows as to add additional pages with greater functionality than is currently needed as and when needed without needing to be concerned about whether the new content would be WCAG2 compliant. This is preferable to having to build an entirely new and compliant website once the unitary situation is better known.

The main principles of website accessibility

The site must be able to be used by as many people as possible. To do this it must be:

- Perceivable
- Operable
- Understandable
- Robust

The website must also contain an Accessibility Statement

This statement should cover:

- a) Which parts of the website are not accessible and why.
- b) A description of how accessible alternatives can be provided.
- c) A link to a contact form which enables users to report any failures of the website to comply with guidelines, and to request content which is excluded under accessibility guidelines in an accessible format.
- d) A link to the enforcement procedure, so that users can proceed if we fail to respond appropriately to their request or report about accessibility.

Exclusions to accessibility compliance:

- Office files (e.g. PDFs and Word documents) loaded to the site before 23rd September 2018, unless they are needed for users to complete admin related to the working of the council.
 - For example, old agendas and minutes will not need updating but Chamber booking forms would need to be.
- Pre-recorded video and audio if released before 23rd September 2020
- Live video and audio
- Online maps, as long as essential information is also available in another form.
- Third party content that is not funded, developed or under the control of the council.
- Physical heritage items that can't be reproduced effectively or safely as an accessible document.
 - For example, if we ever wanted to add scans of our physical archive content – 1850s cemetery records or paperwork.
- Archived content

Providing alternative copies of content

If requested, the Council must provide information on the website in another format, as long as it's reasonable to do so. Failing to do so would be a breach of the 2010 act, with regard to reasonable adjustments and would be dealt with by the Equality and Human Rights Commission.

Current status of Buckingham Town Council website with regard to WCAG2

Impact!, our website have completed an assessment of our website, identifying the areas that need upgrading to meet WCAG2 and the cost of this process.

Discussion with Impact indicated that changes made to the website to improve the functionality for users in finding the information that is needed are not compatible with allowing the website to be easily accessed via mobile device or change the shape and size of the screen or text, a large part of WCAG accessibility guidelines.

Therefore Impact recommended as their Option 1 a complete rebuild of the website. The end result would be a website that looks and feels very similar to the one we already have, but that complies with WCAG2. The additional benefit of this option is that the interface Officers use to update the website would be upgraded to one that has inbuilt compliance to WCAG2, this makes it much easier to add new pages and content that complies with WCAG2. It also upgrades the website to AAA standard, which should help protect the site from needing further development in the future if further guidelines are produced.

If options 2 or 3 are chosen and corrections are made to the existing website instead then Officers will have to solve multiple problems with content that isn't accessible and needs to be added in the future.

Impact's quote for compliance work is as follows:

Option 1

Complete rebuild of website to include full AAA compliance, plus limited bespoke design additions to enhance appearance: £1295 plus VAT.

Option 2

Bolt on of AAA compliance to existing website: £795 plus VAT.

Bespoke design elements for new workings (recommended):£240 plus VAT

Option 3

Bolt on of AA compliance to existing website: £595 plus VAT.

Bespoke design elements for new workings (recommended):£240 plus VAT

Additional changes may incur further charges.

Self-assessment

An initial self-assessment of Buckingham Town Council's website shows the following as query areas for level AA compatibility – where we currently either do not currently comply or are unable to determine whether the site meets the required standards or not. Guidelines that don't currently and are unlikely to apply in the future to the Town Council's website are not included but should be consulted if a new website was commissioned.

The following areas have been highlighted as potential problems:

1.0 Perceivable

1.1 Text alternatives

- Descriptions for pictures (alt-text tagging – hidden descriptions that screen readers can explain)
- Any button or control must have an alt text tag
- Non text decorative content should be skippable by screen readers.
- All information should be in a screen readable content, including pdfs and office files.
- Slideshows and similar should not be used to convey information. If they exist to create a specific sensory experience, then text content should describe the content.

1.2 Pre-recorded audio and video

- Complies currently – any future video would need audio description and closed caption options, unless it is acting as an accessible version for text content.

1.3 Adaptability of content

- Where information is partly or totally given by layout or colour coding, the information is also explicit in the code, so that it can be interpreted by programs and read in a way that clearly defines what each piece of information is and the correct order, or is alternatively available in a text form. (For example, staff structure maps – job title, name, pay band etc.)
- Content can be viewed in portrait or landscape
- Input fields – i.e. when filling in a form, must be clear and readable by software. (we do not currently use these, but will need to in order to comply with other parts of the guidance)

1.4 Distinguishable

- Colour is never the sole visual way of conveying information or indicating a user action that is required

- Auto playing audio must have a pause, stop and independent volume control (currently complies).
- Text contrast ratio must be 4.5:1, large text 3:1 unless the text is part of a logo or purely decorative.
- Text must be able to be resized up to 200% without loss of content or functionality
- Images of text instead of text should not be used, unless this is essential in some way.
- Should not need to scroll in two dimensions. Vertical width should be equivalent to 320 CSS pixels, horizontal to 256 CSS pixels. (for context this is a normal site page at 400% zoom) unless it's essential to maintain functionality, eg maps and diagrams.
- Non-text contrast where it's essential to the usage and understanding of the site must be 3:1 – for example colour bars on a graph
- Some accessibility adjustment software will increase text size and spacing. This should happen without causing any loss of content or functionality to the following limit:
 - line height at least 1.5 x font size
 - Paragraph spacing 2 x font size
 - Letter spacing 0.12 x font size
 - Word spacing 0.16 x font size
- Content that changes when the mouse moves or hovers (drop down menus) can be dismissed without needing to move the mouse or change keyboard focus.

2.0 Operable

2.1 Keyboard Accessible

- The website should be accessible using a keyboard, without dictating exactly which keys are needed to be used.
- No keyboard traps, the user should be able to move from one part of the site to another with their keyboard without getting stuck

2.2 Enough Time

- Time limits to completing content (doesn't currently apply) should not be used in the future without giving an option to extend the time to at least 20hrs.
- Moving or scrolling content should be able to be paused, stopped or hidden.
- Auto updating content (for example the use of RSS social media feeds if wanted in the future) should be able to be paused or stopped.

2.3 Seizures

- Avoid any (future) content that is known to cause seizures or physical reactions, ie flashes more than three times a second.

2.4 Navigable

- Allow users to skip blocks of text repeated on all pages (for example, if GDPR warnings are present multiple times)
- All pages to have descriptive titles
- Coding focuses on the navigable elements of a page (for example, using tagged headers as subtitles within a page) These elements should be descriptive
- Using descriptive links instead of 'click here'
- More than one way to navigate to every page on the site
- A visible keyboard focus interface should be available as an option.

2.5 Input Modalities

- Pointer actions must be reversible
- Label text should precede each named part of a user interface.

3.0 Understandable

3.1. Readable

- Software must be able to determine that the entire text of the site, including each paragraph is written in English (UK) with exceptions for common phrases, technical terms etc

3.2 Predictable

- When software focuses on one part of the page it should not initiate any changes.
- If software changes the setting or a user input component (eg, increases text size) it should not initiate any changes.
- Sets of components on each page should consistently be identified in the same way.

3.3 Input Assistance

- User input errors which need correcting should be identified and explained (for example, invalid postcode in a complaints form) Where sensible corrections can be suggested, they should automatically be made.
- User input sections should have a text explanation of what is required.
- Where a legal or financial transaction will take place (for example submission of a booking form) submissions must be reversible, data should be checked for input errors and there must be an opportunity to check and correct or confirm the submission.

4.0 Robust

4.1 Compatible

- Parts of coding that use mark up languages are complete and tidy so as not to cause interference with software reading the background coding.
- Every part of user input components must be adjustable and readable by users and assistive software/technology.
- Status messages should be readable by assistive software/technology without needing to be focused on. (for example, a GDPR pop-up)

5.0 Conformance

The website will only conform to WCAG if the entire website qualifies to all level A and level AA standards.

Any non-accessible content must be available in an accessible version.

When a claim that the website is accessible and complies with WCAG is made, it must be made in a particular format. This can include areas in which the site outperforms the requirements.

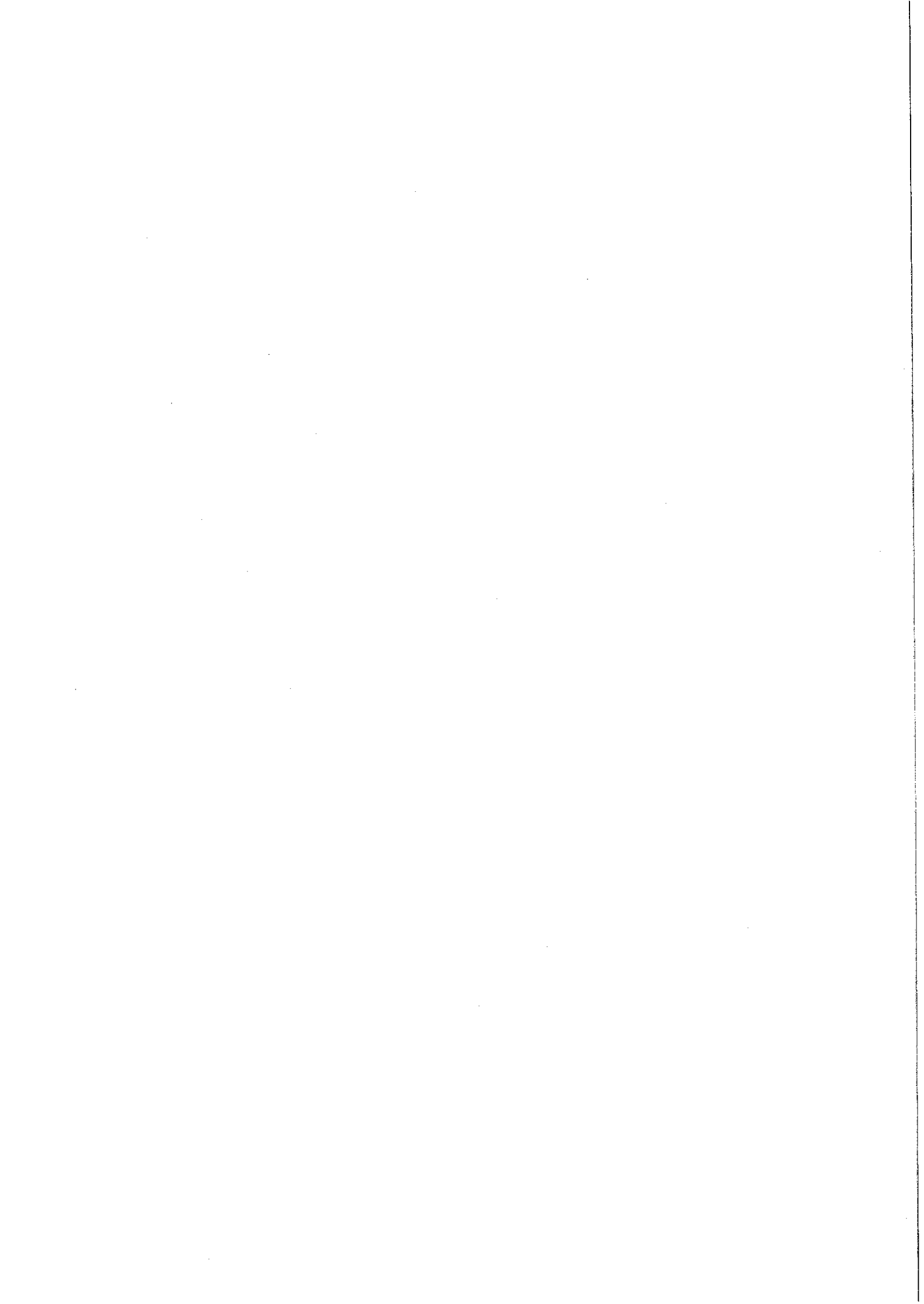
A statement of partial conformance can be made if it identifies the areas which do not comply and why it is currently impossible to make these elements accessible.

Posts to the website (for example updates on road closures, job adverts and events posts, that appear listed in the bottom left of each website page) have two days grace to be corrected if the user who submitted them did not initially comply with WCAG guidance.

Helpful References:

Web Content Accessibility Guidelines, 2.1 <https://www.w3.org/TR/WCAG21/>

Government Guidance for WCAG <https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps#making-a-plan>



BUCKINGHAM TOWN COUNCIL

MEDIA REPORT

COMMUNICATIONS STRATEGY GROUP

REVISED: THURSDAY 17th JANUARY 2018

Agenda Item no. **8**
Committee Chair: **Cllr. Margaret Gateley**
Contact Officer: **Mr Paul Hodson**

Background

Point 21 of the Council's Standing Orders states that:

- 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.*

The Council does not have a current policy for dealing with the press.

The Council does have a social media policy, which was agreed by Council on 18 April 2018 and is attached. The policy largely refers to "representatives of the Council". The Council does not have a policy which fully clarifies the respective roles of officers and councillors in engaging with the media.

Recommendation

It is RECOMMENDED that the Communications Strategy Group suggests any changes to the proposed Media Policy. This was done in an advisory capacity on the 17th January 2019. It is proposed that this amended report now be presented to the Resources Committee on the 11th March 2019.

Draft Media Policy

1. Introduction

Buckingham Town Council welcomes enquiries from the Press and Media and recognises its relationship with the press helps communication with residents. The Council seeks to be as transparent as possible, cooperating at all times with the press and using the opportunities of the media to publicise events, projects and works being organised.

The press are permitted to attend all meetings of the Council and its committees, unless excluded under the Public Bodies Admission to Meetings Act 1960.

2. Purpose

The aim of the policy is to ensure that Buckingham Town Council communicates through the press in the best way possible, reflecting the corporate view of the Council, without inhibiting councillor's individual roles.

3. Scope

The Media Policy includes:

- Official council press releases
- Councillor press correspondence
- Press protocol

The same principles apply for the written press, radio, television and other media.

4. Policy

a) Council Press Releases

i) Press releases and statements will be prepared and issued by the Town Clerk in consultation with Members as required;

ii) The Town Clerk will act as the Council's Press Officer. Any official contact with the media concerning the Council's policies, the decisions it makes and services it provides are to be initiated through the Town Clerk or delegated officers;

iii) Members who identify a media opportunity should discuss this with the Town Clerk who will, in consultation with other Members as appropriate, decide how this will be followed up;

iv) If a Member or an employee receives an approach or enquiry from the media about any matter relating to the Town Council, it should be referred to the Town Clerk;

v) Where possible, press releases will include a quote from the Mayor or relevant Committee Chair.

vi) Press releases should include a relevant picture, in a print quality digital file type attached as a separate document to the text document.

b) Councillor Press Correspondence

i) Individual Councillors can make their own statements relating to local issues and this policy is not designed to prevent any Member expressing a personal opinion through the media. Indeed, engaging directly with the press and social media can be a key tool for members seeking to engage with residents, represent local views and take part in public debate. However, Members must make it clear that any views expressed which differ from Council policy are their own personal views and should be recorded as such;

ii) Such releases, political or non-political, should bear no reference whatsoever to the Council or any officer and must not use the Council logo. Neither the Council address, telephone number nor website should be included as a point of contact;

iii) Where a journalist wishes to confirm what was said by an individual Councillor during a Council meeting, they will be referred to the Town Clerk.

c) Press Protocol

i) The Town Clerk is responsible for issuing official press releases on behalf of the Town Council;

ii) When the media seeks information on an issue that is, or likely to be, subject to legal proceedings then where necessary advice will be obtained from the Council's solicitor before any response is made;

iii) All press releases and other materials are filed for reference by the Town Clerk.

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Resources	723/16 723/18	Shopmobility	Shopmobility to conduct a service review with the view to looking at current and future needs. Members AGREED for the office to conduct a review of the Shopmobility service. Access for All to be consulted on the questionnaire.	Town Clerk	Survey ongoing; will take some weeks due to low usage.	29th April 2019
Resources	138/18	Contactless Charity Collection	Cllr. Smith said he would personally fund the purchase of two new collection tins and suggested that the item to be reviewed by the Resources Committee in six months time.	Town Clerk		11th March 2019
Resources	368/18	New Cemetery	Members AGREED to model the new Cemetery budgets before handing over governance to the Environment Committee. January 2019	Town Clerk	Not yet at the stage to model budgets.	7th January 2019
Resources	480/18	Community Hospital	Town Council applies for the Community Hospital to become an asset of community value.	Town Clerk		11th March 2019
Resources	613/18	Grenville Garages	Town Clerk AGREED to investigate reasons for ongoing rental of Grenville garages, which Members thought had been discontinued when the unit on the Business Park had been obtained;	Town Clerk		

INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES				
PAGE No	CODE	COST CENTRE	AMOUNT	EXPLANATION
1	4007	101	-£139.00	Overspend - new staff travelling to training courses, meetings etc
1	4010	102	-£268.00	general overspend / under budgeting
1	4013	102	-£92.00	general overspend / under budgeting
1	4015	102	-£269.00	general overspend / under budgeting
1	4017	102	-£1,890.00	general overspend / under budgeting
1	4018	102	-£686.00	general overspend / under budgeting
1	4038	102	-£344.00	general overspend / under budgeting
1	4043	102	-£1,007.00	Overspend - new staff members requiring protective clothing / uniform
1	4055	102	-£190.00	general overspend / under budgeting
2	4022	104	-£373.00	Extra items needed to be covered, not originally accounted for / excess on claim
2	4501	125	-£225.00	This is overspend because 3 x Salvors were required but only 2 were budgeted for in the precept
2	1176	130	-£1.00	RBS rounding for reports - nothing can be done, we've asked
3	4500	132	-£15,008.00	overspend mainly due to recruitment / temp costs. Overall recruitment / temp are currently sitting at £14341.32 (expected to be £15000.00 31/3/2019)

				overspend also includes £4325.40 which is the cost for ELAS (employment law 24 hr advice package) and the purchase and installation of otters
3	4112	201	-£1,303.00	overspend - JB & LP checking for any coding changes required
4	4055	248	-£79.00	general overspend / under budgeting
5	4158	250	-£5,401.00	Over spend - gas supplier changed and costs are now lower - this figure is currently awaiting accounting
				adjustments by RBS and should not show such a big overspend at year end
5	4159	250	-£353.00	Overspend - Elec supplier contract updated and renewed
5	4605	250	-£845.00	general overspend / under budgeting
5	4601	251	-£105.00	due to committed amount, may increase / decrease once invoice received
6	4612	254	-£7,330.00	£6347.73 of this overspend is 2017/18 expenditure invoiced late and not accounted for - the rest is
				because of higher costs than expected
6	4605	255	-£290.00	general overspend / under budgeting
8	4104	301	-£278.00	general overspend / under budgeting
8	4126	301	-£105.00	showing as an overspend but income higher than expected (see below) so small profit of £125.00 made - not including staff costs
8	1029	301	£230.00	}
8	4210	301	-£5.00	general overspend / under budgeting
8	4243	301	-£959.00	committed expenditure shows 2017/18 bollard removal - yet to be invoiced and 2018/19 bollard removal
9	4253	305	-£24,882.00	Expenditure includes day to day running cost (not salaries they are in TC & E salaries) it also includes set up and refurb costs - these were obviously one off costs for the set up. Income should balance it out during the course of the year.
9	1084	305	£23,951.00	deduct from expenditure and you get a small loss of £100.00 - figures will change by 31/03/2019
10	4624	601	-£2,000.00	general overspend / under budgeting
10	9033	901		Please note: Income from 2017-2018 will now be included in the expenditure code any income received in the current financial year will show in the income code

Month No : 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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RESOURCES101 PERSONNEL COSTS

4000	WAGES & SALARIES ADMIN	12,523	118,914	121,500	2,586	2,586	97.9 %
4005	ERS NATIONAL INS	1,067	9,823	11,200	1,377	1,377	87.7 %
4006	ERS PENSION CONT	2,609	23,723	28,800	5,077	5,077	82.4 %
4007	STAFF TRAVEL	174	689	550	-139	-139	125.3 %
4008	OCCUPATIONAL HEALTH	0	895	1,200	305	305	74.6 %
	PERSONNEL COSTS :- Expenditure	16,374	154,044	163,250	9,206	0	9,206 94.4 %
	Net Expenditure over Income	16,374	154,044	163,250	9,206		

102 OFFICE EXPENSES

4010	STATIONERY	176	2,068	1,800	-268	-268	114.9 %
4011	POSTAGE	0	327	600	273	273	54.5 %
4012	PHOTOCOPIER	0	1,512	1,700	188	188	88.9 %
4013	EQUIPMENT PURCHASE	0	892	800	-92	-92	111.5 %
4015	ADVERTISMENT	0	569	300	-269	-269	189.7 %
4017	SUBSCRIPTIONS	0	4,690	2,800	-1,890	-1,890	167.5 %
4018	TELEPHONE	944	4,386	3,700	-686	-686	118.5 %
4019	HIRE OF HALL	0	156	250	94	94	62.4 %
4021	HOSPITALITY	0	260	300	40	40	86.7 %
4023	TRAINING	499	1,741	15,000	13,259	2,734	10,525 29.8 %
4032	PUBLICITY	1,420	5,696	7,300	1,604	1,604	78.0 %
4038	COMPUTER EQUIP/MAINT	1,178	7,644	7,300	-344	-344	104.7 %
4041	WEB SITE PROVISION &	-570	929	1,000	71	71	92.9 %
4043	PROTECTIVE CLOTHING /	1,035	1,907	900	-1,007	-1,007	211.9 %
4052	HEAT LIGHT POWER	125	2,000	2,600	600	600	76.9 %
4055	ALARM	0	540	350	-190	-190	154.3 %
4156	BUCKINGHAM CENTRE RENT	0	5,438	11,000	5,562	5,562	49.4 %
	OFFICE EXPENSES :- Expenditure	4,807	40,754	57,700	16,946	2,734	14,212 75.4 %
1010	CHAMBER HIRE	15	1,487	1,100	387		135.2 %
1012	PHOTOCOPIER USE	0	69	10	59		694.5 %
	OFFICE EXPENSES :- Income	15	1,556	1,110	446		140.2 %
	Net Expenditure over Income	4,792	39,198	56,590	17,392		

103 COUNCILLORS

4020	MAYOR'S DUTIES	0	0	1,800	1,800	1,800	0.0 %
4029	MAYOR'S CIVIC	0	1,083	1,200	117	117	90.3 %

Month No : 11

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	91	369	500	131		131	73.8 %
4045	COUNCILLORS ALLOWANCE	0	0	8,282	8,282		8,282	0.0 %
	COUNCILLORS :- Expenditure	91	1,452	11,782	10,330	0	10,330	12.3 %
	Net Expenditure over Income	91	1,452	11,782	10,330			
<u>104</u>	<u>LEGAL REQUIREMENTS</u>							
4014	AUDIT FEE	860	900	3,500	2,600		2,600	25.7 %
4022	INSURANCE	0	14,873	14,500	-373		-373	102.6 %
	LEGAL REQUIREMENTS :- Expenditure	860	15,773	18,000	2,227	0	2,227	87.6 %
	Net Expenditure over Income	860	15,773	18,000	2,227			
<u>120</u>	<u>GRANTS (PREV 137)</u>							
4077	OLD GAOL FUNDING	0	3,000	3,000	0		0	100.0 %
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 %
	GRANTS (PREV 137) :- Expenditure	0	13,000	13,000	0	0	0	100.0 %
	Net Expenditure over Income	0	13,000	13,000	0			
<u>125</u>	<u>COMMEMORATIVE ITEMS</u>							
4501	CIVIC AWARD	0	585	360	-225		-225	162.5 %
4504	REMEMBRANCE WREATH	17	17	25	8		8	68.0 %
4505	MAYORS SALVER	0	0	180	180		180	0.0 %
	COMMEMORATIVE ITEMS :- Expenditure	17	602	565	-37	0	-37	106.5 %
	Net Expenditure over Income	17	602	565	-37			
<u>130</u>	<u>ADMIN RESERVES</u>							
1176	PRECEPT	0	813,075	813,076	-1			100.0 %
1190	INTEREST RECEIVED	0	0	500	-500			0.0 %
	ADMIN RESERVES :- Income	0	813,075	813,576	-501			99.9 %
	Net Expenditure over Income	0	-813,075	-813,576	-501			
<u>131</u>	<u>GRANTS</u>							
4084	COMMUNITY CENTRE CAPITAL	295	4,155	5,000	845		845	83.1 %
4087	OTHER	0	10,300	10,300	0		0	100.0 %
	GRANTS :- Expenditure	295	14,455	15,300	845	0	845	94.5 %
	Net Expenditure over Income	295	14,455	15,300	845			

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>132</u> CONTINGENCIES							
4500 CONTINGENCIES	-737	25,596	10,589	-15,008		-15,008	241.7 %
CONTINGENCIES :- Expenditure	-737	25,596	10,589	-15,008	0	-15,008	241.7 %
Net Expenditure over Income	-737	25,596	10,589	-15,008			
<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	21,708	265,678	291,186	25,508			92.2 %
Income	15	814,631	814,686	-55			100.0 %
Net Expenditure over Income	21,693	-548,953	-523,500	25,453			

ENVIRONMENT

<u>201</u> ENVIRONMENT							
3995 NI ENVIRONMENT	849	9,712	10,600	888		888	91.6 %
3996 PENSION ERS ENVIRONMENT	2,580	28,205	35,400	7,195		7,195	79.7 %
4004 WAGES & SALARIES	11,472	123,107	149,600	26,493		26,493	82.3 %
4068 COMMUNITY SERVICE	1,560	3,120	6,820	3,700	3,120	580	91.5 %
4101 SEATS AND BINS	573	573	1,000	427		427	57.3 %
4112 ENVIRONMENT EQUIPMENT	1,785	8,099	7,000	-1,099	204	-1,303	118.6 %
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	18,818	172,816	220,420	47,604	3,324	44,280	79.9 %
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	18,818	172,816	216,420	43,604			
<u>202</u> ROUNDABOUTS							
4108 ROUNDABOUT	0	6,435	8,900	2,465		2,465	72.3 %
ROUNDABOUTS :- Expenditure	0	6,435	8,900	2,465	0	2,465	72.3 %
1051 ROUNDABOUT NO 1 OPEN	0	2,127	2,075	52			102.5 %
1052 ROUNDABOUT NO 2 ELLA	0	1,134	1,580	-446			71.8 %

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1053	ROUNDAABOUT NO 3	0	1,861	1,816	45			102.5 %
1054	ROUNDAABOUT NO 4 R & B	0	2,372	2,258	114			105.1 %
1056	ROUNDAABOUT NO 6 EUROLANE	0	1,684	2,478	-794			68.0 %
1057	ROUNDAABOUT NO 7 RING ROAD	0	1,288	1,264	24			101.9 %
	ROUNDAABOUTS :- Income	0	10,466	11,471	-1,005			91.2 %
	Net Expenditure over Income	0	-4,031	-2,571	1,460			
<u>203</u>	<u>MAINTENANCE</u>							
4063	VEHICLE HIRE AND RUNNING	530	18,141	20,000	1,859		1,859	90.7 %
4082	ALLOTMENTS	0	1,500	1,500	0		0	100.0 %
4102	DOG BINS	0	3,412	5,000	1,588		1,588	68.2 %
	MAINTENANCE :- Expenditure	530	23,053	26,500	3,447	0	3,447	87.0 %
	Net Expenditure over Income	530	23,053	26,500	3,447			
<u>204</u>	<u>DEVOLVED SERVICES EXPENSES</u>							
4124	DEVOLVED SERVICES	0	9,194	22,000	12,806		12,806	41.8 %
	DEVOLVED SERVICES EXPENSES :- Expenditure	0	9,194	22,000	12,806	0	12,806	41.8 %
1017	DEVOLVED SERVICES INCOME	740	21,093	20,353	740			103.6 %
	DEVOLVED SERVICES EXPENSES :- Income	740	21,093	20,353	740			103.6 %
	Net Expenditure over Income	-740	-11,899	1,647	13,546			
<u>248</u>	<u>DEPOT</u>							
4055	ALARM	479	479	400	-79		-79	119.8 %
4225	RATES	0	3,984	4,500	516		516	88.5 %
4601	REPAIRS& MAINTENANCE FUND	98	308	500	192		192	61.5 %
4602	ELECTRICITY	-58	993	2,500	1,507		1,507	39.7 %
4603	WATER	81	301	1,500	1,199		1,199	20.1 %
	DEPOT :- Expenditure	599	6,065	9,400	3,335	0	3,335	64.5 %
	Net Expenditure over Income	599	6,065	9,400	3,335			
<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	238	221	1,000	779		779	22.1 %
4612	CONTRACTOR CHARGE	871	7,932	10,000	2,068		2,068	79.3 %

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4709	MAINTENANCE	-871	447	500	53		53	89.4 %
	PUBLIC TOILETS :- Expenditure	238	8,600	23,000	14,400	0	14,400	37.4 %
	Net Expenditure over Income	238	8,600	23,000	14,400			
<u>250</u>	<u>LACE HILL</u>							
4050	LACE HILL PLAYING FIELDS	419	2,970	11,000	8,030		8,030	27.0 %
4158	LACE HILL GAS	3,878	8,201	2,800	-5,401		-5,401	292.9 %
4159	LACE HILL ELECTRICITY	2,514	2,853	2,500	-353		-353	114.1 %
4160	LACE HILL WATER	226	527	2,500	1,973		1,973	21.1 %
4161	LACE HILL REPAIRS & MAINT	551	6,768	10,000	3,232	276	2,957	70.4 %
4162	LACE HILL CONTRACTOR	78	2,957	10,000	7,043		7,043	29.6 %
4163	LACE HILL ALARM	0	0	500	500		500	0.0 %
4164	LACE HILL EQUIPMENT	0	487	7,000	6,513	30	6,483	7.4 %
4225	RATES	0	9,360	9,692	332		332	96.6 %
4603	WATER	-113	0	0	0		0	0.0 %
4605	HORTICULTURAL CONTRACT	164	5,554	4,709	-845		-845	117.9 %
	LACE HILL :- Expenditure	7,717	39,677	60,701	21,025	306	20,719	65.9 %
1026	LACE HILL COMMUNITY CENTRE	477	38,392	37,000	1,392			103.8 %
	LACE HILL :- Income	477	38,392	37,000	1,392			103.8 %
	Net Expenditure over Income	7,240	1,285	23,701	22,416			
<u>251</u>	<u>CHANDOS PARK</u>							
4106	PLAY AREA MAINTENANCE	0	289	500	211		211	57.8 %
4601	REPAIRS& MAINTENANCE FUND	93	3,080	2,975	-105		-105	103.5 %
4602	ELECTRICITY	122	267	500	233		233	53.5 %
4603	WATER	215	1,007	1,500	493		493	67.1 %
4605	HORTICULTURAL CONTRACT	0	6,176	6,830	654		654	90.4 %
	CHANDOS PARK :- Expenditure	429	10,819	12,305	1,486	0	1,486	87.9 %
1030	BOWLS INCOME	0	550	550	0			100.0 %
1035	TENNIS COURT RENT	0	625	625	0			100.0 %
	CHANDOS PARK :- Income	0	1,175	1,175	0			100.0 %
	Net Expenditure over Income	429	9,644	11,130	1,486			
<u>252</u>	<u>BOURTON PARK</u>							
4106	PLAY AREA MAINTENANCE	234	361	1,000	639		639	36.1 %
4122	TREE WORKS	0	7,000	7,000	0		0	100.0 %
4601	REPAIRS& MAINTENANCE FUND	30	3,261	4,000	739		739	81.5 %

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4605	HORTICULTURAL CONTRACT	0	20,254	20,471	217		217	98.9 %
4709	MAINTENANCE	-234	0	0	0		0	0.0 %
	BOURTON PARK :- Expenditure	30	30,876	32,471	1,595	0	1,595	95.1 %
	Net Expenditure over Income	30	30,876	32,471	1,595			
<u>253</u>	<u>CEMETERY</u>							
4225	RATES	0	310	1,300	990		990	23.8 %
4601	REPAIRS& MAINTENANCE FUND	163	1,506	3,000	1,494	115	1,379	54.0 %
4602	ELECTRICITY	-25	389	400	11		11	97.2 %
4605	HORTICULTURAL CONTRACT	0	6,393	6,806	413		413	93.9 %
4617	MEMORIAL TESTING	0	0	1,000	1,000		1,000	0.0 %
4620	EXPENSES RE BURIAL DUTIES	0	1,692	6,500	4,808		4,808	26.0 %
4621	NEW CEMETERY PLANNING	0	0	20,000	20,000		20,000	0.0 %
	CEMETERY :- Expenditure	138	10,289	39,006	28,717	115	28,602	26.7 %
1041	BURIAL FEES	0	14,550	12,500	2,050			116.4 %
	CEMETERY :- Income	0	14,550	12,500	2,050			116.4 %
	Net Expenditure over Income	138	-4,261	26,506	30,767			
<u>254</u>	<u>CHANDOS PARK TOILETS</u>							
4602	ELECTRICITY	-91	0	0	0		0	0.0 %
4612	CONTRACTOR CHARGE	0	16,330	9,000	-7,330		-7,330	181.4 %
4709	MAINTENANCE	0	884	1,000	116		116	88.4 %
	CHANDOS PARK TOILETS :- Expenditure	-91	17,214	10,000	-7,214	0	-7,214	172.1 %
	Net Expenditure over Income	-91	17,214	10,000	-7,214			
<u>255</u>	<u>RAILWAY WALK & CASTLE HILL</u>							
4120	FRIENDS OF GROUPS	0	402	1,000	598		598	40.2 %
4122	TREE WORKS	0	740	1,500	760		760	49.3 %
4605	HORTICULTURAL CONTRACT	0	2,300	2,010	-290		-290	114.4 %
4709	MAINTENANCE	0	30	500	470		470	6.0 %
	RAILWAY WALK & CASTLE HILL :- Expenditure	0	3,471	5,010	1,539	0	1,539	69.3 %
	Net Expenditure over Income	0	3,471	5,010	1,539			
<u>256</u>	<u>STORAGE PREMISES</u>							
4066	GRENVILLE GARAGE RENT	0	499	650	151		151	76.7 %
	STORAGE PREMISES :- Expenditure	0	499	650	151	0	151	76.7 %
	Net Expenditure over Income	0	499	650	151			

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>257</u> <u>KEN TAGG PLAYGROUND</u>							
4106 PLAY AREA MAINTENANCE	0	72	500	428		428	14.4 %
4122 TREE WORKS	0	120	500	380		380	24.0 %
4605 HORTICULTURAL CONTRACT	0	716	786	70		70	91.1 %
KEN TAGG PLAYGROUND :- Expenditure	<u>0</u>	<u>908</u>	<u>1,786</u>	<u>878</u>	<u>0</u>	<u>878</u>	<u>50.8 %</u>
Net Expenditure over Income	<u>0</u>	<u>908</u>	<u>1,786</u>	<u>878</u>			
<u>258</u> <u>CEMETERY LODGE</u>							
4034 PWLB REPAYMENTS INCL	0	2,351	4,702	2,351		2,351	50.0 %
4609 CEMETERY LODGE MAINT	0	1,850	2,000	150		150	92.5 %
CEMETERY LODGE :- Expenditure	<u>0</u>	<u>4,201</u>	<u>6,702</u>	<u>2,501</u>	<u>0</u>	<u>2,501</u>	<u>62.7 %</u>
1061 CEMTERY LODGE RENTAL	0	8,460	10,530	-2,070			80.3 %
CEMETERY LODGE :- Income	<u>0</u>	<u>8,460</u>	<u>10,530</u>	<u>-2,070</u>			<u>80.3 %</u>
Net Expenditure over Income	<u>0</u>	<u>-4,259</u>	<u>-3,828</u>	<u>431</u>			
<u>259</u> <u>OTTERS BROOK</u>							
4106 PLAY AREA MAINTENANCE	0	72	500	428		428	14.4 %
4122 TREE WORKS	0	0	150	150		150	0.0 %
4605 HORTICULTURAL CONTRACT	0	2,463	2,666	203		203	92.4 %
OTTERS BROOK :- Expenditure	<u>0</u>	<u>2,535</u>	<u>3,316</u>	<u>781</u>	<u>0</u>	<u>781</u>	<u>76.5 %</u>
Net Expenditure over Income	<u>0</u>	<u>2,535</u>	<u>3,316</u>	<u>781</u>			
<u>260</u> <u>CCTV</u>							
4100 CCTV ONGOING COSTS	0	2,385	2,400	15		15	99.4 %
CCTV :- Expenditure	<u>0</u>	<u>2,385</u>	<u>2,400</u>	<u>15</u>	<u>0</u>	<u>15</u>	<u>99.4 %</u>
Net Expenditure over Income	<u>0</u>	<u>2,385</u>	<u>2,400</u>	<u>15</u>			
ENVIRONMENT :- Expenditure	<u>28,409</u>	<u>349,038</u>	<u>484,567</u>	<u>135,529</u>			<u>72.8 %</u>
Income	<u>1,217</u>	<u>94,136</u>	<u>97,029</u>	<u>-2,893</u>			<u>97.0 %</u>
Net Expenditure over Income	<u>27,191</u>	<u>254,901</u>	<u>387,538</u>	<u>132,636</u>			

TOWN CENTRE & EVENTS

<u>301</u> <u>TOWN CENTRE & EVENTS</u>							
3997 NI TC & E	245	2,699	3,900	1,201		1,201	69.2 %
3998 PENSION ERS TC & E	754	6,602	13,200	6,598		6,598	50.0 %

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
3999 WAGES & SALARIES TC & E	4,013	46,153	55,600	9,447		9,447	83.0 %
4079 FAIR TRADE PROMOTION	51	121	400	279		279	30.2 %
4094 YOUTH PROJECT	0	2,414	3,000	586		586	80.5 %
4104 TOWN IN BLOOM	0	6,578	6,300	-278		-278	104.4 %
4107 PRIDE OF PLACE	0	193	250	57		57	77.1 %
4115 RIVER RINSE	0	186	400	214		214	46.5 %
4119 ICE RINK	0	7,740	8,600	860		860	90.0 %
4125 ENTERPRISE FAIR	0	31	500	469		469	6.2 %
4126 GOOD ENDINGS FAIR	0	1,105	1,000	-105		-105	110.5 %
4166 LACE HILL EVENTS	240	797	1,000	203		203	79.7 %
4201 CHRISTMAS LIGHTS	80	8,933	9,000	67		67	99.3 %
4202 FIREWORK DISPLAY	0	4,462	4,500	38		38	99.1 %
4203 COMMUNITY FAIR	0	511	785	274		274	65.1 %
4205 CHRISTMAS PARADE	0	2,580	3,000	420		420	86.0 %
4208 SPRING FAIR	0	90	500	410		410	18.0 %
4210 PANCAKE RACE	80	80	75	-5		-5	106.7 %
4211 BAND JAM	0	3,366	3,500	134		134	96.2 %
4212 CHRISTMAS LIGHT SWITCH ON	0	1,289	1,300	11		11	99.1 %
4213 DOG AWARENESS	0	189	300	111		111	63.1 %
4216 MAY DAY EVENT	0	0	50	50		50	0.0 %
4220 MUSIC IN THE MARKET	0	3,430	3,500	70		70	98.0 %
4230 SCOUT PARADE	0	18	50	32		32	35.3 %
4241 COMEDY NIGHT EXPENDITURE	0	0	3,000	3,000		3,000	0.0 %
4243 CHARTER FAIR EXPENDITURE	0	609	4,445	3,836	4,795	-959	121.6 %
TOWN CENTRE & EVENTS :- Expenditure	5,464	100,173	128,155	27,982	4,795	23,186	81.9 %
1013 HANGING BASKETS	0	333	400	-67			83.3 %
1028 LACE HILL EVENTS INCOME	0	273	1,000	-727			27.3 %
1029 GOOD ENDINGS FAIR INCOME	0	1,230	1,000	230			123.0 %
1031 ENTERPRISE FAIR INCOME	0	0	500	-500			0.0 %
1033 ICE RINK INCOME	0	5,939	8,600	-2,661			69.1 %
1062 COMMUNITY FAIR - TABLE	-50	230	300	-70			76.7 %
1066 COMEDY NIGHT INCOME	0	0	3,000	-3,000			0.0 %
1069 CHARTER FAIR INCOME	0	6,630	6,400	230			103.6 %
TOWN CENTRE & EVENTS :- Income	-50	14,635	21,200	-6,565			69.0 %
Net Expenditure over Income	5,514	85,538	106,955	21,417			
302 STREET MARKET							
4017 SUBSCRIPTIONS	0	318	330	12		12	96.4 %
4225 RATES	0	2,193	4,000	1,807		1,807	54.8 %

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4235 MARKET INFRASTRUCTURE &	449	1,424	1,950	527		527	73.0 %
STREET MARKET :- Expenditure	449	3,934	6,280	2,346	0	2,346	62.6 %
1005 STREET MARKET	964	11,350	14,000	-2,650			81.1 %
1006 FLEA MARKET	66	3,622	5,500	-1,878			65.9 %
STREET MARKET :- Income	1,030	14,972	19,500	-4,528			76.8 %
Net Expenditure over Income	-581	-11,038	-13,220	-2,182			
303 SPECIAL EVENTS							
4075 FESTIVAL OF HEALTH	0	0	2,500	2,500		2,500	0.0 %
4221 FRINGE	0	3,031	6,000	2,969		2,969	50.5 %
4242 FOOD FAIR	0	353	500	147		147	70.5 %
4244 REMEMBRANCE FLAGS	0	241	420	179		179	57.3 %
SPECIAL EVENTS :- Expenditure	0	3,625	9,420	5,795	0	5,795	38.5 %
1020 FOOD FAIR INCOME	150	530	400	130			132.5 %
1034 FESTIVAL OF HEALTH	0	0	2,500	-2,500			0.0 %
1083 FRINGE INCOME	0	336	3,000	-2,664			11.2 %
SPECIAL EVENTS :- Income	150	866	5,900	-5,034			14.7 %
Net Expenditure over Income	-150	2,759	3,520	761			
305 TOURIST INFORMATION CENTRE							
4253 TIC	2,742	26,382	1,500	-24,882		-24,882	1758.8
TOURIST INFORMATION CENTRE :- Expenditure	2,742	26,382	1,500	-24,882	0	-24,882	1758.8
1084 TIC INCOME	210	24,351	400	23,951			6087.6
TOURIST INFORMATION CENTRE :- Income	210	24,351	400	23,951			6087.6
Net Expenditure over Income	2,531	2,032	1,100	-932			
TOWN CENTRE & EVENTS :- Expenditure	8,654	134,114	145,355	11,241			95.6 %
Income	1,340	54,824	47,000	7,824			116.6 %
Net Expenditure over Income	7,314	79,290	98,355	19,065			

PLANNING

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
601 PLANNING							
3992 WAGES & SALARIES PLANNING	931	10,241	29,700	19,459		19,459	34.5 %
3993 NI PLANNING	32	350	1,900	1,550		1,550	18.4 %
3994 PENSION ERS PLANNING	0	0	7,100	7,100		7,100	0.0 %

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4624 NEIGHBOURHOOD PLAN	0	3,000	1,000	-2,000		-2,000	300.0 %
PLANNING :- Expenditure	963	13,591	39,700	26,109	0	26,109	34.2 %
Net Expenditure over Income	963	13,591	39,700	26,109			
PLANNING :- Expenditure	963	13,591	39,700	26,109			34.2 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	963	13,591	39,700	26,109			

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	531	14,476	22,617	8,141	1,600	6,541	71.1 %
9035 PARKS DEVELOPMENT	0	620	2,025	1,405		1,405	30.6 %
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	-300	220	520		520	-136.4
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	531	14,796	72,089	57,293	1,600	55,693	22.7 %
Net Expenditure over Income	531	14,796	72,089	57,293			
EARMARKED RESERVES :- Expenditure	531	14,796	72,089	57,293			22.7 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	531	14,796	72,089	57,293			

Summary Income & Expenditure by Budget Heading 05/03/2019

Month No : 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>RESOURCES</u>							
Expenditure	21,708	265,678	291,186	25,508	2,734	22,774	92.2 %
Income	15	814,631	814,686	-55			100.0 %
Net Expenditure over Income	21,693	-548,953	-523,500	25,453			
<u>ENVIRONMENT</u>							
Expenditure	28,409	349,038	484,567	135,529	3,745	131,784	72.8 %
Income	1,217	94,136	97,029	-2,893			97.0 %
Net Expenditure over Income	27,191	254,901	387,538	132,636			
<u>TOWN CENTRE & EVENTS</u>							
Expenditure	8,654	134,114	145,355	11,241	4,795	6,446	95.6 %
Income	1,340	54,824	47,000	7,824			116.6 %
Net Expenditure over Income	7,314	79,290	98,355	19,065			
<u>PARTNERSHIPS</u>							
Expenditure	0	0	0	0	0	0	95.6 %
Income	0	0	0	0			116.6 %
Net Expenditure over Income	0	0	0	0			
<u>PLANNING</u>							
Expenditure	963	13,591	39,700	26,109	0	26,109	34.2 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	963	13,591	39,700	26,109			
<u>EARMARKED RESERVES</u>							
Expenditure	531	14,796	72,089	57,293	1,600	55,693	22.7 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	531	14,796	72,089	57,293			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	60,265	777,217	1,032,897	255,679	12,874	242,805	76.5 %
Income	2,572	963,591	958,715	4,876			100.5 %
Net Expenditure over Income	57,693	-186,374	74,182	260,556			

Supplier A/c Order

Ledger No 1 for Month No 11

Items marked with a * are disputed invoices.

Nominal Ledger Analysis											
Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
28/02/2019	CORRECT		AVDC	A001	5,022.88	0.00	5,022.88	4158	250	5,022.88	correct
28/02/2019	CORR		AVDC	A001	-5,022.88	0.00	-5,022.88	4158	250	-5,022.88	correct
28/02/2019	8062847421		ANGLIAN WATER	A015	-58.65	0.00	-58.65	4603	248	-58.65	water inv mis-post
06/02/2019	9073003021		ANGLIAN WATER	A015	214.93	0.00	214.93	4603	251	214.93	water
08/02/2019	9073157070		ANGLIAN WATER	A015	96.45	7.56	104.01	4603	248	96.45	unit 12
12/02/2019	9073273818		ANGLIAN WATER	A015	113.38	9.19	122.57	4160	250	113.38	water
01/02/2019	A5768		AUDITING SOLUTIONS	A029	430.00	86.00	516.00	4014	104	430.00	interim audit 13/12
14/02/2019	A5818		AUDITING SOLUTIONS	A029	430.00	86.00	516.00	4014	104	430.00	interim audit 12/2/19
28/02/2019	11/7		AMAZON	A035	24.07	4.81	28.88	4253	305	24.07	frame and knife
28/02/2019	25/10	10111451	AMAZON	A035	9.10	1.82	10.92	4112	201	6.96	phone cases
		10111451						4112	201	2.14	phone cases
28/02/2019	19/11		AMAZON	A035	75.98	0.00	75.98	4043	102	75.98	cancel - via cb already
01/02/2019	11/12		AMAZON	A035	10.82	2.17	12.99	4038	102	10.82	ethernet adapter
01/02/2019	11/18		AMAZON	A035	12.86	0.98	13.84	4038	102	12.86	laptop skin, adapter
01/02/2019	17/12		AMAZON	A035	11.87	0.00	11.87	4050	250	11.87	set up refermsnets - LH cafe
01/02/2019	17/12/18		AMAZON	A035	148.09	0.00	148.09	4050	250	148.09	set up refreshments - LH cafe
01/02/2019	17/12/18A		AMAZON	A035	3.70	0.74	4.44	4050	250	3.70	wooden stirrers - LH cafe
01/02/2019	18/12/18		AMAZON	A035	105.00	0.00	105.00	4050	250	105.00	set up refreshment - LH cafe
01/02/2019	29/11/18	10111463	AMAZON	A035	80.10	0.00	80.10	4043	102	80.10	safety boots
01/02/2019	12/7/18		AMAZON	A035	9.64	0.00	9.64	4112	201	9.64	24mm deep socket
01/02/2019	17/12/18B		AMAZON	A035	24.00	0.00	24.00	4050	250	24.00	set up refreshments - LH cafe
01/02/2019	19/7/18		AMAZON	A035	24.96	5.01	29.97	4010	102	24.96	desk fans
01/02/2019	20/8/18		AMAZON	A035	14.99	3.00	17.99	4043	102	14.99	trouser
01/02/2019	22/8/18		AMAZON	A035	21.64	4.34	25.98	4161	250	21.64	locks for goal posts
01/02/2019	7/5/18		AMAZON	A035	14.99	0.00	14.99	4038	102	14.99	ext lead
28/02/2019	25/2/19	10111487	AMAZON	A035	31.45	6.29	37.74	4601	248	37.74	kettle and toaster
		10111487						4601	248	-6.29	kettle and toaster
12/02/2019	48150		ABBOT FIRE	A054	32.50	6.50	39.00	4601	251	32.50	extinguisher service

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 11

Ledger No 1 for Month No 11

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
12/02/2019	48152		ABBOT FIRE	A054	60.00	12.00	72.00	4601	251	60.00	service emerg lighting
25/02/2019	28360		ABBOT FIRE	A054	59.75	11.95	71.70	4161	250	59.75	fire extinguisher service
25/02/2019	48361		ABBOT FIRE	A054	21.00	4.20	25.20	4084	131	21.00	fire extinguisher serv chamber
25/02/2019	48362		ABBOT FIRE	A054	240.60	48.12	288.72	4084	131	240.60	fire extinguisher service
25/02/2019	48363		ABBOT FIRE	A054	66.25	13.25	79.50	4601	248	66.25	fire extinguisher serv
01/02/2019	91901078	10111479	ACTIVIA	A100	115.00	23.00	138.00	4023	101	138.00	excel training - cm
28/02/2019	COR	10111479	BALC	B001	-5.00	0.00	-5.00	4023	101	-23.00	excel training - cm
28/02/2019	CORRECT		BALC	B001	10.00	0.00	10.00	4023	102	-5.00	error in c/n posting 17/18
05/02/2019	56990938		B.T.	B003	23.00	4.60	27.60	4018	102	10.00	correct, correction !
13/02/2019	53962041		B.T.	B003	225.50	45.10	270.60	4018	102	23.00	mob
26/02/2019	243564	10111474	BROXAP	B027	665.00	133.00	798.00	4112	201	225.50	mobiles feb
13/02/2019	367200		BROWNS	B031	24.95	4.99	29.94	4063	203	665.00	bench
15/02/2019	2019/9/BTC	10111482	BLACK DOG DESIGN	B038	360.00	5.00	365.00	9033	901	24.95	jockey wheel - trailer
18/02/2019	2019/10/BTC		BLACK DOG DESIGN	B038	998.00	76.80	1,074.80	4032	102	360.00	Hidden Treasures x 2000 copies
19/02/2019	175034	10111477	COLES	C040	531.00	106.20	637.20	4112	201	998.00	BTM
01/02/2019	5000		COX	C041	162.50	32.50	195.00	4601	253	528.00	tree planting at lace hill
01/02/2019	110232	10111471	DJ DOORS	D021	230.00	46.00	276.00	4161	250	3.00	tree planting at lace hill
28/02/2019	CORRECTB		E-ON	E006	270.96	0.00	270.96	4159	250	162.50	shingle
01/02/2019	H168FCE0F		E-ON	E006	436.05	87.21	523.26	4159	250	230.00	auto door repair #1
01/02/2019	H16A90BCD		E-ON	E006	421.04	84.21	505.25	4159	250	270.96	correct bt mispost
28/02/2019	CR		E-ON	E006	-171.47	-8.57	-180.04	4602	248	436.05	elec dec
28/02/2019	CRA		E-ON	E006	-24.90	-1.25	-26.15	4602	253	421.04	elec jan
28/02/2019	CREDIT		E-ON	E006	1,026.47	0.00	1,026.47	4158	250	-171.47	credit - see inv h161ef6f08
28/02/2019	H15CC0EC0		E-ON	E006	12.73	0.64	13.37	4602	248	-24.90	credit mispost
28/02/2019	H15E7E192		E-ON	E006	-11.27	-0.56	-11.83	4602	248	1,026.47	credit
28/02/2019	H15FCDDEE1		E-ON	E006	-361.95	-72.39	-434.34	4158	250	12.73	unit 17
28/02/2019	MAYA		E-ON	E006	358.99	71.80	430.79	4159	250	-11.27	unit 17
										-361.95	credit inv c/fwd
										358.99	may elec

Ledger No 1 for Month No 11

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
28/02/2019	MISPOST		E-ON	E006	1,606.12	0.00	1,606.12	4158	250	1,606.12	correct mispost
28/02/2019	REFNDCOR		E-ON	E006	125.11	0.00	125.11	4052	102	125.11	correct correction
28/02/2019	RFND		E-ON	E006	-2,511.44	0.00	-2,511.44	4158	250	-2,511.44	refund lace hill gas 17/18
28/02/2019	CORRECTI		E-ON	E006	5,022.88	0.00	5,022.88	4158	250	5,022.88	correct refund
05/02/2019	H16CBD2D6		E-ON	E006	22.18	1.11	23.29	4602	248	22.18	unit 17 elec
10/02/2019	H16D0EF95		E-ON	E006	89.87	4.49	94.36	4602	248	89.87	unit 12
12/02/2019	9835200	10111476	ESE WORLD LTD	E015	572.98	114.60	687.58	4101	201	572.98	litter bin
01/02/2019	559996	10111407	ESSENTRA	E020	29.38	5.88	35.26	4161	250	29.38	rubber foam tape
01/02/2019	15153		GANDERTON	G008	199.05	39.81	238.86	4063	203	199.05	fuel
01/02/2019	2458039		GRUNDON	G050	39.00	7.80	46.80	4112	201	39.00	wheelie bins
01/02/2019	2593375		GRUNDON	G050	86.54	17.31	103.85	4162	250	86.54	wheelie bins
01/02/2019	2593376		GRUNDON	G050	40.94	8.19	49.13	4112	201	40.94	wheelie bins
11/02/2019	29453		HIGHGEAR	H32	305.93	61.19	367.12	4063	203	305.93	OV09GMG wiring loom repair
27/02/2019	105920	10111488	JANITORIAL DIRECT	J013	110.61	22.12	132.73	4161	250	128.10	cleaning products
		10111488						4161	250	-17.49	cleaning products
28/02/2019	105962	10111490	JANITORIAL DIRECT	J013	100.01	20.00	120.01	4161	250	100.01	Numatic Vacuum cleaner
01/02/2019	FEB		JACKSON	J014	40.00	0.00	40.00	4253	305	40.00	honey feb
28/02/2019	1/3		JACKSON	J014	40.00	0.00	40.00	4253	305	40.00	honey March 2019
18/02/2019	A0016		MEN IN SHEDS	M052	5.00	0.00	5.00	4210	301	5.00	pancake race trophy
01/02/2019	904916		MAINSTREAM	M061	77.95	15.59	93.54	4018	102	77.95	816426
01/02/2019	904917		MAINSTREAM	M061	31.52	6.30	37.82	4018	102	31.52	816801
01/02/2019	904918		MAINSTREAM	M061	90.00	18.00	108.00	4018	102	90.00	816801
01/02/2019	904919		MAINSTREAM	M061	31.53	6.31	37.84	4018	102	31.53	812872
01/02/2019	904920		MAINSTREAM	M061	60.00	12.00	72.00	4018	102	60.00	812872
01/02/2019	905492		MAINSTREAM	M061	2.40	0.48	2.88	4018	102	2.40	817433
01/02/2019	870530		MAINSTREAM	M061	75.00	15.00	90.00	4018	102	75.00	msdcareline
01/02/2019	870531		MAINSTREAM	M061	5.73	1.15	6.88	4018	102	5.73	816426
01/02/2019	870532		MAINSTREAM	M061	0.74	0.15	0.89	4018	102	0.74	812872
01/02/2019	870571		MAINSTREAM	M061	31.50	6.30	37.80	4018	102	31.50	824596

Ledger No 1 for Month No 11

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
01/02/2019	871198		MAINSTREAM	M061	1.95	0.39	2.34	4018	102	1.95	817433
01/02/2019	879335		MAINSTREAM	M061	72.37	14.47	86.84	4018	102	72.37	816426
01/02/2019	879336		MAINSTREAM	M061	31.67	6.33	38.00	4018	102	31.67	816801
01/02/2019	879337		MAINSTREAM	M061	90.00	18.00	108.00	4018	102	90.00	816801
01/02/2019	879338		MAINSTREAM	M061	31.50	6.30	37.80	4018	102	31.50	812872
01/02/2019	879339		MAINSTREAM	M061	60.00	12.00	72.00	4018	102	60.00	812872
01/02/2019	879956		MAINSTREAM	M061	1.97	0.39	2.36	4018	102	1.97	817433
21/02/2019	11454		MICROSHADE	M063	569.64	113.93	683.57	4038	102	569.64	microshade hosting
15/02/2019	811164	10111480	NALC	N001	260.00	52.00	312.00	4023	102	312.00	Jon Harvey Conference 11/2
		10111480						4023	102	-52.00	Jon Harvey Conference 11/2
05/02/2019	A828355A		NEW CITY	N020	33.75	6.75	40.50	4084	131	33.75	soft close seat top - comm cen
01/02/2019	212485		NATIONAL EXPRESS	N023	163.49	0.00	163.49	4253	305	163.49	nat exp
28/02/2019	204838		NATIONAL EXPRESS	N023	504.64	0.00	504.64	4253	305	504.64	nat exp
28/02/2019	213421		NATIONAL EXPRESS	N023	91.77	0.00	91.77	4253	305	91.77	national express
11/02/2019	UTILITIES		OLD GAOL	O010	1,019.97	0.00	1,019.97	4253	305	1,019.97	recharge 80% phone, 20% elec
01/02/2019	2375690CR		OPUS	O025	-366.24	-18.31	-384.55	4158	250	-366.24	cancel inv posted in err
05/02/2019	23995626		OPUS	O025	489.03	97.80	586.83	4158	250	489.03	gas charges 7/1/19 - 04/2/19
28/02/2019	76343		OAKPARK	O060	479.00	95.80	574.80	4055	248	479.00	alarm maint unit 12 1/3 - 29/2
07/02/2019	66466848		PHS	P051	155.65	31.13	186.78	4162	250	155.65	sanitary waste / mats
01/02/2019	751610		QUEST	Q002	1.79	0.36	2.15	4253	305	1.79	shelf bracket
01/02/2019	NOV18		RBL	R002	17.00	0.00	17.00	4504	125	17.00	wreath
14/02/2019	127094	10111486	RT MACH	R006	490.00	98.00	588.00	4112	201	490.00	mulch mower
14/02/2019	287645	10111485	RIGBY TAYLOR	R044	142.45	28.49	170.94	4050	250	151.20	impact XP
		10111485						4050	250	-8.75	impact XP
14/02/2019	9073256121		RIGBY TAYLOR	R044	42.85	2.42	45.27	4603	248	42.85	unit 17
28/02/2019	TRAINING		SLCC	S005	10.00	0.00	10.00	4023	102	10.00	training cc
07/02/2019	128065	10111469	SLCC	S005	10.00	2.00	12.00	4023	102	12.00	new clerk event
		10111469						4023	102	-2.00	new clerk event
08/02/2019	E1819-200		SEAHAWKS	S007	30.00	0.00	30.00	4210	301	30.00	trophies

Buckingham Town Council
PURCHASE LEDGER INVOICE LISTING FOR MONTH No 11

Date :- 06/03/2019
Time :- 09:02

Ledger No 1 for Month No 11

Items marked with a * are disputed invoices.

Supplier A/c Order

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
22/02/2019	1819143		SEAHAWKS	S007	45.00	0.00	45.00	4210	301	45.00	rosettes
01/02/2019	9302893439		SETON	S025	223.23	44.65	267.88	4043	102	223.23	first aid kit replenishment
01/02/2019	9730469		SAGE	S027	33.50	6.70	40.20	4010	102	33.50	P60's
08/02/2019	000570-IS		SJ MOBILITY	S028	238.46	47.69	286.15	4608	249	238.46	wheelchair / scooter services
13/02/2019	951781537	10111484	SCREWFIX	S044	311.05	38.82	349.87	4043	102	311.06	uniform
		10111484						4043	102	-0.01	uniform
11/02/2019	AEG170		TRAVIS	T010	30.00	6.00	36.00	4601	252	30.00	macadam
18/02/2019	322/2019	10111429	THAMES VALLEY	T012	1,560.00	312.00	1,872.00	4068	201	1,560.00	oct, nov & dec Comm Serv
01/02/2019	40285		T KING ASSOC	T030	119.20	23.84	143.04	4500	132	119.20	lanyards
19/02/2019	40899	10111483	T KING ASSOC	T030	329.30	65.86	395.16	4043	102	308.70	uniform
		10111483						4043	102	20.60	uniform
01/02/2019	181283910/		TOTAL	T049	30.42	1.53	31.95	4602	254	30.42	elec
28/02/2019	000037		THROUGH	T060	421.68	0.00	421.68	4032	102	421.68	BTM delivery
01/02/2019	363311		VIKING DIRECT	V001	51.73	10.35	62.08	4010	102	51.73	stat
08/02/2019	399170		VIKING DIRECT	V001	65.97	13.19	79.16	4010	102	65.97	stat, whiteboard
01/02/2019	S18610		WGS POWER	W012	80.00	16.00	96.00	4201	301	80.00	collect lights from Sparkx

TOTAL INVOICES 21,930.39 2,490.87 24,421.26 21,930.39

BUCKINGHAM TOWN COUNCIL

Resources

Monday 11th March 2019

Contact Officer: Mrs Jodie Baughan

Subject. CONTACTLESS CHARITY COLLECTIONS – UPDATE

Officer Recommendation

As there has been no significant reduction in the cost of contactless collection I recommend that we do not proceed with contactless collection devices at this time.

Background

At the meeting of Resources Committee on the 11th June 2018 Members considered report R/12/18 (attached) and agreed:

(138/18) "to carry on collecting cash in the traditional way and to also purchase new collection tins with Town Council branding and install two static collection tins at the Tourist Information Centre (Old Goal) and Lace Hill Sports and Community Centre. Cllr. Smith said he would personally fund the purchase of two new collection tins and suggested that the item to be reviewed by the Resources Committee in six months' time."

Information

The additional collection tins have not been purchased for LHSCC or the Tourist Information Centre as it was considered a risk to have the cash collection tins onsite. There have not been any significant changes in the cost of contactless collection and the Mayor's Charity still utilise the collection tins at various Town Council events.

<i>Less annual transaction fee 119.40</i>
<i>Less annual rental fee 299.40</i>
<i>Total Amount for Charity after costs 3481.20</i>

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 March 2019

Contact Officer: Town Clerk

Subject: Complaints and FOI requests

Recommendation

Members are asked to note the contents of the report and to advise on any changes to the format for future versions.

Background

The Town Council has policies in place for dealing with complaints and responding to Freedom of Information requests. At present there is no process for reporting on these to Councillors. Updates are provided below on recent complaints and FOI requests.

Green Spaces complaints are recorded separately; these will be reported to the Environment Committee.

General Complaints Received from 1 January 2018 to March 2019

Date	Location of Issue	Details of complaint	Who is responsible	Action Required	Outcome/ Follow up
03/09/2018	Bourton Park	litter and rubbish making it unsafe for dogs	BTC		Green Spaces Team have been directed to investigate during the Monday park check.
02/10/2018	Stowe Avenue	dangerous lime trees, branches falling	BCC	reported to TFB	Trees trimmed back
16/10/2018	2 Bridge Street	Bins from flats blocking private passage, too much rubbish that isn't being dealt with	landlord	trying to contact landlord. Then contacted Environmental Health.	Environmental Health monitoring and have sent letters to residents in flats. Ongoing
01/12/2018	Market	Complaint about a market stall holder being aggressive after a near miss traffic incident	BTC	reported to market manager	Market Manager has spoken to stall holder. Deputy Town Clerk has responded to complainant.
09/12/2018	Town Centre	Complained about the town centre Christmas Lights and events, as they felt they compared poorly with other areas	BTC	reply to letter, pass on to councillors	Events Coordinator replied explaining about upcoming events survey and explaining supply problem had affected Christmas light display.

Date	Location of Issue	Details of complaint	Who is responsible	Action Required	Outcome/ Follow up
08/01/2019	Cattle Pens	1) That a car was towed away to make room for the fair, on the second Friday the fair came in 2018, even though the owner arrived before the tow-truck had left the site. 2) That the fair caused noise and disturbance into the evening.	BTC	Town Clerk to investigate complaint and respond.	Complaint not upheld. Complaint advised to contact tow-company, and informed that the fair arrangements will not change.
12/01/2019	AVDC heartlands play area	cement blocks from bridge building work too close to play area, child fell into them and had to go to A&E	AVDC	reported to AVDC and BCC/TfB	Blocks removed from the play area.
14/01/2019	Council	That there is not enough representation from women, young people or minorities on the council and that this is leading to decisions being made that favour older residents over for example, young families.	BTC	Complaint was forwarded to Town Mayor. Town Clerk responded to applicant and discussed what is within the remit of the Town Council.	To present paper to Councillors in the Summer looking at new ways to attract younger people and minorities to stand as councillors.

Date	Location of Issue	Details of complaint	Who is responsible	Action Required	Outcome/ Follow up
25/02/2019	Lace Hill	Use of bad language and violent behaviour from footballers in front of families and children in the play park.	BTC	BUFC informed of complaint and agreed it is unacceptable. Have agreed to apologise to the complainant and ensure behaviour is not repeated.	Lace Hill Coordinator to speak with complainant again.

Freedom Of Information Requests Received Between September 2018 and March 2019

Received	Response Sent	Information Requested	Response Provided
28/11/2018	30/11/2018	How much is spent on food and drink at council meetings? For example, how much is spent on biscuits? How much is spent on tea bags?	Buckingham Town Council do not spend any money on food or drink for council meetings. Glasses of tap water are provided.
30/11/2018	30/11/2018	How much is spent on food and drink at council meetings? This includes biscuits, juice, tea and anything else that is provided.	Buckingham Town Council do not spend any money on food or drink for council meetings. Glasses of tap water are provided.



BUCKINGHAM TOWN COUNCIL

Appendix D

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

Telephone/Fax: (01280) 816 426

Email: Townclerk@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Town Clerk: Mr Paul Hodson

Contract of agreement between **BUCKINGHAM TOWN COUNCIL** and **MR. MARSHALL NICHOLS AND MR WILLIAM NICHOLS** of **NICHOLS AMUSEMENTS** for the rent and fees relating to the annual fees held in Buckingham Town Centre on the first two Saturdays after the 11th October for the years 2020 to 2023.

The estimated rent due for the year 2020 will be £6,916 2021 £7,063, 2022 £7,214 and 2023 £7,368. Exact rent is related to the Retail Price Index over the preceding 3 years, as agreed in 2010. Precise figures will be calculated as they become due.

The above rent will be paid to the Town Clerk one week before the first fair.

The agreement is that:-

- 1 **MR. MARSHALL NICHOLS AND MR WILLIAM NICHOLS** shall rent for the purpose of holding the Buckingham Charter Fair in the area indicated on the attached map from 10am on the Friday preceding the Saturday fair day.
- 2 **MR. MARSHALL NICHOLS AN MR. WILLIAM NICHOLS** shall indemnify The Council against any accidents and incidents which occur during the setting up, operating and the taking down of the Charter Fair.
- 3 **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** shall ensure that all ride/stalls and associated equipment are operated with a minimum of £10,000,000 Public Liability Insurance; that all rides/stalls hold a current safety certificate; and that all rides/stalls adhere to all health and safety procedures prescribed by law.
- 4 **MR. MARSHALL NICHOLS AND MR WILLIAM NICHOLS** shall supply Buckingham Town Council with copies of all insurance documents for all rides/stalls attending the fair.
- 5 The liabilities and responsibilities of **MR. MARSHALL NICHOLS AND MR WILLIAM NICHOLS** are on a joint and several basis.
- 6 **BUCKINGHAM TOWN COUNCIL** shall erect the advance warning signs no later than 3 weeks prior to the first fair at such places as the Town Council decides.
- 7 **BUCKINGHAM TOWN COUNCIL** shall erect the road diversion signs on the Thursday prior to the first fair; will cover or remove the signs on the Monday after the first fair; will erect or uncover the signs on the Thursday prior to the second fair; will remove all signs on the Monday after the second fair.

Buckingham



Twinned with Mouvaux, France



- 8 **BUCKINGHAM TOWN COUNCIL** will apply or all necessary road and traffic restriction orders and implement those orders once obtained.
- 9 **BUCKINGHM TOWN COUNCIL** will not be held liable for any loss of trade in the event a road closure is not obtained for reasons outside the Town Councils control.
- 10 **BUCKINGHAM TOWN COUNCIL** will provide wheelchair ramps and **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** will ensure there are at least wo clear accessible routes through the fair for wheelchair users.
- 11 **MR. MARSHALL NICHOLS AND MR WILLIAM NICHOLS** and **BUCKINGHAM TOWN COUNCIL** will ensure a minimum of 3 metres unrestricted clearance along blue routes through the fair.
- 12 In the event a road closure was not granted **BUCKINGHAM TOWN COUNCIL** will assist **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** in finding a suitable alternative route.
- 13 **BUCKINGHAM TOWN COUNCIL** shall inform, as soon as reasonably possible, **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** of any works or highway alterations known to the Town Council which may affect the area designated on the attached map.

Signature Print name

SIGNED BY MR. MARSHALL NICHOLS .

Signature Print name

SIGNED BY ME. WILLIAM NICHOLS

Signature Print name

SIGNED ON BEHALF OF BUCKINGHAM TOWN COUNCIL

DATE

BUCKINGHAM TOWN COUNCIL

Resources

Monday 11th March 2019

Contact Officer: Town Clerk

Subject: Complaints and FOI requests

Recommendation

Members are asked to note the contents of the report and to advise on any changes to the format for future versions.

Background

The Town Council has policies in place for dealing with complaints and responding to Freedom of Information requests. At present there is no process for reporting on these to councillors. Updates are provided below on recent complaints and FOI requests.

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BUCKINGHAM TOWN COUNCIL

Resources

Monday 11th March 2019

Contact Officer: Deputy Town Clerk

Subject: The Office Multifunction Printer

Officer recommendation

To rent the Sharp MX3060 copier on a five-year lease from Company 1.

Information

The Buckingham Town Council office currently has one large stand-alone printer which is on a five-year lease. The lease ends at the end of March and therefore a new machine will need to be sourced.

The current machine is a Sharp MX3114 which is supplied through and serviced by Company 1. This machine has been reliable and there have been no issues with getting an engineer out when required. Staff have been very happy with both the machine and the service provided by Company 1.

The current photocopier prints at 31 pages per minute. It costs 0.04392 per colour copy and 0.00492 per black and white copy. (This is expensive compared to a modern machine). It was rented on a five-year lease at a cost of £182.19 per quarter.

A like for like replacement for the current copier is the Sharp MX3060. It is far cheaper to run, costing £0.0295 per colour copy and £0.00350 per black and white copy. Rental from the same company under the same terms and conditions will cost £139 per quarter, which gives a total rental cost of £2780 over five years.

This printer would cost £2715 to buy outright. The benefit of an outright purchase is that we would own the printer at the end of the five-year period. The disadvantages are that if it fails we would need to purchase a new printer and we will need to pay for maintenance and servicing. We would also have to find the full lump sum out of this year's budget.

The MX3060 has a software option that can print A2 documents using two sheets of A3 and adding an overlap. For light use this is a reasonable solution as a pure A2 printer uses a spool of paper and the running costs for our usage would be astronomical.

Quotes have been taken from four companies for four different printers all of which are suitable for the current and predicted office use. All quotes include servicing, call out and maintenance costs. Please see the attached table.

The office currently prints an average of 4639 colour pages a quarter and 18413 black and white pages a quarter. It is not predicted that these print costs will change drastically over the next five years. All the quotes in the attached table are based on these figures.

The Sharp MX3060 offers all the functionality the office requires at a reduced cost. Company 1 have proved themselves a reliable and effective supplier over the past five years and they are the cheapest of the four companies asked to quote.

Printer Quotes

Supplier	Machine	Rent	Cost of Colour Copies*	Cost of B&W Copies**	Total Print Costs	Pages per minute	DPI	Total Per Quarter	Total Per Year
Company 1 (current)	Current machine	182	203	90	294	31	600	477	1908
Company 1 (Recommended)	Sharp MX3060	139	123	64	201	30	1200	340	1360
Company 1	Ricoh MPC3004	139	162	73	235	30	1200	374	1496
Company 2	Toshiba 3515AC	200	135	53	188	35	600	388	1552
Company 3	Sharp MX3060	140	158	63	221	30	1200	361	1444
Company 4	Taskalfa 3252ci	138	153	64	217	32	1200	355	1420

All figures have been rounded to the nearest pound.

*Based on the current usage of 4639 copies a quarter.

** Based on the current usage of 18413 copies a quarter.

BUCKINGHAM TOWN COUNCIL

Resources

Monday 11th March 2019

Contact Officer: Deputy Town Clerk

Subject: Mobile Phone Contract

Recommendation.

To accept the 24-month contract from Company A, to supply 6 x Xcover4 and 6 x Samsung S9 with 150GB of pooled data at a cost of £376 a month.

Background

The Council mobile phone contract is due for renewal.

We currently pay £271 per month for nine contract iPhone 6 mobiles and a 2GB SIM of data for a tablet. Each mobile gets 2GB of data a month and there are high charges if we go over that amount.

Information

The Green Spaces Team has expanded by an extra two people and there are plans in the future to use their phones to organise and monitor their work so we need 6 tough outdoor phones which run on Android. The Samsung Xcover 4 fits all of our requirements and is powerful enough to run any future software that we may purchase.

The office staff are also expanding their use of mobile technology. Over the next two years we will produce considerably more photo and video content. It makes sense to have all our phones on the same operating system, which would have to be Android in order to work with the Green Spaces Team software. We will require six of these phones.

The Samsung S9 meets all of our requirements and has a camera with enough quality to make professional standard content. The camera is noted for how well it works in low light which is an important factor for many of our events.

The Samsung S8 was considered but 6x S8 are only £14 a month cheaper than 6x S9 which is not enough to be worth losing the additional camera quality. The S9 also has a more powerful processor which makes video editing possible.

It is anticipated that the use of data will increase considerably partly because of the Green Spaces Team's new software and partly due to the increased use of social media and the requirement to upload photos and videos. The Green Spaces Team also send a number of photos as a way of reporting faults and problems. As the

team expand this usage will grow. As a result, the current data limits of 2GB per phone will need to be increased substantially.

The Green Spaces team will also need a computer with internet access at the depot. BT advised that due to the distance from the depot and the high quality 4G in the area that 4G will be faster than broadband. They suggested that a 4G Wi-Fi router would be the best option. The router would need its own data allowance and 30GB would be a realistic amount.

Data can be bought either as a pool which each user can dip into or as an amount per phone. Having a pool of data is slightly preferable as it offers greater flexibility.

The tablet is mostly used with Wi-Fi so it is recommended not to pay for a separate SIM. It can be tethered to a mobile phone should there be a need to use it outside.

Quotes

Five companies were approached and asked to offer their best quotes for 6 x Xcover4 and 6xS8 and S9 with a pool of 50GB up to a pool of 150GB of data and a 30GB 4G Wi-Fi hub.

One company were unable to offer the Xcover4s or any equivalent. They were therefore discarded.

The other companies provided the quotes shown on the attached table. As noted above the cost differences between the S8 and S9 were very low across the different companies.

Company A were very competitive offering S9s at either £366 for 100GB or for an extra £10 a month 150GB at £376. Choosing the 150GB package adds very little extra cost and would give us all the data we need with no risk of overspending and incurring high charges. All quotes include unlimited texts and unlimited minutes.

Company A also have a shop in the Town centre and will provide an engineer to help get the phones set up correctly. They will also be a point of contact should there be problems in the future.

This recommendation will cost £105 more than what we are currently paying. For this £105 the Council will get three extra phones, all new phones at a much higher specification, considerably more data and a Wi-Fi router that will negate the need to pay extra for broadband at the depot.

Mobile Phone Quotes

Company Name	Monthly Cost	Total cost	Included data	Phone model	Network
Company B	362	8688	12GB per phone	S8	O2
Company A	366	8784	100GB pooled	S9	O2
Company C	375	9000	50GB pooled	S8	EE
Company A	376	9024	150GB pooled	S9	O2
Company B	392	9408	12GB per phone	S9	O2
Company C	395	9480	50GB pooled	S9	EE
Company D	585	14040	50GB pooled	S8	EE
All quotes are for 12 phones 6x either S8 or S9 and 6x Xcover 4					
All quotes include a 30GB per month WIFI dongle.					