



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr. P. Hodson

03 July 2019

Councillor,

You are summoned to a meeting of the **Resources Committee** on Monday 8th July 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. **Election of Chair**
To elect a Chair of the Committee for 2019/20
2. **Election of Vice Chair**
To elect a Vice Chair of the Committee for 2019/20
3. **Apologies for Absence**
Members are asked to receive apologies from Members.
4. **Declarations of Interest**
To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.
5. **Minutes of last meeting**
To receive and agree the minutes of the Resources Committee meeting held on Monday 29th April 2019 and received at the Full Council meeting held on 20th May 2019.
6. **Minutes of Communications Strategy Group**
To receive the minutes of the CSG meeting held on 13th June 2019.
7. **Terms of Reference**
 - 7.1. To agree the terms of reference for the Communications Strategy Group **Appendix A**
 - 7.2. To agree the terms of reference for the Resources Committee as agreed at Full Council (min 22.2.2/19) **Appendix B**
 - 7.3. To agree the revised terms of reference for the Staffing (Confidential matters) Committee **R/24/19**

Buckingham



Twinned with Mouvaux, France



Members are reminded to declare any prejudicial interest as soon as it becomes apparent. All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

- 8. Standing Orders**
To receive and discuss a written report from the Town Clerk regarding a proposal to amend the Council's Standing Orders following discussion at Full Council (min 22.4/19) **R/25/19**
- 9. Councillor Attendance at Meetings 2018/19** **Appendix C**
To note Councillors' attendance at Committee meetings throughout 2018/19
- 10. Civic Events Review**
- 10.1. Mayor's Reception
To receive a written report from the Town Clerk **R/26/19**
- 10.2. Civic Service **R/27/19**
To receive a written report from the Town Clerk
- 11. Action Report** **Appendix D**
- 12. Insurance**
To receive and discuss a written report from the Town Clerk **R/28/19**
- 13. Accounts and Budgets**
- 13.1. To receive and consider the attached Income and Expenditure reports **Appendix E**
- 13.2. Managing Reserves **R/29/19**
To receive and discuss a written report from the Town Clerk
- 14. Invoices passed for payment, and income received** **Appendix F**
To receive the attached schedule of invoices paid
- 15. Bank Reconciliation** **Appendix G**
Members to receive the quarterly Bank Reconciliation and the Chair to sign
- 16. Child Safeguarding Policy and Photography Policy**
To receive and consider the adoption of a child safeguarding policy and Photography Policy **R/30/19**
- 17. Inventory of Land and Assets** **R/31/19**
To receive and discuss a written report from the Town Clerk
- 18. Staffing** **R/32/19**
To receive and discuss a written report from the Town Clerk
- 19. Chair's Announcements**
- 20. Date of next meeting: Monday 26th September 2019**

To:

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

Cllr. Ms. Newell
Cllr. Mrs. O'Donoghue Vice Chair
Cllr Smith Chair
Cllr. R. Stuchbury
Cllr. M. Try



Buckingham Town Council

Terms of Reference

Date Agreed: 20/05/2019

Minute Number: 22/19

Reviewed 20th May 2019

Prepared by:

Paul Hodson

Version: 1.3

Name

1. This Strategy Group of Resources shall be known as the **COMMUNICATIONS STRATEGY GROUP**

Membership

2. Membership of the Strategy Group is open to any Councillor who wishes to be a member
 - 2.1. Councillors who are not Members of the Strategy Group may attend the meeting, but they may not vote on a decision
 - 2.2. The Committee has the power to Co-opt other non-voting Members
3. The Strategy Group shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chairman

4. The Strategy Group shall elect a Chairman at the first meeting after the Annual Town Council Meeting. The Chairman's period of office is for one year.
5. The Strategy Group shall elect a Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chairman's period of office is for one year.
6. The Chairman if present shall Chair the Strategy Group meeting.

Conduct of the Meeting

7. All meetings of the Communications Strategy Group shall be convened in accordance with the Town Council's standing orders and current legislation.
8. All business undertaken at the Communications Strategy Group shall be done so in accordance with the Town Council's standing orders and current legislation

Area of Operations

9. The Strategy Group has the delegated responsibility from the Resources Committee to make decisions in all aspects relating to Communications, for example newsletters, websites, leaflets and social media.

Powers and responsibilities

10. In addition to the areas of operation above the Communications Strategy Group has the following specific responsibilities:
 - 10.1. To discuss and agree articles for inclusion within the Town Council's newsletter
 - 10.2. To compile and arrange for distribution of the Town Council's newsletter.
 - 10.3. To agree procedures for the communication methods the Council uses.
 - 10.4. To review and arrange for the management of any website under the Town Council's control
 - 10.5. The Strategy Group has authority to proceed with all items within the publicity budget and the website budget, or any budget from time to time which falls within communications. However, the Strategy Group must refer to the Resources Committee when non-budgeted expenditure is anticipated
 - 10.6. To monitor and improve the Council's communications impact as in so far as they relate to this committee.



Buckingham Town Council

Terms of Reference

Date Agreed: 20/05/19
 Minute Number: 22/19
 Reviewed 20th May 2019
 Prepared by:
 Paul Hodson
 Version: 2.1

Name

1. The Committee shall be known as the **RESOURCES COMMITTEE**.

Membership

2. Membership of the committee is open to any Councillor who wishes to be a member
 - 2.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
3. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chair/Chairman

4. The Committee shall elect a Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Chair/Chairman's period of office is for one year.
5. The Committee shall elect a Vice-Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chair/Chairman's period of office is for one year.
6. The Chair/Chairman if present shall Chair the Committee meeting.

Conduct of the Meeting

7. All meetings of the Resources Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
8. All business undertaken at the Resources Committee shall be done so in accordance with the Town Council's standing orders and current legislation

Area of Operations

9. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
 - Strategy
 - Finance
 - Personnel
 - Policy
 - Grants
 - Civic Matters
 - Communications
 - Office Accommodation

Powers and responsibilities

10. In addition to the areas of operation above the Resources Committee has the following responsibilities:

Finance

- 10.1) to advise the Council on the budget proposals of all Committees and the level of the precept to be levied each year.
- 10.2) to review the long term financial strategy of the Council with a view to advising the Council on funding for significant projects
- 10.3) to be responsible for all aspects of the financial administration of the Council including:
 - arrangements for preparation of the accounts
 - appointment of an independent Internal Auditor
 - preparation of, and compliance with, the Council's financial regulations
 - maintenance of adequate systems of internal control and internal audit throughout the year
 - control and monitoring of the approved budget throughout the year
 - considering and recommending to Council approval of annual financial reports, together with evidence of adequate systems of internal control and internal audit throughout the year, for presentation for External Audit
 - develop and keep under review the Council's Financial Plan and Investment Strategy
- 10.4) To undertake within the overall policies and approved budgets of the Council the following duties and functions:
 - have a strategic overview of fees and charges for services provided by the Council as determined by each committee..
 - determine subscriptions to be paid by the Council
 - determine the need for and if necessary, recommend to Council the taking out of loans
- 10.5) to advise the Council on the level of allowances to be payable to Councillors
- 10.6) To make recommendations to Council in relation to internal policy development based on legislation
- 10.7) to review the long term financial strategy of the Council with a view to advising the Council on funding for significant projects
- 10.8) Ensure adequate insurance of all the Council's property and liabilities
- 10.9) Oversee the Community Grant process
- 10.10) Advise the Council on responses to be made to the structure of Local Government
- 10.11) Make representation to Aylesbury Vale District Council and Buckinghamshire County Council on their corporate plans and policies when they are likely to or do affect Buckingham

Personnel

- 10.12) to monitor all matters affecting the promotion, salary and conditions of service of all staff and office holders of the Council (unless stated elsewhere)

- 10.13) to meet as required to discuss and investigate any personnel requirements
- 10.14) to oversee Officer and Member training and development
- 10.15) to meet as required by the Council for staff reviews
- 10.16) to review and agree the policies and procedures regarding personnel

Civic Matters

- 10.17) Oversee Civic matters including the town crier, mace bearer or any other civic positions.
- 10.18) Be responsible for all Civic Affairs including Civic protocols

General Purpose

- 10.19) to be responsible for advising the Council on Standing Orders in respect to the Conduct of Meetings, Code of Conduct for members and all similar documentation relating to the overall administration of the Council's affairs.
- 10.20) to consider, advise, delegate and make recommendation on any item of the Council's business and responsibilities not otherwise allocated to a committee
- 10.21) Oversee the ongoing development of ICT facilities for the Council including the Council's website
- 10.22) Oversee the production of the Newsletter
- 10.23) Oversee the production of the Annual Report
- 10.24) to provide and publish an annual report of the Council's finances both current & budgeted, and also reports from each of the Committee Chair/Chairman and the Mayor

Further Information

- 11. The Committee has authority to proceed with all items within its budget, but must refer to full Council when non budgeted expenditure is anticipated.
- 12. The Committee shall appoint sub committees and working groups to undertake work within its remit, as and when it is deemed necessary and shall set out Terms of References for those bodies.
- 13. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.

BUCKINGHAM TOWN COUNCIL

Resources

Monday 8th July 2019

Contact Officer: Paul Hodson, Town Clerk

Subject: Staffing (Confidential Matters) Committee Terms of Reference

Recommendation

To recommend to Full Council to agree to the proposed changes to the Terms of Reference for the Staffing (Confidential Matters) Committee.

Background

The Staffing (Confidential Matters) Committee was originally created with the intention of only meeting if required to address a specific issue. Since then, the Council has agreed that the Town Clerk's annual appraisal will be undertaken by the Mayor and the Chairs of the Resources and Staffing (Confidential Matters) Committee. This creates the need to appoint a Chair for the Committee each year.

Proposed Change

The enclosed revised Terms of Reference have been amended to incorporate the following addition:

- 3.1. The Committee shall meet as soon as is practically possible after the Annual Town Council Meeting, for the sole purpose of electing a Chair and Vice-Chair, unless other relevant business also requires to be addressed.
- 3.2. The Committee shall elect a Chair at the first meeting after the Annual Town Council Meeting. The Chair's period of office is for one year.
- 3.3. The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
- 3.4. The Chair, if present, shall Chair the Committee meeting.



1. Name

1.1. The Committee shall be known as the **Staffing (Confidential Matters) Committee**

2. Composition

- 2.1. Membership of the committee is open to any Councillor who wishes to be a member
- 2.2. Councillors who are not Members of the Committee may not attend the meeting.
- 2.3. Any councillor attending this committee cannot be involved in any subsequent staffing matter appeals.
- 2.4. Given the above, membership should not exceed eight members to be reviewed at the beginning of the new financial year.

3. Chair

- 3.1. The Committee shall meet as soon as is practically possible after the Annual Town Council Meeting, for the sole purpose of electing a Chair and Vice-Chair, unless other relevant business also requires to be addressed.
- 3.2. The Committee shall elect a Chair at the first meeting after the Annual Town Council Meeting. The Chair's period of office is for one year.
- 3.3. The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
- 3.4. The Chair, if present, shall Chair the Committee meeting.

4. Quorum

4.1. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

5. Area of Operations

The Committee shall be responsible for the Town Council's functions:

- 5.1. Advising the Town Clerk on confidential matters relating to the discipline, capability and sickness management of staff employed by the Town Clerk
- 5.2. Establishing a panel of members to hear formal cases of misconduct or capability as required by relevant council policies

6. Powers and Responsibilities

- 6.1. Four or more Staffing Committee Members are required for deciding (as specified in relevant council policies) on whether a member of staff should be dismissed from post on the basis of conduct or capability.
- 6.2. Make recommendations, in the light of advising on confidential staff matters, towards the revision of staff management policies

7. Conduct of the Meeting

- 7.1. All meetings of the Staffing (Confidential Matters) Committee shall be convened in accordance with the Town Council's standing orders, current legislation and relevant policies
- 7.2. All business undertaken at the Staffing (Confidential Matters) Committee shall be done so in accordance with the Town Council's standing orders, current legislation and relevant policies.

BUCKINGHAM TOWN COUNCIL

Resources

Monday 8th July 2019

Contact Officer: Town Clerk

Subject: Review and adoption of appropriate standing orders

Recommendation

Members are asked to decide whether to recommend to Full Council to amend Standing Orders to specify that, "The contributions or speeches by a councillor shall relate only to the agenda item under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting."

Background

At Full Council on the 20th May 2019 (*minute 22.4.1/19*) Cllr. Cole reminded Members that under the Council's current rules of debate a councillor may speak once in the debate on a motion but there was no limit as to the length of time they were allow to speak. Cllr. Smith spoke in support of a time limit suggesting a timeframe of 2-3 minutes. Members **AGREED** to refer the item to Resources Committee for further exploration.

The Town Council's current Standing Orders state:

- 1(t) Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

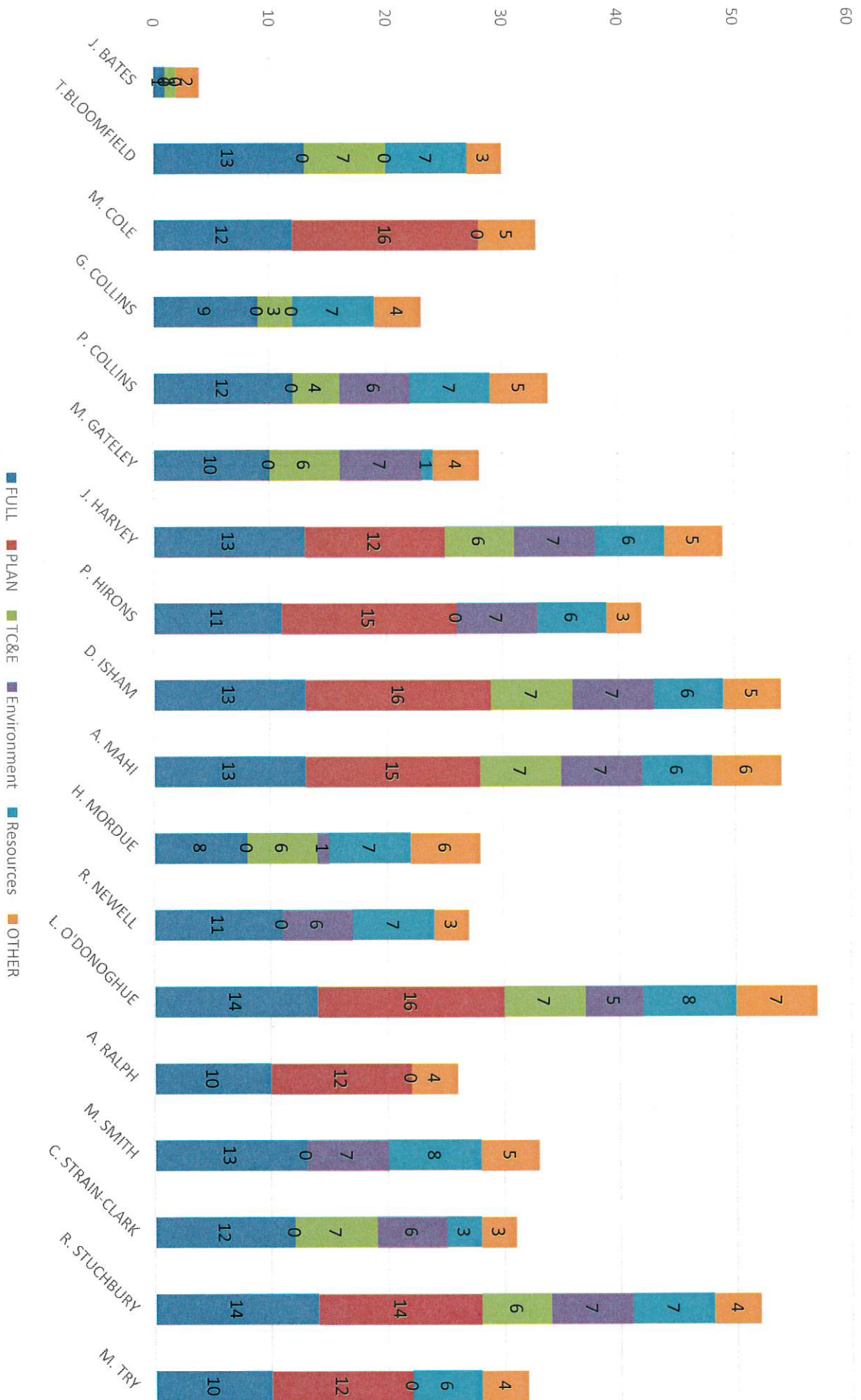
This does not extend to items other than motions.

The current version of the Standing Orders is based on NALC's most recent model. Whilst some aspects are required to ensure the Council adheres to current legislation, there is no legal reason for the Council not to amend aspects such as how long councillors may speak for.

Proposal

It is proposed to extend this restriction to include all items of business. With this change, no contribution to a meeting by a councillor could exceed three minutes, without the agreement of the meeting.

Councillor Attendance 2018/19



	May			June			July			Aug			Sept			Oct	
	ASM	FC	P	TCE	E	I	P	R	FC	P	TCE	E	I	P	R	FC	
2018/19	0	0	0	1	0	1	1	1	1	0	1	1	1	1	1	1	
J.BATES	1	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	
T.BLOOMFIELD	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
M.COLE	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
G.COLLINS	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
P.COLLINS	0	1	1	1	0	1	1	1	1	1	1	1	1	1	1	1	
M.GATELEY	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
J.HARVEY	1	1	1	1	1	1	0	1	1	1	1	1	1	1	1	1	
P.HIRONS	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
D.ISHAM	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
A.MAHI	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
H.MORDUE	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
R.NEWELL	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
L.ODONOGHUE	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
A.RALPH																	
M.SMITH	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
C.STRAIN-CLARK	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
R.STUCHBURY	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
M.TRY	0	0	1	1	1	1	0	1	1	1	1	1	1	1	1	1	
CLERK	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
TOTAL CLERS.	11	12	8	12	9	17	6	14	12	12	7	10	16	7	12	17	
	May					June					July			Aug			
															Sept		
																Oct	

KEY	
In Attendance	1
Apologies	0
	Not on Committee

		Mar			Apr					ExO FC	Informal	ExO	Staffing	ExO FC	Staffing	ExO FC
		FC	P	TCE	E	I	P	R	P	13th May 20	25/02/2019	21/05/2018	11/06/2018	08/11/2018	22/11/2018	04/02/2019
J. Bates	R															
T.BLOOMFIELD		1	1	1	1	1	1	1	1	0	1	1	1	1	1	0
M. COLE		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
G. COLLINS		1	1	0	0	0	0	1	1	0	1	1	1	0	1	0
P. COLLINS		1	1	0	1	1	1	1	1	0	1	1	1	1	1	0
M. GATELEY		1	1	1	1	1	0	1	1	0	1	1	1	1	1	1
J. HARVEY		0	1	1	0	1	1	1	1	1	1	1	1	1	1	1
P. HIRONS		1	0	1	1	1	1	1	1	0	1	1	1	1	1	1
D. ISHAM		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
A. MAHI		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
H. MORDUE		1	0	1	1	1	1	1	1	1	0	1	1	1	1	1
R. NEWELL		1	1	1	1	1	1	1	1	0	1	1	1	1	1	0
L. ODONOGHUE		1	1	1	1	0	1	1	1	1	1	1	1	1	1	1
A. RALPH		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
M. SMITH		1	0	1	1	1	1	1	1	1	1	0	1	1	1	1
C. STRAIN-CLARK		0	1	1	1	1	1	0	1	1	0	1	1	0	1	1
R. STUCHBURY		1	1	0	1	1	1	1	1	1	1	0	1	1	1	1
M. TRY		1	0	1	1	1	1	1	1	1	1	1	1	1	1	1
		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
		12	13	7	8	10	15	9	13							
		Mar			Apr											
										11	14	12	6	16	6	13

Cllr.	FULL	PLAN	TC&E	Enviro	Resol	OTHER	TOTAL
J. Bates.	1	0	1	0	0		24
T. Bloomfield.	13	0	7	0	7		330
M. Cole.	12	16	0	0	0		533
G. Collins.	9	0	3	0	7		423
P. Collins.	12	0	4	6	7		534
M. Gateley.	10	0	6	7	1		428
J. Harvey.	13	12	6	7	6		549
P. Hiron.	11	15	0	7	6		342
D. Isham.	13	16	7	7	6		554
A. Mahl.	13	15	7	7	6		654
H. Mordue.	8	0	6	1	7		628
R. Newell.	11	0	0	6	7		327
L. O'donoghue.	14	16	7	5	8		757
A. Ralph.	10	12	0	0	0		426
M. Smith.	13	0	0	7	8		533
C. Strain-Clark.	12	0	7	6	3		331
R. Stuchbury.	14	14	6	7	7		452
M. Ty.	10	12	0	0	6		432
Clerk	14	16	7	7	8		63
	0	199	128	67	73	92	78
	17	11	12	13	15		No. on committee

CLLR	% attendance	FULL	PLAN	TC&E	Environment	Resources	OTHER
J. BATES		7	0	14	0	0	29
T. BLOOMFIELD		93	0	100	0	88	43
M. COLE		86	100	0	0	0	71
G. COLLINS		64	0	43	0	88	57
P. COLLINS		86	0	57	86	88	71
M. GATELEY		71	0	86	100	13	57
J. HARVEY		93	75	86	100	75	71
P. HIRONS		79	94	0	100	75	43
D. ISHAM		93	100	100	100	75	71
A. MAHI		93	94	100	100	75	86
H. MORDUJE		57	0	86	14	88	86
R. NEWELL		79	0	0	86	88	43
L. O'DONOGHUE		100	100	100	71	100	100
A. RALPH		71	75	0	0	0	57
M. SMITH		93	0	0	100	100	71
C. STRAIN-CLARK		86	0	100	86	38	43
R. STUCHBURY		100	88	86	100	88	57
M. TRY		71	75	0	0	75	57

CLERK

AV/MEETING

3

BUCKINGHAM TOWN COUNCIL

Resources

Monday 8th July 2019

Contact Officer: Paul Hodson, Town Clerk
Subject Mayor's Reception and Mayor Making

Recommendations

It is recommended that Councillors comment on the recent event and consider possible approaches for 2020.

Background

Mayor-Making

Mayor-Making was held on Friday 17th May 2019 from 19:30 in the Community Centre. The event was attended by over 100 people, including all Town Councillors. The traditional format was used, including the awarding of Friends of the Town as the first item.

Mayor's Reception

The Mayor's Reception was held immediately after Mayor Making and light Refreshments were provided in the Small Hall. Refreshments, including wine, were sourced from Waitrose. After-ceremony music was by 'Thirlby & Smith', a guitarist and singer.

The event was planned by the Mayor, with support from the Administrator. On the night, the Town Clerk, Finance Officer, Administrator and TIC Supervisor helped with arrangements.

The total cost slightly exceeded the budget of £1,200. The difference will be met from the remainder of the Mayor's budget for the year.

The Council has agreed to hold the Mayor's reception and Mayor Making on a different date to the Annual Statutory Meeting in 2020, because the elections will take place shortly before the ASM. This will present the opportunity to change the way the event is managed. It will not be possible to arrange a Mayor's Reception in the normal way, because it won't be known who will be elected to the Council, never mind elected as Mayor, until Friday 8 May 2020. Invitations for a formal event will need to be sent several months before then. So it may be appropriate for the office to take a stronger role in arranging the event in the election year.

It is proposed that Councillors consider the options and provide initial views, to enable a detailed proposal to be provided in September 2019.

BUCKINGHAM TOWN COUNCIL

Resources

Monday 8th July 2019

Contact Officer: Paul Hodson, Town Clerk

Subject Civic Service

Recommendations

It is recommended that Councillors note the report.

The Event

The Civic Service was held on Sunday 28th April 2019 at 3.30pm. For the first time, the event was held in St Bernadine's Catholic Church. Father Roy Karakkattu was most accommodating, members of the church supported the event with catering support and the venue worked well. Approximately 150 people attended; the church was full, in part due to the range of young people who performed during the service.

Five talks were given in between hymns and performances, all addressing the theme of celebrating the spirit of imagination.

The Mayor, Councillor Jon Harvey, repeated the idea from the previous year whereby those of other faiths or none were able to silently move a flower from one vase to another as part of the service. This again proved a popular way of involving all those present.

In the absence of the Mace Bearer, Barbra Famer, Rosemary Frohock took on the role.

The service was conceived and arranged by the Mayor. The administrator sent invitations and managed replies. The staff working at the event on the day were the Town Clerk and Deputy Town Clerk. The event fell on the same as the Spring Fair, where a number of other staff were already working.

Committee	Minute No.	Action	Action Required	Action Owner	Update
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 completed and reported to TC and E who hold the budget for this service. To be deleted from Resources action list after July's meeting
Resources	797/18; 931/18	Paperless Agendas	AGREED to put to full council the recommendation that "Members note the estimated 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".	Town Clerk	To be deferred until new councillors in place in July 2020
Resources	480/18; 928.1/19	Community Hospital	Town Council applies for the Community Hospital to become an asset of community value.	Town Clerk	Awaiting confirmation that the application has been accepted.
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	

BUCKINGHAM TOWN COUNCIL**Resources****Monday 8th July 2019****Contact Officer:** Paul Hodson, Town Clerk**Subject:** Insurance**Recommendation**

It is recommended that the Town Council add insurance against terrorism to its current policy, at a cost of £436 per year.

Background

At Full Council on the 20th May 2019 (*minute 22.8/19*) Members reviewed and agreed the Council's current arrangements for insurance cover in respect of all insured risks. Cllr. P. Collins asked if the Town Council paid an additional premium for terrorism on the Buckingham Community Centre's building insurance and Members **AGREED** for the Town Clerk to investigate and report back to the Resources Committee.

Current Policy

The Town Council has a Local Council insurance policy with Zurich Municipal Insurance. The policy does not cover terrorism related events.

Terrorism Coverage

Zurich Insurance is a member of Pool Re and offers terrorism cover as an additional package. Pool Re was founded by the insurance industry in cooperation with, and backed by funding from, Her Majesty's Treasury and continues to be backed by HMT. The cover provided is for losses resulting from damage and the associated business interruption costs to property caused by an act or acts of terrorism.

The only exclusions applying to the terrorism cover are in respect of:

- war and related risks;
- and damage caused by virus, hacking and similar actions.

There is no exclusion for chemical, biological, radiological or nuclear contamination and the terrorism cover provided by the Pool Re member is able, subject to the terms of the policy, to respond in situations in which damage has been caused by such means. The coverage, sums insured and excess payments within the current policy would also apply to the terrorism coverage.

The cost for the terrorism cover would be £436 per year.

Month No : 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
RESOURCES							
101 PERSONNEL COSTS							
4000	WAGES & SALARIES ADMIN	-7,153	18,212	136,484	118,272	118,272	13.3 %
4005	ERS NATIONAL INS	-412	1,884	17,593	15,710	15,710	10.7 %
4006	ERS PENSION CONT	-833	4,870	31,999	27,129	27,129	15.2 %
4007	STAFF TRAVEL	0	265	900	635	635	29.4 %
4008	OCCUPATIONAL HEALTH	0	0	1,200	1,200	1,200	0.0 %
4025	HR ADVICE	0	4,326	4,325	-1	-1	100.0 %
4026	STAFF & RECRUITMENT	0	0	750	750	750	0.0 %
	PERSONNEL COSTS :- Expenditure	-8,398	29,556	193,251	163,695	0	163,695 15.3 %
	Net Expenditure over Income	-8,398	29,556	193,251	163,695		
102 OFFICE EXPENSES							
4010	STATIONERY	345	576	1,800	1,224	1,224	32.0 %
4011	POSTAGE	0	-69	500	569	569	-13.7 %
4012	PHOTOCOPIER	0	347	1,500	1,153	1,153	23.1 %
4013	EQUIPMENT PURCHASE	0	0	800	800	800	0.0 %
4015	ADVERTISMENT	0	0	500	500	500	0.0 %
4017	SUBSCRIPTIONS	113	3,420	3,500	80	80	97.7 %
4018	TELEPHONE	229	789	5,000	4,211	4,211	15.8 %
4019	HIRE OF HALL	0	0	250	250	250	0.0 %
4021	HOSPITALITY	0	0	300	300	300	0.0 %
4023	TRAINING	1,612	4,231	10,550	6,319	15	6,304 40.3 %
4027	COMPUTER SOFTWARE	0	0	7,809	7,809	467	7,343 6.0 %
4030	PAYROLL	172	172	880	708	708	19.6 %
4032	PUBLICITY	0	1,424	6,000	4,576	4,576	23.7 %
4038	COMPUTER EQUIP/MAINT	4,157	4,790	2,000	-2,790	-2,790	239.5 %
4041	WEB SITE PROVISION &	648	1,397	2,648	1,251	1,251	52.7 %
4043	PROTECTIVE CLOTHING /	35	35	1,100	1,065	1,065	3.2 %
4052	HEAT LIGHT POWER	0	17	800	783	783	2.2 %
4055	ALARM	0	89	550	461	461	16.2 %
4156	BUCKINGHAM CENTRE RENT	0	2,750	4,500	1,750	1,750	61.1 %
	OFFICE EXPENSES :- Expenditure	7,310	19,969	50,987	31,018	482	30,536 40.1 %
1010	CHAMBER HIRE	462	714	600	114		119.0 %
1012	PHOTOCOPIER USE	0	0	40	-40		0.0 %
	OFFICE EXPENSES :- Income	462	714	640	74		111.6 %
	Net Expenditure over Income	6,848	19,255	50,347	31,092		

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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
103 COUNCILLORS							
4020 MAYOR'S DUTIES	0	0	1,800	1,800		1,800	0.0 %
4029 MAYOR'S CIVIC	0	1,210	1,200	-10		-10	100.8 %
4044 COUNCILLORS MILEAGE / EXPS	0	9	600	591		591	1.6 %
4045 COUNCILLORS ALLOWANCE	0	0	7,308	7,308		7,308	0.0 %
4236 ELECTION COSTS	0	0	1,906	1,906		1,906	0.0 %
COUNCILLORS :- Expenditure	0	1,219	12,814	11,595	0	11,595	9.5 %
Net Expenditure over Income	0	1,219	12,814	11,595			
104 LEGAL REQUIREMENTS							
4014 AUDIT FEE	0	-2,010	5,200	7,210		7,210	-38.7 %
4016 LEGAL COSTS	0	0	2,500	2,500		2,500	0.0 %
4022 INSURANCE	-825	15,182	16,000	818		818	94.9 %
LEGAL REQUIREMENTS :- Expenditure	-825	13,172	23,700	10,528	0	10,528	55.6 %
Net Expenditure over Income	-825	13,172	23,700	10,528			
120 GRANTS (PREV 137)							
4077 OLD GAOL FUNDING	0	3,000	3,000	0		0	100.0 %
4081 CAB GRANT	0	5,176	5,176	0		0	100.0 %
4086 YOUTH CENTRE GRANT	0	5,200	5,200	0		0	100.0 %
GRANTS (PREV 137) :- Expenditure	0	13,376	13,376	0	0	0	100.0 %
Net Expenditure over Income	0	13,376	13,376	0			
125 COMMEMORATIVE ITEMS							
4501 CIVIC AWARD	0	645	585	-60		-60	110.3 %
4504 REMEMBERANCE WREATH	0	0	25	25		25	0.0 %
4505 MAYORS SALVER	0	215	180	-35		-35	119.4 %
COMMEMORATIVE ITEMS :- Expenditure	0	860	790	-70	0	-70	108.9 %
1176 PRECEPT	0	0	852,777	-852,777			0.0 %
COMMEMORATIVE ITEMS :- Income	0	0	852,777	-852,777			0.0 %
Net Expenditure over Income	0	860	-851,987	-852,847			
130 ADMIN RESERVES							
1176 PRECEPT	0	426,389	0	426,389			0.0 %
1190 INTEREST RECEIVED	0	0	500	-500			0.0 %
ADMIN RESERVES :- Income	0	426,389	500	425,889			85277.7
Net Expenditure over Income	0	-426,389	-500	425,889			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
131 GRANTS							
4084 COMMUNITY CENTRE CAPITAL	0	0	5,000	5,000		5,000	0.0 %
4087 OTHER	0	12,135	12,135	0		0	100.0 %
4088 UNIVERSITY CIVIC PRIZES	0	0	150	150		150	0.0 %
GRANTS :- Expenditure	0	12,135	17,285	5,150	0	5,150	70.2 %
Net Expenditure over Income	0	12,135	17,285	5,150			
132 CONTINGENCIES							
4500 CONTINGENCIES	93	709	7,500	6,791	600	6,191	17.5 %
CONTINGENCIES :- Expenditure	93	709	7,500	6,791	600	6,191	17.5 %
Net Expenditure over Income	93	709	7,500	6,791			
RESOURCES :- Expenditure	-1,820	90,996	319,703	228,706	1,082	227,625	28.8 %
Income	462	427,103	853,917	-426,815			50.0 %
Net Expenditure over Income	-2,282	-336,106	-534,215	-198,108			

ENVIRONMENT

201 ENVIRONMENT							
3995 NI ENVIRONMENT	181	2,523	23,567	21,044		21,044	10.7 %
3996 PENSION ERS ENVIRONMENT	833	7,906	44,107	36,201		36,201	17.9 %
4004 WAGES & SALARIES	4,041	33,336	185,719	152,383		152,383	17.9 %
4068 COMMUNITY SERVICE	0	1,080	9,620	8,540	2,040	6,500	32.4 %
4101 SEATS AND BINS	0	0	1,000	1,000	313	687	31.3 %
4112 ENVIRONMENT EQUIPMENT	1,377	2,607	7,000	4,393	152	4,241	39.4 %
4115 SOLAR LOAN REPAYMENT	0	0	7,844	7,844		7,844	0.0 %
4118 SOLAR PANELS	0	0	795	795		795	0.0 %
ENVIRONMENT :- Expenditure	6,432	47,453	279,652	232,199	2,505	229,694	17.9 %
Net Expenditure over Income	6,432	47,453	279,652	232,199			
202 ROUNDABOUTS							
4108 ROUNDABOUT	0	0	1,500	1,500		1,500	0.0 %
ROUNDABOUTS :- Expenditure	0	0	1,500	1,500	0	1,500	0.0 %
1051 ROUNDABOUT NO 1 ABBOT FIRE	2,178	2,178	2,125	53			102.5 %
1052 ROUNDABOUT NO 2 ELLA	1,161	1,161	1,618	-457			71.8 %
1053 ROUNDABOUT NO 3 SEASONS	1,905	1,905	1,860	45			102.4 %
1054 ROUNDABOUT NO 4 R & B	2,429	2,429	2,312	117			105.1 %

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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
1056	ROUNDABOUT NO 6 THE VET	2,587	2,587	2,537	50			102.0 %
1057	ROUNDABOUT NO 7 RING ROAD	1,319	1,319	1,294	25			101.9 %
	ROUNDABOUTS :- Income	11,580	11,580	11,746	-166			98.6 %
	Net Expenditure over Income	-11,580	-11,580	-10,246	1,334			
203	<u>MAINTENANCE</u>							
4063	VEHICLE HIRE AND RUNNING	887	2,665	14,000	11,335	623	10,713	23.5 %
4082	ALLOTMENTS	2,000	2,000	2,000	0		0	100.0 %
4102	DOG BINS	0	0	4,500	4,500		4,500	0.0 %
	MAINTENANCE :- Expenditure	2,887	4,665	20,500	15,835	623	15,213	25.8 %
	Net Expenditure over Income	2,887	4,665	20,500	15,835			
204	<u>DEVOLVED SERVICES EXPENSES</u>							
4124	DEVOLVED NON-CARRIAGEWAY	155	1,511	20,353	18,842		18,842	7.4 %
4127	DEVOLVED MINOR HIGHWAYS	0	0	100	100		100	0.0 %
	DEVOLVED SERVICES EXPENSES :- Expenditure	155	1,511	20,453	18,942	0	18,942	7.4 %
1015	DEVELOVED OTHER INCOME	0	0	3,000	-3,000			0.0 %
1017	DEV SERVS NON CARRIAGEWAY	0	20,353	20,353	0			100.0 %
1019	DEVOLVED SERVICES INCOME	0	0	0	0			0.0 %
	DEVOLVED SERVICES EXPENSES :- Income	0	20,353	23,353	-3,000			87.2 %
	Net Expenditure over Income	155	-18,842	-2,900	15,942			
205	<u>GROUNDS MAINTENANCE</u>							
4033	WASTE DISPOSAL	157	285	1,800	1,515		1,515	15.8 %
4035	MACHINERY	210	210	2,000	1,790		1,790	10.5 %
4036	FUEL (MOWER)	392	408	3,000	2,592		2,592	13.6 %
4037	SUNDRIES	0	58	1,500	1,442	104	1,338	10.8 %
	GROUNDS MAINTENANCE :- Expenditure	759	961	8,300	7,339	104	7,235	12.8 %
	Net Expenditure over Income	759	961	8,300	7,339			
248	<u>DEPOT</u>							
4013	EQUIPMENT PURCHASE	0	0	6,000	6,000		6,000	0.0 %
4055	ALARM	0	0	400	400		400	0.0 %
4225	RATES	0	4,075	4,500	425		425	90.6 %
4601	REPAIRS& MAINTENANCE FUND	48	48	500	452		452	9.6 %
4602	ELECTRICITY	71	259	2,500	2,241		2,241	10.4 %

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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
4603	WATER	0	103	1,500	1,397		1,397	6.8 %
	DEPOT :- Expenditure	119	4,485	15,400	10,915	0	10,915	29.1 %
	Net Expenditure over Income	119	4,485	15,400	10,915			
<u>249</u>	<u>PUBLIC TOILETS</u>							
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	0	1,000	1,000		1,000	0.0 %
4612	CONTRACTOR CHARGE	871	1,742	10,450	8,708		8,708	16.7 %
4709	MAINTENANCE	0	40	500	460		460	8.0 %
	PUBLIC TOILETS :- Expenditure	871	1,782	15,450	13,668	0	13,668	11.5 %
1085	SHOP MOBILITY INCOME	435	435	350	85			124.3 %
	PUBLIC TOILETS :- Income	435	435	350	85			124.3 %
	Net Expenditure over Income	436	1,347	15,100	13,753			
<u>250</u>	<u>LACE HILL</u>							
4050	LACE HILL PLAYING FIELDS	679	998	9,320	8,322		8,322	10.7 %
4158	LACE HILL GAS	95	361	5,000	4,639		4,639	7.2 %
4159	LACE HILL ELECTRICITY	405	1,426	-3,757	-5,183		-5,183	-38.0 %
4160	LACE HILL WATER	0	110	2,500	2,390		2,390	4.4 %
4161	LACE HILL REPAIRS & MAINT	280	1,607	10,000	8,393	136	8,257	17.4 %
4162	LACE HILL CONTRACTOR	1,290	1,637	3,500	1,863		1,863	46.8 %
4163	LACE HILL ALARM	0	91	500	409		409	18.2 %
4164	LACE HILL EQUIPMENT	0	0	3,000	3,000		3,000	0.0 %
4167	LACE HILL PLAY AREA	0	0	3,000	3,000		3,000	0.0 %
4225	RATES	0	9,575	9,600	26		26	99.7 %
	LACE HILL :- Expenditure	2,749	15,806	42,663	26,857	136	26,721	37.4 %
1026	LACE HILL COMMUNITY CENTRE	2,109	10,542	44,000	-33,458			24.0 %
	LACE HILL :- Income	2,109	10,542	44,000	-33,458			24.0 %
	Net Expenditure over Income	640	5,264	-1,337	-6,601			
<u>251</u>	<u>CHANDOS PARK</u>							
4106	PLAY AREA MAINTENANCE	0	0	3,500	3,500	1,509	1,991	43.1 %
4122	TREE WORKS	0	0	2,000	2,000		2,000	0.0 %
4601	REPAIRS& MAINTENANCE FUND	47	151	2,500	2,349		2,349	6.0 %
4602	ELECTRICITY	0	0	500	500		500	0.0 %
4603	WATER	0	41	1,500	1,459		1,459	2.8 %
	CHANDOS PARK :- Expenditure	47	192	10,000	9,808	1,509	8,300	17.0 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1030 BOWLS INCOME	0	0	550	-550			0.0 %
1035 TENNIS COURT RENT	0	0	625	-625			0.0 %
CHANDOS PARK :- Income	0	0	1,175	-1,175			0.0 %
Net Expenditure over Income	47	192	8,825	8,633			
<u>252 BOURTON PARK</u>							
4106 PLAY AREA MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4122 TREE WORKS	0	0	7,000	7,000		7,000	0.0 %
4601 REPAIRS& MAINTENANCE FUND	0	484	4,000	3,516		3,516	12.1 %
4708 PLAY EQUIPMENT	0	0	10,000	10,000		10,000	0.0 %
BOURTON PARK :- Expenditure	0	484	22,000	21,516	0	21,516	2.2 %
Net Expenditure over Income	0	484	22,000	21,516			
<u>253 CEMETERY</u>							
4225 RATES	0	349	1,000	651		651	34.9 %
4601 REPAIRS& MAINTENANCE FUND	-190	120	3,000	2,880	115	2,765	7.8 %
4602 ELECTRICITY	0	0	400	400		400	0.0 %
4617 MEMORIAL TESTING	0	0	2,000	2,000		2,000	0.0 %
4619 NEW CEMETERY	0	0	28,728	28,728		28,728	0.0 %
4620 EXPENSES RE BURIAL DUTIES	108	995	6,500	5,505		5,505	15.3 %
4621 NEW CEMETERY PLANNING	0	0	7,000	7,000		7,000	0.0 %
CEMETERY :- Expenditure	-82	1,464	48,628	47,164	115	47,049	3.2 %
1041 BURIAL FEES	700	1,600	17,000	-15,400			9.4 %
CEMETERY :- Income	700	1,600	17,000	-15,400			9.4 %
Net Expenditure over Income	-782	-136	31,628	31,764			
<u>254 CHANDOS PARK TOILETS</u>							
4612 CONTRACTOR CHARGE	0	1,114	13,000	11,886		11,886	8.6 %
4709 MAINTENANCE	34	68	1,000	932		932	6.8 %
CHANDOS PARK TOILETS :- Expenditure	34	1,182	14,000	12,818	0	12,818	8.4 %
Net Expenditure over Income	34	1,182	14,000	12,818			
<u>255 RAILWAY WALK & CASTLE HILL</u>							
4120 FRIENDS OF GROUPS	0	0	1,000	1,000		1,000	0.0 %
4122 TREE WORKS	0	0	1,500	1,500		1,500	0.0 %
4709 MAINTENANCE	-1	76	500	424		424	15.3 %
RAILWAY WALK & CASTLE HILL :- Expenditure	-1	76	3,000	2,924	0	2,924	2.5 %
Net Expenditure over Income	-1	76	3,000	2,924			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
256 STORAGE PREMISES							
4066 GRENVILLE GARAGE RENT	51	153	650	497		497	23.5 %
STORAGE PREMISES :- Expenditure	51	153	650	497	0	497	23.5 %
Net Expenditure over Income	51	153	650	497			
257 KEN TAGG PLAYGROUND							
4106 PLAY AREA MAINTENANCE	0	0	500	500		500	0.0 %
4122 TREE WORKS	0	0	250	250		250	0.0 %
KEN TAGG PLAYGROUND :- Expenditure	0	0	750	750	0	750	0.0 %
Net Expenditure over Income	0	0	750	750			
258 CEMETERY LODGE							
4034 PWLB REPAYMANTS INCL	0	0	4,702	4,702		4,702	0.0 %
4609 CEMETERY LODGE MAINT	0	1,850	6,850	5,000		5,000	27.0 %
CEMETERY LODGE :- Expenditure	0	1,850	11,552	9,702	0	9,702	16.0 %
1061 CEMTERY LODGE RENTAL	846	2,428	10,530	-8,102			23.1 %
CEMETERY LODGE :- Income	846	2,428	10,530	-8,102			23.1 %
Net Expenditure over Income	-846	-578	1,022	1,600			
259 OTTERS BROOK							
4106 PLAY AREA MAINTENANCE	0	0	500	500		500	0.0 %
4122 TREE WORKS	0	0	400	400		400	0.0 %
OTTERS BROOK :- Expenditure	0	0	900	900	0	900	0.0 %
Net Expenditure over Income	0	0	900	900			
260 CCTV							
4100 CCTV ONGOING COSTS	0	425	1,600	1,175		1,175	26.6 %
CCTV :- Expenditure	0	425	1,600	1,175	0	1,175	26.6 %
Net Expenditure over Income	0	425	1,600	1,175			
261 COMMUNITY CENTRE STRUCTURAL RE							
4085 STRUCTURAL REPAIRS	0	0	4,000	4,000		4,000	0.0 %
COMMUNITY CENTRE STRUCTURAL RE :- Expenditure	0	0	4,000	4,000	0	4,000	0.0 %
Net Expenditure over Income	0	0	4,000	4,000			
ENVIRONMENT :- Expenditure	14,020	82,488	520,998	438,510	4,991	433,519	16.8 %
Income	15,670	46,937	108,154	-61,217			43.4 %
Net Expenditure over Income	-1,650	35,551	412,844	377,293			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
TOWN CENTRE & EVENTS							
301 TOWN CENTRE & EVENTS							
3997 NI TC & E	0	559	5,446	4,887		4,887	10.3 %
3998 PENSION ERS TC & E	0	1,738	11,620	9,882		9,882	15.0 %
3999 WAGES & SALARIES TC & E	0	8,862	55,096	46,234		46,234	16.1 %
4042 EVENTS EQUIPMENT	621	621	1,000	379		379	62.1 %
4079 FAIR TRADE PROMOTION	565	565	400	-165		-165	141.3 %
4094 YOUTH PROJECT	0	2,410	3,000	590		590	80.3 %
4104 TOWN IN BLOOM	1,356	3,917	7,000	3,083		3,083	56.0 %
4107 PRIDE OF PLACE	0	25	250	225		225	10.0 %
4115 SOLAR LOAN REPAYMENT	0	0	400	400		400	0.0 %
4119 ICE RINK	0	0	8,000	8,000		8,000	0.0 %
4126 GOOD ENDINGS FAIR	0	0	1,000	1,000		1,000	0.0 %
4166 LACE HILL EVENTS	0	66	1,000	934		934	6.6 %
4201 CHRISTMAS LIGHTS	0	0	11,000	11,000		11,000	0.0 %
4202 FIREWORK DISPLAY	0	275	5,000	4,725	3,350	1,375	72.5 %
4203 COMMUNITY FAIR	0	0	400	400		400	0.0 %
4205 CHRISTMAS PARADE	0	0	3,900	3,900	425	3,475	10.9 %
4208 SPRING FAIR	0	120	530	410	30	380	28.3 %
4210 PANCAKE RACE	0	0	75	75		75	0.0 %
4211 BAND JAM	0	0	3,500	3,500	256	3,244	7.3 %
4212 CHRISTMAS LIGHT SWITCH ON	0	0	1,500	1,500		1,500	0.0 %
4213 DOG AWARENESS	95	95	495	400		400	19.2 %
4216 MAY DAY EVENT	0	0	50	50		50	0.0 %
4220 MUSIC IN THE MARKET	266	3,386	3,500	114		114	98.8 %
4230 SCOUT PARADE	0	0	50	50		50	0.0 %
4241 COMEDY NIGHT EXPENDITURE	0	0	3,000	3,000		3,000	0.0 %
4243 CHARTER FAIR EXPENDITURE	0	0	7,345	7,345	7,254	91	98.8 %
4260 TWINNING	0	0	2,000	2,000		2,000	0.0 %
TOWN CENTRE & EVENTS :- Expenditure	2,902	22,639	136,557	113,918	11,315	102,603	24.9 %
1013 HANGING BASKETS	33	33	400	-367			8.3 %
1028 LACE HILL EVENTS INCOME	4	240	1,000	-760			24.0 %
1029 GOOD ENDINGS FAIR INCOME	0	0	1,000	-1,000			0.0 %
1033 ICE RINK INCOME	0	0	8,000	-8,000			0.0 %
1062 COMMUNITY FAIR - TABLE	0	0	200	-200			0.0 %
1066 COMEDY NIGHT INCOME	0	0	3,000	-3,000			0.0 %
1069 CHARTER FAIR INCOME	0	0	6,670	-6,670			0.0 %
1086 FIREWORK DISPLAY INCOME	0	0	100	-100			0.0 %
1087 CHRISTMAS LIGHT INCOME	0	0	100	-100			0.0 %
TOWN CENTRE & EVENTS :- Income	38	274	20,470	-20,196			1.3 %
Net Expenditure over Income	2,865	22,366	116,087	93,722			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
302 STREET MARKET							
4017 SUBSCRIPTIONS	0	358	330	-28		-28	108.5 %
4225 RATES	0	2,087	3,000	913		913	69.6 %
4235 MARKET INFRASTRUCTURE &	0	750	1,500	750		750	50.0 %
STREET MARKET :- Expenditure	0	3,195	4,830	1,635	0	1,635	68.1 %
1005 STREET MARKET	1,645	3,539	14,000	-10,461			25.3 %
1006 FLEA MARKET	631	1,090	5,000	-3,910			21.8 %
STREET MARKET :- Income	2,276	4,629	19,000	-14,371			24.4 %
Net Expenditure over Income	-2,276	-1,434	-14,170	-12,736			
303 SPECIAL EVENTS							
4221 FRINGE	376	2,187	6,000	3,813	3,060	753	87.4 %
4242 FOOD FAIR	0	0	500	500		500	0.0 %
4244 REMEMBRANCE FLAGS	0	0	420	420		420	0.0 %
SPECIAL EVENTS :- Expenditure	376	2,187	6,920	4,733	3,060	1,673	75.8 %
1020 FOOD FAIR INCOME	0	0	500	-500			0.0 %
1083 FRINGE INCOME	25	25	3,000	-2,975			0.8 %
SPECIAL EVENTS :- Income	25	25	3,500	-3,475			0.7 %
Net Expenditure over Income	351	2,162	3,420	1,258			
305 TOURIST INFORMATION CENTRE							
4253 TIC	621	4,756	30,000	25,244		25,244	15.9 %
TOURIST INFORMATION CENTRE :- Expenditure	621	4,756	30,000	25,244	0	25,244	15.9 %
1084 TIC INCOME	5,080	8,124	32,000	-23,876			25.4 %
TOURIST INFORMATION CENTRE :- Income	5,080	8,124	32,000	-23,876			25.4 %
Net Expenditure over Income	-4,459	-3,368	-2,000	1,368			
306 ACCESSIBILITY							
4254 ACCESS ABLE	0	0	3,400	3,400		3,400	0.0 %
ACCESSIBILITY :- Expenditure	0	0	3,400	3,400	0	3,400	0.0 %
Net Expenditure over Income	0	0	3,400	3,400			
TOWN CENTRE & EVENTS :- Expenditure	3,899	32,777	181,707	148,931	14,375	134,556	25.9 %
Income	7,418	13,051	74,970	-61,919			17.4 %
Net Expenditure over Income	-3,520	19,726	106,737	87,012			

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	3,112	5,067	30,341	25,284		25,284	16.7 %
3993 NI PLANNING	231	301	4,187	3,886		3,886	7.2 %
3994 PENSION ERS PLANNING	0	488	7,616	7,128		7,128	6.4 %
4624 NEIGHBOURHOOD PLAN	0	0	1,000	1,000		1,000	0.0 %
PLANNING :- Expenditure	3,343	5,846	43,144	37,298	0	37,298	13.6 %
Net Expenditure over Income	3,343	5,846	43,144	37,298			
PLANNING :- Expenditure	3,343	5,846	43,144	37,298	0	37,298	13.6 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	3,343	5,846	43,144	37,298			

EARMARKED RESERVES

901 EARMARKED RESERVES							
9001 YOUTH COUNCIL	0	0	1,000	1,000		1,000	0.0 %
9002 CEMETERY DEVELOPMENT	0	0	19,700	19,700		19,700	0.0 %
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 ECONOMIC DEVELOPMENT GRP	0	2,833	2,540	-293		-293	111.5 %
9035 PARKS DEVELOPMENT	0	0	1,405	1,405		1,405	0.0 %
9036 ELECTION COSTS	0	0	3,188	3,188		3,188	0.0 %
9037 FAIR TRADE	0	0	249	249		249	0.0 %
9040 PARK RUN	0	0	89	89		89	0.0 %
9045 ACCESS FOR ALL	0	0	520	520		520	0.0 %
9046 PLANNING DISPLAY EQUIPMENT	599	4,613	5,242	629		629	88.0 %
9048 BAG FUND	100	100	2,071	1,971		1,971	4.8 %
EARMARKED RESERVES :- Expenditure	699	7,546	72,641	65,095	0	65,095	10.4 %
Net Expenditure over Income	699	7,546	72,641	65,095			
EARMARKED RESERVES :- Expenditure	699	7,546	72,641	65,095	0	65,095	10.4 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	699	7,546	72,641	65,095			

BUCKINGHAM TOWN COUNCIL**Resources****Monday 8th July 2019****Contact Officer: Paul Hodson, Town Clerk****Subject Managing Reserves****Recommendation**

It is recommended that the Council:

1. Invests £50,000 in the CCLA's Local Authority Property Fund
2. Invests £100,000 in a one-year bond with the United Trust
3. Invests £250,000 in the CCLA's Public Sector Development Fund

Background

At present, the Council has £400,000 in an account with the Council's bank – Lloyds – which pays 0.75% interest per year and requires 32 days' notice to move funds. The general account pays negligible interest. The Council has no other investments.

General Reserves

The SLCC, BMKALC and the Council's internal and external auditors agree that approximately 3 to 6 months of the precept should be kept as a general reserve. Based on the 2019/20 budget, this means the general reserve should be £214,841 to £429,682. The actual amount in general reserve in April 2019 was slightly higher than this, although a number of proposals to increase ear-marked reserves, to be discussed at Full Council on 15 July 2019, are likely to reduce the amount to just within the top of the revised range.

Given that the Council should only use the £214, 841 minimum reserve requirement in extreme circumstances, it is proposed to move this amount to a more profitable arrangement. The required minimum reserve will increase in future years, as the number of council tax payers in the town grows each year for the foreseeable future, the Town Council's budget is at least certain not to reduce.

Options

It is proposed to adopt each of the three following options:

1. Local Authority Property Fund

CCLA operate a Local Authority Property Fund (LAPF). This is the only product of its kind available to a council with a budget as low as Buckingham Town Council. The fund is currently used by a wide range of local authorities. Investing in this fund does present more risk; the value of property can go down as well as up. However, returns have been consistently higher for this fund than a normal interest account would provide. The fund focusses on low risk property investments, which are described in

the attached summary document. Given the increased risk, it is proposed to invest £50,000 of Council funds in the LAPF, with a view to seeing this as a long-term, i.e. ten year, investment. The fund is currently paying an annual interest rate of 4.25%. Further information on the fund is attached.

2. One-year bond

It is also proposed to move £100,000 to a one-year bond. A range of products are available, however the best rate currently available is provided by the United Trust at 1.95% for a one-year bond. This bond is currently held by a number of local councils. The Council would not be able to access this money until the end of the 12-month period. However, given the very low likelihood that the Council would need to draw on this level of reserve at short notice, it would be prudent to invest some funds for the higher return available. This would still leave £64,000 of the £214,000 minimum general reserve available at short notice.

3. Public Sector Development Fund

CCLA provide an alternative to the usual savings account for local councils. Their Public Sector Development Fund (PSDF) gives a very slightly higher return, 0.7570%, as well as giving access to move funds within 24 hours, rather than the 32 days required by the Lloyds account. More importantly, it would spread the funds across a range of banks, reducing the Council's exposure to the risk of the current bank crashing. It is proposed to move £250,000 into this fund, i.e. what is left of the £400,000 currently in the Lloyds saving account, and to require the Responsible Financial Officer to move whatever remaining funds are not required to ensure effective cash flow to this fund, to ensure maximum return for the Council. Further details of the Fund are attached.

The Local Authorities' Property Fund

Fund Profile – 31 March 2019

A unique, specialist Property Fund available only to Local Authority Investors

Price at 31.03.19

Income units
Gross dividend yield

Net asset value

306.7p (xd)
4.26%*

* Based upon the net asset value and historic gross annual dividend of 13.0783p.

Strong governance

The trustee is the Local Authorities' Mutual Investment Trust (LAMIT). LAMIT is controlled by members and officers appointed by the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee and investors in the Fund to represent unitholders. As fully independent trustee, LAMIT approves the investment strategy and the risk profile of the portfolio and reviews performance.

Meeting your needs

Suitable for Local Authorities, the Fund aims to provide investors with a high level of income and long-term capital appreciation.

The Property Fund is designed to achieve long term capital growth and a rising income from investments in the UK commercial property sector.

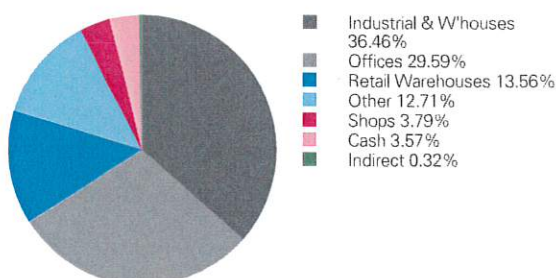
The portfolio is actively managed with a focus on asset selection. The intention is to boost returns by lease and tenant management and property improvement.

The Fund has a broad sector spread, with prudent diversification to keep risks under control.

Sector strategy

The portfolio favours industrial assets and well placed offices. The allocation to hotels has been increased. Traditional shop exposures are low, there are no holdings of shopping centres.

Asset allocation at 31 March 2019



The Fund has credit facilities which, at quarter end, were not utilised

Fund size: £1,127 million

Property portfolio details

Top 5 properties = 21.6 % of the portfolio

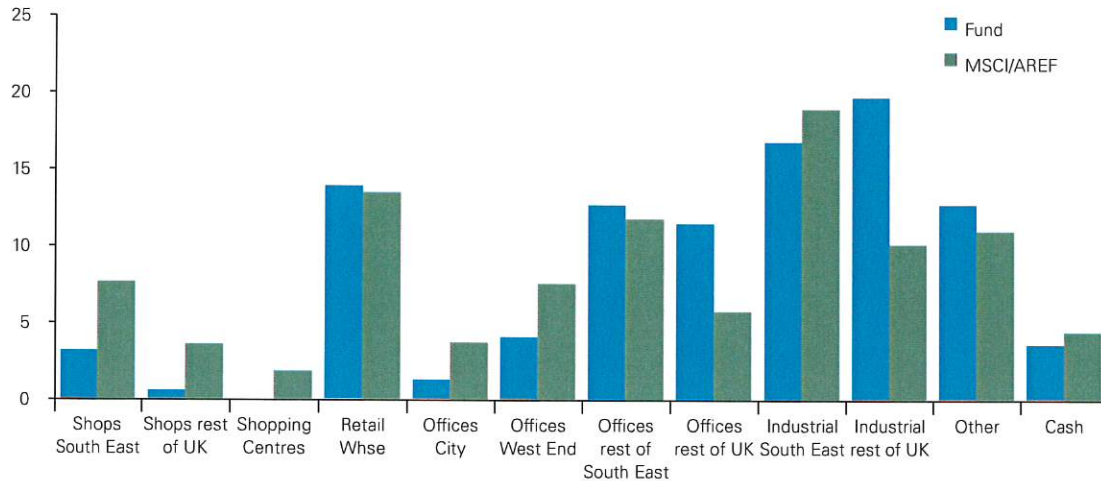
Top 5 tenants = 18.8% of rental income

Weighted unexpired lease term years 6.8 yrs

Void rate excluding developments in progress 4.9%

Void rate including developments in progress 4.6%

Asset allocation by region and category 31 March 2019



Fund Data and MSCI/AREF UK Other Balanced Quarterly Property Fund Index data as at 31 March 2019. Source: CCLA & MSCI/AREF

Top ten property holdings at 31 March 19 – total 35.17%

London, Becton Retail Park
 London, Kingsway
 London, Goodman's Yard
 London, Stockley Park, Longwalk
 Elstree, Centennial Park

Leeds, Park Row
 Coventry, Torrington Avenue
 Brighton, West Street
 Bristol, Gallagher Retail Park
 Bracknell, The Arena

Market update

Sector valuations dipped in November, ending 25 consecutive months of increases. The decline reflected weakness in the retail sector, which offset progress elsewhere. Since then, values have continued to ease, but the total return to investors has remained positive due to the contribution from income. Within the sector, the strong disparity of returns from the various sub-sectors has continued. Shopping centres, traditional shops and retail warehouses have all been weak, offices have been mixed and there has been continued support for industrials and for assets with secure future income, such as hotels. Overall rental income has increased, but as is the case with capital values, the performances in different parts of the sector have varied substantially. Transaction volumes eased over the quarter, in part because of general uncertainty, but also because of reduced supply as retail sellers removed assets from weak markets and the supply of good-quality industrial assets declined.

Fund activity

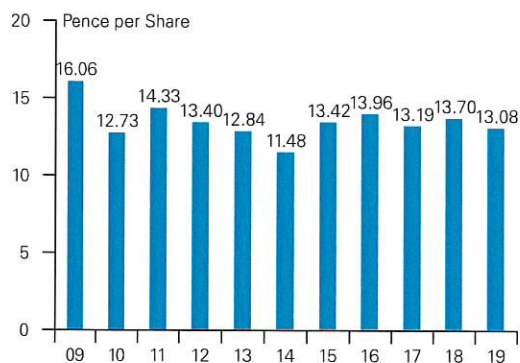
The Fund continued to enjoy strong cash inflows, of some £37m in the quarter. No acquisitions were completed and as a result the cash weighting rose to 3.6%. Lease events supported income with new agreements at Magna Park and Stadium Gate in Leeds important. The combined void rate of investment voids and assets under refurbishment moved higher, to 9.5% as refurbishment work began on the office asset at the Arena in Bracknell.

Outlook

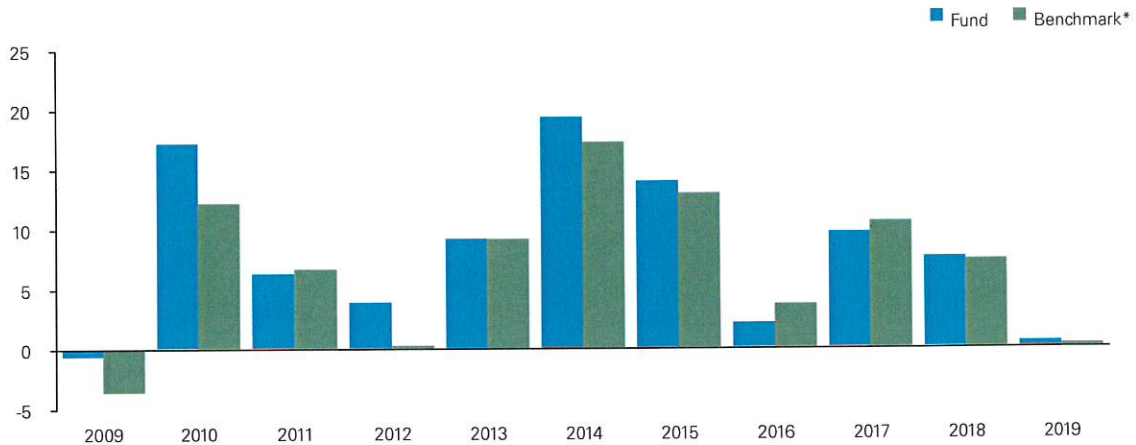
The wide dispersion of sub-sector returns is expected to continue. In an uncertain economic environment, assets with secure long-term income characteristics will remain in demand, whilst a difficult trading environment will keep pressure on retailers. Capital returns are expected to remain under pressure, but weakness here should be offset by the sector's steady income flow.

Dividend history of The Local Authorities' Property Fund

Years to 31 March



Calendar performance versus the benchmark (net)

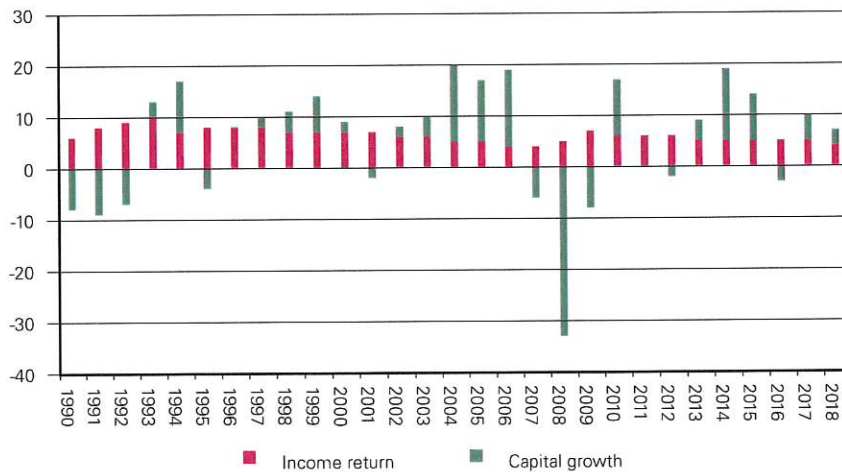


* The benchmark is the MSCI/AREF UK Other Balanced Quarterly Property Fund Index. Performance shown after management fees and other expenses. Past performance is not a guide to future performance and future returns are not guaranteed.

Source: CCLA & MSCI/AREF

Note: Fund calendar performance refers to total return whereas investment returns (shown below) splits the total return between income and capital. A small difference arises as a result of the compounding on the income and capital components.

The Local Authorities' Property Fund investment returns (after expenses)



MSCI/AREF UK Annual Property Digest returns (before expenses)



Source: CCLA & MSCI/AREF

Income from Property and the Fund has been consistent even in downturns, a reflection of its contractual basis.

Long-term performance

Total return performance (net) 12 months to 31 March

	2019	2018	2017	2016	2015
The Local Authorities' Property Fund	+5.99%	+9.72%	+3.07%	+11.26%	+17.81%
Benchmark	+5.69%	+10.46%	+4.58%	+10.98%	+16.86%

The benchmark is the MSCI/AREF UK Other Balanced Quarterly Property Fund Index.

Performance shown after management fees and other expenses. Past performance is not a guide to future performance and future returns are not guaranteed.

Source: CCLA & MSCI/AREF

Costs and charges

Our policy is always to keep costs and charges low - we believe that high costs and charges have a very damaging cumulative effect on investor returns. We negotiate to keep expenses low and monitor dealing costs closely. We have no entry or exit fees, the only income taken by the investment manager is the annual charge of 0.65%.

Key facts

Dealing day	Month end valuation day*
Minimum initial investment	£25,000
Minimum subsequent investment	£10,000
Dividend payment dates	End January, April, July & October
Annual management charge	0.65% (deducted from income)
Unit types available	Income
Sedol number	0521664
ISIN number	GB0005216642

* Instructions for the issue or redemption of units must be received by CCLA no later than 5pm on the business day prior to the Valuation Date. If the valuation day is a Bank Holiday the dealing day will be the previous working day. Units are only realisable on each monthly dealing date and redemptions may not be readily realisable; a period of notice not exceeding six months may be imposed for the redemption of units.

Risk warning and disclosures

This document is a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. To ensure you understand whether our product is suitable, please read the Scheme Particulars and the risk factors identified therein. We strongly recommend you seek independent professional advice prior to investing. Past performance is not a reliable indicator of future results. The value of investments and the income derived from them may fall as well as rise. Investors may not get back the amount originally invested and may lose money. Any forward looking statements are based upon our current opinions, expectations and projections. We undertake no obligations to update or revise these. Actual results could differ materially from those anticipated. Investment in the Fund is for Eligible Local Authorities only. Holders of the Fund are not covered by the Financial Services Compensation Scheme (FSCS). The Fund is an unauthorised Alternative Investment Fund and an Unregulated Collective Investment Scheme established under a Scheme approved by HM Treasury under Section 11 of the Trustee Investments Act 1961 and is subject to provisions of a Trust Deed dated 6 April 1972 and a supplemental Trust Deed dated 13 September 1978. The Fund operates as an open-ended Fund under Part IV of the schedule to the Financial Services and Markets Act 2000 (Exemption) Order 2001. The company CCLA Fund Managers Limited (registered in England & Wales No. 8735639 at Senator House, 85 Queen Victoria Street, London, EC4V 4ET) is authorised and regulated by the Financial Conduct Authority and is the manager of the Local Authorities Property Fund. For information about how we obtain and use your personal data please see our Privacy Notice at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

The Local Authorities' Property Fund

Fund Fact Sheet – 31 March 2019

Investment objective

The Fund aims to provide investors with a high level of income and long-term capital appreciation.

Investment policy

The Fund is an actively managed, diversified portfolio of UK commercial property. It will principally invest in UK commercial properties, but may invest in other assets.

Suitability

The Fund is suitable for the long-term funds of any local authority seeking exposure to UK commercial property.

Independent Governance

The trustee is the Local Authorities' Mutual Investment Trust (LAMIT) a body controlled by members and officers appointed by the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee and investors in the Fund.

Who can invest?

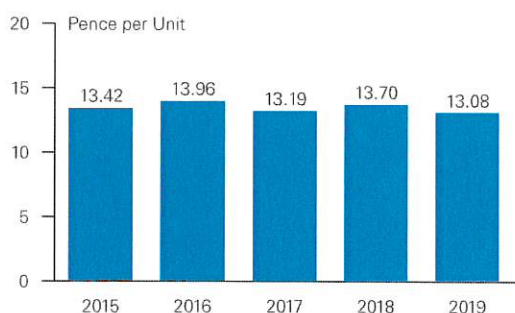
Any local authority in England, Wales, Scotland and Northern Ireland.

Income

Gross dividend yield	4.26%*
MSCI/AREF UK Other Balanced Quarterly Property Fund Index yield	3.59%
Official Bank Rate	0.75%

* Based upon the net asset value and historic gross annual dividend of 13.0783p. Distribution for the most recent quarter has been estimated.

Rolling 12 month distributions to 31st March:



Fund update

The prime focus of our strategy is on asset selection and management. We try to identify assets which, through active management of the structure, lease or tenant can, over time, make a meaningful contribution to both capital and income returns. This approach is supported by an active approach to sub-sector weightings, seeking a long-term bias to the parts of the sector expected to have the best returns. At present, this is reflected in a relatively high weighting to industrial and office assets and a low exposure to the retail sector, with no exposure to shopping centres. Recent portfolio changes have resulted in an increased exposure to the 'other' category, a sub-sector which includes hotels and car showrooms; assets characterised by long leases and inflation adjusted rents.

Cash flows into the Fund have continued at a significant level, £37.1m was received in the period. A number of potential purchases were progressed in the quarter, but none were completed and as a result the cash weighting rose to 3.6%. It was 0.4% at the end December. There were some important lease events which boosted fund income, including at Magna Park in Lutterworth and Stadium Gate in Leeds. Set against this, a new void at the Arena in Bracknell has begun a refurbishment programme. The retail warehouse at Nottingham, previously let to Homebase, has a new tenant and the contract is due to complete shortly on a 20-year lease. At the end of the period, the void rate was 9.5% of which, over half was due to pending development activity. This compares with an equivalent level of 6.4% in December.

Asset allocation at 31 March 2019



The Fund has credit facilities which, at quarter end, were not utilised.

Discrete year total return performance (net)

12 months to 31 March	2019	2018	2017	2016	2015
The Local Authorities' Property Fund	+5.99%	+9.72%	+3.07%	+11.26%	+17.81%
Benchmark	+5.69%	+10.46%	+4.58%	+10.98%	+16.86%

Annualised total return performance (net)

Performance to 31 March 2019	1 year	3 years	5 years
The Local Authorities' Property Fund	+5.99%	+6.23%	+9.46%
Benchmark	+5.69%	+6.88%	+9.63%

Benchmark – MSCI/AREF UK Other Balanced Quarterly Property Fund Index. Net performance shown after management fees and other expenses. Past performance is no guarantee of future returns. Source: CCLA

Top ten property holdings at 31 March 19 – total 35.17%

London, Beckton Retail Park	Leeds, Park Row
London, Kingsway	Coventry, Torrington Avenue
London, Goodman's Yard	Brighton, West Street
London, Stockley Park, Longwalk	Bristol, Gallagher Retail Park
Elstree, Centennial Park	Bracknell, The Arena

Key facts

Total fund size	£1127m
Current borrowing	£0m
Number of holdings	73
	Income units
Offer (buying) price	327.40p (xd)
Net asset value	306.70p (xd)
Bid (selling) price	301.95p (xd)
Launch date	18 April 1972
Unit types	Income
Minimum initial investment	£25,000
Minimum subsequent investment	£10,000
Dealing day	Month end valuation day*
Sedol & ISIN numbers	0521664, GB0005216642
Dividend payment dates	End January, April, July & October
Annual management charge (taken 100% from income)	0.65%

* Instructions for the issue or redemption of units must be received by CCLA no later than 5pm on the business day prior to the Valuation Date. If the valuation day is a bank holiday, the dealing day will be the previous working day. Units are only realisable on each monthly dealing date and redemptions may not be readily realisable; a period of notice not exceeding six months may be imposed for the redemption of units.

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The Public Sector Deposit Fund

UK Short-term LVNAV Qualifying Money Market Fund rated AAmmf
Fact Sheet – 31 May 2019

Investment objective

To maximise the current income consistent with the preservation of capital and liquidity.

Investment policy

The Fund will be invested in a diversified portfolio of high quality sterling denominated deposits and securities. All investments purchased will have the highest available short term credit rating and a correspondingly strong long term rating.

The weighted average maturity of the investments will not exceed 60 days. There will be no exposure to derivatives or to other collective investment schemes.

Suitability

The Fund is a suitable investment for all public sector short term investments where the requirement is for a high level of capital security and a competitive rate of interest.

Who can invest?

The Fund is open to all public sector investors.

Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Ethical and Responsible Investment Team.

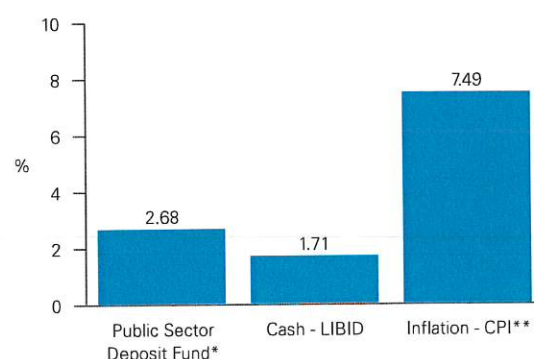
Key risks

Investors should consider the following risk factors before investing: Issuer/Credit Risk (issuer/financial institution may not pay), Market Risk (investment value affected by market conditions), Operational Risk (general operational risks), Maturity Profile (timings of investment maturity), Liquidity Risk (investment in non-readily realisable assets), Concentration Risk (need for diversification and suitability of investment) and Interest Rate Risk (changes to interest rate affecting income). Please see the Fund Prospectus for further details.

Share class 4 yield as at 31 May 2019

0.7673%

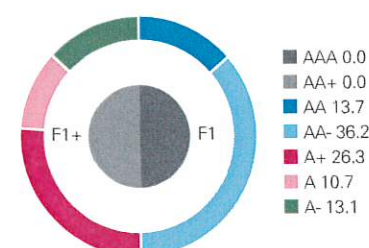
5 years cumulative performance



Asset type (%)



Credit rating† (%)



Top 10 counterparty exposures (%)

Royal Bank of Canada	9.7
DBS Bank	9.5
Landesbank Baden-Wuerttemberg	7.4
Santander UK	4.5
Lloyds Bank	4.5
BNP Paribas	4.3
Credit Agricole CIB	4.3
MUFG Bank	4.3
DZ Bank	4.3
Mizuho Bank	4.3

Top 10 country exposures (%)

UK	18.5
Canada	14.7
Germany	13.5
Singapore	13.5
Japan	12.6
France	8.4
Sweden	7.2
Finland	4.2
Netherlands	3.4
Switzerland	1.9

*Source: CCLA - Gross performance shown before management fees and other expenses with gross income reinvested. Net returns will differ after the deduction of fees and other expenses. The yield on the Fund will fluctuate and past performance is no guarantee of future returns. Holders of the Fund are not covered by the Financial Services Compensation Scheme. **CPI is lagged one month. †Using Fitch Ratings methodology.

Income - period to end May

Average yield over the month	0.7637%
Yield at the month end	0.7673%

Discrete year total return performance (gross)

12 months to 31 May	2019	2018	2017	2016	2015
The Public Sector Deposit Fund	+0.80%	+0.40%	+0.39%	+0.54%	+0.52%
Benchmark	+0.55%	+0.26%	+0.16%	+0.37%	+0.36%
Relative	+0.25%	+0.14%	+0.23%	+0.17%	+0.17%

Annualised total return performance (gross)

Performance to 31 May	1 year	3 years	5 years
The Public Sector Deposit Fund	+0.80%	+0.53%	+0.53%
Benchmark	+0.55%	+0.32%	+0.34%
Relative	+0.25%	+0.21%	+0.19%

Source: CCLA - Benchmark - London Interbank Sterling 7 Day Bid Rate. Gross performance shown before management fees and other expenses with gross income reinvested. Net returns will differ after the deduction of fees and other expenses. The yield on the Fund will fluctuate and past performance is no guarantee of future returns.

Market update

The Bank of England's Monetary Policy Committee (MPC) met at the start of May and despite unanimously voting for no change in policy, the minutes revealed the Bank remains the only major central bank that is maintaining an interest rate tightening stance, referencing that MPC members believe more than one interest rate hike is required in the future to keep a lid on growing inflationary pressures. Once again, despite the Bank's warnings, they were ignored by a market which sees a rate cut as a more likely option. Sterling money market rates again moved lower during the month after the Prime Minister announced her resignation, leaving the UK economy in a state of flux, while the Conservative Party selects a new leader.

UK GDP expanded by 0.5% in the first three months of the year, compared with just 0.2% in a dull final quarter of 2018. A feature was the strength of the manufacturing sector, output rose at the fastest rate recorded since 1988. The sustainability of this rate of growth came under immediate question given the risk that, activity was influenced by the rush to fulfil orders before the original Brexit date. Unemployment fell again, to 3.8%, a level last seen in 1974. Over the past year, 354,000 jobs were created and 100,000 were added in the quarter, although the most recent data hints at a sharp decline in new vacancies. Wages, excluding bonuses grew by 3.5%, comfortably above the inflation rate. Bonus payments, however, fell substantially due to reduced payments in the retail sector. Inflation rose to 2.1% from 1.9%, a lower rate than forecast. Energy costs rose sharply, electricity by 10.9%, gas by 9.3% and there was again the traditional Easter surge in air fares, up by over 26%. Moderating these increases was an unexplained 5% fall in core goods prices, after a 2% decline in the previous month; so far, the cause of this fall remains a puzzle.

Key facts

Fund size	£475m
Credit quality and sensitivity rating by Fitch	AAAmmf
Weighted average maturity (Maximum 60 days)	51.41 days
Launch date	May 2011
Minimum initial investment	£25,000
Minimum subsequent investment	£5,000
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	Monthly
Ongoing charges figure	0.10% (currently reduced to 0.08%)

*Dealing instructions must be received by 11.30 am.

Please Contact

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Risk warning and disclosures

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Ledger No 1 for Month No 3

Items marked with a * are disputed invoices.

Supplier A/c Order

		Nominal Ledger Analysis										Analysis Detail
Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount		
26/06/2019	19040		AMBIVENT	A020	1,048.00	209.60	1,257.60	4162	250	1,048.00	ann maint	
01/06/2019	A1973		ALR TRAINING	A023	100.00	20.00	120.00	9048	901	100.00	skatepark first aid cover	
24/06/2019	533672		MAXWELL AMENITY	A033	436.00	87.20	523.20	4124	204	155.00	spraying overalls, glyphosate	
		10111556								246.00	fertilizer	
12/06/2019	3862727		AMAZON	A035	9.99	0.00	9.99	4010	102	9.99	carriage	
01/06/2019	2019-2035		AMAZON	A035	12.24	2.46	14.70	4221	303	12.24	mouse jb	
24/06/2019	2019-39996		AMAZON	A035	3.54	0.71	4.25	4010	102	3.54	disposable cups for OFG	
27/06/2019	932439568		BALC	B001	297.04	0.00	297.04	4023	102	297.04	armed forces day flag	
05/06/2019	MOBJUN19		B.T.	B003	23.00	4.60	27.60	4018	102	23.00	cilca event	
17/06/2019	316110		BUILDBASE	B013	10.79	2.16	12.95	4112	201	10.79	mob june	
08/06/2019	371870		BROWNS	B031	12.45	2.49	14.94	4112	201	12.45	cupfrnd	
13/06/2019	372008		BROWNS	B031	3.23	0.65	3.88	4112	201	3.23	hand riveter kit	
14/06/2019	372050		BROWNS	B031	16.50	3.30	19.80	4036	205	16.50	rivets	
01/06/2019	369979		BROWNS	B031	33.33	6.67	40.00	4112	201	33.33	2 stroke	
01/06/2019	371039		BROWNS	B031	210.00	42.00	252.00	4035	205	210.00	orange line	
06/06/2019	MIM2019		BIFFA	B070	227.50	45.50	273.00	4220	301	227.50	blower	
01/06/2019	18833		CHURCHES TOGETHER	C070	565.00	113.00	678.00	4079	301	530.00	biffa bin hire	
		10111548								96.00	fairtrade tote bags - EDG	
10/06/2019	110627		DJ DOORS	D021	95.00	19.00	114.00	4161	250	96.00	fairtrade tote bags - EDG	
01/06/2019	2416033409		DELL	D022	2,665.65	533.13	3,198.78	9046	901	599.20	door service	
		10111533								599.20	laptop	
		10111533								599.20	laptop	
01/06/2019	H173B538D		E-ON	E006	405.20	81.04	486.24	4159	250	405.20	laptops	
06/06/2019	H173F77A2		E-ON	E006	22.78	1.14	23.92	4602	248	22.78	elec 1/5-1/6	
10/06/2019	H17438DD9		E-ON	E006	47.82	2.39	50.21	4602	248	47.82	unit 17 elec	
14/06/2019	225416		FURNITUBES	F016	524.00	104.80	628.80	4112	201	524.00	unit 12 10/5-10/6	
01/06/2019	11040325		FORD LEASE	F051	340.01	68.00	408.01	4063	203	340.01	litter bin, fixings, liners, KW19 NDD rental	

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 3

Ledger No 1 for Month No 3

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
01/06/2019	16020		GANDERTON	G008	286.96	57.39	344.35	4063	203	286.96	fuel
01/06/2019	2671408		GRUNDON	G050	86.54	17.31	103.85	4162	250	86.54	wheelee bins
01/06/2019	2671409		GRUNDON	G050	157.28	31.46	188.74	4033	205	157.28	wheelee bins
05/06/2019	9191		HEALTH	H011	870.83	174.17	1,045.00	4612	249	870.83	cleaning
01/06/2019	165		HIPPO LOCKS	H016	164.00	0.00	164.00	4161	250	164.00	lock replacements etc
07/06/2019	2501052397		HORT WEEK	H052	250.00	25.00	275.00	4017	102	250.00	hot weekly subs
20/06/2019	18825		IMPACT	I005	647.50	129.50	777.00	4041	102	647.50	webiste build
08/06/2019	8/6		JACKSON	J014	40.00	0.00	40.00	4253	305	40.00	honey
11/06/2019	A0019		MEN IN SHEDS	M052	95.00	0.00	95.00	4213	301	95.00	podium
01/06/2019	921545		MAINSTREAM	M061	75.00	15.00	90.00	4018	102	75.00	msdcare
01/06/2019	921546		MAINSTREAM	M061	9.74	1.95	11.69	4018	102	9.74	816426
01/06/2019	921548		MAINSTREAM	M061	0.37	0.07	0.44	4018	102	0.37	812872
01/06/2019	921584		MAINSTREAM	M061	31.50	6.30	37.80	4018	102	31.50	824596
01/06/2019	922152		MAINSTREAM	M061	2.49	0.50	2.99	4018	102	2.49	817433
01/06/2019	11547		MICROSHADE	M063	616.22	123.24	739.46	4038	102	616.22	hosting
01/06/2019	11645		MICROSHADE	M063	691.12	138.22	829.34	4038	102	691.12	hosting
01/06/2019	11770		MICROSHADE	M063	691.12	138.22	829.34	4038	102	691.12	hosting
21/06/2019	11892		MICROSHADE	M063	691.12	138.22	829.34	4038	102	691.12	hosting
06/06/2019	24322265		OPUS	O025	95.13	4.76	99.89	4158	250	95.13	gas 6/5-4/6
01/06/2019	78104		OAKPARK	O060	48.00	9.60	57.60	4601	248	48.00	battery replacement for alarm
12/06/2019	78200		OAKPARK	O060	132.00	26.40	158.40	4161	250	132.00	alarm call out chrg & fix
01/06/2019	92594		PARAGON	P008	31.22	6.24	37.46	4112	201	31.22	drill hire, bits, fixings
01/06/2019	92595		PARAGON	P008	223.20	44.64	267.84	4036	205	43.20	red diesel
								4620	253	180.00	digger hire
01/06/2019	92598		PARAGON	P008	46.50	9.30	55.80	4601	251	46.50	padlocks, cutting discs
01/06/2019	92597		PARAGON	P008	161.80	32.36	194.16	4036	205	73.80	red diesel
								4220	301	38.00	cable ties
								4043	102	35.00	boots
								4112	201	15.00	gloves, discs,

Ledger No 1 for Month No 3

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	
04/06/2019	0052		PRESTON BISSET	P021	1,356.00	271.20	1,627.20	4104	301	1,356.00	summer baskets
01/06/2019	4644469-		PLUSNET	P053	43.50	8.70	52.20	4018	102	43.50	chamber b/band
10/06/2019	4644469-		PLUSNET	P053	43.50	8.70	52.20	4018	102	43.50	chamber b/band
07/06/2019	765288		QUEST	Q002	34.13	6.83	40.96	4709	254	34.13	indicator bolt
10/06/2019	765573		QUEST	Q002	45.96	9.19	55.15	4112	201	45.96	waterproof rainsuits
01/06/2019	42301		ROSPA	R008	1,125.00	184.00	1,309.00	4023	102	1,125.00	playground inspection course
06/06/2019	K1920-8		SEAHAWKS	S007	10.00	0.00	10.00	4112	201	10.00	key cutting
06/06/2019	AEJ813		TRAVIS	T010	79.50	15.90	95.40	4050	250	79.50	rolawn blended loam
06/06/2019	AEJ825		TRAVIS	T010	79.50	15.90	95.40	4050	250	79.50	rolawn blended loam
06/06/2019	AEJ831		TRAVIS	T010	79.50	15.90	95.40	4050	250	79.50	rolawn blended loam
06/06/2019	AEJ838		TRAVIS	T010	79.50	15.90	95.40	4050	250	79.50	rolawn blended loam
06/06/2019	AEJ842		TRAVIS	T010	79.50	15.90	95.40	4050	250	79.50	rolawn blended loam
18/06/2019	00062	10111545	THROUGH	T060	334.50	0.00	334.50	4221	303	331.38	fringe leaflet delivery
05/06/2019	841361		VIKING DIRECT	V001	40.79	8.16	48.95	4010	102	40.79	fringe leaflet delivery
11/06/2019	862515		VIKING DIRECT	V001	33.00	6.60	39.60	4010	102	33.00	stat
24/06/2019	907283		VIKING DIRECT	V001	257.82	51.56	309.38	4010	102	257.82	stat - inc tic printer cart
TOTAL INVOICES								3,114.13		20,089.54	16,975.41

At : Time : 10:17:13

SALES DAYBOOK - LEDGER - 1

User : JB

LEDGER - 1

MONTH - 3

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	
18/06/2019	BTC1326	ABBOT FIRE GROUP LTD	A009	2,177.65	435.53	2,613.18	1051	202	2,177.65	Invoice No:-BTC1326
18/06/2019	BTC1327	ELLA HOMES	E001	1,161.35	232.27	1,393.62	1052	202	1,161.35	Invoice No:-BTC1327
18/06/2019	BTC1329	RUSSELL BUTLER	R001	2,429.25	485.85	2,915.10	1054	202	2,429.25	Invoice No:-BTC1329
18/06/2019	BTC1331	RING ROAD GARAGE	R002	1,318.98	263.80	1,582.78	1057	202	1,318.98	Invoice No:-BTC1331
18/06/2019	BTC1328	SEASONS INNS LTD	S002	1,905.48	381.10	2,286.58	1053	202	1,905.48	Invoice No:-BTC1328
18/06/2019	BTC1330	THE VET CENTRE	T050	2,587.37	517.47	3,104.84	1056	202	2,587.37	Invoice No:-BTC1330

11,580.08

13,896.10

2,316.02

11,580.08

TOTAL INVOICES

VAT ANALYSIS CODE NEW @ 20.00 %

13,896.10

2,316.02

11,580.08

TOTALS

13,896.10

2,316.02

11,580.08

LEDGER -1

MONTH -3

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	
30/06/2019	BTC1321	BUCKINGHAM UNITED	B032	1,350.00	0.00	1,350.00	1026	250	1,350.00	Invoice No:-BTC1321
30/06/2019	BTC1320	DAY CHRISTINA	D014	7.50	1.50	9.00	1026	250	7.50	Invoice No:-BTC1320
30/06/2019	BTC1324	HALSTEAD JULIA	H008	262.50	52.50	315.00	1026	250	262.50	Invoice No:-BTC1324
30/06/2019	BTC1322	HAGAN STAGIE	H028	53.12	10.63	63.75	1026	250	53.12	Invoice No:-BTC1322
01/06/2019	BTC1318	O'DELL DONNA	O008	37.50	7.50	45.00	1026	250	37.50	Invoice No:-BTC1318
30/06/2019	BTC1319	SMITH PHIL	S016	123.80	24.70	148.50	1026	250	123.80	Invoice No:-BTC1319
30/06/2019	BTC1325	STEPHENSON VICKI	S019	50.00	10.00	60.00	1026	250	50.00	Invoice No:-BTC1325
30/06/2019	BTC1323	TAYLOR TRACEY	T011	18.33	3.67	22.00	1026	250	18.33	Invoice No:-BTC1323

TOTAL INVOICES 1,902.75 110.50 2,013.25

VAT ANALYSIS CODE NEW @ 20.00 % 663.25
 VAT ANALYSIS CODE VAT @ 0.00 % 1,350.00

TOTALS 1,902.75 110.50 2,013.25

LEDGER -1

MONTH - 3

USER - JB

Order by Invoices Entered

Invoice Date	Invoice Number	Customer A/c Name	Customer A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Transaction Details
30/06/2019	BTC1332	JARDINES	J001	33.33	6.67	40.00	1013	301	33.33	Invoice Not-BTC1332
TOTAL INVOICES				<u>33.33</u>	<u>6.67</u>	<u>40.00</u>			<u>33.33</u>	
VAT ANALYSIS CODE NEW @ 20.00 %				33.33	6.67	40.00				
TOTALS				<u>33.33</u>	<u>6.67</u>	<u>40.00</u>				

LEDGER -1

MONTH - 3

USER - JB

Order by Invoices Entered

Invoice Date	Invoice Number	Customer A/c Name	Customer A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Transaction Details
30/06/2019	BTC1333	JANEY BETTS	J002	450.10	89.90	540.00	1026	250	450.10	Invoice No:-BTC1333
TOTAL INVOICES				450.10	89.90	540.00			450.10	
VAT ANALYSIS CODE NEW @ 20.00 %				450.10	89.90	540.00				
TOTALS				450.10	89.90	540.00				

At: Time : 10:17:32

SALES DAYBOOK - LEDGER - 1

User : JB

LEDGER - 1

MONTH - 3

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	
30/06/2019	BTC1336	BRUMMER NADIA	B035	11.25	2.25	13.50	1026	250	11.25	Invoice No:-BTC1336
30/06/2019	BTC1337	HOEW LESLEY	H012	9.17	1.83	11.00	1026	250	9.17	Invoice No:-BTC1337
30/06/2019	BTC1334	INGEUS	I004	50.00	10.00	60.00	1026	250	50.00	Invoice No:-BTC1334
30/06/2019	BTC1335	LEACH JULIE	L012	27.50	5.50	33.00	1026	250	27.50	Invoice No:-BTC1335
TOTAL INVOICES							117.50		97.92	

VAT ANALYSIS CODE NEW @ 20.00 %

117.50

19.58

TOTALS

97.92

117.50

19.58

Date: 01/07/2019

Buckingham Town Council

Page No: 1

Time: 12:37

User: JB

Bank Reconciliation Statement as at: 30/06/2019 for Cash Book 1 CURRENT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current	30/06/2019	6	339,116.15
			<u>339,116.15</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
01/11/2018 009286 Royal British Legion		17.00	
30/11/2018 pl12 Amazon EU Sarl		75.98	
			<u>92.98</u>
			<u>339,023.17</u>
<u>Recelpts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			<u>339,023.17</u>
		Balance per Cash Book is :-	339,023.16
		Difference is :-	0.00

BUCKINGHAM TOWN COUNCIL**Resources****Monday 8th July 2019****Contact Officer: Paul Hodson, Town Clerk****Subject Child Safeguarding and Photography Policies****Recommendations**

It is recommended that the Council adopts the proposed Child Safeguarding Policy
It is recommended that the Council adopts the proposed Photography Policy

Background

The Town Council does not have a Child Safeguarding Policy or a Photography Policy. Whilst no concerns have been raised about child safeguarding within the Council in recent times, it is recommended that the Council adopts the attached draft policy to ensure the Council has done everything possible to consider its responsibilities relating to safeguarding young people.

Safeguarding

No Council staff are ever responsible for children or young people as part of their role. When the Council runs events, children must always be accompanied by a responsible adult. Where the Council hires rooms to be used for activities where children will be present, the hirer is responsible for all those present, including safeguarding arrangements for children and young people.

However, it is possible that incidents relating to safeguarding could take place at a Council event, or on premises or land managed by the Council. For example, a council officer may witness something giving rise to a safeguarding concern.

Neither NALC nor the SLCC provide a model safeguarding policy. However, the Buckinghamshire Safeguarding Children Board (BSCB). The draft policy is based on that used by Aylesbury Town Council, which was devised in consultation with the BSCB.

It is proposed that the designated safeguarding officers for the Council are the Town Clerk, Deputy Town Clerk and Lace Hills Sports and Social Centre Coordinator. The policy proposes that and if the Town Clerk is implicated in an allegation, it should be referred to the Mayor.

Photography Policy

There have been some discussions about photographing children at council events, and the use of drones. The proposed Photography Policy seeks to clarify the situation. The draft policy is also based on that used by Aylesbury Town Council. The policy would not change the Town Council's approach, except that for events such as the May Day celebrations,

where schools bring a group of children, the school would need to sign a form beforehand either giving permission or exceptions for children to be photographed.

The policy also refers to drone footage, and makes it clear that this comes under the same policy as other forms of filming and photography.

Next Steps

If the policy is adopted by the Council, the Town Clerk will arrange a training session for all staff to brief them on the policy, and to ensure all staff are aware of the need to report concerns and the process for reporting.

Buckingham Town Council Draft Photographic and Filming Policy

The Town Council uses images to enhance its website, council publications such as the newsletter, leaflets, banners and other promotional material and to engage with the public through social media. The use of images/film will be used to highlight council services, activities, projects and events rather than to promote individuals.

The Data Protection Act will apply where the photographs are taken for official use and stored with personal details such as names and addresses.

The Council is particularly mindful of its child protection obligations and this Policy seeks to explain what steps the Council can take to protect everyone and in particular children and vulnerable adults from unwanted photography or filming.

For the avoidance of doubt, this Policy applies to cameras, mobile phones, videos, drones and any other equipment capable of recording images. Any reference to photographs and photography should be interpreted as including filming.

Purpose of the Policy for the Use of Photographic Images

- To ensure responsible use of photographic images by Buckingham Town Council and its partners.
- To ensure that only a high standard of photographic images is used on the council's website, social media and printed material
- To ensure that all legal requirements are met in the taking and publication of photographic images.

General

- a) Members and Officers will exercise the greatest discretion at all times when selecting photographic images for publication taking into consideration the sensitivities of any situation.
- b) The Town Council and its Officers will consider the use of images submitted to them to enhance its website, newsletter, leaflets, promotional material, social media, which are used to promote the work of the Town Council.
- c) The choice of photographic images used on the Town Council website, in the Buckingham Town Matters newsletter and other material will remain the decision of the Town Council and its Officers. The choice of photographs will include static photographs and slide shows of appropriate length. Editorial control will be retained by the Town Council and its Officers at all times.
- d) Photographic images, excluding public events, focusing on children and vulnerable adults who could be readily identified will not be used without prior permission from parents or carers. Consent forms are kept securely and are valid for five years.
- e) An individual who has given consent may wish to withdraw that consent at a later date. If consent is withdrawn the individual must be advised that the Council cannot recall any publications or films in which their image appears. However once consent is withdrawn, no further use can be made of that individual's image and it should be deleted.
- f) No personal information such as names, address, etc. will be used alongside images, when used on any promotional material, on the website, newsletter, the council's social media unless written permission has been obtained.
- g) Access to public events in publicly accessible areas is not restricted. The Council therefore considers that any person who is present at these events is considered to have given implied consent to appear in the background of any photograph or film.

The Council will however make every effort to ensure the public is aware a photographer is on site taking photos for publicity purposes. Individuals are deemed to have given their consent by remaining at the event or location in which photographs are being taken.

h) Employees and visitors who have concerns about any photography taking place at an event or at council facilities should contact the Events Officer, Senior Communities Officer or Town Clerk. If appropriate, the

person about whom there are concerns should be asked to leave and the Senior Communities Officer or Town Clerk should be informed.

i) Links may be given to other photographic sites on the Town Council's website and social media as appropriate at the discretion of the Town Council and its Officers. A statement alongside the link will advise that the Council can in no way be held responsible for the contents on any external website to which it gives a link.

j) The Town Council will not be responsible for the sale of photographs to members of the public or other agencies at any time.

k) Persons taking photographs at the request of the Town Council or its Officers will wear an identity badge signed by the Town Clerk and/or a florescent waistcoat with 'Council Photographer' in large lettering on the back at all times and be required to sign an agreement containing rules as shown in Appendix 1 to this Policy. This will enable any person who does not wish to be photographed or filmed, the opportunity of taking steps to avoid being photographed or filmed.

l) Minors will not be left alone with a photographer at any time.

m) A head teacher or community group leader may be able to authorise consent for a group of children being photographed for publicity purposes. Head teachers routinely obtain written permission from parents to allow their children to be photographed whilst at school or participating in activities, which the school are involved in. The teacher/leader must sign the Council's official consent form to accept responsibility on behalf of the parents, for the children being photographed/filmed.

n) The copyright of any photographic images will remain the property of the person who has taken the photograph as set down in Law.

o) Where a member of the public or other agency applies for the use of a photograph appearing on the Town Council's website, in the newsletter or other promotional material, the person or agency will be referred directly to the photographer responsible for the work.

p) Photographs that are out of date or no longer usable will be destroyed appropriately by shredding and deletion of the electronic version or archived.

q) The Council's official photographers will have been issued with the Council's Photography Policy. The Town Clerk will approve all official photographers.

r) If photography is being commissioned and purchased from an external photographer, the Council must be clear that it expects to purchase not just specific prints or uses of the photograph, but rights to use the photograph where and when it pleases. To avoid any doubt the photographer will agree to these terms:

I hereby agree that Buckingham Town Council may use photographs commissioned and paid for by them for any usage that they wish and for whatever time they wish. All photography fees negotiated reflect that usage. As photographer, I do retain copyright to photographs created and transfer unlimited reproduction rights to Buckingham Town Council and any partner agency.

Civic Events

Pictures will be taken at civic events for printed and digital publicity and archiving purposes. The photographer will be clearly identifiable as the Town Council's photographer. The Council considers that any person who is present at Mayoral engagements is considered to have given implied consent to appear in the background of any photograph or film. Individuals are deemed to have given their consent by remaining at the event or location in which photographs are being taken.

Photographs taken for non-publicity purposes

This Policy is not intended to apply to photographs taken by or on behalf of the Council for day to day business purposes, such as event planning or recording purposes. Photographs will be routinely taken by council officers for example, for recording event layouts, the progress of developments, displays etc. Such photographs are unlikely to contain images of individuals other than council officers and will not be released into the public domain.

Officers must be mindful that the Data Protection Act will apply where such photographs contain images of individuals and are stored with personal details. They must be stored and disposed of appropriately in accordance with the Act. For further advice, please contact the Town Clerk.

In addition, this Policy and Guidance is not intended to apply to photographs taken by or on behalf of the Council in the course of an investigation. Such images may be used as evidence in court proceedings and therefore will be governed by separate evidential procedure rules. You are advised to seek advice from the Town Clerk in relation to the storage and use of such images.

Legal Situation

- a) There are no restrictions on taking photographs in a public place of individuals whether they are adults or minors.
- b) There is no right to privacy in a public place although photographers are subject to the usual libel laws in the same way as other citizens.
- c) Equipment or film may not be confiscated, or images deleted by any person or Police Officer unless a warrant for such action is issued.
- d) The person taking a photograph retains the copyright of that photograph.

Buckingham Town Council Draft Safeguarding & Protecting Children Policy

Children and young people have the right to have fun and be safe in the service provided for them and the activities they choose to participate in.

All children and young people without exception have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity. They have the right to be treated with dignity and respect regardless of gender, ethnicity, disability, sexuality or religious belief.

1. POLICY STATEMENT

Buckingham Town Council is committed to ensuring that all children and young people are protected and kept safe and from harm whilst engaged in services organised and provided by the Council. Buckingham Town Council will also safeguard the welfare of children and young people who use the Council's services or who attend activities within its venues and events organised by the council, by protecting from abuse.

This policy has been drawn up based on law and guidance that seeks to protect children, namely:

- Children Act 1989 and 2004
- Sexual Offences 2003
- General Data Protection Regulations (GDPR), Data Protection Act 2018
- Working Together to Safeguard Children 2018 (WTtSC18)
- What to do if you are worried a child is being abused?
- Statutory Framework for the Early Years Foundation Stage (April 2017): *Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13]*.
- The Prevent Duty Guidance for England and Wales 2015
- United Convention of the Right of the Child 1991
- Protection of Freedoms Act 2012
- Relevant governance guidance on safeguarding children

Although overall responsibility for Children's Services and Social Services in Buckinghamshire lies with Buckinghamshire County Council (BCC), Buckingham Town Council has a duty to protect and promote the welfare of children and young people, both as provider of services and as a partner within local safeguarding arrangements.

This policy applies to all situations within the Council's operation, which could potentially involve children or young people. It acts as a guidance for elected members, staff, volunteers, casual workers, agency staff and contract personnel to make informed responses to issues and concerns as and when they arise.

Buckingham Town Council will seek to ensure:

- Clear and prompt communication, internally and with other agencies; in accordance with information sharing protocols.
- We work in partnership with other agencies, including multi-agencies strategic partnerships such as Buckinghamshire Safeguarding Children Board (BSCB) and Buckinghamshire Children & Young People's Partnership (BCYPP).

- Adherence to locally agreed policies and procedures for responding to child protection issues. Buckinghamshire County Council has detailed multi-agency guidance in relation to child protection which can be accessed at:

<http://www.buckscc.gov.uk/services/care-for-children-and-families/child-protection-and-safeguarding/>

<http://www.bucks-lscb.org.uk>

2. DEFINITIONS

- The term children or young people is used to refer to anyone under the age of 18 years. Please note: people over 18 with learning difficulties are covered by the Buckinghamshire Safeguarding Adults Board 'Multi-Agency Policy and Procedures for Safeguarding Adults.'
- The term parent is used as a generic term to represent anyone with legal parental responsibility
- The terms elected members, staff and volunteers are used to refer to employees, town councillors, volunteers and anyone working on behalf of and/or representing Buckingham Town Council. This includes temporary workers, agency workers and contractors.
- All children and young people irrespective of their age, class, religion, culture, disability, gender, ethnicity or sexual preference have the right to protection.

3. POLICY PRINCIPLES

Buckingham Town Council is a statutory organisation and committed to providing a safe environment for all. This policy is based on the following principles:

- The welfare of children, young people and vulnerable people is of paramount importance.
- All children irrespective of their age, culture, disability, gender, language, ethnicity, socio-economic status, religious belief and sexuality have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse.
- All incidents of poor practice and allegations or concerns should be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld in line with GDPR and Data Protection Act 2018 and Human Rights legislation but must not be a barrier to effective information sharing between professionals.

4. PROCEDURES AND SYSTEMS

4.1 Definitions of Abuse:

The WtSC18 defines abuse as a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.¹

Neglect - the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.²

Physical Abuse - a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.¹

Sexual Abuse - involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing or touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.³

Emotional Abuse - The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or who they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.³

¹ Working Together to Safeguard Children 2018; Glossary page 108

² Working Together to Safeguard Children 2018, Glossary page 110

³ Working Together to Safeguard Children 2018, Glossary page 109

Child Sexual Exploitation - is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and /or (b) for the financial advantage of increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.⁴

Domestic Violence - Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Female genital mutilation (FGM) - FGM is a collective term for a range of procedures which involve partial or total removal of the external female genitalia for non-medical reasons. It is sometimes referred to as female circumcision, or female genital cutting. The practice medically unnecessary, is extremely painful and has serious health consequences, both at the time when the mutilation is carried out, and in later life. FGM of girls is considered as child abuse.

FGM is against the law in the UK and an FGM duty came into force on 31 October 2015 which give relevant professionals and the police information on the mandatory reporting duty.

Peer on peer abuse - occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18. 'Peer-on-peer' abuse can relate to various forms of abuse (not just sexual abuse and exploitation), and crucially it does not capture the fact that the behaviour in question is harmful to the child perpetrator as well as the victim.

Extremism and radicalisation - Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.⁵

Disabled children may be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them. Dependency on others for primary needs, e.g. feeding and clothing may make a person feel powerless to report abusive treatment.

⁴ Working Together to Safeguard Children 2018, Glossary page 109

⁵ Working Together to Safeguard Children 2018, Glossary page 110

4.2 Use of Video and Photography

Staff, elected members and volunteers should be vigilant at all times regarding people using cameras or videos within Buckingham Town Council services and at events or activities which involve children and young people. All staff and services must follow the guidance set out in the Council's Photography Policy and consent forms must be obtained from parents/carers as per the specifications laid out in the policy. Professional photographers and press invited to cover Council services, events and activities must be made aware of the Council's Photography Policy.

Other guidelines are:

- Do not allow unsupervised access to children or young people or one to one photographic sessions.
- Do not allow photographic sessions outside of the activities or services, or at a child's or young person's home.
- The child or young person should be happy with having their picture taken
- Parents/carers must be informed that photographs of their child or young person may be taken during Council services, activities or events and parental consent forms need to be signed agreeing to this. This must include information about how and where these photographs will be used.
- The names of children or young people should not be used in photographs or video footage, unless with the express permission of the child or young person's parent/carer.

4.3 Recruitment, Training and Induction

Determined abusers have often managed to gain access to children and young people. We recognize therefore, that the most effective point at which Buckingham Town Council can use good management to minimize the possibility of abuse, is when new paid staff or volunteers are appointed, although it is important to ensure that vigilance is maintained thereafter.

4.3.1 Recruitment

It is Buckingham Town Council's policy that all staff and volunteers, temporary personnel and helpers who have contact with children and young people will be subject to a careful and rigorous selection and vetting process with the elements listed below. We hope these will be understood by good applicants and will put off ill-intentioned people.

- Completion of an application form and checking the person's identity by their birth certificate and passport or driving licence. One of the identification documents must have a photograph.
- Taking up two references, preferably someone who has experience of their work or contact with children. References from relatives will not be accepted.
- An interview by at least two people.
- Identifying reasons for gaps in employment or inconsistencies.
- Carrying out police checks and checks with the Disclosure and Barring Service (DBS) where relevant
- Allowing no unsupervised access to children and young people until a Full DBS check has been completed,.
- Advice is sought about recruiting someone with a criminal record.
- A supervised probationary period of up to six months for new people to the project/service and a comprehensive induction period that includes our child protection policy and procedures.

4.3.2 Criminal Record Checks and Vetting

Enhanced checks will be carried out via Bucks County Council, the chosen umbrella agency for Disclosure and Barring Service checks - on all people applying to work with children and

young people, including volunteers. Disclosure Barring Service is able to provide checks on the following:

- Police criminal records via the Police National Computer.
- Checks against lists of people considered unsuitable to work with children and vulnerable people maintained by the DBS.

4.3.3 Induction and Training

Appropriate training will be given to enable staff, elected members and volunteers to recognize their responsibilities with regard to their own good practice (Appendix 4), the reporting of suspected poor practice and concerns or allegations of abuse. Training informs members of staff of expected conduct and situations to avoid in order to protect themselves from allegations.

This will include the following:

- All staff whose role brings them into contact with children and young people will receive follow up training and best practices.
- Permanent staff working in contact with children undertake online Safeguarding Training.
- Staff who regularly come in contact with children and young people will refresh their appropriate Safeguarding training every three years.
- The designated safeguarding person (defined in section 5) and all those with advisory or policy writing responsibilities for child protection/safeguarding will receive/refresh appropriate training every two years.

4.4 Responding to Concerns and Allegations: General Procedures

4.4.1 Responding to a child or young person who reports that either they or another child/young person is/are being abused and responding to allegations against employee/volunteer/Member or another young person

If a person discloses abuse by someone else:

- a) Allow the person to speak without interruption, accepting what is said, but DO NOT investigate.
- b) Alleviate feelings of guilt and isolation, while passing no judgement. Reassure them that they did the right thing by talking to you.
- c) Advise that you will try to offer support, but that you MUST pass the information on.
- d) Record the facts as you know them.
- e) Refer the allegations immediately and directly to the appropriate person. If an employee or volunteer is implicated, refer to their Line Manager. If a senior officer or elected member is implicated, refer directly to the Town Clerk and if the Town Clerk is implicated, refer to the Mayor. An allegation must be referred, no matter how insignificant they seem to be, or when they occur.
- f) Try to ensure that no one is placed in a position which could cause further compromise.

Action to be taken by the person receiving the referral as soon as possible, in any event within 24 hours:

- a) Write down notes, dates, times, fact, observations, verbatim speech if possible, as soon as possible after the incident or disclosure has occurred.
- b) Ensure correct details are available: child/young person's name and address, and the name and address of their parent or carer.
- c) Immediately contact the First Response Team at Buckinghamshire County Council (BCC), which is the single point of contact for BCC's Social Care. All relevant contact details are outlined in Appendix 1. When referring a child to First Response you must make the parents/carers aware and gain consent for Threshold Document level 3 referrals. You do not require consent if the child is likely to suffer or is suffering significant harm.
- d) Inform the appropriate person i.e. Line Manager, Town Clerk and/or Mayor as outlined in 4.4.1 e).

- e) Prepare a confidential file. Record all notes, conversations and advice from First Response/Police. Every effort should be made to ensure that confidentiality is maintained for all concerned.
- f) Information should be stored in a secure place with limited access to designated people, in line with GDPR legislation.
- g) Follow advice from First Response. Take no other action unless advised to do so by First Response.
- h) Any referral should be confirmed in writing within 24 hours using the Buckinghamshire Multi Agency Referral Form (MARF) see Appendix 3.
- i) If appropriate, make a referral to the Disclosure and Barring Service, if members of staff are implicated.

If in doubt about the advice you have received at any stage refer to Social Care for guidance. See Appendix 1 for contact details.

4.4.2 Responding to concerns about a child's welfare where there has been no specific disclosure or allegations:

All employees, volunteers and Members are encouraged to share concerns with the Town Clerk, Deputy Town Clerk or Lace Hill Coordinator. The Town Clerk/ Deputy Town Clerk/ Lace Hill Coordinator will, if appropriate, make a referral to First Response.

Recognising abuse is not always easy. The below list provides some indicators of abuse; however, the list not exhaustive and contains only indicators, not confirmation, of abuse:

- a) Having unexplained or suspicious injuries, e.g. bites or bruising
- b) Having an injury for which the explanation seems inconsistent or which has not been treated adequately.
- c) Change in behaviour, including becoming withdrawn, or becoming aggressive.
- d) Displaying inappropriate sexual awareness for their age.
- e) Refusal to remove clothing for normal activities, e.g. swimming
- f) Looking neglected in appearance.
- g) Losing or putting on weight for no apparent reason
- h) Lack of trust
- i) Inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

5. DESIGNATED CHILD SAFEGUARDING OFFICERS AND THEIR RESPONSIBILITIES

The Council has Designated Safeguarding Officers (DSO). All suspicions, concerns and disclosures must be reported to them immediately.

The Designated Safeguarding Officers are:

- Paul Hodson - Town Clerk
- Claire Molyneux - Deputy Town Clerk
- Sam Houreau - Lace Hill Sports and Community Centre Coordinator

They have the responsibility to:

- Ensure that arrangements are made to identify staff that require training in child protection issues;
- Ensure that report forms and copies of the policies and procedures are available and relevant;
- Receive information from Council Members, staff, volunteers and children who have concerns, record them, using appropriate forms and procedures identified;

- Represent the Council on formal investigations into allegations of abuse led by appropriate organisations;
- Offer Counselling to the confidante that has received the disclosure;
- Be trained to an appropriate level as per guidance provided by Buckinghamshire County Council and the Buckinghamshire Safeguarding Children Board (BSCB)
- Ensure that all staff that have contact with children and young people on a one to one basis are trained in basic child protection awareness to an appropriate level if it is relevant to their post. Refresher training will be undertaken three yearly as required;
- Ensure that staff with the responsibility of writing, maintaining and updating child protection/safeguarding policies receive DSO training via BCC Early Years and Childcare, following basic awareness training which will be updated every two years;
- Ensure that the Council refers to BCC Early Years and Childcare regarding training needs on a yearly basis; and
- Ensure that all allegations made against Council employees, Council Members or volunteers are discussed with the LADO. See Appendix 1 for contact details.

6. CONFIDENTIALITY

If concerns around the protection of a child or young person are raised, confidentiality must not be guaranteed. If an allegation is made that indicates that a vulnerable child is being harmed or at risk of harm, then the person making the allegations should understand that the information will be shared with the appropriate agencies on a need to know basis.

7. INFORMATION SHARING

Whilst every effort is made to ensure that confidentiality is maintained at all times for all concerned in the safeguarding of children, information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Designated Safeguarding Officers who will be the sole contact after the disclosure;
- The LADO detailed above;
- First Response (Social care)/Police or other appropriate body;
- Parent/Carer
- The person making the allegation;

Where there is a possibility that a criminal act may have been committed, care should be taken to ensure that no action is taken that may jeopardize a subsequent criminal investigation. This includes contacting the alleged perpetrator. Advice should be sought from the Police and/or Social Care organisations (First Response)/LADO, without delay. See Appendix 1 for Contact details.

The Council's Designated Safeguarding Officers will ensure that procedures are followed appropriately in consultation with Social Care organisations.

The designated officers will follow the policy to ensure:

- The appropriate agencies are informed; (this includes The Independent Safeguarding Authority if necessary);
- Information is recorded and stored appropriately according to the Council's agreed GDPR Data Protection Policy; and
- The confidante is supported adequately and sympathetically.

It is extremely important that allegations or concerns are not discussed inappropriately as any breach of confidentiality could be damaging to a child or their family and any child protection investigations that may follow.

Where a staff member is the individual that is approached with an allegation, issues of confidentiality should be discussed early on and they will be informed that they will, at the very least, need to

disclose the conversation to the Designated Safeguarding Officers and depending upon the severity of the information, this may be disclosed to Social Care organisations or the police.

Information and guidance on sharing information appropriately can be obtained via the gov.uk website

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

The Council follows the “Seven Golden Rules to Information Sharing” as outlined in the government’s *Information Sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers*. See Appendix 5

8. POLICY MONITORING AND REVISION

All incidents, allegations of abuse and complaints will be recorded and monitored.

This policy will be reviewed every two years and will also be revised in the light of changing needs, changes in legislation and guidance, or in the light of experience.

Related Policies

- Photography Policy

Appendix 1

Contact details for Social Care, the Police, NSPCC, Local Designated Officers

To report concerns regarding a child's safety, wellbeing and radicalisation

Buckinghamshire County Council - First Response Team

Call: 01296 383962

Out of hours: 0800 999 7677

Email: cypfirstresponse@buckscc.gov.uk or secure-cypfirstresponse@buckscc.gcsx.gov.uk

NSPCC Child Protection Helpline

Call: 0808 800 5000 (free service, lines open 24 hours a day)

For further information or to report your concerns online visit:

www.nspcc.org.uk/what-you-can-do/report-abuse/

Thames Valley Police

Non-emergency telephone: 101

Emergency call: 999

Department for Education

Dedicated telephone helpline (020 7340 7264) to enable staff and councillors to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk

Ofsted 0300 123 1231

To report allegations against a member of staff who works with children

Local Designated Officer (LADO)

If you have a concern about a member of staff working with children (in either a paid or voluntary capacity)

Call: 01296 382070

Email: secure-LADO@buckscc.gcsx.gov.uk

Buckingham Town Council
Child Safeguarding Incident Reporting Form

Date:	Time:	Venue:
Your Name:		
Your Position:		
Name of child:		
Gender:	Age:	
Any identified disability or special factors:		
Child's address:		
Other people living at the address (if known):		
Tel No:		
Next of kin:		
Address (if different from above):		
Are you reporting your own concerns or passing on those of someone else? Please give details		
Brief description of what has prompted the concerns: include dates, times etc. on a specific incidents: <i>(Use a separate sheet and attach to this form if more space required)</i>		
Please describe any physical or behavioural indicators, which have been observed		

Have you or anyone else spoken with the parent/family/carer(s)? If so, what was said?	
Have you spoken or anyone else spoken with the person about their concerns and if so, what was discussed:	
Has anybody been alleged to be the abuser? If so, please give details:	
External agencies contacted (date and time)	
Police Yes / No	Name and contact number: Details of advice received:
Social Services (First Response) Yes / No	Name and contact number: Details of advice received:
Other (e.g. NSPCC) Yes / No	If yes which: Name and contact number: Details of advice received:
Date:	Signature:

REMEMBER; do not discuss this incident with friends or colleagues. Arrange to see your Designated Child Safeguarding Officer / Town Clerk urgently, they will initiate appropriate action.



Buckinghamshire County Council

Version 6.3 June 2017

Multi Agency Referral Form (MARF)

A multi-agency referral should be made when the agency considers:

- A child has multiple needs requiring a multi-agency coordinated response with a lead professional (level 3 on the threshold document).
- A child has a high level of unmet and complex needs or is a child in need of protection (level 4 on the threshold document).

Consult

Use the thresholds document (www.bucks-lsrb.org.uk/professionals/thresholds-document/), discuss with your safeguarding lead and use your professional judgement to identify the level of need. If you think the need has reached level 3 or 4 and you need advice or guidance, you can consult by calling **First Response** on 0845 460 0001.

Email MARF to: secure-cyfirstresponse@buckscc.gcsx.gov.uk (note: only fully secure, if emailing from another secure email account).

For those that do not have access to a secure email account, there are two options for sending the MARF securely:

- Password protect the form and send the password in a separate email
- Email initially without personal details. A Contact and Referral Officer will then send you an encrypted email which you can use to send the MARF securely

First Response is open Mon-Thurs 9am to 5.30pm & Fri 9am to 5pm. If your referral is **URGENT** and is outside of these times or on a Bank holiday please contact the **Emergency Social Work Team** on **0800 999 7677**.

All telephone referrals must be followed up with completion of a MARF by the referrer within 48 hours.

Details of Person Making a Referral (person completing this form)

Name:		Date of Referral:
Role:		Agency:
Contact Details:	Tel:	Email:
Address:		

Consent

Are the parents/carers aware of this referral to Early Help or Children's Social Care?

If parents/carers are not aware, the referral cannot be progressed further unless there are safeguarding issues which place the child at risk of significant harm or could lead to loss of evidential material

Yes No

If 'No' give a reason for not informing parents/carers

Information can only be sought for assessment purposes where consent has been given, unless this would place the child at risk of significant harm or lead to loss of evidential material
Please seek parents/carers permission to share information before making this referral
Dependent on age & understanding it may be appropriate to seek the child / young person's consent prior to sharing information

Parental Consent is not necessary at level 4 (if the child is likely to suffer / is suffering significant harm).

Parent / Carer / Young Person

I agree for this referral to be made to Children's Social Care/Early Help Services. I understand that they will contact other agencies, such as my doctor, my child's school and health visitor, for information sharing purposes between the agencies. I also agree to engage with agencies for assessment and/or support.

Signed: _____ (Parent/Carer/Young Person) Date: _____

Parental Consent given but unable to sign form (Please tick)

Please state reason for this:

If you do not agree for other agencies to be contacted to share their information, please say which agency you do not want contacted.

Agency: _____

Please explain why you do not want this agency contacted:

Contact						
Details of Child(ren)						
Family Surname/s						
Family telephone numbers						
Family Address						
Child's Name or unborn baby (UBB)	Date of Birth	Gender M/F	Ethnicity Appendix A	Religion Appendix B	Disability Y/N	Disability Appendix C
Language spoken at home				Interpreter required	Yes <input type="checkbox"/> No <input type="checkbox"/>	
School / Nursery: Name & contact info						
GP: Name & contact info						
NHS Number						
Child(ren) not living at home:	Current address:	Reason child not living in family home				
FAMILY DETAILS:						

Parents names forename and family name/surname	DOB	Address - if not living at family address given above	Parental responsibility
Mother:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Father:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Other significant adults / carers forename and family name/surname	DOB	Address - if not living at family address given above	Relationship & involvement with child(ren)
Reason for referral: <i>(please indicate if previous referrals have been made and attach any relevant information, including chronologies if these have been created):</i>			
Summary of Concerns 1. Why are you making this referral? 2. What are you concerned about? 3. What is the impact on the child? Provide supporting evidence 4. What support will you continue to offer?			
Support to child & family 1. What has your agency already done to assist the child and family? 2. Has your agency completed an Outcomes Star / Graded Care Profile with the family? (if so, provide details & attach) 3. What have other agencies done? Provide contact details			
What are the risks to the child(ren)? <i>Please refer to BSCB threshold document to support your information</i>			
What outcome are you looking for?			
What are the child(ren)'s views about this referral?			
What are the parent/carer views about this referral?			
Known risk factors (e.g. dogs, violent behaviour)			

Attachments

Please list any supporting documents you are attaching to this referral

Appendix A: Ethnicity

Asian or Asian British - Indian
Asian or Asian British - Pakistani
Asian or Asian British - Bangladeshi
Asian Other
Black or Black British - African
Black African Caribbean
Black Other
Chinese
Mixed White and Black Caribbean
Mixed White and Black African
Mixed White and Asian
Mixed Other
White British
White Irish
Traveller of Irish Heritage
Gypsy/Roma
White Other
Other ethnic group
Refused
Information not yet obtained

Appendix B: Religion**Record main category**

Buddhist
Christian
Hindu
Jewish
Muslim
Sikh
Other Faith
No religion
Information not obtained

Add additional information alongside main category if required:

e.g. Specific denomination or other faith

Appendix C: Disability

Required for CIN Census 2.2 Type of Disability

Record main category

Behaviour
Communication
Consciousness
Diagnosed with autism or Asperger's syndrome
Disabled under DDS but not in other categories
Hand Function
Hearing
Incontinence
Learning
Mobility
Person Care
Vision

If Consent from Parent is given at point of Referral, the Outcome will be advised to the Referrer within 72 hours unless this is a Child Protection Issue then a response will be made within 48 hours

Appendix 4

Codes of Good Practice and Behaviour

You will be better placed to avoid any misinterpretation of your actions and ensure the welfare of children and young people in your care if you always engage in the following good practice. Failure to adhere to these could be perceived as poor practice and become a disciplinary issue. There seems a lot to remember but do not worry you will probably find that you already do most of these things naturally.

- Always put the welfare of the children before any other agenda, i.e. winning, finishing a project, etc.
- Provide a good role model of behaviour.
- Treat all children equally with respect and dignity using positive constructive encouragement.
- Stay vigilant for the safety of all children around you, not just the ones in your immediate care.
- If you have to physically touch a child e.g. if they have fallen, then do so with consideration, never touch intimate areas and always tell the child what you are going to do.
- Always wear appropriate clothing when working with children e.g. dress according to the duties to be undertaken in a manner befitting the responsible care of children. If you have a uniform this must be worn as part of your contracted condition of employment. Name badges must be worn where provided and/or identification that you are representing the Council must be worn at all times.
- Use appropriate language and explanations (it is not always what is said but how it is said that can be of concern and of great importance).
- Enhanced DBS checks must be undertaken for all employees who will be working with children.
- At all stages when working with children, minimise the opportunities for abuse to take place.

Practice that is not acceptable

- Allowing inappropriate language of all parties to go unchallenged.
- Being alone with a child. If they are upset or need first aid, then take them to one side but do not enclose yourself in a room.
- Making sexually suggestive comments to or around a child.
- Engaging in rough physical or sexually provocative play with a child.
- Allowing or engaging in inappropriate touching.
- Inviting or allowing a child to stay in your home.
- Taking children to your home, for however short a time.
- Performing personal care for someone which they can do themselves or that you are not trained to do.
- Forming inappropriate relationships with children in your care, N.B. Remember this legally means a child up to 18 years of age.
- Allowing allegations made by a child to go unchallenged, unrecorded or un-acted-upon.
- Giving home or mobile number to children (unless there is a good reason to do so) or obtaining children's mobile phone numbers or e-mail addresses.

First Aid and Treatment of Injuries

If a child or vulnerable adult requires first aid or any form of medical attention whilst in your care, then the following good practice should be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Keep a written record of any injuries that occurs, along with the details of any treatment given.
- Where possible, ensure access to medical advice and/or assistance is available.
- Only those with a current, recognised paediatric First Aid qualification should respond to any injuries.
- Where possible any course of action should be discussed with the child in a language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- A notification of Accident Form must be completed and signed and passed to the Senior Communities Officer or Town Clerk.

For Transporting Children

If it is necessary to provide transport for children, the following good practice must be followed:

- You should only transport a child/ren where are two members of staff/adults present in the selected mode of transport, where possible.
- Ensure where possible, a male and female accompany mixed groups of children.
- In addition to this, where practical, request written parental/carer consent
- Always plan and prepare a detailed programme of the journey and method of transport, give details of the route, anticipated length of the journey and ensure copies with contact details are available for other employees and parents/carers.
- Ensure all vehicles are correctly insured and serviced.
- All reasonable safety measures are taken, e.g. children in back seat, seatbelts are working, use of child safety seat if applicable.

Use of Contractors

The Council and its employees, elected members and volunteers should undertake reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor engaged by the Council in area where workers are likely to come into contact with children or vulnerable adults should have their own equivalent Children's safeguarding Policy, or failing this, comply with the terms of this policy.

Where is potential for contact with children it is the responsibility of the manager who is using the services of the contractor to check that the correct DBS check has been satisfactorily completed.

Seven Golden Rules to Information Sharing

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights laws are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share with informed consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. Where you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

BUCKINGHAM TOWN COUNCIL

Resources

Monday 8th July 2019

Contact Officer: Paul Hodson, Town Clerk

Subject: Inventory of Land and Assets (S.O. 5.k.xii)

Recommendation

1. It is recommended that the Committee review and note the detailed Asset and Buildings Register.
2. It is recommended that the Town Council agree to only include items with a value in excess of £1,000 on the new version of the Asset Register, and that a new inventory system is used for lower value items.

Background

At Full Council on the 20th May 2019 (*minute 22.7/19*) Members reviewed the inventory of land and assets including buildings and office equipment. Cllr. P. Collins queried whether the Town Council's land and buildings were accurately listed within the document and Members **AGREED** for the Freehold of all buildings and assets listed within, to be brought back to the next meeting of the Resources Committee.

Buildings and Land Register

A more detailed version of the Buildings and Land Register is attached as Appendix xxx. The Buildings and Land Register lists the land and buildings which are currently either owned or leased by the Town Council.

Asset Register

The current Asset Register is kept on a spreadsheet, and includes items down to a value of £10.00. However, the Society of Local Council Clerks advise that current good practice is for councils to only include items with a value in excess of £1,000 in an asset register.

For local councils, the approach to accounting for assets is different from that generally found in the commercial and charitable sectors: *Once recorded on the asset and investments register, the recorded value of assets and investments must not change from year to year until disposal. Commercial concepts of depreciation, impairment adjustments, etc. are not appropriate for local councils. For reporting purposes therefore, the 'book' value of fixed assets will stay constant throughout their life until disposal.*¹

¹ Governance and Accountability for Local Councils A Practitioners' Guide (England) March 2014; NALC; p.76

The Town Council has budgeted to purchase an add-on to the RBS accounting package during 2019/20 which enables the Council's assets to be recorded and managed through the same system as the accounts. This will mean that the next version of the Asset and Buildings Registers will be created through the new system. This will make recording changes and managing assets more efficient and consistent. It would be possible to just copy and paste the current asset register into the new system. However, it is proposed that the Council revise its approach to only include items valued at £1,000 or more. It is also proposed that the Council create a separate inventory system, which would be used by officers to record and manage items valued at less than £1,000. This would include stock held at the TIC, minor items used by the Green Spaces Team and office equipment.

Officers will check each item before logging onto the new asset register. It is likely that this process will take a couple of months. The first version of the revised register will be provided to the Resources Committee for review at its meeting on 11 November 2019.

Buckingham Town Council Asset Register

Record of all Council Held Assets as at Year End 2018/19

Asset No	Asset Category	Description	Quantity	Location
4	Categories of Assets			
6	BLD	Buildings/Interiors		
7	LAND	Land		
8	VEH	Vehicles		
9	INF	Infrastructure (inc Fixtures & Fittings)		
10	ENV	Environmental		
11	PEQP	Play Equipment		
12	MEQP	Maintenance Equipment		
13	OEQP	Office Equipment		
14	FRN	Furniture		
15	CER	Ceremonial		
16	MISC	Misc		
17	SGN	Signage		
18	RES	Training/Learning Resources		

Asset No	Asset Category	Description	Quantity	Location
1	Locations of Assets			
2	Bourton Park			
3	Bowls Club			
4	Buckingham Community Centre			
5	Cemetery			
6	Chamber (including side Office & Toilet)			
7	Chandos Park			
8	Depot - Hillcrest Way			
9	Grenville Garage			
10	Lace Hill Sports and Community Centre (LHSCC)			
11	Ken Tagg Play Area			
12	Otters Brook			
13	Railway Walk			
14	Skate Park			
15	Verney Close (Town Council Office)			

Asset No	Asset Category	Description	Quantity	Location	Use	Purchase Cost (£)	Asset Register Value	Date Acquired	Disposal Value	Date Disposed	Life Span (Years)
21	FRN	Curved work stations (with built in draws)	3	Verney Close	Standard Town Council Work Spaces		2,500	2011			8
22	FRN	Wooden Computer Desk	1	Verney Close	Office Administrators Work Station		300	Unknown			8
23	FRN	RS Soho Atlas Operator Chair - Black	1	Verney Close	Green Space Managers Desk Chair	90	90	Jul-05			5
24	FRN	Niceday 'K2' operator office chair - Black	6	Verney Close	Standard Office Chairs		250	2011			5
25	FRN	Filling Cabinet (4 Draw)	3	Verney Close	Admin Storage		500	Unknown			10
26	FRN	Filling Cabinet (2 Draw)	2	Verney Close	Admin Storage		200	2011			10
27	FRN	Small grey Bisley filing draws	2	Verney Close	Admin Storage		160	2011			10
28	FRN	Fire Safe	1	Verney Close	Personal and Cemetery Records	1,000	200	2011			6
29	FRN	Notice Board	6	Verney Close	N/A		120	2011			6
30	FRN	Shelving Unit (light Wood)	4	Verney Close	N/A		20	2011			6
31	FRN	Set of light wood desk draws - 3 draws	1	Verney Close	N/A		30	2011			5
32	FRN	White Board	1	Verney Close	N/A		250	Unknown			8
33	FRN	Shelf Unit wooden one unit glass front door	1	Verney Close	Resources Storage						
34	FRN	Cost Stand	1	Verney Close	NA		40	2011			8
35	FRN	Bin - Plastic	9	Verney Close	NA		15	2011			8
36	FRN	Bin - Paper Recycle	1	Verney Close	NA		20	2011			4
37	FRN	Tweedle Mesh Task Chair-Black	3	Verney Close	Standard Office Chairs	180	180	2017			5
38	FRN	Internal Mitel 5235 Ip phone	1	Verney Close	Communicating with ground floor AVDC/BCC		50	2011			5
39	EQP	Panasonic KX-7735 Phone	8	Verney Close	Desk Phones		650	2011	£0	Jun-16	5
40	EQP	Sharp Copier/Printer - MX311-4N PCL6	1	Verney Close	Main printer/scanner/copier		350	2014			On Contract
41	EQP	Canon Printer - LBPS000	1	Verney Close	Printer used by Deputy Town Clerk	On contract	400	2011			5
42	EQP	Fujitsu YKQQ04735	1	Verney Close	Computer used by Deputy Town Clerk		400	2011			5
43	EQP	Fujitsu Desktop Computer YKQQ013216	1	Verney Close	Computer used by Events Coordinator		400	2011			5
44	EQP	Think Centre Desktop Computer GOPYD-67166	1	Verney Close	Computer used by Accounts Assistant		400	2011			5
45	EQP	Fujitsu Desktop Computer YL51079812	1	Verney Close	Computer used by Green Spaces Manager		400	2011			5
46	EQP	Fujitsu Desktop Computer YKQQ046211	1	Verney Close	Computer used by Administration Officer		400	2011			5
47	EQP	Fujitsu Desktop Computer YL5101188	1	Verney Close	Computer used by Administration Officer		400	2011			5
48	EQP	Fujitsu Desktop Computer YL5101177	1	Verney Close	Computer used by Committee Clerk		400	Unknown			5
49	EQP	Think Centre Desktop Computer 7844K1G55BHPFR	1	Verney Close	Computer used by Planning Clerk		400	2011			5
50	EQP	Fujitsu Desktop Computer YL5101177	1	Verney Close	Computer used by Planning Clerk		400	2011			5

	A	B	C	D	E	F	G	H	I	J	K	L
52	EQP14	EQP	Monitor - Fujitsu	3	Verney Close	DT C/Admin/Committee Clerk		360	2011			5
53	EQP15	EQP	Monitor - LG	2	Verney Close	Events Coordinator/Green Spaces		260	2011			5
54	EQP16	EQP	Monitor - BENO Senseye	2	Verney Close	Accounts Assistant/Town Plan Officer		260	2011			5
55	EQP17	EQP	Monitor - DGM	1	Verney Close	Monitor used by Planning Officer		80	2011			5
56	EQP18	EQP	Monitor - HP 1702	1	Verney Close	Spare Monitor		100	2011			5
57	EQP19	EQP	Monitor Stand - Fellowes	1	Verney Close	Used by Deputy Town Clerk		40	2011			5
58	EQP20	EQP	Monitor Stand	1	Verney Close	Used by Accounts Assistant		40	2013			5
59	EQP21	EQP	Acer Laptop	1	Verney Close	Payroll and Committee Clerk	450	450	2014			5
60	EQP22	EQP	Samsung GT-B2710 Mobile Phone	5	Verney Close	Staff Mobiles		200	2011			5
61	EQP23	EQP	Tendria Wireless Router	1	Verney Close	Property of Care	On contract	On contract	2014			NA
62	EQP24	EQP	Netgear - ReadyNAS Duo Hub	1	Verney Close	Property of Care	On contract	On contract	2011			NA
63	EQP25	EQP	Shredder Fellowes W-75c	1	Verney Close	N/A		60	2011			5
64	EQP26	EQP	Phillips Magic 5 Eco Fax Machine	1	Verney Close	Office Fax machine		70	2011			5
65	EQP27	EQP	GBC Laminator	1	Verney Close	Office Laminator	125	125	2017			5
66	EQP28	EQP	Altron Unit	1	Verney Close	Health & Safety	404	404	2017/18			5
67	RES01	RES	SLCC Clerks Manual	1	Verney Close	Reference Resource		68	Unknown			10
68	RES02	RES	Civic Ceremonial - Paul Millward - Shaw & Sons	1	Verney Close	Reference Resource		40	Unknown			10
69	RES03	RES	Local Council Finance - Chris Richards	1	Verney Close	Reference Resource		20	Unknown			5
70	RES04	RES	Arnold-Baker Local Council Administration	2	Verney Close	Reference Resource		75	Unknown			10
71	RES05	RES	Spons External Works & Landscape	1	Verney Close	Reference Resource		130	Unknown			5
72	RES06	RES	Buckingham - D J Elliott	1	Verney Close	Reference Resource		10	Unknown			10
73	RES07	RES	A County Town - Walker	1	Verney Close	Reference Resource		10	Unknown			10
74	RES08	RES	The Book of Buckingham - Clarke	1	Verney Close	Reference Resource		10	Unknown			10
75	RES09	RES	The Conduct of Meetings - Curry & Sykes	1	Verney Close	Reference Resource		10	Unknown			10
76	RES10	RES	Points of Order - Gladys Walker	1	Verney Close	Reference Resource		10	Unknown			10
77	MISC26	MISC	Acrylic Ballot/suggestion box	5	Verney Close	Information	182	182	2016			15
78												
79	FRN17	FRN	Large Boardroom Table	1	Council Chamber	Council Meetings/Room Hire		10,000	Unknown			25+
80	FRN18	FRN	Chairmans Chair	1	Council Chamber	Council Meetings/Room Hire		1,500	Unknown			25+
81	FRN19	FRN	Boardroom Chairs	16	Council Chamber	Council Meetings/Room Hire		12,000	Unknown			10
82	FRN20	FRN	Boardroom Chairs	2	Council Chamber	Council Meetings/Room Hire		600	Unknown			10
83	FRN21	FRN	Writing Side Table	1	Council Chamber	Committee Clerk		200	Unknown			5
84	FRN22	FRN	Queen Ann Chairs	8	Council Chamber	Council Meetings/Room Hire		3,000	Unknown			10
85	FRN23	FRN	Elbow Chair	1	Council Chamber	Council Meetings/Room Hire		350	Unknown			10
86	FRN24	FRN	Notice/Pin Boards - Chamber room	4	Council Chamber	Interior		180	Unknown			3
87	FRN25	FRN	Curtains & Pole - Chamber room	1	Council Chamber	Interior		120	Unknown			5
88	FRN26	FRN	Stationary Cupboards	5	Council Chamber	Storage		375	Unknown			5
89	FRN27	FRN	Notice/Pin Board - Small Office	1	Chamber Office	Interior		40	Unknown			3
90	FRN28	FRN	Curtains & pole - Small Office	1	Chamber Office	Interior		50	Unknown			5
91	FRN29	FRN	Carpets	3	Council Chamber	Interior		500	Unknown			10
92	FRN30	FRN	Small two drawer table	1	Council Chamber	Council Meetings/Room Hire		550	Unknown			5
93	FRN31	FRN	Keypad lockable wall unit	1	Chamber Office	Key Safe		100	Unknown			5
94	FRN32	FRN	Small Table (wooden)	1	Council Chamber	Council Meetings/Room Hire		40	Unknown			5
95	FRN33	FRN	Notice Board (by main outside door)	2	Council Chamber	Displaying Council Agendas/Minutes		180	Unknown			5
96	FRN34	FRN	Leaflet holders	2	Council Chamber	Display		80	Unknown			3
97	FRN35	FRN	Shelves	3	Chamber Office	Storage		30	Unknown			3
98	INF01	INF	Alarm System	1	Council Chamber	Security		500	Unknown			5
99	EQP01	EQP	Microwave - Sharp	1	Council Chamber	Council Meetings/Room Hire		30	Unknown			3
100	EQP02	EQP	Fridge - Philco	1	Depot	Council Meetings/Room Hire		100	Unknown			4
101	EQP03	EQP	Laptop - HP Compaq 6715b	1	Council Chamber	Digital Notice Board		400	Unknown			4
102	EQP04	EQP	Projector - Epson EMP795	1	Council Chamber	Council Meetings/Room Hire	1,150	1,150	2005			5
103	EQP05	EQP	42" TV Screen - Sony FWD42pv1	1	Council Chamber	Digital Notice Board	1,199	1,199	2005			4
104	EQP07	EQP	Karcher Vacuum Cleaner	1	Council Chamber	Health & Safety	75	75	2017/18			5
105	INF02	INF	Fire Alarm	1	Council Chamber	Health & Safety		400	Unknown			5
106	CER01	CER	BTC Pancake Race Plaque	1	Council Chamber	Ceremonial		50	Unknown			15
107	CER02	CER	Buckingham Sign	1	Council Chamber	Decoration		200	Unknown			25+

	A	B	C	D	E	F	G	H	I	J	K	L
108	CER03	CER	Buckingham Street Pictures Framed	2	Council Chamber	Decoration		100	Unknown			25+
109	CER04	CER	Certificates - Framed	2	Council Chamber	Health & Safety		10	Unknown			5
110	CER05	CER	Clock	1	Council Chamber	Decoration		15	Unknown			5
111	CER06	CER	Copeland statues	1	Council Chamber	Gift		750	Unknown			25+
112	CER07	CER	Deputy Mayors Medallion	1	Council Chamber	Ceremonial		300	Unknown			25+
113	CER08	CER	Full Council Photo's Framed	6	Council Chamber	Decoration		240	Various			25+
114	CER09	CER	Gavel	1	Council Chamber	Ceremonial		50	Unknown			25+
115	CER10	CER	Glass Vase - Plaque base	1	Council Chamber	Decoration		60	Unknown			25+
116	CER11	CER	Irish Plate	1	Council Chamber	Gift		100	Unknown			25+
117	CER13	CER	Mace Case	1	Council Chamber	Ceremonial	2,336	2,336	2012			10
118	CER14	CER	Mace Banners Robes	1	Council Chamber	Ceremonial		495	1997			10
119	CER15	CER	Mayoral Portrait Photo's Framed	19	Council Chamber	Decoration		300	Unknown			NA
120	CER16	CER	Mayors Chain	1	Council Chamber	Ceremonial		4,000	Unknown			25+
121	CER17	CER	Mayors Robe	1	Council Chamber	Ceremonial		695	1997			NA
122	CER19	CER	Millennium 2000 Medallion	1	Council Chamber	Ceremonial		150	Unknown			NA
123	CER20	CER	Mowance Plate	1	Council Chamber	Gift		100	Unknown			NA
124	CER21	CER	Old Maps/Pictures Framed	2	Council Chamber	Decoration		300	Unknown			NA
125	CER22	CER	Plaque-Captain F Stewart	1	Council Chamber	Gift		100	Unknown			NA
126	CER23	CER	Queens Visit to Buckingham - Framed	1	Council Chamber	Decoration		30	Unknown			NA
127	CER24	CER	Signet Ring	1	Council Chamber	Ceremonial		500	Unknown			NA
128	CER25	CER	Statue-Cadet-Sunday Parade	1	Council Chamber	Gift		80	Unknown			NA
129	CER26	CER	The Rifles Army Cadet Force	1	Council Chamber	Decoration		300	Unknown			NA
130	CER27	CER	Swan Crest picture Framed	1	Council Chamber	Gift		200	Unknown			NA
131	CER28	CER	Table plaque-	1	Council Chamber	Gift						NA
132	CER29	CER	South African Campaign	1	Council Chamber	Decorations						NA
133	CER30	CER	Town Clerks Robes	1	Council Chamber	Ceremonial		795	1997			10
134	CER31	CER	Town Clerks Wig	1	Council Chamber	Ceremonial		495	2009			10
135	CER32	CER	Large Wood Town Crest (Shield) Buckingham Swan	1	Council Chamber	Ceremonial		1,000	Unknown			25+
136	CER33	CER	Town Criers Robes	1	Council Chamber	Ceremonial		749	1997			10
137	MISC01	MISC	Trumpet-The Rifles 10/5/2009	1	Council Chamber	Gift		34,472	Unknown			25+
138	MISC02	MISC	Commemorative Mace Brooch	3	Council Chamber	Ceremonial	245	245	2017/18			5
139	MISC03	MISC	Glass Pouring Jugs	25	Council Chamber	Council Meetings/Room Hire		15	Unknown			5
140	MISC04	MISC	Glasses	3	Council Chamber	Council Meetings/Room Hire		20	Unknown			5
141	MISC05	MISC	Buckingham Logo Table Mats	25	Council Chamber	Council Meetings/Room Hire		20	Unknown			5
142	MISC06	MISC	Coffee Machine	1	Council Chamber	Council Meetings/Room Hire		90	Unknown			3
143	MISC07	MISC	Flip Chart	1	Council Chamber	Council Meetings/Room Hire		65	Unknown			4
144	MISC08	MISC	Hand Dryer	1	Chamber Toilet	Toilet		200	Unknown			4
145	MISC09	MISC	Soap Dispenser	1	Chamber Toilet	Toilet		15	Unknown			4
146	MISC10	MISC	5 Peg Coat rack	1	Chamber Toilet	Toilet		40	Unknown			5
147	MISC11	MISC	Toilet roll holders	2	Chamber Toilet	Toilet		20	Unknown			4
148	MISC12	MISC	Fire Extinguisher-red	2	Council Chamber	Fire Safety Regulations		50	Unknown			5
149	MISC13	MISC	Fire Signs	2	Council Chamber	Fire Safety Regulations		50	Unknown			5
150	BLD12	BLD	PA System	1	Council Chamber office	Events	500	500	Unknown			20
151	BLD13	BLD	Main Fire Doors	4	Council Chamber	Infrastructure		750	Unknown			20
152	BLD14	BLD	Radiators	1	Council Chamber	Infrastructure		400	Unknown			20
153	BLD15	BLD	5 Tier light	2	Council Chamber	Infrastructure		50	Unknown			15
154	BLD16	BLD	Single light	1	Council Chamber	Infrastructure		20	Unknown			15
155	BLD17	BLD	Sink - hot& cold tap	1	Chamber Toilet	Infrastructure		25	Unknown			15
156	BLD18	BLD	Sink - hot& cold tap	1	Chamber Toilet	Infrastructure		25	Unknown			15
157	BLD19	BLD	Toilet	1	Chamber Toilet	Infrastructure		200	Unknown			20
158	BLD20	BLD	Lights	5	Council Chamber	Infrastructure		125	Unknown			15
159	BLD21	BLD	Vents/Fan	1	Chamber Toilet	Infrastructure		100	Unknown			10
160	CER35	CER	Wall Mounted Letter Box	1	Council Chamber	Infrastructure		100	Unknown			10
161	CER36	CER	Town Criers Bell	1	Council Chamber	Ceremonial	304	304	2000			5
162	CER36	CER	Mayors Consort's Badge	1	Council Chamber	Ceremonial	398	398	2001			15+

A	B	C	D	E	F	G	H	I	J	K	L
162 CER18	CER	Mayors Robe, Original	1	Old Goal	Ceremonial		1,000	Unknown			5
163 CER12	CER	Mace	1	Old Goal	Ceremonial		50,000	Unknown			5
164	INF	Information Board	1	Chandos Park	Information		2,000	Unknown			4
166 INF04	INF	Notice Board (For posters)	2	Chandos Park	Information		4,000	Unknown			4
167 SGN01	SGN	CCTV in Operation Sign	1	Chandos Park	Information		20	2012			12
168 SGN02	SGN	No Dog Foul Sign	1	Chandos Park	Information		20	Unknown			10
169 INF05	INF	Bench - Wood	8	Chandos Park	Leisure		8,000	Various			4
170 SGN03	SGN	Chris Nichols Walk Sign	1	Chandos Park	Information		500	Unknown			2
171 SGN04	SGN	Alcohol Free Zone	3	Chandos Park	Information		30	Unknown			8
172 SGN05	SGN	Wooden Finger Post	4	Chandos Park	Leisure		4,000	Various			6
173 ENV01	ENV	Bin - Wooden Pannelled	1	Chandos Park	Information		300	Unknown			6
174 ENV02	ENV	Waste Bins	2	Chandos Park	Health & Safety		650	2013			8
175 ENV03	ENV	Bin, Old wood Style	5	Chandos Park	Health & Safety		1,100	Various			5
176 INF07	INF	Street Lights	9	Chandos Park	Health & Safety		80	Unknown			5
177 INF08	INF	Dummy CCTV	1	Chandos Park	Security		12,000	Unknown			10
178 INF09	INF	Gate - Single Metal	1	Chandos Park	Security		250	2012			10
180 INF10	INF	Gate - Single Double	1	Chandos Park	Security		2,000	Unknown			25
181 PEQP01	PEQP	Tennis Courts	1	Chandos Park	Leisure		2,000	Unknown			23
182 PEQP02	PEQP	Ken Liversidge multi use games area	1	Chandos Park	Leisure	50,000	50,000	2010			23
183 INF11	INF	Public Toilet Fixtures/Fittings	1	Chandos Park	Leisure		30,000	1999			5
184 PEQP03	PEQP	Play Equipment	1	Chandos Park	Leisure	75,000	75,000	2010			3
185 INF12	INF	Benches	8	Bourton Park	Leisure		30,000	Unknown			6
186 INF13	INF	Picnic Tables	30	Bourton Park	Leisure		16,000	Unknown			6
187 ENV04	ENV	Bins	16	Bourton Park	Leisure		2,420	Various			5
188 ENV05	ENV	Dog bins	5	Bourton Park	Health & Safety		500	Various			25
189 INF14	INF	Notice Boards	3	Bourton Park	Health & Safety		6,000	Unknown			10
190 PEQP04	PEQP	Senior Play Equipment	21	Bourton Park	Information	100,540	100,540	2013			3
191 INF15	INF	Ballards	10	Bourton Park	Leisure		1,350	Unknown			5
192 INF16	INF	Padlock (G1)	1	Bourton Park	Security		15	Unknown			18
193 INF17	INF	Wood Sculpture Posts	2	Bourton Park	Leisure		1,000	2013			5
194 PEQP05	PEQP	Toddler Play Equipment	6	Bourton Park	Leisure		50,000	2005			0
195 INF18	INF	Interpretation Board	2	Bourton Park	Information		2,000	Unknown			5
196 INF19	INF	Otters Wood Art	3	Bourton Park	Leisure		25,000	Unknown			4
197 INF20	INF	Bridge	6	Bourton Park	Infrastructure		180,000	Unknown			4
198 SGN06	SGN	Dogs Allowed off Lead Sign	8	Bourton Park	Information		240	Various			4
199 SGN07	SGN	Alcohol Free Zone	5	Bourton Park	Information		50	Various			5
200 SGN08	SGN	Conservation Area Sign	7	Bourton Park	Information		140	Various			25
201 INF21	INF	Gates	8	Bourton Park	Security		16,000	Various			10
202 PEQP06	PEQP	Play Equipment	8	Otters Brook	Security		75,000	2011			5
203 INF22	INF	Metal Bench	1	Ken Taggs Play Area	Leisure		120	Unknown			8
204 ENV06	ENV	Waste Bin	1	Ken Taggs Play Area	Leisure		80	Unknown			4
205 SGN09	SGN	Ken Taggs Sign	1	Ken Taggs Play Area	Health & Safety		100	Unknown			10
206 SGN10	SGN	Alcohol Free Zone	1	Ken Taggs Play Area	Information		10	Unknown		2016	15
207 INF23	INF	Metal Entrance Gate	1	Ken Taggs Play Area	Information		2,000	Unknown			5
208 PEQP07	PEQP	Play Equipment	6	Ken Taggs Play Area	Security		0	Unknown			5
209 INF29	INF	Bench	7	Castle Hill	Leisure		7,000	Unknown			3
210 INF30	INF	Noticeboard/Information Board	1	Railway Walk	Information		2,000	Unknown			Unknown
211 ENV07	ENV	Bin & Supporting Post	2	Railway Walk	Health & Safety		200	Unknown			5
212 MEQP13	MEQP	Dennis Mower & dsiks RT Machinery 5400	1	Bowls Club	Outdoor Grounds Keeping	5,400	6,600	2005			5
213 MEQP15	MEQP	Burial Equipment	1	Cemetery	Outdoor Grounds Keeping	2,478	2,478	2013			15
214 ENV08	ENV	Bins	3	Cemetery	Health & Safety		600	Various			5
215 MEQP12	MEQP	Cemetery Beir	1	Cemetery	Burial		1,500	Unknown			5
216 PEQP07	PEQP	Play Equipment	Various	Ken Taggs Play Area	Leisure	30,585	30,585	2015			25
217 MEQP19	MEQP	Burial Greens 2x2.5m	2	Cemetery	Burial equipment	75	75	2017			10

	A	B	C	D	E	F	G	H	I	J	K	L
218	INF31	INF	Brompton Plonic Unit	1	Ken Tagg Play Area	Leisure	848	848	2016			3
219	INF32	INF	Memorial bench	4	Cemetery	Street furniture	1,800	1,800	various			5
220												
221	VEC01	VEC	Quad Bike & for Williams Trailer - Honda 4510	1	Depot	Outdoor Grounds Keeping	4,510	5,000	2005			5
222	MEQP01	MEQP	Pressure Washer	1	Depot	Outdoor Grounds Keeping	587	600	2011			5
223	VEC02	VEC	Nissan Cabstar	1	Depot	Outdoor Grounds Keeping	12,014	12,014	2012			5
224	MEQP02	MEQP	Buckingham Town Council Traffic Cones	130	Depot	Council Events	1,105	1,105	2013			5
225	MEQP09	MEQP	Strimmer	3	Depot	Outdoor Grounds Keeping	550	550	Various			5
226	MEQP10	MEQP	Leaf Blower	1	Depot	Outdoor Grounds Keeping	250	250	2008			5
227	MEQP11	MEQP	Path Sweeper	1	Depot	Outdoor Grounds Keeping	435	435	2000			3
228	MEQP14	MEQP	Cordless Power Tools (set)	3	Depot	Outdoor Grounds Keeping	700	700	Unknown			3
229	MEQP16	MEQP	Shele Gun	1	Depot	Outdoor Grounds Keeping	25	25	2013			5
230	MEQP17	MEQP	Wheelbarrow	2	Depot	Outdoor Grounds Keeping	120	120	2013			15
231	MEQP18	MEQP	Sander	1	Depot	Outdoor Grounds Keeping	100	100	2013			10
232	FRN42	FRN	Bespoke Mesh Enclosure	1	Depot	Storage area	585	585	2017			10
233	EQP31	EQP	Crowd Control Barrier - 1.1m	10	Depot	Events barriers	330	330	2016			10
234	EQP32	EQP	Deflance Pro Safekerb - kerb ramps	3	Depot	Events access	237	237	2016			10
235	MEQP22	MEQP	Ferax 1/2" Drive socket set 32pc	1	Depot	Maintenance equipment	58	58	2016			10
236	MEQP23	MEQP	Reisser R2 Cutter Screw chunky assortment case	1	Depot	Maintenance equipment	38	38	2016			10
237	MEQP24	MEQP	Wessex Trilled Spreader 500mm Hitch - fertilizer spreader	1	Depot	Maintenance equipment	797	797	2016			10
238	MEQP25	MEQP	Dennis Guildford Gang set - mower	1	Depot	Maintenance equipment	2,750	2,750	2016			10
239	MEQP26	MEQP	SISIS Dragmat	1	Depot	Maintenance equipment	480	480	2016			15
240	MEQP30	MEQP	Tojan 330 Handsaw	1	Depot	Maintenance equipment	36	36	2016			2
241	MEQP31	MEQP	Haemmerlin Hose Trolley	1	Depot	Maintenance equipment	109	109	2016			25
242	MISC23	MISC	England Flag	40	Depot	Maintenance equipment	160	160	2017			15
243	BLD22	BLD	White Vanity Unit & Basin	1	Depot	Health & Safety	42	42	2016			25
244	INF35	INF	Storage Racking	1	Depot	Storage	1,057	1,057	2016			25
245	BLD23	BLD	Handwash unit - toilet	1	Depot	Infrastructure	129	129	2016			5
246	BLD24	BLD	Heater Einur RFSE - office	1	Depot	Infrastructure	257	257	2016			5
247	VEC03	VEC	Mitsubishi L200	1	Depot	Outdoor Grounds Keeping	15,145	15,145	2015			5
248	MEQP03	MEQP	Yellow Road Information Signs	8	Grenville Garage	Council Events	640	640	Various			7
249	MEQP04	MEQP	Diverted Traffic Signs	14	Grenville Garage	Council Events	980	980	Various			10
250	MEQP05	MEQP	Road Closed Signs	18	Grenville Garage	Council Events	1,260	1,260	Various			5
251	MEQP21	MEQP	No waiting traffic cones	100	Grenville Garage	Council Events	676	676	2016			5
252	MEQP06	MEQP	Metal Barriers	28	Moreton Road	Council Events	1,400	1,400	Various			2
253	MEQP07	MEQP	Sack Barrow	1	Moreton Road	Council Events	80	80	Unknown			5
254	MEQP08	MEQP	Plastic Barriers	20	Moreton Road	Outdoor Grounds Keeping	1,000	1,000	Various			25
255	EQP30	EQP	Xpanda Barrier Red/White	2	Moreton Road	Market	176	176	2017			13
256	SGN15	SGN	Buckingham Street Market signs	8	Moreton Road	Market Equipment	357	357	2017			13
257												
258	BLD01	BLD	Youth Shelter	1	Skate Park	Leisure	3,000	8,000	2000			15
259												
260	SGN12	SGN	Town Entrance Signs	Various	Bypass	Information	7,000	7,000	Unknown			5-10 Y
261												Unknown
262	INF24	INF	Bench (North End Court)	1	Town Centre	Leisure	1,000	1,000	Unknown			Unknown
263	CER33	CER	Canon	1	Town Centre	Decorative	2,000	2,000	Unknown			Unknown
264	CER34	CER	Swan Girl Statue	1	Town Centre	Decorative	20,000	20,000	Unknown			5-10 Y
265	INF25	INF	Concrete Flower Beds	6	Town Centre	Leisure	30,000	30,000	Unknown			10-15 Y
266	INF26	INF	Flower Beds	2	Town Centre	Leisure	3,000	3,000	Unknown			10-15 Y
267	SGN11	SGN	Finger Posts	11	Town Centre	Information	4,000	4,000	2007			5
268	INF27	INF	Feeder pillars	11	Town Centre	Infrastructure	1,763	16,000	Various			25
269	INF28	INF	CCTV movable camera	1	Town Centre	Security	4,530	4,530	2012			25
270	ENV10	ENV	Memorial Bench Eddie Hogan memorial bench nr. 13 High	1	Town Centre	Street furniture	430	430	2016			5
271	ENV10a	ENV	Benches	1	Town Centre	Street furniture	1,222	1,222	2017/18			
272	ENV11	ENV	Bin next to ENV10	1	Town Centre	Street furniture	514	514	2016			
273	ENV12	ENV	Toilet fixtures and fittings	1	Town Centre	Street furniture fixtures and fittings						

	A	B	C	D	E	F	G	H	I	J	K	L
274	BLD02	ENV	Toilet block / shop mobility									NA
275	ENV09	ENV	Dog bins	32	Town Centre	buildings	169668.52	169668.52	2017/18	Various		
276					Various	Dog bins	4,640					
277	TIC1	TIC	Furniture		Desks, cabinets	furniture	579	579	2017/18			
278						Leisure		21,000	2011			10
279	MISC13	MISC	Christmas Lights	Various	WGS	Leisure			2017			10
280	MISC14	MISC	New Christmas Lights	45	WGS	Leisure	675	675	2017			10
281												25+
282												10
283	FRN36	FRN	Notice Board	1	LHSCC	N/A	42	42	2017			15
284	FRN37	FRN	Desk Maple	1	LHSCC	Office desk	253	253	2017			5
285	FRN38	FRN	Notice Board	1	LHSCC	N/A	30	30	2017			5
286	FRN39	FRN	Bookcase	1	LHSCC	Mobile bookcase	69	69	2017			5
287	FRN40	FRN	Coat Rack	1	LHSCC	Coat rack	24	24	2017			5
288	FRN41	FRN	Ocean Operator Chair Black	1	LHSCC	Office chair	53	53	2017			5
289	MISC15	MISC	Wood salad bowls	6	LHSCC	Kitchen equipment	26	26	2017			5
290	MISC16	MISC	25cm Plate	42	LHSCC	Kitchen equipment	119	119	2017			5
291	MISC17	MISC	Cafe Jug	3	LHSCC	Kitchen equipment	78	78	2017			10
292	EQP28	EQP	HP Probok	1	LHSCC	Computer used by LHSCC co-ordinator	539	539	2017			10
293	EQP29	EQP	HP OfficeJet Pro 6830	1	LHSCC	Printer	88	88	2017			10
294	MISC18	MISC	Tea Tray - Blue	4	LHSCC	Kitchen equipment	57	57	2017			10
295	MEQP20	MEQP	6ft Fibreglass Stepladder	1	LHSCC	Maintenance equipment	88	88	2016			10
296	MEQP27	MEQP	Igo mini [pitch] line marker	1	LHSCC	Maintenance equipment	345	345	2016			10
297	MEQP28	MEQP	Measuring tape 100m	1	LHSCC	Maintenance equipment	24	24	2016			25
298	MEQP29	MEQP	Plifix Grass Turfs	1	LHSCC	Maintenance equipment	73	73	2016			25
299	FRN43	FRN	Changing room furniture - benches and hooks	1	LHSCC	Changing room furniture	3,999	3,999	2016			25
300	INF33	INF	A-max notice board 48x44	1	LHSCC	Noticeboard	567	567	2017			5
301	SGN13	SGN	MUGA sign	1	LHSCC	signage	267	267	2017			10
302	SGN14	SGN	Play Area sign	1	LHSCC	signage	724	724	2017			10
303	SGN16	SGN	LHSCC sign building external	1	LHSCC	signage	3,050	3,050	2017			15
304	MISC19	MISC	Mops	18	LHSCC	Maintenance equipment	93	93	2016			15
305	MEQP30	MEQP	Logic LTA 160 Terr-atrator	1	Depot	Maintenance equipment	2,075	2,075	2016			15
306	MISC20	MISC	Prima Plus folding chair - Charcoal	100	LHSCC	Maintenance equipment	1,571	1,571	2016			10
307	MISC21	MISC	Mogo Chair Trolley	4	LHSCC	Functions	745	745	2016			10
308	MISC22	MISC	Table bundle 19 tables and one trolley	1	LHSCC	Functions	918	900	2016			10
309	INF34	INF	Pin boards - mixture of glazed and un glazed	6	LHSCC	Noticeboard	333	333	2016			10
310	PEQP8	PEQP	24'x8' Aluminium socketed goals	1	LHSCC	Play Equipment	542	542	2016			10
311	PEQP9	PEQP	3mm goal nets	1	LHSCC	Play Equipment	85	85	2016			5
312	PEQP10	PEQP	Badminton Posts	2	LHSCC	Play Equipment	163	163	2018			15
313	MISC24	MISC	Office Screen 700mmx1800mm	2	LHSCC	Leisure	403	403	2016			15
314	FRN44	FRN	Office Screen 700mmx1800mm	2	LHSCC	Storage	150	150	2016			25
315	MISC25	MISC	Roll Cage	1	LHSCC	Storage	185	185	2016			25
316	FRN46	FRN	Blinds	3	LHSCC	Infrastructure	515	515	2016			10
317	FRN47	FRN	Igenix IG3920 48cm under counter fridge + chillbox white	2	LHSCC	Infrastructure	400	400	2016			25
318	MISC27	MISC	Flexitabe deluxe (folding) 1600 x 800 beech table	10	LHSCC	Functions	1,490	1,490	2016			25
319	MISC28	MISC	Austin chair, chrome frame padded seat burgundy	20	LHSCC	Functions	579	579	2016			10
320	MISC29	MISC	IG4015 15 litre Catering urn Stainless steel	1	LHSCC	Functions	80	80	2016			10
321	BLD25	BLD	External Letterbox	1	LHSCC	Infrastructure	67	67	2016			5
322			Floor Cleaner - pneumatic	1	LHSCC	Maintenance equipment	2112	2112	2017/18			15
323			CCTV	1	LHSCC	Maintenance equipment	2,700	2,700	2017/18			15
324			Office Chairs	7	LHSCC	Infrastructure	420	420	2017/18			25
325			Henry Hoover	1	LHSCC	Maintenance equipment	120	120	2018/19			25
326	EQUIP1	EQP	Optoma EJ190AU6E121 Projector	1	LHSCC	Projector	391	391	2018			10
327			Fingerprint clocking in system - A072	1	Depot	Staff	299	299	26/03/2019			10
328			Cast Iron Bench - 8027	1	Town	Street Furniture	665	665	26/02/2019			10
329			Finger Posts, finials, fingers	1	Town	Street Furniture	3529	3529	27/07/2018			10

	A	B	C	D	E	F	G	H	I	J	K	L
330			Kubota ride-on mower - R031	1	Depot	Outdoor grounds keeping	12495	12495	01/04/2018			
331			Teak Bench - C050	1	Town	Street Furniture	562	562	15/11/2018			
332			Litterbin 50ltr - E015	1	Town	Street Furniture	534	534	12/02/2019			
333			Bench - G018	1	cemetery	Street Furniture	300	300	08/03/2019			
334			3 x Information panels	3	Town	Street Furniture	2865	2865	05/04/2018			
335			13 x printed banners	13	Town	Street Furniture	1853	1853	20/03/2019			
336			Mulch Mower - I007	1	Depot	Outdoor grounds keeping	470	470	03/04/2018			
337			Quad Boom Sprayer - Q003	1	Depot	Outdoor grounds keeping	270	270	30/08/2018			
338			Silent soldier - R002/R050	1	Town	Street Furniture	250	250	05/10/2018			
339			Brushcutter - R044	1	Depot	Outdoor grounds keeping	225	225	26/06/2018			
340			Outfield Presseder - R044	1	Depot	Outdoor grounds keeping	423	423	17/08/2018			
341			Gazebo - CB Gazebohop.co.uk	1	Depot	Events	385	385	05/07/2018			
342												
343												
344												
345												
346												
347								1,319,987				

Land and Buildings (Including Fixtures and Fittings) Asset Register

Land and Buildings Register											
Cat.	Asset No.	Description	Location	Identification	Date Acquired/ Upgraded	Purchase Cost	Asset Register Cost	Replacement Value (or Insurance value)	Life Estimate	Notes	Date disposed of
LND	LND01	Brackley Road Cemetery	Brackley Road Buckingham	Deeds	2000	£1	£0	£0	n/a	1855 land acquired for site, 1856 open, extensions 1897,1980 & 2012 Built: 1855, renovated 2005, currently let through Property Solutions	n/a
BLD	BLD01	Cemetery Lodge	Brackley Road Cemetery	Deeds	2000	0	£256,000	£256,000	n/a		n/a
INF	INF36	Cemetery Lodge - Fixtures & Fittings	Brackley Road Cemetery	n/a	2010	0	£40,000	£40,000	10 Years	£40,000	n/a
BLD	BLD02	East Chapel	Brackley Road Cemetery	Deeds	2000	0	£213,000	£213,000	n/a	Built 1855	n/a
BLD	BLD03	West Chapel	Brackley Road Cemetery	Deeds	2000	0	£169,000	£169,000	n/a	Built 1855	n/a
LND	LND02	Castle Hill	Castle Hill Buckingham	Covenant	13.07.1979	0	£0	£0	n/a		n/a
LND	LND03	Railway Way	Railway Walk Buckingham (Chandos Road to A421)	Deeds Land Registry BM350932	26.07.1983	0	£0	£0	n/a		n/a
LND	LND04	Ken Tagg Play Area	Meadway Buckingham	Deeds BM106608	2001	0	£0	£0	n/a		n/a
LND	LND05	Bourton Park	Bourton Road Buckingham	Deeds	2000	£1	£0	£0	n/a		n/a
LND	LND06	Chandos Park	Chandos Road Buckingham	Deeds	2000	£1	£0	£0	n/a		n/a
BLD	BLD04	Tennis Pavilion	Chandos Park	Deeds	2000	0	£63,000	£63,000	n/a		n/a
INF	INF37	Tennis Pavilion Fixtures & Fittings	Chandos Park	n/a	n/a	0	£20,000	£20,000	5 Years		n/a
BLD	BLD05	Bowls Pavillion	Chandos Park	Deeds	2000	0	£307,000	£307,000	n/a	Was extended in 2011/12 by Chandos Park Bowls Club	n/a
INF	INF38	Bowls Pavillion - Fixtures & Fittings	Chandos Park	n/a	n/a	0	£50,000	£50,000	10 Years		n/a
BLD	BLD06	Chandos Park Toilets	Chandos Park	Deeds	2000	0	£189,000	£189,000	n/a		n/a
LND	LND07	Otters Brook	Otters Brook Buckingham	Deeds Land Registry BM149628	06.09.1989	0	£0	£0	n/a		n/a
BLD	BLD07	Buckingham Community Centre	Cornwall's Meadow Buckingham	Lease (99 years)	1983	0	£0	£0	n/a	Let to Buckingham Community Association, made up of Community Centre and Town Council Chamber Peppercorn rent	n/a
BLD	BLD07	Buckingham Community Centre	Cornwall's Meadow Buckingham		2018	50000	£50,000			Purchased building only, run by BCA 10 year tenancy agreed in 2012, from BCC. £5,750 (per year rent)	n/a
BLD	BLD08	Town Council Offices Verney Close	Verney Close Buckingham	Tenancy At Will	2011	0	£0	£0	n/a		n/a
BLD	BLD10	Grenville Garage	Grenville Road, Buckingham	Tenancy At Will	2002	0	£0	£0	n/a	£650 (per year rent)	n/a
BLD	BLD11	War memorial	Castle Hill	LGA 1948 S133	n/a	0	£42,000	£42,000	n/a		n/a
BLD	BLD13	Lace Hill Sports & Community Centre	Lace Hill, MK18 7RR	Deeds	2016	£0	£0	£1,900,000	n/a		n/a
BLD	BLD14	Depot, 12&17 Hillcrest Way	12&17 Hillcrest Way, Buckingham	Deeds	2016	£190,000	£190,000	£190,000	n/a		n/a
BLD	BLD15	Toilet/Changing Places & Shop Mobility L	Cornwall's Meadow Car Park		2017		£163,669				n/a
BLD	BLD16	Tourist Information Centre	Old Gaol	Memorandum Of Understanding	2018	£0	£0	£0	n/a	Free rental in return for annual contribution to utility costs and in return for museum assistance.	n/a
Total Replacement/Insurance Value							£1,752,669	£3,439,000			

BUCKINGHAM TOWN COUNCIL**Resources****Monday 8th July 2019****Contact Officer:** Paul Hodson, Town Clerk**Subject** Staffing**Recommendations**

It is recommended that the Council increases the hours of the Administrator from 26 to 29 from September 2019.

It is recommended that the Council increases the hours of the Estates Administrator from 9 to 16 from September 2019.

Background

A number of additional requirements have been placed on the staff team. These include:

- Clerking and providing reports for the Economic Development Working Group. Councillors decided that this Group should be clerked by the office.
- Support for Pontio; minute taking and agenda setting alternates between the Town Council and the University.
- Producing social media releases, monitoring social media and responding to social media enquiries. Analysing our current social media engagement performance

In the past, the Planning Clerk has worked considerably beyond her job description and paid hours. This has included providing office cover and arranging civic events not covered by the Events Coordinator.

There are several substantial projects which will require some additional administrative support to enable them all to be delivered, including refurbishment of the council chamber, development of unitary business cases, development of business case for taking on management of green spaces at the Tingewick Triangle, detailed planning for the new cemetery and allotments.

Current Posts

The office team currently consists of the following roles. The Median Cost shows the actual cost to the council for the hours shown, including pension and NI. The median figure is used to avoid showing actual salary, so that details about where particular employees are on their range remains confidential.

Job Title	Budget	Range	Pay Range (Full time equivalent)	Contracted hours	Median Cost
Administrator	Resources	7-12	£19,544 - £21,589	26	£19,503

Committee Clerk	Resources	7-12	£19,544 - £21,589	16	£12,002
Estates Administrator	Environment	7-12	£19,544 - £21,589	9	£6,751
Finance Officer	Resources	13 - 20	£22,021 - £25295	24	£21,306
Total					£59,562

At present, the Estates Administrator role is job-shared between the Administrator and Committee Clerk. This has the benefit that staff share expertise, and can be flexible as to which role is being carried out daily depending on work pressures.

The permanent Administrator, Eloise Godwin, has given notice that she will not return to work following her extended maternity leave.

Proposed Posts

In order to provide the additional capacity required by the team to meet the challenges listed above, it is proposed to increase the hours currently worked by the Administrator, as well as increasing the Estates Administrator's hours. (The Estate's Administrator increase would be covered by the Committee Clerk, by increasing her part of the job-share). The revised hours and costs would be:

Job Title	Budget	Range	Pay Range (Full time equivalent)	Contracted hours	Median Cost
Administrator	Resources	7-12	£19,544 - £21,589	29	£21,753
Committee Clerk	Resources	7-12	£19,544 - £21,589	16	£12,002
Estates Administrator	Environment	7-12	£19,544 - £21,589	9	£11,252
Finance Officer	Resources	13 - 20	£22,021 - £25295	24	£21,306
Total					£66,313

Cost of the changes

The annual increased cost of the additional hours proposed would be £6,751. Introducing the change from September 2019 would cost £3,938 for the year 2019/20. This cost could be met through the current staffing budgets for Resources and Environment, as some flexibility was built into these to accommodate unforeseen circumstances.