



# BUCKINGHAM TOWN COUNCIL

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

24 April 2019

Councillor,

You are summoned to a meeting of the **Resources Committee** on Monday 29<sup>th</sup> April 2019 of Buckingham Town Council to be held on 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 receive and agree the minutes of the Resources Committee meeting held on Monday 11<sup>th</sup> March 2019 received at the Full Council meeting held on 18<sup>th</sup> March 2019.

### 4. Minutes of CSG Committee

To receive the minutes of the CSG Committee meeting held on 11<sup>th</sup> April 2019.

### 5. Action Report

5.1. New Cemetery (368/18) To receive a verbal update from the Town Clerk

5.2. Community Hospital (480/18) To receive a verbal update from the Town Clerk

**Appendix A**

### 6. Accounts and Budgets

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

**Appendix B**

6.2. Members to receive a verbal report from the Town Clerk on the Year end Bank Reconciliation

### 7. Invoices passed for payment, and income received

Members are asked to receive the attached schedule of invoices paid

**Appendix C**

### 8. Paperless Agendas

To receive a written report from the Committee Clerk

**R/119/18**

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.

**9. Operation London Bridge**

To receive a written report from the Administrator

**R/120/18**

**10. Staffing Update**

To receive a written report from the Town Clerk

**R/121/18**

**11. Laptops**

To receive a written report from the Deputy Town Clerk

**R/122/18**

**12. Blue Plaque App Geotagging and Framework Research**

**13. Committee Calendar 2020**

To receive the calendar of Council Committee meetings and recommend the dates to Full Council including a request to separate the Annual Statutory Meeting and Mayor's Reception for 2020.

**Appendix D**

**14. Chairman's Announcements**

**15. Date of next meeting:** Monday 8<sup>th</sup> July 2019

**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

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	797/18	Paperless Agendas	The Town Clerk reminded Members savings from the paperless project relate to the photocopier budget and savings in staff time. Members asked for an update the next meeting of the Resources Committee.	Town Clerk		29th April 2019
Resources	368/18	New Cemetery	Members AGREED to model the new Cemetery budgets before handing over governance to the Environment Committee. January 2019	Town Clerk	Not yet at the stage to model budgets. Town Clerk to report back at the next meeting of the Resources Committee.	29th April 2019
Resources	480/18	Community Hospital	Town Council applies for the Community Hospital to become an asset of community value.	Town Clerk	Town Clerk to report back at the next meeting of the Resources Committee.	29th April 2019
Resources	800/18	Complaints, compliment and FOI requests	Members AGREED for a six monthly report on complaints, compliments and FOI requests to the Resources Committee, noting that Green Spaces complaints were recorded separately and reported to the Environment Committee	Town Clerk		26th September 2019

23/04/2019

## Buckingham Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2019

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Month No : 12

## Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>RESOURCES</b>								
<u>101</u>	<u>PERSONNEL COSTS</u>							
4000	WAGES & SALARIES ADMIN	12,591	131,504	121,500	-10,004		-10,004	108.2 %
4005	ERS NATIONAL INS	1,076	10,899	11,200	301		301	97.3 %
4006	ERS PENSION CONT	2,624	26,347	28,800	2,453		2,453	91.5 %
4007	STAFF TRAVEL	26	715	550	-165		-165	130.0 %
4008	OCCUPATIONAL HEALTH	0	895	1,200	305		305	74.6 %
	PERSONNEL COSTS :- Expenditure	<b>16,316</b>	<b>170,360</b>	<b>163,250</b>	<b>-7,110</b>	<b>0</b>	<b>-7,110</b>	<b>104.4 %</b>
	<b>Net Expenditure over Income</b>	<b>16,316</b>	<b>170,360</b>	<b>163,250</b>	<b>-7,110</b>			
<u>102</u>	<u>OFFICE EXPENSES</u>							
4010	STATIONERY	161	2,229	1,800	-429		-429	123.9 %
4011	POSTAGE	0	327	600	273		273	54.5 %
4012	PHOTOCOPIER	471	1,983	1,700	-283		-283	116.7 %
4013	EQUIPMENT PURCHASE	0	892	800	-92		-92	111.5 %
4015	ADVERTISMENT	0	569	300	-269		-269	189.7 %
4017	SUBSCRIPTIONS	243	4,933	2,800	-2,133		-2,133	176.2 %
4018	TELEPHONE	406	4,792	3,700	-1,092		-1,092	129.5 %
4019	HIRE OF HALL	84	240	250	10		10	96.1 %
4021	HOSPITALITY	0	260	300	40		40	86.7 %
4023	TRAINING	298	2,039	15,000	12,961	2,734	10,227	31.8 %
4032	PUBLICITY	0	5,696	7,300	1,604		1,604	78.0 %
4038	COMPUTER EQUIP/MAINT	0	7,644	7,300	-344		-344	104.7 %
4041	WEB SITE PROVISION &	648	1,576	1,000	-576	648	-1,224	222.4 %
4043	PROTECTIVE CLOTHING /	20	1,928	900	-1,028		-1,028	214.2 %
4052	HEAT LIGHT POWER	1,825	3,824	2,600	-1,224		-1,224	147.1 %
4055	ALARM	0	540	350	-190		-190	154.3 %
4156	BUCKINGHAM CENTRE RENT	2,750	8,188	11,000	2,812		2,812	74.4 %
	OFFICE EXPENSES :- Expenditure	<b>6,906</b>	<b>47,660</b>	<b>57,700</b>	<b>10,040</b>	<b>3,381</b>	<b>6,658</b>	<b>88.5 %</b>
1010	CHAMBER HIRE	63	1,550	1,100	450			140.9 %
1012	PHOTOCOPIER USE	0	69	10	59			694.5 %
	OFFICE EXPENSES :- Income	<b>63</b>	<b>1,619</b>	<b>1,110</b>	<b>509</b>			<b>145.9 %</b>
	<b>Net Expenditure over Income</b>	<b>6,843</b>	<b>46,041</b>	<b>56,590</b>	<b>10,549</b>			
<u>103</u>	<u>COUNCILLORS</u>							
4020	MAYOR'S DUTIES	1,800	1,800	1,800	0		0	100.0 %
4029	MAYOR'S CIVIC	117	1,200	1,200	0		0	100.0 %

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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
4044	COUNCILLORS MILEAGE / EXPS	0	369	500	131		131	73.8 %
4045	COUNCILLORS ALLOWANCE	7,308	7,308	8,282	974		974	88.2 %
	<b>COUNCILLORS :- Expenditure</b>	<b>9,225</b>	<b>10,677</b>	<b>11,782</b>	<b>1,105</b>	<b>0</b>	<b>1,105</b>	<b>90.6 %</b>
	<b>Net Expenditure over Income</b>	<b>9,225</b>	<b>10,677</b>	<b>11,782</b>	<b>1,105</b>			
<u>104</u>	<u>LEGAL REQUIREMENTS</u>							
4014	AUDIT FEE	0	900	3,500	2,600		2,600	25.7 %
4022	INSURANCE	731	15,605	14,500	-1,105		-1,105	107.6 %
	<b>LEGAL REQUIREMENTS :- Expenditure</b>	<b>731</b>	<b>16,505</b>	<b>18,000</b>	<b>1,495</b>	<b>0</b>	<b>1,495</b>	<b>91.7 %</b>
	<b>Net Expenditure over Income</b>	<b>731</b>	<b>16,505</b>	<b>18,000</b>	<b>1,495</b>			
<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 %
	<b>GRANTS (PREV 137) :- Expenditure</b>	<b>0</b>	<b>13,000</b>	<b>13,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>13,000</b>	<b>13,000</b>	<b>0</b>			
<u>125</u>	<u>COMMEMORATIVE ITEMS</u>							
4501	CIVIC AWARD	0	585	360	-225		-225	162.5 %
4504	REMEMBERANCE WREATH	0	17	25	8		8	68.0 %
4505	MAYORS SALVER	0	0	180	180		180	0.0 %
	<b>COMMEMORATIVE ITEMS :- Expenditure</b>	<b>0</b>	<b>602</b>	<b>565</b>	<b>-37</b>	<b>0</b>	<b>-37</b>	<b>106.5 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>602</b>	<b>565</b>	<b>-37</b>			
<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 %
	<b>ADMIN RESERVES :- Income</b>	<b>0</b>	<b>813,075</b>	<b>813,576</b>	<b>-501</b>			<b>99.9 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>-813,075</b>	<b>-813,576</b>	<b>-501</b>			
<u>131</u>	<u>GRANTS</u>							
4084	COMMUNITY CENTRE CAPITAL	0	4,155	5,000	845		845	83.1 %
4087	OTHER	0	10,300	10,300	0		0	100.0 %
	<b>GRANTS :- Expenditure</b>	<b>0</b>	<b>14,455</b>	<b>15,300</b>	<b>845</b>	<b>0</b>	<b>845</b>	<b>94.5 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>14,455</b>	<b>15,300</b>	<b>845</b>			

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	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	854	26,487	10,589	-15,898	385	-16,283	253.8 %
CONTINGENCIES :- Expenditure	<u>854</u>	<u>26,487</u>	<u>10,589</u>	<u>-15,898</u>	<u>385</u>	<u>-16,283</u>	<u>253.8 %</u>
<b>Net Expenditure over Income</b>	<b>854</b>	<b>26,487</b>	<b>10,589</b>	<b>-15,898</b>			
<u>304</u> BUCKINGHAM TOWN YOUTH COUNCIL							
4237 YOUTH COUNCIL BUDGET	0	0	900	900		900	0.0 %
4238 YOUTH COUNCIL ADMIN	0	0	100	100		100	0.0 %
BUCKINGHAM TOWN YOUTH COUNCIL :- Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0 %</u>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>			
RESOURCES :- Expenditure	<u>34,032</u>	<u>299,747</u>	<u>291,186</u>	<u>-8,561</u>	<u>3,766</u>	<u>-12,328</u>	<u>104.2 %</u>
Income	<u>63</u>	<u>814,694</u>	<u>814,686</u>	<u>8</u>			<u>100.0 %</u>
<b>Net Expenditure over Income</b>	<b>33,969</b>	<b>-514,947</b>	<b>-523,500</b>	<b>-8,553</b>			
<b>ENVIRONMENT</b>							
<u>201</u> ENVIRONMENT							
3995 NI ENVIRONMENT	1,090	10,801	10,600	-201		-201	101.9 %
3996 PENSION ERS ENVIRONMENT	3,167	31,372	35,400	4,028		4,028	88.6 %
4004 WAGES & SALARIES	13,949	137,056	149,600	12,544		12,544	91.6 %
4068 COMMUNITY SERVICE	0	3,120	6,820	3,700	3,120	580	91.5 %
4101 SEATS AND BINS	370	943	1,000	57		57	94.3 %
4112 ENVIRONMENT EQUIPMENT	375	8,474	7,000	-1,474	204	-1,678	124.0 %
4118 SOLAR PANELS	344	344	500	156		156	68.8 %
4252 SOLAR PANEL LOAN REPAYMENT	0	0	9,500	9,500		9,500	0.0 %
ENVIRONMENT :- Expenditure	<u>19,295</u>	<u>192,111</u>	<u>220,420</u>	<u>28,309</u>	<u>3,324</u>	<u>24,985</u>	<u>88.7 %</u>
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	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>-4,000</u>			<u>0.0 %</u>
<b>Net Expenditure over Income</b>	<b>19,295</b>	<b>192,111</b>	<b>216,420</b>	<b>24,309</b>			
<u>202</u> ROUNDABOUTS							
4108 ROUNDABOUT	0	6,435	8,900	2,465		2,465	72.3 %
ROUNDABOUTS :- Expenditure	<u>0</u>	<u>6,435</u>	<u>8,900</u>	<u>2,465</u>	<u>0</u>	<u>2,465</u>	<u>72.3 %</u>
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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1053 ROUNDABOUT NO 3	0	1,861	1,816	45			102.5 %
1054 ROUNDABOUT NO 4 R & B	0	2,372	2,258	114			105.1 %
1056 ROUNDABOUT NO 6 EUROLANE	0	1,684	2,478	-794			68.0 %
1057 ROUNDABOUT NO 7 RING ROAD	0	1,288	1,264	24			101.9 %
<b>ROUNDABOUTS :- Income</b>	<b>0</b>	<b>10,466</b>	<b>11,471</b>	<b>-1,005</b>			<b>91.2 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>-4,031</b>	<b>-2,571</b>	<b>1,460</b>			
<u>203</u> <u>MAINTENANCE</u>							
4063 VEHICLE HIRE AND RUNNING	1,286	19,427	20,000	573		573	97.1 %
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 %
<b>MAINTENANCE :- Expenditure</b>	<b>1,286</b>	<b>24,339</b>	<b>26,500</b>	<b>2,161</b>	<b>0</b>	<b>2,161</b>	<b>91.8 %</b>
<b>Net Expenditure over Income</b>	<b>1,286</b>	<b>24,339</b>	<b>26,500</b>	<b>2,161</b>			
<u>204</u> <u>DEVOLVED SERVICES EXPENSES</u>							
4124 DEVOLVED NON-CARRIAGEWAY	141	9,335	22,000	12,665		12,665	42.4 %
<b>DEVOLVED SERVICES EXPENSES :- Expenditure</b>	<b>141</b>	<b>9,335</b>	<b>22,000</b>	<b>12,665</b>	<b>0</b>	<b>12,665</b>	<b>42.4 %</b>
1017 DEV SERVS NON CARRIAGEWAY	0	21,093	20,353	740			103.6 %
<b>DEVOLVED SERVICES EXPENSES :- Income</b>	<b>0</b>	<b>21,093</b>	<b>20,353</b>	<b>740</b>			<b>103.6 %</b>
<b>Net Expenditure over Income</b>	<b>141</b>	<b>-11,757</b>	<b>1,647</b>	<b>13,404</b>			
<u>248</u> <u>DEPOT</u>							
4055 ALARM	0	479	400	-79		-79	119.8 %
4225 RATES	0	3,984	4,500	516		516	88.5 %
4601 REPAIRS& MAINTENANCE FUND	519	827	500	-327		-327	165.3 %
4602 ELECTRICITY	97	1,090	2,500	1,410		1,410	43.6 %
4603 WATER	0	301	1,500	1,199		1,199	20.0 %
<b>DEPOT :- Expenditure</b>	<b>616</b>	<b>6,681</b>	<b>9,400</b>	<b>2,719</b>	<b>0</b>	<b>2,719</b>	<b>71.1 %</b>
<b>Net Expenditure over Income</b>	<b>616</b>	<b>6,681</b>	<b>9,400</b>	<b>2,719</b>			
<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	0	221	1,000	779		779	22.1 %
4612 CONTRACTOR CHARGE	871	8,803	10,000	1,197		1,197	88.0 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4709 MAINTENANCE	0	447	500	53		53	89.4 %
PUBLIC TOILETS :- Expenditure	<b>871</b>	<b>9,471</b>	<b>23,000</b>	<b>13,529</b>	<b>0</b>	<b>13,529</b>	<b>41.2 %</b>
<b>Net Expenditure over Income</b>	<b>871</b>	<b>9,471</b>	<b>23,000</b>	<b>13,529</b>			
<u>250 LACE HILL</u>							
4050 LACE HILL PLAYING FIELDS	-81	2,889	11,000	8,111	320	7,791	29.2 %
4158 LACE HILL GAS	693	8,894	2,800	-6,094		-6,094	317.6 %
4159 LACE HILL ELECTRICITY	908	3,761	2,500	-1,261		-1,261	150.4 %
4160 LACE HILL WATER	0	527	2,500	1,973		1,973	21.1 %
4161 LACE HILL REPAIRS & MAINT	48	6,815	10,000	3,185	276	2,909	70.9 %
4162 LACE HILL CONTRACTOR	642	3,644	10,000	6,356		6,356	36.4 %
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 %
4605 HORTICULTURAL CONTRACT	328	5,882	4,709	-1,173		-1,173	124.9 %
LACE HILL :- Expenditure	<b>2,538</b>	<b>42,259</b>	<b>60,701</b>	<b>18,442</b>	<b>626</b>	<b>17,816</b>	<b>70.6 %</b>
1026 LACE HILL COMMUNITY CENTRE	3,617	43,295	37,000	6,295			117.0 %
LACE HILL :- Income	<b>3,617</b>	<b>43,295</b>	<b>37,000</b>	<b>6,295</b>			<b>117.0 %</b>
<b>Net Expenditure over Income</b>	<b>-1,079</b>	<b>-1,035</b>	<b>23,701</b>	<b>24,736</b>			
<u>251 CHANDOS PARK</u>							
4106 PLAY AREA MAINTENANCE	0	289	500	211		211	57.8 %
4601 REPAIRS& MAINTENANCE FUND	0	3,080	2,975	-105		-105	103.5 %
4602 ELECTRICITY	88	356	500	144		144	71.2 %
4603 WATER	0	1,007	1,500	493		493	67.1 %
4605 HORTICULTURAL CONTRACT	280	6,456	6,830	374		374	94.5 %
CHANDOS PARK :- Expenditure	<b>368</b>	<b>11,187</b>	<b>12,305</b>	<b>1,118</b>	<b>0</b>	<b>1,118</b>	<b>90.9 %</b>
1030 BOWLS INCOME	0	550	550	0			100.0 %
1035 TENNIS COURT RENT	0	625	625	0			100.0 %
CHANDOS PARK :- Income	<b>0</b>	<b>1,175</b>	<b>1,175</b>	<b>0</b>			<b>100.0 %</b>
<b>Net Expenditure over Income</b>	<b>368</b>	<b>10,012</b>	<b>11,130</b>	<b>1,118</b>			
<u>252 BOURTON PARK</u>							
4106 PLAY AREA MAINTENANCE	750	1,111	1,000	-111		-111	111.1 %
4122 TREE WORKS	0	7,000	7,000	0		0	100.0 %
4601 REPAIRS& MAINTENANCE FUND	30	3,291	4,000	709		709	82.3 %
4605 HORTICULTURAL CONTRACT	868	21,122	20,471	-651		-651	103.2 %
BOURTON PARK :- Expenditure	<b>1,648</b>	<b>32,524</b>	<b>32,471</b>	<b>-53</b>	<b>0</b>	<b>-53</b>	<b>100.2 %</b>
<b>Net Expenditure over Income</b>	<b>1,648</b>	<b>32,524</b>	<b>32,471</b>	<b>-53</b>			



Month No : 12

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>253</u>	<u>CEMETERY</u>							
4225	RATES	0	310	1,300	990		990	23.8 %
4601	REPAIRS& MAINTENANCE FUND	8	1,514	3,000	1,486	115	1,371	54.3 %
4602	ELECTRICITY	45	434	400	-34		-34	108.5 %
4605	HORTICULTURAL CONTRACT	961	7,353	6,806	-547		-547	108.0 %
4617	MEMORIAL TESTING	0	0	1,000	1,000		1,000	0.0 %
4620	EXPENSES RE BURIAL DUTIES	1,005	2,697	6,500	3,804		3,804	41.5 %
4621	NEW CEMETERY PLANNING	300	300	20,000	19,700		19,700	1.5 %
	CEMETERY :- Expenditure	<b>2,318</b>	<b>12,608</b>	<b>39,006</b>	<b>26,398</b>	<b>115</b>	<b>26,283</b>	<b>32.6 %</b>
1041	BURIAL FEES	1,420	17,170	12,500	4,670			137.4 %
	CEMETERY :- Income	<b>1,420</b>	<b>17,170</b>	<b>12,500</b>	<b>4,670</b>			<b>137.4 %</b>
	<b>Net Expenditure over Income</b>	<b>898</b>	<b>-4,562</b>	<b>26,506</b>	<b>31,068</b>			
<u>254</u>	<u>CHANDOS PARK TOILETS</u>							
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	<b>0</b>	<b>17,214</b>	<b>10,000</b>	<b>-7,214</b>	<b>0</b>	<b>-7,214</b>	<b>172.1 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>17,214</b>	<b>10,000</b>	<b>-7,214</b>			
<u>255</u>	<u>RAILWAY WALK &amp; CASTLE HILL</u>							
4120	FRIENDS OF GROUPS	120	522	1,000	478		478	52.2 %
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	199	229	500	271		271	45.8 %
	RAILWAY WALK & CASTLE HILL :- Expenditure	<b>319</b>	<b>3,790</b>	<b>5,010</b>	<b>1,220</b>	<b>0</b>	<b>1,220</b>	<b>75.7 %</b>
	<b>Net Expenditure over Income</b>	<b>319</b>	<b>3,790</b>	<b>5,010</b>	<b>1,220</b>			
<u>256</u>	<u>STORAGE PREMISES</u>							
4066	GRENVILLE GARAGE RENT	50	599	650	51		51	92.1 %
	STORAGE PREMISES :- Expenditure	<b>50</b>	<b>599</b>	<b>650</b>	<b>51</b>	<b>0</b>	<b>51</b>	<b>92.1 %</b>
	<b>Net Expenditure over Income</b>	<b>50</b>	<b>599</b>	<b>650</b>	<b>51</b>			
<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	32	748	786	38		38	95.2 %
	KEN TAGG PLAYGROUND :- Expenditure	<b>32</b>	<b>940</b>	<b>1,786</b>	<b>846</b>	<b>0</b>	<b>846</b>	<b>52.6 %</b>
	<b>Net Expenditure over Income</b>	<b>32</b>	<b>940</b>	<b>1,786</b>	<b>846</b>			

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>258</u> <u>CEMETERY LODGE</u>							
4034 PWLB REPAYMENTS INCL	0	4,702	4,702	0		0	100.0 %
4609 CEMETERY LODGE MAINT	0	1,850	2,000	150	1,850	-1,700	185.0 %
CEMETERY LODGE :- Expenditure	<u>0</u>	<u>6,552</u>	<u>6,702</u>	<u>150</u>	<u>1,850</u>	<u>-1,700</u>	<u>125.4 %</u>
1061 CEMTERY LODGE RENTAL	858	10,176	10,530	-354			96.6 %
CEMETERY LODGE :- Income	<u>858</u>	<u>10,176</u>	<u>10,530</u>	<u>-354</u>			<u>96.6 %</u>
<b>Net Expenditure over Income</b>	<b>-858</b>	<b>-3,624</b>	<b>-3,828</b>	<b>-204</b>			
<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	96	2,559	2,666	107		107	96.0 %
OTTERS BROOK :- Expenditure	<u>96</u>	<u>2,631</u>	<u>3,316</u>	<u>685</u>	<u>0</u>	<u>685</u>	<u>79.3 %</u>
<b>Net Expenditure over Income</b>	<b>96</b>	<b>2,631</b>	<b>3,316</b>	<b>685</b>			
<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>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>2,385</b>	<b>2,400</b>	<b>15</b>			
ENVIRONMENT :- Expenditure	<b>29,579</b>	<b>381,062</b>	<b>484,567</b>	<b>103,505</b>	<b>5,915</b>	<b>97,590</b>	<b>79.9 %</b>
Income	<b>5,895</b>	<b>103,375</b>	<b>97,029</b>	<b>6,346</b>			<b>106.5 %</b>
<b>Net Expenditure over Income</b>	<b>23,684</b>	<b>277,687</b>	<b>387,538</b>	<b>109,851</b>			

**TOWN CENTRE & EVENTS**

<u>301</u> <u>TOWN CENTRE &amp; EVENTS</u>							
3997 NI TC & E	306	3,005	3,900	895		895	77.1 %
3998 PENSION ERS TC & E	858	7,460	13,200	5,740		5,740	56.5 %
3999 WAGES & SALARIES TC & E	4,939	51,092	55,600	4,508		4,508	91.9 %
4079 FAIR TRADE PROMOTION	30	151	400	249		249	37.7 %
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 SOLAR LOAN REPAYMENT	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 %

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4126 GOOD ENDINGS FAIR	0	1,105	1,000	-105		-105	110.5 %
4166 LACE HILL EVENTS	0	797	1,000	203		203	79.7 %
4201 CHRISTMAS LIGHTS	0	8,933	9,000	67		67	99.3 %
4202 FIREWORK DISPLAY	250	4,712	4,500	-212		-212	104.7 %
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	30	380	24.0 %
4210 PANCAKE RACE	0	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	95	16	94.8 %
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 %
<b>TOWN CENTRE &amp; EVENTS :- Expenditure</b>	<b>6,383</b>	<b>106,557</b>	<b>128,155</b>	<b>21,598</b>	<b>4,920</b>	<b>16,678</b>	<b>87.0 %</b>
1013 HANGING BASKETS	0	333	400	-67			83.3 %
1028 LACE HILL EVENTS INCOME	47	320	1,000	-680			32.0 %
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	0	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 %
<b>TOWN CENTRE &amp; EVENTS :- Income</b>	<b>47</b>	<b>14,682</b>	<b>21,200</b>	<b>-6,518</b>			<b>69.3 %</b>
<b>Net Expenditure over Income</b>	<b>6,337</b>	<b>91,875</b>	<b>106,955</b>	<b>15,080</b>			
<b>302 STREET MARKET</b>							
4017 SUBSCRIPTIONS	0	318	330	12		12	96.4 %
4225 RATES	0	2,193	4,000	1,807		1,807	54.8 %
4235 MARKET INFRASTRUCTURE &	0	1,424	1,950	527		527	73.0 %
<b>STREET MARKET :- Expenditure</b>	<b>0</b>	<b>3,934</b>	<b>6,280</b>	<b>2,346</b>	<b>0</b>	<b>2,346</b>	<b>62.6 %</b>
1005 STREET MARKET	2,181	13,511	14,000	-489			96.5 %
1006 FLEA MARKET	318	3,940	5,500	-1,560			71.6 %
<b>STREET MARKET :- Income</b>	<b>2,499</b>	<b>17,451</b>	<b>19,500</b>	<b>-2,049</b>			<b>89.5 %</b>
<b>Net Expenditure over Income</b>	<b>-2,499</b>	<b>-13,517</b>	<b>-13,220</b>	<b>297</b>			

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>303 SPECIAL EVENTS</b>							
4075 FESTIVAL OF HEALTH	0	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	<b>0</b>	<b>3,625</b>	<b>9,420</b>	<b>5,795</b>	<b>0</b>	<b>5,795</b>	<b>38.5 %</b>
1020 FOOD FAIR INCOME	125	705	400	305			176.3 %
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	<b>125</b>	<b>1,041</b>	<b>5,900</b>	<b>-4,859</b>			<b>17.6 %</b>
<b>Net Expenditure over Income</b>	<b>-125</b>	<b>2,584</b>	<b>3,520</b>	<b>936</b>			
<b>305 TOURIST INFORMATION CENTRE</b>							
4253 TIC	1,378	27,806	1,500	-26,306		-26,306	1853.7
TOURIST INFORMATION CENTRE :- Expenditure	<b>1,378</b>	<b>27,806</b>	<b>1,500</b>	<b>-26,306</b>	<b>0</b>	<b>-26,306</b>	<b>1853.7</b>
1084 TIC INCOME	2,271	26,963	400	26,563			6740.8
TOURIST INFORMATION CENTRE :- Income	<b>2,271</b>	<b>26,963</b>	<b>400</b>	<b>26,563</b>			<b>6740.8</b>
<b>Net Expenditure over Income</b>	<b>-892</b>	<b>843</b>	<b>1,100</b>	<b>257</b>			
TOWN CENTRE & EVENTS :- Expenditure	<b>7,762</b>	<b>141,921</b>	<b>145,355</b>	<b>3,434</b>	<b>4,920</b>	<b>-1,486</b>	<b>101.0 %</b>
Income	<b>4,942</b>	<b>60,137</b>	<b>47,000</b>	<b>13,137</b>			<b>128.0 %</b>
<b>Net Expenditure over Income</b>	<b>2,820</b>	<b>81,784</b>	<b>98,355</b>	<b>16,571</b>			
<b>PLANNING</b>							
<b>601 PLANNING</b>							
3992 WAGES & SALARIES PLANNING	931	11,172	29,700	18,528		18,528	37.6 %
3993 NI PLANNING	32	382	1,900	1,518		1,518	20.1 %
3994 PENSION ERS PLANNING	0	0	7,100	7,100		7,100	0.0 %
4624 NEIGHBOURHOOD PLAN	0	3,000	1,000	-2,000		-2,000	300.0 %
PLANNING :- Expenditure	<b>963</b>	<b>14,554</b>	<b>39,700</b>	<b>25,146</b>	<b>0</b>	<b>25,146</b>	<b>36.7 %</b>
<b>Net Expenditure over Income</b>	<b>963</b>	<b>14,554</b>	<b>39,700</b>	<b>25,146</b>			
PLANNING :- Expenditure	<b>963</b>	<b>14,554</b>	<b>39,700</b>	<b>25,146</b>	<b>0</b>	<b>25,146</b>	<b>36.7 %</b>
Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>963</b>	<b>14,554</b>	<b>39,700</b>	<b>25,146</b>			

**EARMARKED RESERVES**

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>901</u> <u>EARMARKED RESERVES</u>							
9006 SPEED WATCH	0	0	598	598		598	0.0 %
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	5,601	20,077	22,617	2,540	1,600	940	95.8 %
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	4,014	1,228	76.6 %
9048 BAG FUND	0	0	2,071	2,071		2,071	0.0 %
<b>EARMARKED RESERVES :- Expenditure</b>	<b>5,601</b>	<b>20,397</b>	<b>72,089</b>	<b>51,692</b>	<b>5,614</b>	<b>46,078</b>	<b>36.1 %</b>
<b>Net Expenditure over Income</b>	<b>5,601</b>	<b>20,397</b>	<b>72,089</b>	<b>51,692</b>			
<b>EARMARKED RESERVES :- Expenditure</b>	<b>5,601</b>	<b>20,397</b>	<b>72,089</b>	<b>51,692</b>	<b>5,614</b>	<b>46,078</b>	<b>36.1 %</b>
<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>5,601</b>	<b>20,397</b>	<b>72,089</b>	<b>51,692</b>			

## Summary Income &amp; Expenditure by Budget Heading 31/03/2019

Month No : 12

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<b><u>RESOURCES</u></b>							
Expenditure	34,032	299,747	291,186	-8,561	3,766	-12,328	104.2 %
Income	63	814,694	814,686	8			100.0 %
Net Expenditure over Income	33,969	-514,947	-523,500	-8,553			
<b><u>ENVIRONMENT</u></b>							
Expenditure	29,579	381,062	484,567	103,505	5,915	97,590	79.9 %
Income	5,895	103,375	97,029	6,346			106.5 %
Net Expenditure over Income	23,684	277,687	387,538	109,851			
<b><u>TOWN CENTRE &amp; EVENTS</u></b>							
Expenditure	7,762	141,921	145,355	3,434	4,920	-1,486	101.0 %
Income	4,942	60,137	47,000	13,137			128.0 %
Net Expenditure over Income	2,820	81,784	98,355	16,571			
<b><u>PARTNERSHIPS</u></b>							
Expenditure	0	0	0	0	0	0	101.0 %
Income	0	0	0	0			128.0 %
Net Expenditure over Income	0	0	0	0			
<b><u>PLANNING</u></b>							
Expenditure	963	14,554	39,700	25,146	0	25,146	36.7 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	963	14,554	39,700	25,146			
<b><u>EARMARKED RESERVES</u></b>							
Expenditure	5,601	20,397	72,089	51,692	5,614	46,078	36.1 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	5,601	20,397	72,089	51,692			
<b><u>INCOME - EXPENDITURE TOTALS</u></b>							
Expenditure	77,936	857,681	1,032,897	175,215	20,215	155,000	85.0 %
Income	10,899	978,207	958,715	19,492			102.0 %
Net Expenditure over Income	67,037	-120,525	74,182	194,707			

## PURCHASE LEDGER INVOICE LISTING FOR MONTH No 12

## Ledger No 1 for Month No 12

Items marked with a \* are disputed invoices.

## Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
01/03/2019	9073256121		ANGLIAN WATER	A015	42.85	2.42	45.27	4603	248	42.85	feb water
07/03/2019	18647		AMBIVENT	A020	480.00	96.00	576.00	4162	250	480.00	BMS service contract
14/03/2019	14/3		AMAZON	A035	30.77	6.15	36.92	4500	132	30.77	pens, photo frame- L Bridge
14/03/2019	14/3A		AMAZON	A035	40.07	8.01	48.08	4500	132	53.35	ring binder, storage box - LB
		10111500						4500	132	-13.28	ring binder, storage box - LB
15/03/2019	15/3		AMAZON	A035	2.69	0.00	2.69	4500	132	2.69	blotting paper - London Bridge
27/03/2019	27/3		AMAZON	A035	10.48	0.00	10.48	4010	102	10.48	USB LEADS
26/03/2019	1963349		ACCUTIME	A072	308.99	61.80	370.79	4601	248	308.99	clocking in machine
01/03/2019	3267		COMMUNITY CENTRE	B002	168.30	0.00	168.30	4019	102	168.30	agm hall hire
01/03/2019	UTILITIES		COMMUNITY CENTRE	B002	2,556.02	0.00	2,556.02	4052	102	817.24	Comm centre elec 20%
								4052	102	636.20	Comm centre gas 20%
								4052	102	371.20	Comm centre water 20%
06/03/2019	124		COMMUNITY CENTRE	B002	-84.15	0.00	-84.15	4019	102	-84.15	agm hall hire
05/03/2019	MOBMAR		B.T.	B003	23.00	4.60	27.60	4018	102	23.00	mob march
13/03/2019	MOBMARCH		B.T.	B003	225.80	45.16	270.96	4018	102	225.80	mobiles march
05/03/2019	31457		BUILDBASE	B013	68.44	13.69	82.13	4709	255	68.44	ballast and sand
15/03/2019	2207036098		BCC	B017	2,750.00	0.00	2,750.00	4156	102	2,750.00	rent 29/9/18 - 24/3/19
04/03/2019	367893		BROWNS	B031	32.08	6.42	38.50	4112	201	32.08	rake - heavy duty
21/03/2019	368545		BROWNS	B031	33.33	6.67	40.00	4112	201	33.33	yellow line
25/03/2019	175902		BCQ	B052	219.00	0.00	219.00	9033	901	219.00	walking map x 500
08/03/2019	295109		BOSTON SEEDS	B071	332.49	66.50	398.99	4106	252	332.49	wildflower seeds
29/03/2019	387147		CLARITY	C053	471.17	94.23	565.40	4012	102	471.17	copies
01/03/2019	H16C78F8C		E-ON	E006	462.29	92.46	554.75	4159	250	462.29	elec
01/03/2019	H16E2F987		E-ON	E006	446.05	89.21	535.26	4159	250	446.05	elec
06/03/2019	H16E7F23B		E-ON	E006	20.57	1.03	21.60	4602	248	20.57	elec unit 17
10/03/2019	H16EC4B73		E-ON	E006	76.46	3.82	80.28	4602	248	76.46	elec unit 12
20/03/2019	6715		4TH CORNER	F055	1,384.50	276.90	1,661.40	4605	252	448.00	maint

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 12

Ledger No 1 for Month No 12

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
30/03/2019	6638		4TH CORNER	F055	1,300.00	260.00	1,560.00	4605	251	140.00	maint
								4605	253	508.50	maint
								4605	257	16.00	maint
								4605	259	48.00	maint
								4605	250	164.00	maint
								4120	255	60.00	maint
								4605	252	420.00	maint
								4605	251	140.00	maint
								4605	253	452.00	maint
								4605	257	16.00	maint
								4605	259	48.00	maint
								4605	250	164.00	maint
								4120	255	60.00	maint
								4120	255	60.00	maint
								4063	203	171.78	fuel
01/03/2019	15358		GANDERTON	G008	171.78	34.36	206.14	4063	203	171.78	fuel
31/03/2019	15571		GANDERTON	G008	217.56	43.51	261.07	4063	203	217.56	fuel
14/03/2019	11870		GM TYRES	G013	138.33	27.67	166.00	4063	203	138.33	wheels balanced etc - trailer
08/03/2019	15365		GOOD DIRECTIONS	G018	370.00	74.00	444.00	4101	201	370.00	avenue seat pair
01/03/2019	2611865		GRUNDON	G050	70.32	14.06	84.38	4162	250	70.32	wheelie bins
01/03/2019	2611866		GRUNDON	G050	70.64	14.13	84.77	4112	201	70.64	wheelie bins
31/03/2019	2631312		GRUNDON	G050	71.34	14.27	85.61	4162	250	71.34	wheelie bins
31/03/2019	9195		GRUNDON	G050	-91.20	-18.24	-109.44	4112	201	-91.20	wheelie bin refund of overchrg
31/03/2019	2631313		GRUNDON	G050	137.10	27.42	164.52	4112	201	137.10	wheelie bins
20/03/2019	17659		HERON	H009	1,852.50	370.50	2,223.00	9033	901	1,852.50	double sided banners
05/03/2019	8987		HEALTH	H011	870.83	174.17	1,045.00	4612	249	870.83	cleaning
01/03/2019	208733		HAWKESWORTH	H051	60.00	12.00	72.00	4500	132	60.00	pat testing
01/03/2019	208734		HAWKESWORTH	H051	60.00	12.00	72.00	4500	132	60.00	pat testing
01/03/2019	208735		HAWKESWORTH	H051	60.00	12.00	72.00	4500	132	60.00	pat testing
01/03/2019	208736		HAWKESWORTH	H051	71.75	14.35	86.10	4500	132	71.75	pat testing
01/03/2019	208737		HAWKESWORTH	H051	70.00	14.00	84.00	4500	132	70.00	pat testing



PURCHASE LEDGER INVOICE LISTING FOR MONTH No 12

Ledger No 1 for Month No 12

Supplier A/c Order

Items marked with a \* are disputed invoices.

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
14/03/2019	029511		HIGHGEAR	H32	92.00	18.40	110.40	4063	203	92.00	tank strap OV09 GMG
14/03/2019	029515		HIGHGEAR	H32	226.66	38.33	264.99	4063	203	35.00	MOT OY15 PZX
19/03/2019	18789		IMPACT	I005	647.50	129.50	777.00	4041	102	647.50	parts OY15 PZX
07/03/2019	106241		JANITORIAL DIRECT	J013	17.49	3.50	20.99	4161	250	17.49	website update 50%
21/03/2019	216250		LINNELL BROS	L010	417.70	83.54	501.24	4106	252	417.70	cleaning supplies
31/03/2019	913384		MAINSTREAM	M061	8.63	1.73	10.36	4018	102	8.63	timber (wood)
31/03/2019	913386		MAINSTREAM	M061	0.42	0.08	0.50	4018	102	0.42	816426
31/03/2019	913973		MAINSTREAM	M061	33.62	6.72	40.34	4018	102	33.62	812872
01/03/2019	909120		MAINSTREAM	M061	75.00	15.00	90.00	4018	102	75.00	817433
01/03/2019	909121		MAINSTREAM	M061	5.54	1.11	6.65	4018	102	5.54	msdcare
01/03/2019	909123		MAINSTREAM	M061	0.31	0.06	0.37	4018	102	0.31	816426
01/03/2019	909157		MAINSTREAM	M061	31.50	6.30	37.80	4018	102	31.50	812872
01/03/2019	909732		MAINSTREAM	M061	2.48	0.50	2.98	4018	102	2.48	824596
06/03/2019	702340		NALC	N001	243.00	48.60	291.60	4017	102	243.00	Nalc subs - 3 year direct info
05/03/2019	24077221		OPUS	O025	338.26	67.65	405.91	4158	250	338.26	gas
31/03/2019	24162298		OPUS	O025	354.63	70.93	425.56	4158	250	354.63	gas
01/03/2019	89775		PARAGON	P008	28.93	5.79	34.72	4112	201	28.93	drill
01/03/2019	90081		PARAGON	P008	4.17	0.83	5.00	4112	201	4.17	drill bits
01/03/2019	90196		PARAGON	P008	354.60	70.92	425.52	4620	253	354.60	digger hire
01/03/2019	90378		PARAGON	P008	343.80	68.76	412.56	4118	201	343.80	wood chipper
01/03/2019	90379		PARAGON	P008	261.10	52.22	313.32	4620	253	261.10	digger hire
01/03/2019	90380		PARAGON	P008	112.50	22.50	135.00	4620	253	112.50	dumper hire
01/03/2019	90381		PARAGON	P008	42.60	8.52	51.12	4620	253	42.60	rotavator
01/03/2019	90455		PARAGON	P008	21.67	4.33	26.00	4112	201	21.67	gloves
01/03/2019	90627		PARAGON	P008	141.30	28.26	169.56	4124	204	141.30	wood chipper
01/03/2019	90628		PARAGON	P008	190.80	38.16	228.96	4620	253	190.80	digger hire
01/03/2019	90629		PARAGON	P008	43.00	8.60	51.60	4620	253	43.00	beaver hire
01/03/2019	90688		PARAGON	P008	5.00	1.00	6.00	4112	201	5.00	screwdriver

**Ledger No 1 for Month No 12**

Items marked with a \* are disputed invoices.

**Supplier A/c Order**

		Nominal Ledger Analysis									
Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
01/03/2019	90877		PARAGON	P008	190.00	38.00	228.00	4063	203	190.00	replace trailer floor
25/03/2019	754179		QUEST	Q002	14.20	2.84	17.04	4112	201	14.20	wall plugs, padlock
31/03/2019	CORRECT		RIGBY TAYLOR	R044	-43.11	-2.16	-45.27	4603	248	-43.11	a water posted to acc in err
08/03/2019	1273		REI-LUX	R22	792.00	158.40	950.40	9033	901	858.00	lamp post testing
		10111491						9033	901	-66.00	lamp post testing
14/03/2019	K1819-22		SEAHAWKS	S007	20.00	0.00	20.00	4112	201	20.00	key cutting
29/03/2019	48		SEAHAWKS	S007	8.00	0.00	8.00	4601	253	8.00	key cutting
01/03/2019	937804908		SCREWFIX	S044	30.02	6.00	36.02	4161	250	30.02	door stops
19/03/2019	961131993		SCREWFIX	S044	20.16	0.83	20.99	4043	102	20.16	safety wellies
01/03/2019	5026AEG74		TRAVIS	T010	28.64	5.73	34.37	4709	255	28.64	postcrete
05/03/2019	5026AEG90		TRAVIS	T010	52.08	10.42	62.50	4709	255	52.08	ballast
05/03/2019	5026AEG92		TRAVIS	T010	39.92	7.98	47.90	4709	255	39.92	ballast, cement
06/03/2019	5026AEG93		TRAVIS	T010	9.92	1.98	11.90	4709	255	9.92	ballast
21/03/2019	5026AEG53		TRAVIS	T010	30.00	6.00	36.00	4601	252	30.00	bitumen macadam
05/03/2019	G1584		T KING ASSOC	T030	-120.00	-24.00	-144.00	4500	132	-120.00	cr note lanyards charged x 2
31/03/2019	188466393/		TOTAL	T049	88.34	4.42	92.76	4602	251	88.34	elec
01/03/2019	184675331/		TOTAL	T049	45.30	2.27	47.57	4602	253	45.30	elec chapel a
14/03/2019	100430202		TOYE, KENNING & SPEN	T062	71.42	12.33	83.75	4500	132	74.00	London Bridge - Rosettes
14/03/2019	WEB209329	10111502	TIES PLANET	T063	41.58	8.32	49.90	4500	132	-2.58	London Bridge - Rosettes
01/03/2019	459048		VIKING DIRECT	V001	65.90	13.18	79.08	4010	102	65.90	stat
11/03/2019	516856		VIKING DIRECT	V001	45.81	9.16	54.97	4010	102	45.81	stat
26/03/2019	581993		VIKING DIRECT	V001	38.92	7.78	46.70	4010	102	38.92	stat
18/03/2019	SR5001002		VANESSA	V010	416.20	83.24	499.44	4500	132	403.70	london bridge - arm bands
26/03/2019	SI-8738	10111501	WGS POWER	W012	385.00	77.00	462.00	4500	132	12.50	london bridge - arm bands
21/03/2019	8733		WGS POWER	W012	2,352.00	470.40	2,822.40	9033	901	385.00	remove banner & return items
								9033	901	1,887.00	bracket installation / adjs
								9033	901	465.00	bracket installation / adjs

**Ledger No 1 for Month No 12**

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
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<b>TOTAL INVOICES</b>					<u>24,268.66</u>	<u>3,677.23</u>	<u>27,945.89</u>			<u>24,268.66</u>	
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At : Time : 13:35:44

SALES DAYBOOK - LEDGER - 1

User : JB

LEDGER - 1

MONTH - 12

USER - JB

Order by Invoices Entered

Invoice Date	Invoice Number	Customer A/c Name	Customer A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Transaction Details
							A/C	Centre	Amount	
31/03/2019	BTC1249	CHEADLE CHRIS	3031	36.68	7.32	44.00	1026	250	36.68	Invoice No:-BTC1249
05/03/2019	BTC1241	ALLSOPP ANETT	A014	1,560.42	312.03	1,872.45	1026	250	1,560.42	Invoice No:-BTC1241
18/03/2019	BTC1248	EMBLING MICHELLE	E003	49.50	9.90	59.40	1026	250	49.50	Invoice No:-BTC1248
11/03/2019	BTC1246	FIREPUNCH	F020	747.79	149.51	897.30	1026	250	747.79	Invoice No:-BTC1246
05/03/2019	BTC1242	HALSTEAD JULIA	H008	337.50	67.50	405.00	1026	250	337.50	Invoice No:-BTC1242
31/03/2019	BTC1250	LOLAS ICES	L021	25.00	5.00	30.00	1020	303	25.00	Invoice No:-BTC1250
11/03/2019	BTC1247	MORRISON KAYLEIGH	M007	46.90	9.35	56.25	1026	250	46.90	Invoice No:-BTC1247
31/03/2019	BTC1251	ROOS FOOD	R021	25.00	5.00	30.00	1020	303	25.00	Invoice No:-BTC1251
<b>TOTAL INVOICES</b>							<b>3,394.40</b>		<b>2,828.79</b>	
VAT ANALYSIS				CODE NEW @	20.00 %	3,394.40				
<b>TOTALS</b>							<b>3,394.40</b>		<b>2,828.79</b>	

At : Time : 13:35:50

SALES DAYBOOK - LEDGER - 1

User : JB

LEDGER -1

MONTH - 12

USER - JB

Order by Invoices Entered

Invoice Date	Invoice Number	Customer A/c Name	Customer A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Transaction Details
							A/C	Centre	Amount	
26/03/2019	BTC1257	BUCKINGHAM UNITED	B032	456.75	1.35	458.10	1026	250	456.75	Invoice No:-BTC1257
21/03/2019	BTC1253	HUNJAN PETE	H027	9.17	1.83	11.00	1026	250	9.17	Invoice No:-BTC1253
21/03/2019	BTC1252	INGEUS	I004	50.00	10.00	60.00	1026	250	50.00	Invoice No:-BTC1252
26/03/2019	BTC1256	JULIA JACKSON YOGA	J004	247.50	49.50	297.00	1026	250	247.50	Invoice No:-BTC1256
21/03/2019	BTC1254	RICHARDSON ADRIAN	R022	9.17	1.83	11.00	1026	250	9.17	Invoice No:-BTC1254
31/03/2019	BTC1260	SHILLINGFORD-REED S	S010	30.00	0.00	30.00	1026	250	30.00	Invoice No:-BTC1260
31/03/2019	BTC1261	SALVATION ARMY	SO10	-30.00	0.00	-30.00	1026	250	-30.00	Invoice No:-BTC1261
26/03/2019	BTC1259	TUCKEY SUE	T002	22.50	4.50	27.00	1026	250	22.50	Invoice No:-BTC1259
21/03/2019	BTC1255	TAYLOR TRACEY	T011	18.33	3.67	22.00	1026	250	18.33	Invoice No:-BTC1255
<b>TOTAL INVOICES</b>							<b>886.10</b>		<b>813.42</b>	
VAT ANALYSIS CODE NEW @ 20.00 %				363.42	72.68	436.10				
VAT ANALYSIS CODE VAT @ 0.00 %				450.00	0.00	450.00				
VAT ANALYSIS CODE Z @ 0.00 %				0.00	0.00	0.00				
<b>TOTALS</b>							<b>886.10</b>		<b>813.42</b>	<b>72.68</b>

## BUCKINGHAM TOWN COUNCIL

## Resources

Monday 29th April 2019

**Contact Officer:** Town Clerk

**Subject:** Paperless Project

**Recommendation:**

Members note the estimate savings and reconfirm their commitment to progressing the Council's move toward a more efficient and electronic based system for all of its Committee meetings.

**Background**

At the last meeting of the Resources Committee (11th March 2019) Members **AGREED** the following:

797/18      *Accounts and Budgets*  
*Stationery (4010) Members discussed the stationery budget overspend resulting from under budgeting. Cllr. O'Donoghue questioned why the paperless agenda had not resulted in savings on the stationery budget. The Town Clerk replied that savings from the paperless project relate to the photocopier budget and savings in staff time. Members asked for an update at the next meeting of the Resources Committee.*

The Paperless project was last reviewed by Full Council on the 1st October 2018 and the following recommendations were **AGREED**:

- Town Clerk to report back on advancing the purchase of large presentation screens for the Council Chamber.
- That the following options are available to Councillors, and that additional Councillors are encouraged to sign up to options c) or d):
  - a) To receive all papers in hard-copy, delivered to their home address or
  - b) To receive all papers in hard-copy, collected from the reception area of Buckingham Library or
  - c) To receive all papers electronically and receive a hard-copy indented Agenda (with wide margin to facilitate notes) at the meeting or
  - d) To receive all papers electronically and receive a hard-copy of the full Agenda pack at the meeting
  - e) That all Councillors are invited to adopt to receive all meeting papers electronically from the 20th May 2019 (Note – this includes non-committee members). We respect the right of members to have a hard copy of the full agenda pack before the meeting in accordance with Standing Orders.

It is anticipated that the large presentation screen will be installed in the Council Chamber by the end of May 2019 enabling Members to view agendas, report and planning applications throughout the meeting.

## Information

### *Cost and Estimated Savings*

It is difficult to put a precise figure on the cost of issuing paper agendas. Although the printing of agendas and accompanying appendices, reports and plans form the main portion of the Town Council's paper and printer usage, the largest benefit is the redistribution of officer time. There is no separate budget line for paper, this is incorporated within the Stationery cost code. Printing costs are incorporated in the photocopying contract. It is possible to calculate the cost per sheet, but not possible to count the sheets printed for a particular purpose. The Resources Committee agreed to rent a new printer photocopier at its meeting on 11 March 2019. The new machine costs £556 to rent, with a further cost of £0.0295 per colour copy and £0.00350 per black and white copy. The rental cost remains the same regardless of the amount of use the machine gets. All committee papers are printed black and white.

It is estimated that two thirds of the council's printing is carried out for committee papers. Approximately 66,000 black and white sheets were printed in the in last 12 months. So it is estimated that 44,000 sheets were printed for the 11 councillors using hard copies of papers. Using the rate for the new copier, this would have cost £154 in printing, plus £114 for 44 reams of paper (using double sided printing), giving a total cost of £268 for 11 councillors. On that basis, the cost for the six councillors currently using the paperless system would have been **£146** for the year.

The larger saving remains in officer time. Whilst this doesn't provide an actual saving for the budget, it does free up significant time for staff to carry out their core duties.

Greenspaces Team Officer time: £450

Committee Clerk Officer time: £450

**Total: £1,046**

*Estimated savings if all 17 Town Councillors (plus Buckingham Society) were to adopt the paperless system for agendas and minutes:*

Paper, printing (toners and running the machine): **£414**

Save approximately 1 hour 30 minutes in Green Spaces time per week (Delivering agendas)

- 1 hour 30 mins x 45 meetings per year (**67.5 hours per year**)
- cost of time approximately £10.00 per hour (Equates to **£675.00 per year**)

Save approximately 2 hours 20 minutes of Committee Clerk's time without printing, stapling and labelling agenda papers, minutes and reports.

- 2 hours x 45 meetings per year (**90 hours per year**)
- cost of time approximately £10.00 per hour (Equates to **£900 per year**)

**Total: £1,989**

### *Benefits*

There are a number of additional benefits provided by the paperless system

- New councillors are likely to expect a paperless system, particularly younger candidates, so this may help to attract a wider pool to stand for election next year. It is not possible to predict the preferences of the councillors who will be elected in 2020.
- Members of the public, councillors from the District and County Councils and other visitors to meetings can access the paperless copies, whereas they are not provided with paper copies. So the paperless system enables non-councillors to participate more fully in meetings.
- Where reports are longer than 20 pages they are not printed for councillors unless specifically requested; the paperless system makes it easier for councillors to follow these items when discussed.
- The paperless copies are available to members of the public, including journalists, to access details of reports and discussions.



**BUCKINGHAM TOWN COUNCIL**  
**OPERATION LONDON BRIDGE**  
**RESOURCES COMMITTEE**

**Contact Officer: Louise Stubbs**

**Committee Chair: Cllr. Mike Smith**

**Recommendation**

It is recommended that the town Council purchase 6,000 sheets of condolence paper from Bernard and Weston at £433.25.

**Background**

Operation London Bridge is the code name for planning for the death of H.M. The Queen. Buckingham Town Council has not previously had a plan for this occurrence.

Local plans are required urgently in order to be prepared for this civic operation, which will be instigated from the first day of death of H.M. The Queen, currently aged 93.

Dependent on public mood, plans will also be required in the event of H.R.H. Duke of Edinburgh who will be 98 in June, and may be required for other mourning occasions, based on the public mood, for a great many other members of the royal family, including the following:

*H.R.H. The Prince of Wales, H.R.H. The Duchess of Cornwall, H.R.H. The Duke of Cambridge, H.R.H. The Duchess of Cambridge, H.R.H. Prince George of Cambridge, H.R.H. Princess Charlotte of Cambridge, H.R.H. Prince Louis of Cambridge.*

Extensive advice has been provided by the Lord-Lieutenant's office and the National Association for Civic Officers, and this report is based on these documents and discussions.

There are a variety of costs involved in preparing for the death of a Sovereign and many of these have to be spent in advance as there would not be time to order the equipment needed otherwise.

This report focuses on the costs of preparation and not on the schedule of actions that the Town Council will need to take part in. Officers will be meeting with a representative from St Peter and St Paul's at the beginning of May and after this a proposed event plan will be taken to Town Centre and Events for discussion.

Some items have already been purchased due to the urgent need to be prepared for such an event.

### **Books of Remembrance**

Buckingham Town Council may arrange a condolence book in a suitable venue to allow for privacy and quiet reflection for residents wishing to pass on their condolences in a written message. Official guidance is that opportunities to do this should be made locally to avoid too many people travelling to London. It is likely that a great many sheets of paper will be required for these books, particularly at the death of our monarch. In fact, two locations and sets of equipment may be needed. One location is likely to be St Peter and St Paul's, and the other either the Old Gaol or Council Chamber.

Officers used guidance from the Left-Lieutenant's office about what was required and purchased suitable supplies at the best price. The funding for this came from the contingencies budget in 2018/19.

### ***Costs (already spent)***

Black table cloth: £25

Blotting paper: £2.69

Pens: £13.84

4 ring binders (x4): £29.97

Official Photograph of the Duke of Edinburgh: £37 (the Town Council already possesses a photo of the queen)

Photo frame x2: £23.26

*Paper: £433.25 for 6000 sheets (not purchased yet)*

Storage Box to contain all equipment: £18.11

### ***Second location Costs:***

Second black table cloth: £25

Additional photographs: £1.20 each

### ***Future Costs:***

- Binding the pages into a book for archiving

Book binding: £150-£170 (could be less if shared with neighbouring parishes in Aylesbury Vale)

### **Dress Code**

There will be multiple occasions at which Members and Officers of the Town Council may be required to be part of the public mourning process, for example during the proclamation reading and while setting and supervising the condolence books.

Robed members of the Council should wear a rosette on the left lapel while, while black armbands 3 ¼" wide should be worn at other times during the mourning period.

Public facing officers should be offered armbands as appropriate during the mourning period. Black ties should be worn by male councillors and officers. Black rosettes may be worn instead of armbands by female councillors if preferred.

According to local tradition the mace will also be dressed with a black ribbon, which is contained in the mace box. The chain of office is currently already fitted onto a black background so would not need to be amended.

***Clothing Costs (already spent):***

Black armbands 5x medium: £63.80

Black armbands 15x large: £144.90

Black armbands 20x extra large: £195

Black rosettes x20: £74

Black ties: x10: £49.90

Black ribbon for mace: £0.00

Black ribbon for deputy mayor's medallion and small clip: TBC

**BUCKINGHAM TOWN COUNCIL**

**STAFFING UPDATE**

**RESOURCES COMMITTEE**

**Contact Officer: Paul Hodson, Town Clerk**

**Committee Chair: Cllr. Mike Smith**

**Recommendations**

It is recommended that in future the Town Clerk's annual appraisal is undertaken by three councillors: the Mayor, and the Chairs of the Resources and Staffing (Confidential Matters) Committees.

It is recommended that the day-to-day oversight of the Town Clerk continues to be by the Chair of the Resources Committee.

**Town Clerk**

The Town Clerk's End of Probation Review meeting was held with the Mayor and Chair of Resources. Following consultation with the other three councillors who took part in the interview panel for the Town Clerk – Councillors Newell, G. Collins and Mordue – it was confirmed that the Town Clerk's performance has been satisfactory, and so Paul Hodson was confirmed in post following successful completion of the probationary period.

Councillors requested that Mr Hodson complete the CILCA training for parish council clerks; this is underway.

The current practice would now be for the Chair of Resources to carry out annual appraisals with the Town Clerk. The most common practice amongst other councils is for a panel of approximately three councillors to carry out annual reviews. This reduces the risk of personality clashes or personal disagreements – on either side – colouring the annual review. It is therefore proposed that Buckingham Town Council adopt a similar approach. It is recommended that in future the Town Clerk's annual appraisal is undertaken by three councillors: the Mayor, and the Chairs of the Resources and Staffing (Confidential Matters) Committees.

**Deputy Town Clerk**

The Deputy Town Clerk will shortly complete her six month probation period. The end of probation review will be carried out by the Town Clerk. The Deputy Town Clerk has also signed up to undertake the CILCA training.

**BUCKINGHAM TOWN COUNCIL**

**Resources**

**Monday 29<sup>th</sup> April 2019**

**Contact Officer: Deputy Town Clerk**

**Subject: Office Computers**

**Recommendation**

To purchase four new laptops of differing specifications:

- 2x DELL Inspiron 17 3000 at £605
- 1x DELL G3 17 at £710.50
- 1x DELL G3 15 at £710.50

**Information**

Buckingham Town Council currently have nine desktop computers. They are all old and starting to become unreliable. They are also very underpowered for modern usage. For example, the computer used by Deputy Town Clerk is powered by an E5300 processor. This processor was launched in 2013 and struggles with basic tasks. The current desktops are all different configurations of processors and RAM.

A significant amount of staff time is being wasted waiting for computers to load and dealing with crashes and the resultant lost work. Two of the computers have started randomly turning themselves off and need to be rebooted.

There is a need for a more flexible working environment. Staff are going to need to work from different sites and in the future the office will not physically have enough desks for everyone (should plans go ahead to recruit an office apprentice). It therefore is more effective to start replacing the office computers with laptops.

We will also need an additional machine for the depot which presently does not have any computer facilities.

The office currently has three laptops. One is used by the Committee Clerk and is of a low spec but works and is suitable for the required tasks, it is proposed that she keeps this machine. One laptop is used by the Town Clerk and is not powerful enough for his current usage. It is however adequate for use at the depot and it is proposed that his machine is transferred there. The third laptop is used by the Deputy Town Clerk and is again not powerful enough to process photos, videos or for intense workstation use. It is powerful enough to be used as a general office laptop for example allowing officers to take minutes and work remotely when

required. It is proposed that this machine be given to the administrator as a replacement for her desktop.

All three of the current laptops are more powerful than the office desktops.

It is proposed that BTC purchase four new laptops as the first wave of an update of the office equipment, to be carried out over the next 3-4 years. As officers have different requirements there is little to be gained from purchasing four identical laptops.

The Town Clerk needs a powerful processor and at least 8GB RAM. He needs a 17-inch screen. The DELL G3 17 fits his current requirements. This can be purchased for £710.50.

The Deputy Town Clerk needs a very powerful processor and a minimum of 8GB RAM. This machine would also be available for other staff to use for high demand tasks such as video and photo processing. In order to make it easier to transport and also to get the fastest processor whilst keeping costs down it is proposed that this machine only be a 15-inch screen. The DELL G3 15 will fit these requirements it also costs £710.50.

The Planning Officer will need a powerful machine to run the new chamber screens. Due to the nature of the work a 17-inch screen will be a minimum in order to be able to scrutinise detailed plans. The Estates Manager has similar requirements as he needs to use detailed mapping software. Both officers will need sizable storage on the machine. The Inspiron 17 3000 costs £605 and will meet all their requirements.

All four machines are good value for the equipment they have inside. They all have screens that are comfortable enough to be used all day and should not require the purchase of any additional peripherals. They have enough quality that they will last many years of usage and should not need replacing for some time.

This purchase will free up to four of the current desktops. It should be possible to remove the RAM and any other useful components from the least reliable machines and use them to upgrade the remaining machines therefore extending their usable life.

The recommendations provided follow comparisons with a range of options and a visit to PC world to clarify details of the different specifications

2020		Meeting 1	Meeting 2	CIVIC / TOWN COUNCIL EVENTS
Jan	6	Resources		
	13	Precept		CSG 16th January
	20	Planning		
	27	Full Council		
Feb	3	Planning		
	10	Town Centre & Events		
	17	Environment		
	24	Interim	Planning	EDWG 26th Feb
Mar	2	Resources		
	9			CSG 12th March
	16	Full Council		Annual Town Meeting Wed 18th March
	23	Planning		
	30	Town Centre & Events		
Apr	6	Environment		
	13			Easter Monday BH
	20	Interim	Planning	CSG 23rd April
	27	Resources		EDWG 30th April
May	4			Early May BH (7th May elections)
	11	Annual Statutory Meeting		
	18	Full Council	Planning	Mayor Making Friday 29th May
	25			Late May BH
June	1	Planning		
	8	Town Centre & Events		CSG 11th June
	15	Environment		
	22	Interim	Planning	
	29	Resources		
July	6			
	13	Full Council		
	20	Planning		EDWG 24th June
	27	Town Centre & Events		CSG 30th July
Aug	3			
	10			
	17			
	24			
	31			Bank Holiday Monday
Sept	7	Environment		CSG 3rd September
	14	Interim	Planning	EDWG 17th Sept
	21	Resources		
	28			
Oct	5	Full Council		
	12	Planning		CSG 15th October
	19	Town Centre & Events		
	26	Environment		
Nov	2	Interim	Planning	EDWG 4th Nov
	9	Resources		
	16			
	23	Full Council		CSG 26th November
	30	Planning		
Dec	7	Town Centre & Events		
	14	Environment		EDWG 17th Dec
	21	Interim	Planning	
	28			25th & 28th Bank Holidays
				Friday 1st January 2021 Bank Holiday
		Please Note: CSG dates are draft until confirmed by Committee in June 2019		