



BUCKINGHAM TOWN COUNCIL

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

18 September 2019

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on **Monday 23rd September 2019** at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr. P. Hodson
Town Clerk

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

AGENDA

1. Apologies for Absence

Members are asked to receive apologies from Members.

2. Declarations of Interest

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

3. Minutes of last meeting

To receive the minutes of the Resources Committee meeting held on Monday 8th July 2019 received at the Full Council meeting held on 15th July 2019.

4. Minutes of Communications Strategy Group

To receive the minutes of the CSG Committee meetings held on 1st August 2019 and 5th September 2019

5. Action Report

Appendix A

6. Complaints, compliments and FOI requests (six-month report)

R/53/19

To receive the six-monthly report on complaints, compliments and FOI requests.

7. Accounts and Budgets

Appendix B

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

8. Invoices passed for payment, and income received

Appendix C

Members are asked to receive the attached schedule of invoices paid

Buckingham



Twinned with Mouvaux, France

Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't. Members are reminded to declare any prejudicial interest as soon as it becomes apparent. All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

- 9. Annual Governance & Accountability Return (AGAR)** **Appendix D**
To receive the Return and agree any subsequent actions
- 10. Support for Mayor and Mayor Making and other Civic Events** **R/54/19**
To receive a written report from the Town Clerk and consider the recommendations
- 11. New Councillor Induction Programme**
To receive a verbal report from the Town Clerk
- 12. Community Centre Upgrade Proposals** **R/55/19**
To receive a written report from the Deputy Town Clerk and consider the recommendations
- 13. Staffing; Apprenticeship Proposal** **R/56/19**
To receive a written report from the Town Clerk and consider the recommendations
- 14. To Approve Reviewed Health & Safety Policy** **R/57/19**
To receive and agree the Health & Safety Policy
<https://www.buckingham-tc.gov.uk/wp-content/uploads/2019/09/Health-and-safety-policy-V1.pdf>
- 15. To Approve Revised Child Safeguarding and Photography Policies** **R/58/19**
To receive and agree the revised Child Safeguarding and Photography Policy
- 16. Process for Precept and Business Plan Setting** **R/59/19**
To receive a written report and agree the proposed approach
- 17. Councillor Allowances** **R/60/19**
To discuss the Shadow Unitary Council's request for views
- 18. New vehicle** **R/61/19**
To agree which option to take for purchasing a new vehicle for the Green Spaces Team
- 19. Chair's Announcements**
- 20. Date of next meeting: 11th November 2019**

To:

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

Town Mayor

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

Chair

Committee	Minute No.	Action	Action Required	Action Owner	Update
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	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	23rd September agenda
Resources	169.1/19	Mayor's Reception	Town Clerk to bring back a more detailed report to the next meeting	Town Clerk	23rd September agenda
Resources	175/19	Photography and Child Safeguarding Policies		Town Clerk	23rd September agenda

BUCKINGHAM TOWN COUNCIL

Resources

Monday 23rd September 2019

Contact Officer: Town Clerk

Subject: Complaints and FOI requests

Recommendation

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

Background

The Town Council has policies in place for dealing with complaints and responding to Freedom of Information requests. Updates are provided below on recent complaints and FOI requests.

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

General Complaints Received from September 2018 to September 2019

Date	Who received complaint	Location of Issue	Details of complaint	Who is responsible for area	Action Required	Outcome/ Follow up
25/03/2019	LS	Bridge Street	One of the new Destination Buckingham Banners is blocking the view from the lounge of McKenzie Close care home. Which is particularly important to elderly residents.	BTC	BTC did not realise the banner would block this view. They agreed to have the banner removed as soon as possible. Banner to be retained as a spare.	Banner removed 26/3/2019
03/05/2019	AB	Addington Road	Member of public called to say that the grass cutting was a disgrace on Addington Road. It was all over the road	Enterprise	Spoke to Ian Saunders and he said that Enterprise is responsible for cutting the grass there. Unfortunately nothing we can do as the leaf blower was stolen off the truck last week.	
23/07/2019	LS	Buckingham.info tourism website	Food and drink search doesn't work, lots of unspecified errors	BTC	BTC want to have the website revamped but currently there is no money to do so. It's very out of date and therefore difficult to fix anything without breaking it.	

Date	Who received complaint	Location of Issue	Details of complaint	Who is responsible for area	Action Required	Outcome/ Follow up
05/09/2019	PH	town centre pavements and shop maintenance	complaint that shops aren't being kept tidy enough, not putting bins away, keeping shop fronts tidy, pavement problems	BCC, landlords, individual shops	<p>Passed to BCC. Response to Complaint: " Thank you for your letter of 1st September 2019. I have forwarded your letter to your County Councillors, because the County Council is responsible for pavements in the town. The Town Council's powers are somewhat limited in addressing the matters you refer to. However, the Planning Committee does regularly pick up on infringements on planning conditions, particularly in the conservation area within the Town Centre. Your letter has been treated as complaint, and so the matters you raise will be reported to councillors.</p>	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
RESOURCES							
<u>101</u>	<u>PERSONNEL COSTS</u>						
4000	WAGES & SALARIES ADMIN	131,504	47,313	136,484	89,171	89,171	34.7 %
4005	ERS NATIONAL INS	10,899	4,709	17,593	12,884	12,884	26.8 %
4006	ERS PENSION CONT	26,347	12,174	31,999	19,825	19,825	38.0 %
4007	STAFF TRAVEL	715	515	900	385	385	57.2 %
4008	OCCUPATIONAL HEALTH	895	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	170,360	69,036	193,251	124,215	0	124,215 35.7 %
	Net Expenditure over Income	170,360	69,036	193,251	124,215		
<u>102</u>	<u>OFFICE EXPENSES</u>						
4010	STATIONERY	2,239	816	1,800	984	984	45.3 %
4011	POSTAGE	476	38	500	462	462	7.5 %
4012	PHOTOCOPIER	1,983	498	1,500	1,002	1,002	33.2 %
4013	EQUIPMENT PURCHASE	892	0	800	800	800	0.0 %
4015	ADVERTISMENT	569	0	500	500	500	0.0 %
4017	SUBSCRIPTIONS	4,933	3,839	3,500	-339	-339	109.7 %
4018	TELEPHONE	4,792	2,318	5,000	2,682	2,682	46.4 %
4019	HIRE OF HALL	240	0	250	250	250	0.0 %
4021	HOSPITALITY	301	80	300	220	220	26.5 %
4023	TRAINING	2,039	4,246	10,550	6,304	1,527	4,777 54.7 %
4027	COMPUTER SOFTWARE	0	5,239	7,809	2,570	467	2,104 73.1 %
4030	PAYROLL	0	542	880	338	338	61.6 %
4032	PUBLICITY	5,696	1,424	6,000	4,576	4,576	23.7 %
4038	COMPUTER EQUIP/MAINT	7,644	2,071	2,000	-71	-71	103.5 %
4041	WEB SITE PROVISION &	1,576	1,397	2,648	1,251	1,251	52.7 %
4043	PROTECTIVE CLOTHING /	1,944	216	1,100	884	884	19.6 %
4052	HEAT LIGHT POWER	3,824	37	800	763	763	4.7 %
4055	ALARM	540	89	550	461	461	16.2 %
4156	BUCKINGHAM CENTRE RENT	8,188	2,750	4,500	1,750	1,750	61.1 %
	OFFICE EXPENSES :- Expenditure	47,875	25,599	50,987	25,388	1,994	23,394 54.1 %
1010	CHAMBER HIRE	1,550	754	600	154		125.7 %
1012	PHOTOCOPIER USE	69	0	40	-40		0.0 %
	OFFICE EXPENSES :- Income	1,619	754	640	114		117.9 %
	Net Expenditure over Income	46,256	24,845	50,347	25,502		

Month No : 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>103</u> <u>COUNCILLORS</u>							
4020 MAYOR'S DUTIES	1,800	76	1,800	1,724		1,724	4.2 %
4029 MAYOR'S CIVIC	1,200	1,200	1,200	0		0	100.0 %
4044 COUNCILLORS MILEAGE / EXPS	369	43	600	557		557	7.1 %
4045 COUNCILLORS ALLOWANCE	7,308	0	7,308	7,308		7,308	0.0 %
4236 ELECTION COSTS	0	0	1,906	1,906		1,906	0.0 %
COUNCILLORS :- Expenditure	10,677	1,319	12,814	11,495	0	11,495	10.3 %
Net Expenditure over Income	10,677	1,319	12,814	11,495			
<u>104</u> <u>LEGAL REQUIREMENTS</u>							
4014 AUDIT FEE	3,340	430	5,200	4,770		4,770	8.3 %
4016 LEGAL COSTS	0	0	2,500	2,500		2,500	0.0 %
4022 INSURANCE	15,605	15,182	16,000	818		818	94.9 %
LEGAL REQUIREMENTS :- Expenditure	18,945	15,612	23,700	8,088	0	8,088	65.9 %
Net Expenditure over Income	18,945	15,612	23,700	8,088			
<u>120</u> <u>GRANTS (PREV 137)</u>							
4077 OLD GAOL FUNDING	3,000	3,000	3,000	0		0	100.0 %
4081 CAB GRANT	5,000	5,176	5,176	0		0	100.0 %
4086 YOUTH CENTRE GRANT	5,000	5,200	5,200	0		0	100.0 %
GRANTS (PREV 137) :- Expenditure	13,000	13,376	13,376	0	0	0	100.0 %
Net Expenditure over Income	13,000	13,376	13,376	0			
<u>125</u> <u>COMMEMORATIVE ITEMS</u>							
4501 CIVIC AWARD	585	645	585	-60		-60	110.3 %
4504 REMEMBERANCE WREATH	17	0	25	25		25	0.0 %
4505 MAYORS SALVER	0	215	180	-35		-35	119.4 %
COMMEMORATIVE ITEMS :- Expenditure	602	860	790	-70	0	-70	108.9 %
Net Expenditure over Income	602	860	790	-70			
<u>130</u> <u>ADMIN RESERVES</u>							
1176 PRECEPT	813,075	426,389	852,777	-426,389			50.0 %
1190 INTEREST RECEIVED	0	0	500	-500			0.0 %
ADMIN RESERVES :- Income	813,075	426,389	853,277	-426,889			50.0 %
Net Expenditure over Income	-813,075	-426,389	-853,277	-426,889			

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>131</u>	<u>GRANTS</u>							
4084	COMMUNITY CENTRE CAPITAL	4,155	0	5,000	5,000		5,000	0.0 %
4087	OTHER	10,300	12,135	12,135	0		0	100.0 %
4088	UNIVERSITY CIVIC PRIZES	0	0	150	150		150	0.0 %
	GRANTS :- Expenditure	14,455	12,135	17,285	5,150	0	5,150	70.2 %
	Net Expenditure over Income	14,455	12,135	17,285	5,150			
<u>132</u>	<u>CONTINGENCIES</u>							
4500	CONTINGENCIES	26,469	6,928	7,500	572		572	92.4 %
	CONTINGENCIES :- Expenditure	26,469	6,928	7,500	572	0	572	92.4 %
	Net Expenditure over Income	26,469	6,928	7,500	572			
	RESOURCES :- Expenditure	302,384	144,865	319,703	174,838	1,994	172,844	45.9 %
	Income	814,694	427,143	853,917	-426,774			50.0 %
	Net Expenditure over Income	-512,310	-282,278	-534,215	-251,937			

ENVIRONMENT

<u>201</u>	<u>ENVIRONMENT</u>							
3995	NI ENVIRONMENT	10,999	6,497	23,567	17,070		17,070	27.6 %
3996	PENSION ERS ENVIRONMENT	31,372	19,523	44,107	24,584		24,584	44.3 %
4004	WAGES & SALARIES	137,057	83,142	185,719	102,577		102,577	44.8 %
4068	COMMUNITY SERVICE	3,120	1,080	9,620	8,540	2,040	6,500	32.4 %
4101	SEATS AND BINS	943	313	1,000	687		687	31.3 %
4112	ENVIRONMENT EQUIPMENT	8,476	2,890	7,000	4,110	1,890	2,220	68.3 %
4118	SOLAR PANELS	344	0	795	795		795	0.0 %
4155	SOLAR PANEL LOAN REPAYMENT	0	0	7,844	7,844		7,844	0.0 %
	ENVIRONMENT :- Expenditure	192,311	113,446	279,652	166,206	3,930	162,276	42.0 %
	Net Expenditure over Income	192,311	113,446	279,652	166,206			
<u>202</u>	<u>ROUNDBABOUTS</u>							
4108	ROUNDBABOUT	6,435	0	1,500	1,500		1,500	0.0 %
	ROUNDBABOUTS :- Expenditure	6,435	0	1,500	1,500	0	1,500	0.0 %
1051	ROUNDBABOUT NO 1 ABBOT FIRE	2,127	2,178	2,125	53			102.5 %
1052	ROUNDBABOUT NO 2 ELLA	1,134	1,161	1,618	-457			71.8 %
1053	ROUNDBABOUT NO 3 SEASONS	1,861	1,905	1,860	45			102.4 %
1054	ROUNDBABOUT NO 4 R & B	2,302	2,429	2,312	117			105.1 %

Month No : 6

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1056	ROUNABOUT NO 6 THE VET	1,684	2,587	2,537	50			102.0 %
1057	ROUNABOUT NO 7 RING ROAD	1,288	1,319	1,294	25			101.9 %
	ROUNABOUTS :- Income	10,396	11,580	11,746	-166			98.6 %
	Net Expenditure over Income	-3,961	-11,580	-10,246	1,334			
<u>203</u>	<u>MAINTENANCE</u>							
4063	VEHICLE HIRE AND RUNNING	19,427	5,955	14,000	8,045		8,045	42.5 %
4082	ALLOTMENTS	1,500	2,000	2,000	0		0	100.0 %
4102	DOG BINS	3,412	0	4,500	4,500		4,500	0.0 %
	MAINTENANCE :- Expenditure	24,339	7,955	20,500	12,545	0	12,545	38.8 %
	Net Expenditure over Income	24,339	7,955	20,500	12,545			
<u>204</u>	<u>DEVOLVED SERVICES EXPENSES</u>							
4124	DEVOLVED NON-CARRIAGEWAY	9,335	3,822	20,353	16,531		16,531	18.8 %
4127	DEVOLVED MINOR HIGHWAYS	0	0	100	100		100	0.0 %
	DEVOLVED SERVICES EXPENSES :- Expenditure	9,335	3,822	20,453	16,631	0	16,631	18.7 %
1015	DEVELOVED OTHER INCOME	0	0	3,000	-3,000			0.0 %
1017	DEV SERVS NON CARRIAGEWAY	21,093	20,353	20,353	0			100.0 %
1019	DEVOLVED SERVICES INCOME	0	0	0	0			0.0 %
	DEVOLVED SERVICES EXPENSES :- Income	21,093	20,353	23,353	-3,000			87.2 %
	Net Expenditure over Income	-11,757	-16,530	-2,900	13,630			
<u>205</u>	<u>GROUNDS MAINTENANCE</u>							
4033	WASTE DISPOSAL	0	410	1,800	1,390		1,390	22.8 %
4035	MACHINERY	0	427	2,000	1,573		1,573	21.3 %
4036	FUEL (MOWER)	0	608	3,000	2,392		2,392	20.3 %
4037	SUNDRIES	0	439	1,500	1,061		1,061	29.2 %
	GROUNDS MAINTENANCE :- Expenditure	0	1,883	8,300	6,417	0	6,417	22.7 %
	Net Expenditure over Income	0	1,883	8,300	6,417			
<u>248</u>	<u>DEPOT</u>							
4013	EQUIPMENT PURCHASE	0	0	6,000	6,000		6,000	0.0 %
4055	ALARM	479	0	400	400		400	0.0 %
4225	RATES	3,984	4,075	4,500	425		425	90.6 %
4601	REPAIRS& MAINTENANCE FUND	827	48	500	452		452	9.6 %
4602	ELECTRICITY	1,090	407	2,500	2,093		2,093	16.3 %

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4603	WATER	301	207	1,500	1,293		1,293	13.8 %
	DEPOT :- Expenditure	6,681	4,737	15,400	10,663	0	10,663	30.8 %
	Net Expenditure over Income	6,681	4,737	15,400	10,663			
<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	221	0	1,000	1,000		1,000	0.0 %
4612	CONTRACTOR CHARGE	9,674	3,483	10,450	6,967		6,967	33.3 %
4709	MAINTENANCE	447	40	500	460		460	8.0 %
	PUBLIC TOILETS :- Expenditure	10,341	3,523	15,450	11,927	0	11,927	22.8 %
1085	SHOP MOBILITY INCOME	0	455	350	105			130.1 %
	PUBLIC TOILETS :- Income	0	455	350	105			130.1 %
	Net Expenditure over Income	10,341	3,068	15,100	12,032			
<u>250</u>	<u>LACE HILL</u>							
4050	LACE HILL PLAYING FIELDS	2,898	1,017	9,320	8,303		8,303	10.9 %
4158	LACE HILL GAS	8,894	438	5,000	4,562		4,562	8.8 %
4159	LACE HILL ELECTRICITY	3,761	2,266	-3,757	-6,023		-6,023	-60.3 %
4160	LACE HILL WATER	527	110	2,500	2,390		2,390	4.4 %
4161	LACE HILL REPAIRS & MAINT	6,815	1,940	10,000	8,060	250	7,809	21.9 %
4162	LACE HILL CONTRACTOR	3,644	2,031	3,500	1,469		1,469	58.0 %
4163	LACE HILL ALARM	0	91	500	409		409	18.2 %
4164	LACE HILL EQUIPMENT	487	195	3,000	2,805		2,805	6.5 %
4167	LACE HILL PLAY AREA	0	114	3,000	2,886		2,886	3.8 %
4225	RATES	9,360	9,575	9,600	26		26	99.7 %
4605	HORTICULTURAL CONTRACT	5,882	0	0	0		0	0.0 %
	LACE HILL :- Expenditure	42,268	17,778	42,663	24,885	250	24,635	42.3 %
1026	LACE HILL COMMUNITY CENTRE	43,571	19,658	44,000	-24,342			44.7 %
	LACE HILL :- Income	43,571	19,658	44,000	-24,342			44.7 %
	Net Expenditure over Income	-1,303	-1,881	-1,337	544			
<u>251</u>	<u>CHANDOS PARK</u>							
4106	PLAY AREA MAINTENANCE	289	1,646	3,500	1,854		1,854	47.0 %
4122	TREE WORKS	0	0	2,000	2,000		2,000	0.0 %
4601	REPAIRS & MAINTENANCE FUND	3,080	1,008	2,500	1,492		1,492	40.3 %
4602	ELECTRICITY	356	96	500	404		404	19.1 %

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4603	WATER	1,007	352	1,500	1,148		1,148	23.5 %
4605	HORTICULTURAL CONTRACT	6,456	0	0	0		0	0.0 %
	CHANDOS PARK :- Expenditure	11,187	3,101	10,000	6,899	0	6,899	31.0 %
1030	BOWLS INCOME	550	0	550	-550			0.0 %
1035	TENNIS COURT RENT	625	0	625	-625			0.0 %
	CHANDOS PARK :- Income	1,175	0	1,175	-1,175			0.0 %
	Net Expenditure over Income	10,012	3,101	8,825	5,724			
<u>252</u>	<u>BOURTON PARK</u>							
4106	PLAY AREA MAINTENANCE	1,111	406	1,000	594		594	40.6 %
4122	TREE WORKS	7,000	0	7,000	7,000		7,000	0.0 %
4601	REPAIRS& MAINTENANCE FUND	3,291	890	4,000	3,110	1,890	1,220	69.5 %
4605	HORTICULTURAL CONTRACT	21,122	0	0	0		0	0.0 %
4708	PLAY EQUIPMENT	0	0	10,000	10,000		10,000	0.0 %
	BOURTON PARK :- Expenditure	32,524	1,296	22,000	20,704	1,890	18,814	14.5 %
	Net Expenditure over Income	32,524	1,296	22,000	20,704			
<u>253</u>	<u>CEMETERY</u>							
4225	RATES	310	349	1,000	651		651	34.9 %
4601	REPAIRS& MAINTENANCE FUND	1,514	120	3,000	2,880	115	2,765	7.8 %
4602	ELECTRICITY	434	52	400	348		348	12.9 %
4605	HORTICULTURAL CONTRACT	7,353	0	0	0		0	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	2,697	1,229	6,500	5,271		5,271	18.9 %
4621	NEW CEMETERY PLANNING	300	0	7,000	7,000		7,000	0.0 %
	CEMETERY :- Expenditure	12,608	1,749	48,628	46,879	115	46,764	3.8 %
1041	BURIAL FEES	17,170	4,390	17,000	-12,610			25.8 %
	CEMETERY :- Income	17,170	4,390	17,000	-12,610			25.8 %
	Net Expenditure over Income	-4,562	-2,641	31,628	34,269			
<u>254</u>	<u>CHANDOS PARK TOILETS</u>							
4612	CONTRACTOR CHARGE	18,830	4,370	13,000	8,630		8,630	33.6 %
4709	MAINTENANCE	884	102	1,000	898		898	10.2 %
	CHANDOS PARK TOILETS :- Expenditure	19,714	4,472	14,000	9,528	0	9,528	31.9 %
	Net Expenditure over Income	19,714	4,472	14,000	9,528			

Month No : 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>255</u> <u>RAILWAY WALK & CASTLE HILL</u>							
4120 FRIENDS OF GROUPS	522	0	1,000	1,000		1,000	0.0 %
4122 TREE WORKS	740	0	1,500	1,500		1,500	0.0 %
4605 HORTICULTURAL CONTRACT	2,300	0	0	0		0	0.0 %
4709 MAINTENANCE	229	76	500	424		424	15.3 %
RAILWAY WALK & CASTLE HILL :- Expenditure	3,790	76	3,000	2,924	0	2,924	2.5 %
Net Expenditure over Income	3,790	76	3,000	2,924			
<u>256</u> <u>STORAGE PREMISES</u>							
4066 GRENVILLE GARAGE RENT	599	254	650	396		396	39.1 %
STORAGE PREMISES :- Expenditure	599	254	650	396	0	396	39.1 %
Net Expenditure over Income	599	254	650	396			
<u>257</u> <u>KEN TAGG PLAYGROUND</u>							
4106 PLAY AREA MAINTENANCE	72	69	500	432		432	13.7 %
4122 TREE WORKS	120	0	250	250		250	0.0 %
4605 HORTICULTURAL CONTRACT	748	0	0	0		0	0.0 %
KEN TAGG PLAYGROUND :- Expenditure	940	69	750	682	0	682	9.1 %
Net Expenditure over Income	940	69	750	682			
<u>258</u> <u>CEMETERY LODGE</u>							
4034 PWLB REPAYMENTS INCL	4,702	2,351	4,702	2,351		2,351	50.0 %
4609 CEMETERY LODGE MAINT	1,850	1,850	6,850	5,000		5,000	27.0 %
CEMETERY LODGE :- Expenditure	6,552	4,201	11,552	7,351	0	7,351	36.4 %
1061 CEMTERY LODGE RENTAL	10,176	3,999	10,530	-6,531			38.0 %
CEMETERY LODGE :- Income	10,176	3,999	10,530	-6,531			38.0 %
Net Expenditure over Income	-3,624	202	1,022	820			
<u>259</u> <u>OTTERS BROOK</u>							
4106 PLAY AREA MAINTENANCE	72	69	500	432		432	13.7 %
4122 TREE WORKS	0	0	400	400		400	0.0 %
4605 HORTICULTURAL CONTRACT	2,559	0	0	0		0	0.0 %
OTTERS BROOK :- Expenditure	2,631	69	900	832	0	832	7.6 %
Net Expenditure over Income	2,631	69	900	832			

Month No : 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>260</u> <u>CCTV</u>							
4100 CCTV ONGOING COSTS	2,385	512	1,600	1,088		1,088	32.0 %
CCTV :- Expenditure	<u>2,385</u>	<u>512</u>	<u>1,600</u>	<u>1,088</u>	<u>0</u>	<u>1,088</u>	<u>32.0 %</u>
Net Expenditure over Income	<u>2,385</u>	<u>512</u>	<u>1,600</u>	<u>1,088</u>			
<u>261</u> <u>COMMUNITY CENTRE STRUCTURAL RE</u>							
4085 STRUCTURAL REPAIRS	0	0	4,000	4,000	695	3,305	17.4 %
COMMUNITY CENTRE STRUCTURAL RE :- Expenditure	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>695</u>	<u>3,305</u>	<u>17.4 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>			
ENVIRONMENT :- Expenditure	<u>384,642</u>	<u>168,943</u>	<u>520,998</u>	<u>352,055</u>	<u>6,880</u>	<u>345,175</u>	<u>33.7 %</u>
Income	<u>103,582</u>	<u>60,436</u>	<u>108,154</u>	<u>-47,718</u>			<u>55.9 %</u>
Net Expenditure over Income	<u>281,060</u>	<u>108,507</u>	<u>412,844</u>	<u>304,337</u>			

TOWN CENTRE & EVENTS

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>301</u> <u>TOWN CENTRE & EVENTS</u>							
3997 NI TC & E	3,005	1,344	5,446	4,102		4,102	24.7 %
3998 PENSION ERS TC & E	7,460	4,250	11,620	7,370		7,370	36.6 %
3999 WAGES & SALARIES TC & E	51,092	22,212	55,096	32,884		32,884	40.3 %
4042 EVENTS EQUIPMENT	0	621	1,000	379		379	62.1 %
4079 FAIR TRADE PROMOTION	151	165	400	235		235	41.3 %
4094 YOUTH PROJECT	2,414	2,410	3,000	590		590	80.3 %
4104 TOWN IN BLOOM	6,578	3,936	7,000	3,064		3,064	56.2 %
4107 PRIDE OF PLACE	193	53	250	197		197	21.2 %
4115 RIVER RINSE	186	0	400	400		400	0.0 %
4119 ICE RINK	7,740	0	8,000	8,000		8,000	0.0 %
4125 ENTERPRISE FAIR	31	0	0	0		0	0.0 %
4126 GOOD ENDINGS FAIR	1,105	0	1,000	1,000		1,000	0.0 %
4166 LACE HILL EVENTS	797	742	1,000	258		258	74.2 %
4201 CHRISTMAS LIGHTS	8,933	0	11,000	11,000		11,000	0.0 %
4202 FIREWORK DISPLAY	4,712	275	5,000	4,725	3,350	1,375	72.5 %
4203 COMMUNITY FAIR	511	0	400	400	221	179	55.3 %
4205 CHRISTMAS PARADE	2,580	0	3,900	3,900	425	3,475	10.9 %
4208 SPRING FAIR	90	128	530	402		402	24.1 %
4210 PANCAKE RACE	85	0	75	75		75	0.0 %
4211 BAND JAM	3,366	3,191	3,500	309		309	91.2 %
4212 CHRISTMAS LIGHT SWITCH ON	1,289	0	1,500	1,500		1,500	0.0 %
4213 DOG AWARENESS	189	95	495	400	265	135	72.7 %

Month No : 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4216	MAY DAY EVENT	0	0	50	50	50	0.0 %
4220	MUSIC IN THE MARKET	3,430	3,398	3,500	102	102	97.1 %
4230	SCOUT PARADE	18	0	50	50	50	0.0 %
4241	COMEDY NIGHT EXPENDITURE	0	0	3,000	3,000	3,000	0.0 %
4243	CHARTER FAIR EXPENDITURE	609	0	7,345	7,345	7,527	-182 102.5 %
4260	TWINNING	0	0	2,000	2,000	2,000	0.0 %
	TOWN CENTRE & EVENTS :- Expenditure	106,562	42,821	136,557	93,737	11,788	81,948 40.0 %
1013	HANGING BASKETS	333	33	400	-367		8.3 %
1028	LACE HILL EVENTS INCOME	320	305	1,000	-695		30.5 %
1029	GOOD ENDINGS FAIR INCOME	1,452	0	1,000	-1,000		0.0 %
1033	ICE RINK INCOME	5,939	0	8,000	-8,000		0.0 %
1062	COMMUNITY FAIR - TABLE	230	0	200	-200		0.0 %
1066	COMEDY NIGHT INCOME	0	0	3,000	-3,000		0.0 %
1069	CHARTER FAIR INCOME	6,630	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	14,904	339	20,470	-20,131		1.7 %
	Net Expenditure over Income	91,658	42,482	116,087	73,605		
<u>302</u>	<u>STREET MARKET</u>						
4017	SUBSCRIPTIONS	318	358	330	-28	-28	108.5 %
4225	RATES	2,193	2,087	3,000	913	913	69.6 %
4235	MARKET INFRASTRUCTURE &	1,424	960	1,500	540	540	64.0 %
	STREET MARKET :- Expenditure	3,934	3,405	4,830	1,425	0	1,425 70.5 %
1005	STREET MARKET	13,683	6,529	14,000	-7,471		46.6 %
1006	FLEA MARKET	4,038	2,181	5,000	-2,819		43.6 %
	STREET MARKET :- Income	17,721	8,710	19,000	-10,290		45.8 %
	Net Expenditure over Income	-13,787	-5,305	-14,170	-8,865		
<u>303</u>	<u>SPECIAL EVENTS</u>						
4221	FRINGE	3,031	5,883	6,000	117	117	98.1 %
4242	FOOD FAIR	353	0	500	500	500	0.0 %
4244	REMEMBRANCE FLAGS	241	0	420	420	420	0.0 %
	SPECIAL EVENTS :- Expenditure	3,625	5,883	6,920	1,037	0	1,037 85.0 %
1020	FOOD FAIR INCOME	705	25	500	-475		5.0 %
1083	FRINGE INCOME	336	2,818	3,000	-182		93.9 %
	SPECIAL EVENTS :- Income	1,041	2,843	3,500	-657		81.2 %
	Net Expenditure over Income	2,584	3,040	3,420	380		

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
305 TOURIST INFORMATION CENTRE							
4253 TIC	27,837	13,712	30,000	16,288		16,288	45.7 %
TOURIST INFORMATION CENTRE :- Expenditure	27,837	13,712	30,000	16,288	0	16,288	45.7 %
1084 TIC INCOME	27,601	9,510	32,000	-22,490			29.7 %
TOURIST INFORMATION CENTRE :- Income	27,601	9,510	32,000	-22,490			29.7 %
Net Expenditure over Income	237	4,202	-2,000	-6,202			
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	141,958	65,821	181,707	115,886	11,788	104,098	42.7 %
Income	61,267	21,402	74,970	-53,568			28.5 %
Net Expenditure over Income	80,691	44,419	106,737	62,318			
PLANNING							
601 PLANNING							
3992 WAGES & SALARIES PLANNING	11,172	12,642	30,341	17,699		17,699	41.7 %
3993 NI PLANNING	382	752	4,187	3,435		3,435	18.0 %
3994 PENSION ERS PLANNING	0	1,220	7,616	6,396		6,396	16.0 %
4624 NEIGHBOURHOOD PLAN	3,000	0	1,000	1,000		1,000	0.0 %
PLANNING :- Expenditure	14,554	14,615	43,144	28,529	0	28,529	33.9 %
Net Expenditure over Income	14,554	14,615	43,144	28,529			
PLANNING :- Expenditure	14,554	14,615	43,144	28,529	0	28,529	33.9 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	14,554	14,615	43,144	28,529			
EARMARKED RESERVES							
901 EARMARKED RESERVES							
9001 YOUTH COUNCIL	0	0	1,000	1,000		1,000	0.0 %
9002 CEMETERY DEVELOPMENT	0	0	20,000	20,000		20,000	0.0 %
9004 SOLAR PANEL LACE HILL	0	0	28,076	28,076		28,076	0.0 %
9006 SPEED WATCH	0	0	598	598		598	0.0 %

Month No : 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
9012 CHRISTMAS LIGHTS	0	0	7,753	7,753		7,753	0.0 %
9015 CHARTER FAIRS	0	0	4,136	4,136		4,136	0.0 %
9025 PLAY AREA REPLACEMENT	0	0	27,121	27,121		27,121	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	20,077	3,933	2,540	-1,393	459	-1,852	172.9 %
9035 PARKS DEVELOPMENT	620	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	400	400	0		0	100.0 %
9040 PARK RUN	0	0	89	89		89	0.0 %
9041 BONFIRE AND FIREWORK	0	200	200	0		0	100.0 %
9045 ACCESS FOR ALL	-300	269	520	251		251	51.8 %
9046 PLANNING DISPLAY EQUIPMENT	0	4,613	5,242	629		629	88.0 %
9048 BAG FUND	0	1,750	2,071	321		321	84.5 %
EARMARKED RESERVES :- Expenditure	20,397	11,166	112,368	101,202	459	100,743	10.3 %
Net Expenditure over Income	20,397	11,166	112,368	101,202			
EARMARKED RESERVES :- Expenditure	20,397	11,166	112,368	101,202	459	100,743	10.3 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	20,397	11,166	112,368	101,202			

Ledger No 1 for Month No 5

Supplier A/c Order

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
06/08/2019	5875861		ANGLIAN WATER	A015	310.78	0.00	310.78	4603	251	310.78	water 6/5-5/8
13/08/2019	5909478		ANGLIAN WATER	A015	62.46	4.38	66.84	4603	248	62.46	unit 12 12/5-11/8
15/08/2019	5921871		ANGLIAN WATER	A015	42.01	2.39	44.40	4603	248	42.01	unit 17 16/5-14/8
09/08/2019	936145717		ARCO LTD	A021	50.85	10.17	61.02	4112	201	50.85	grease, gloves
02/08/2019	A2036		ALR TRAINING	A023	240.00	48.00	288.00	4211	301	240.00	first aid cover
06/08/2019	2019-16619		AMAZON	A035	6.17	1.24	7.41	4010	102	6.17	wall clock
08/08/2019	2019-		AMAZON	A035	9.77	1.96	11.73	4010	102	9.77	anti bac wipes
11/08/2019	2019-		AMAZON	A035	1.20	0.24	1.44	4010	102	1.20	card dividers
11/08/2019	2019-35409		AMAZON	A035	3.82	0.77	4.59	4010	102	3.82	cotton string balls
11/08/2019	2019-5755		AMAZON	A035	1.92	0.38	2.30	4010	102	1.92	staples
17/08/2019	2019-		AMAZON	A035	15.78	3.16	18.94	4010	102	15.78	envelopes
17/08/2019	2019-71272		AMAZON	A035	8.33	1.66	9.99	4010	102	8.33	tablet cover
18/08/2019	ITCL-TYP7-		AMAZON	A035	14.16	2.83	16.99	4010	102	14.16	tablet holder
19/08/2019	49889		ABBOT FIRE	A054	21.00	4.20	25.20	4601	251	21.00	fire ext service - tennis club
05/08/2019	MOBILE5/8		B.T.	B003	23.00	4.60	27.60	4018	102	23.00	mobile aug
08/08/2019	374371		BROWNS	B031	63.66	12.73	76.39	4037	205	63.66	net (radiator)
01/08/2019	949286		DWN LTD	D019	73.69	0.00	73.69	4253	305	73.69	maps, walks
01/08/2019	H176F6F6C2		E-ON	E006	406.83	81.37	488.20	4159	250	406.83	elec 1/7-1/8
05/08/2019	H1773A338		E-ON	E006	22.78	1.14	23.92	4602	248	22.78	unit 17 5/7-5/8
10/08/2019	H1779340F0		E-ON	E006	46.17	2.31	48.48	4602	248	46.17	unit 12 10/7-10/8
02/08/2019	302421		ELAS	E021	15.00	3.00	18.00	4023	102	15.00	Manual Handling (e course)
01/08/2019	11330899		FORD LEASE	F051	340.01	68.00	408.01	4063	203	340.01	vehicle lease
01/08/2019	16440		GANDERTON	G008	296.18	59.23	355.41	4063	203	296.18	fuel
19/08/2019	3707		GREENFLOW	G020	33.83	6.77	40.60	4709	254	33.83	autoflush service
01/08/2019	10911		GRUNDON	G050	86.54	17.31	103.85	4162	250	86.54	wheelie bins
01/08/2019	10912		GRUNDON	G050	125.08	25.02	150.10	4112	201	125.08	wheelie bins
14/08/2019	2019/0032		GOODINK	GO52	25.00	0.00	25.00	4500	132	25.00	circ walk map updates
06/08/2019	9363		HEALTH	H011	870.83	174.17	1,045.00	4612	249	870.83	maint

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 5

Ledger No 1 for Month No 5

Items marked with a * are disputed invoices.

Supplier A/c Order

		Nominal Ledger Analysis									
Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
07/08/2019	112352		JANITORIAL DIRECT	J013	83.94	16.79	100.73	4037	205	83.94	hduty refuse sack
10/08/2019	10/8		JACKSON	J014	40.00	0.00	40.00	4253	305	40.00	honey aug
12/08/2019	222563		LINNELL BROS	L010	1,498.26	299.65	1,797.91	9045	901	269.30	bridge repair
		10111563						4601	251	836.20	bridge repair
		10111563						4601	252	392.76	bridge repair
09/08/2019	85752		LANDSCAPE	L019	158.36	31.67	190.03	4112	201	158.36	spade, barrow, 2 stroke
01/08/2019	930391		MAINSTREAM	M061	72.15	14.43	86.58	4018	102	72.15	816426
01/08/2019	930392		MAINSTREAM	M061	33.39	6.68	40.07	4018	102	33.39	816801
01/08/2019	930393		MAINSTREAM	M061	90.00	18.00	108.00	4018	102	90.00	816801
01/08/2019	930394		MAINSTREAM	M061	33.33	6.67	40.00	4018	102	33.33	812872
01/08/2019	930395		MAINSTREAM	M061	60.00	12.00	72.00	4018	102	60.00	812872
01/08/2019	930433		MAINSTREAM	M061	0.67	0.13	0.80	4018	102	0.67	824596
01/08/2019	931056		MAINSTREAM	M061	3.65	0.73	4.38	4018	102	3.65	817433
21/08/2019	12106		MICROSHADE	M063	691.12	138.22	829.34	4038	102	691.12	hosting
02/08/2019	W-003396		MIW WATER COOLERS	M065	2,927.95	585.59	3,513.54	4500	132	2,528.95	water cooler c park - LAF fund
		10111557						4500	132	399.00	water cooler c park - LAF fund
27/08/2019	2235		NEWMAN	N013	255.75	51.15	306.90	4211	301	255.75	security x 3 bandjam
01/08/2019	30/7		NIMBLE THIMBLE	N022	250.00	0.00	250.00	4500	132	250.00	Black cravats - London Bridge
01/08/2019	217954		NATIONAL EXPRESS	N023	330.68	0.00	330.68	4253	305	330.68	national express
06/08/2019	24482393		OPUS	O025	18.98	0.95	19.93	4158	250	18.98	gas 5/7-5/8
07/08/2019	79214		OAKPARK	O060	87.00	17.40	104.40	4100	260	87.00	cctv cornwalls meadow
10/08/2019	66876555		PHS	P051	155.65	31.13	186.78	4162	250	155.65	sanitary / mats
01/08/2019	1908070986		PLUSNET	P053	386.00	77.20	463.20	4018	102	386.00	mobiles
01/08/2019	119917		PAYROLL OPTIONS	P057	123.30	24.66	147.96	4030	102	123.30	july
06/08/2019	771588		QUEST	Q002	4.68	0.94	5.62	4161	250	4.68	wall anchor
09/08/2019	772000		QUEST	Q002	17.60	3.52	21.12	4112	201	17.60	epoxy resin
06/08/2019	E1920-81		SEAHAWKS	S007	28.10	0.00	28.10	4107	301	28.10	awards / rosettes
07/08/2019	AEL793		TRAVIS	T010	7.79	1.56	9.35	4161	250	7.79	planed timber
07/08/2019	AEL801		TRAVIS	T010	9.66	1.93	11.59	4161	250	9.66	ronseal, caulking

Ledger No 1 for Month No 5


Items marked with a * are disputed invoices.

Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail	
								A/C	Centre	Amount		
14/08/2019	AEM011		TRAVIS	T010	7.05	1.41	8.46	4161	250	7.05	timber	
14/08/2019	AEM014		TRAVIS	T010	24.08	4.82	28.90	4161	250	24.08	timber, screws	
27/08/2019	121205		VIKING DIRECT	V001	25.72	5.14	30.86	4010	102	25.72	stat	
TOTAL INVOICES								10,641.71	1,889.40	12,531.11	10,641.71	

Bank Reconciliation Statement as at: 31/08/2019 for Cash Book 1 CURRENT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current	31/08/2019	33	232,249.69
			<u>232,249.69</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
28/08/2019 batch28/8a	Aylesbury Vale District Council		4,283.35
28/08/2019 batch28/8b	geo browns implements ltd		99.26
28/08/2019 batch28/8c	GripDeck UK		240.58
28/08/2019 batch28/8e	National Express Ltd		330.68
28/08/2019 batch28/8f	Off The Kerb Productions		3,000.00
28/08/2019 batch28/8g	Paragon Tool Hire		561.24
28/08/2019 batch28/8h	Pear Technology Services Ltd		420.00
28/08/2019 batch28/8i	Phillips Print & Stationers		223.69
28/08/2019 batch28/8j	Quest		14.98
28/08/2019 batch28/8k	RBS Accounting Solutions		348.00
28/08/2019 batch28/8l	Society of Local Council Clerk		350.00
28/08/2019 batch28/8m	travis perkins		6.96
28/08/2019 batch28/8n	University of Buckingham		240.00
31/08/2019 batch28/8	Amazon EU Sarl		43.96
31/08/2019 BATCH28/8	monthly tic		197.18
31/08/2019 BATCH28/8	p hodson exps		46.10
31/08/2019 pl19	Aiden O'Sullivan (Magician)		150.00
01/11/2018 009286	Royal British Legion		17.00
30/11/2018 pl12	Amazon EU Sarl		75.98
			<u>10,648.96</u>
			221,600.73
<u>Receipts not Banked/Cleared (Plus)</u>			
31/08/2019		3,530.50	
			<u>3,530.50</u>
			225,131.23
	Balance per Cash Book is :-		225,131.23
	Difference is :-		0.00



17/9/19

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

BUCKINGHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		*Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business actively during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/5/2019
and recorded as minute reference:

25/19

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk



Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address
www.buckingham-tc.gov.uk

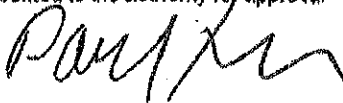
Section 2 – Accounting Statements 2018/19 for

BUCKINGHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	288520	393395	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	739070	813075	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	314199	166488	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	369900	422,185	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
6. (-) Loan interest/capital repayments	4702	4702	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
5. (-) All other payments	573791	437,047	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 6).
7. (=) Balances carried forward	393395	509,004	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	377138	524012	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2894075	3072656	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	56537	54354	The outstanding capital balance as at 31 March of all loans from third parties (including P.W.L.B).
11. (For Local Councils Only) Disclosure note re Trust funds (including charities)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or Income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

20/5/2019

I confirm that these Accounting Statements were approved by this authority on this date:

20/5/2019
as recorded in minute reference:

26/19

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Buckingham Town Council - BU0028

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

- The smaller authority has disclosed that it made proper provision during the year 2018/19 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

06/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Buckingham Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2019

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Buckingham Town Council for the year ended 31 March 2019 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Buckingham Town Council on application to:</p>	
<p>(a) <u>PAUL HODSON, TOWN CLERK</u> <u>BUCKINGHAM CENTRE</u> <u>VERNEY CLOSE</u> <u>BUCKINGHAM, MK18 1JP</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p>
<p>(b) <u>OPENING HOURS:</u> <u>10am - 5pm TUESDAY, WEDNESDAY, THURSDAY</u> <u>10am - 3pm FRIDAY</u></p>	<p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of <u>£6.10</u> (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>PAUL HODSON, TOWN CLERK</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>12th SEPTEMBER 2019</u></p>	<p>(e) Insert the date of placing of the notice</p>

BUCKINGHAM TOWN COUNCIL
Support for Mayor and Mayor Making and Other Civic Events
MONDAY 23rd September 2019

Contact Officer: Mr Paul Hodson, Town Clerk

1. Recommendations

- a) It is recommended that budget 4029 for the Mayor's Civic Expenses is increased from £1,200 to £1,550 from 2020/21 to allow for the cost of the venue and stationary for Mayor-Making
- b) It is recommended that in the future the ordering and organisation of all catering for Mayor-Making be handled by the office team, working with the Mayor-elect, using approximately 40 hours of staff time.

2. Background

- 2.1. The Mayor, Councillor Mark Cole, has raised concerns about the requirement placed on the Mayor to arrange Mayor Making and the level of support currently provided to the Mayor. A considerable effort is required of the Mayor during and before Mayor Making, at a time when they are taking on the full range of responsibilities of the role. The time taken to plan the event, find caterers, musicians and serving staff for example took many hours. For a Mayor in full time employment this a significant challenge.
- 2.2. The requirement on the Mayor and their family on the day of the event is also high. This meant that there was not much time left for the Mayor to speak to his guests and welcome visitors.
- 2.3. Current practice is that the cost of the venue and stationary is funded from the Mayor's annual allowance. It is proposed that £350 is added to the Mayor's allowance in light of this cost.
- 2.4. It is proposed that in future the ordering and organisation of all catering be handled by the office team, working with the Mayor-elect. It is estimated that this would take approximately 40 hours' time. If Council agrees to employ an apprentice, and is able to recruit a suitable candidate, it may be possible to meet this requirement using the additional capacity this would provide.

BUCKINGHAM TOWN COUNCIL

Resources

Monday 23rd September 2019

Contact Officer: Claire Molyneux, Deputy Town Clerk

Subject New Homes Bonus – Community Centre Renovations

1. Recommendation

1.1. Members note and AGREE renovations to take place to the revised scope described, providing this can be achieved within the revised budget of £150,000.

2. Background

2.1. At Full Council on the 20th May 2019 (31/19) Members received a report from the Town Clerk and **AGREED:** *that the Council agrees to the submission of a bid for New Homes Bonus funding to Aylesbury Vale District Council for works of the type described in the report (to remove the old office next to the council chamber, refurbish the room, and carry out additional works to the Community Centre including the installation of air conditioning and solar panels), but that if the bid is successful no works progress until Full Council have agreed the final scope of works.*

2.2. The original report described the renovations as - removing the old office and installing a mezzanine floor, as per drawings and structural calculations obtained by the Town Council in February 2018.

3. Information

3.1. A bid has been submitted for £177,000 and £150,000 has been awarded to cover the cost of the works. The cost of the mezzanine floor was given as £27,000 – this amount was not awarded. During the bid writing process, it became evident that some amendments would need to be made to the original plans in order to bring the project to budget and better satisfy the criteria of the NHB.

3.2. It is proposed that the mezzanine floor is not now installed. Whilst it could have provided additional storage this would not have been particularly practical as it involved drop down stairs and a loft-style hatch. By removing the mezzanine from the plans the costs are reduced substantially and the original aesthetics of the room are retained.

- 3.3. In order to create the needed extra storage, it is proposed that the current toilet will be removed and turned into a cupboard up to the wall of the Chamber. The current disabled toilet in the Community Centre side of the building will be renovated to full DDA standard and made assessable to both users of the Community Centre and the Chamber. This is a far more practical and cost effective solution which has the added obvious benefit of improving the toilet facilities for all users of the building.
- 3.4. There have been no changes to the plans regarding installing air conditioning, solar panels, removing the office and refurbishing the chamber.
- 3.5. Drawings of the amended plans and a full schedule of works have been commissioned, and once received will be used to tender for the full works.

**BUCKINGHAM TOWN COUNCIL
PROPOSAL FOR OFFICE APPRENTICE
MONDAY 23rd September 2019**

Contact Officer: Mr Paul Hodson, Town Clerk

1. Recommendation

1.1. It is recommended that the Council recruits an Apprentice Administrator to take a two-year Level 3 diploma in Business Administration, with training arranged through Buckinghamshire College Group at a cost in 2019/20 of £4,538.

2. Background

2.1. The Town Council currently has a fairly flat structure with limited opportunities for progression. The Council recently agreed to increase the hours of the Administrator and Estates Administrator by three hours per week and six hours per week respectively (**Minute Number 177/19**). It is now proposed to add to the staff team by recruiting an Apprentice. This would enable the Council to provide a local resident with a route to employment, as well as providing the office with more capacity to carry out administrative tasks. This would enable existing staff to spend more time developing services including social media and catching up with the cemetery records backlog.

3. How Apprenticeships Work

3.1. An Apprentice would be employed fully time by the Town Council in the usual way. Part of their role would include taking part in the training programme. Off-the-job training should be at least 20% of their working hours.

3.2. Apprentices are fully covered by the Working Time Regulations (so that they are entitled to normal holiday and rest breaks, as employees are).

3.3. Depending on the role, an apprenticeship contract will be for a fixed period of time that is needed to acquire the skills and qualifications for the job. This can take anything between one and five years (one year is the minimum). It is proposed to take on an Apprentice for a Level 3, which lasts two years.

3.4. The Apprentice would be employed directly under an Apprenticeship Agreement.

3.5. It is not possible to stipulate the age of Apprentice being sought.

3.6. There is no set start date; and Apprentice could start the College course at any time, so recruitment could start immediately.

4. Cost

4.1. The National Minimum Wage for apprentices is £3.90 per hour for all apprentices aged under 19 and apprentices aged 19 to 25 in the first year of their apprenticeship. It must be paid for all the time the Apprentice spends working or training (that is part of the apprenticeship). After this, the Apprentice must be paid the normal National Minimum Wage for their age. The current rates are:

Age	Hourly Rate	Annual Rate
25 and over (National Living Wage)	£8.21	£15,796.04
21 and over	£7.70	£14,814.80
18 to 20	£6.15	£11,832.60
Under 18	£4.35	£8,369.40
(all apprentices under age 19 AND any Apprentice, regardless of age, in first year of apprenticeship)	£3.90	£7,503.60

4.2. The cost for the first 12 months would therefore be £7,503.60. An Apprentice would be recruited before precept setting for 2020/21, so there would be time to include the relevant cost in the next year's budget once the age of the Apprentice was known.

4.3. As the Council is a non-levy organisation if we employ a 16 – 18 year old there is no charge from the college for their apprenticeship. If we employ someone 19+ then there will be fee attached to their training. The maximum cost would be 5% of a total of £5,000, i.e. £250.

4.4. Employers are not required to pay National Insurance contributions for apprentices under the age of 25 on earnings below the higher tax rate of £827 a week (£43,000 a year).

4.5. The total cost for year one would be:

ICT and office setup	£1,000.00
Salary	£7,503.60
Pension	£412.70
Training	£250.00
TOTAL	£9,166.30

4.6. The cost for the remainder of this financial year would be at most half this (October to March), i.e. £4,538. This could be funded this year using the following forecast underspend and increased Income from the Resources Budget:

Code	Centre	Description	Budget	Forecast Actual Spend	Funds Available
201	4023	Training	£8,000	£6,000	£2,000

Code	Centre	Description	Budgeted Income	Forecast Actual Income	Funds Available
130	1190	Interest Received	£500	£3,000	£2,500

5. Ongoing Liability

5.1. There is no legal requirement to provide employment at the end of the apprenticeship; the Council may do this if it chooses, but there's no duty on the employer to redeploy the Apprentice into suitable alternative employment. Apprentices have the same dismissal rights, and can be dismissed for the same reasons, as other normal employees. If an Apprentice's employment isn't renewed when their training ends, they will be treated as having been dismissed. The Apprentice will be entitled to receive a written reason for dismissal and the ACAS Dismissal Code will apply (as for all employees). There's no need to provide a notice period of dismissal because they were employed on a Fixed Term contract.

6. Types of Apprenticeship

6.1. The following levels of apprenticeship are available:

- Intermediate Level 2 Apprenticeships (equivalent to five good GCSE passes)
- Advanced Level 3 Apprenticeships (equivalent to two A level passes)
- Higher Apprenticeships 4, 5 and 6 and 7 (foundation degree level and above).

6.2. As part of their apprenticeship all students are required to complete functional skills but if they hold GCSEs in Maths and English equivalent to grade C they will not have to complete these. For some programmes GCSE Maths and English at Grade C forms part of their entry requirements onto the programme.

BUCKINGHAM TOWN COUNCIL

RESOURCES COMMITTEE

Monday 23rd September 2019

Contact Officer: Claire Molyneux

Subject. Health & Safety Policy

Recommendation

To review and agree the Health & Safety Policy.

To agree to review the policy in line with all other Town Council

Background

In line with all Town Council policies and procedures the Health & Safety Policy has been reviewed and is attached (electronically) for Members' comments.

<https://www.buckingham-tc.gov.uk/wp-content/uploads/2019/09/Health-and-safety-policy-V1.pdf>

BUCKINGHAM TOWN COUNCIL

RESOURCES COMMITTEE

Monday 23rd September 2019

Contact Officer: Claire Molyneux

Subject. Child Safeguarding and Photography Policy

Recommendation

To review and agree the Child Safeguarding and Photography Policy.
To agree to review the policy in line with all other Town Council

Background

In line with all Town Council policies and procedures the Child Safeguarding and Photography Policy has been reviewed and is attached for Members' comments.

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 safeguarding 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 media could include static photographs, slide shows and videos 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, Deputy Town Clerk or Town Clerk. If appropriate, the person about whom there are concerns should be asked to leave and the Deputy Town Clerk 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 or appropriate Council ID 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) Under18s 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, unless there is an agreement to assign copyright to a third party. Images created by a council employee as part of their work will belong exclusively to the Council.

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 unless there is an agreement to assign copyright to a third party.

BUCKINGHAM TOWN COUNCIL
PROCESS FOR PRECEPT AND BUSINESS PLAN SETTING
Resources Committee
MONDAY 23rd September 2019

Contact Officer: Mr Paul Hodson, Town Clerk

1. Recommendations

1.1. It is recommended that the Committee agrees for the Council to plan to adopt a five-year budget and five-year business plan for 2020 -26, and that this is initially developed by each of the four committees reviewing the aspects relevant to their remit.

2. Budget

2.1. In recent years the Town Council has set a budget solely for the year ahead. Whilst this is the requirement for precept setting, good practice would be for the Council to set a budget for several years ahead. With elections taking place in May 2020, it would be particularly helpful for new Town Councillors to view a four or five-year budget to best understand the plans they have taken on, and to enable discussions about possible changes to be fully informed.

2.2. When setting a five-year budget, it will only be the coming year – i.e. 2020/21, which will be set in stone. The following years will be subject to revision in light of changes to the Council's priorities and financial climate.

3. Business Plan

3.1. The Council's most recent Business Plan covered the period 2015 – 2018. It is proposed to develop a Business Plan for 2020 – 2026, to cover the five years of the councillors who will be elected in May 2020. Again, it will be more helpful for councillors to be provided with a Business Plan they can discuss and change, rather than a blank sheet of paper.

3.2. The previous Business plan provided the Council with an Aim, Core Objectives and Key Processes. The 2015-2018 Business Plan is included as Appendix A. It is proposed to provide the Aim, Objectives and Processes to each of the Council's four committees during the next round of meetings, and to ask each committee to agree or suggest changes to the relevant parts of the Plan to its remit. By considering the Plan alongside their proposed budget, each committee will then be able to make recommendations which, once combined, will provide Full Council with a new draft Business Plan for consideration.

**BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 23rd September 2019**

Allowances for Parish and Town Councillors

Contact Officer: Paul Hodson, Town Clerk

1. Recommendation

- 1.1. It is recommended that Members note the report and, should they wish, raise any particular issues to be taken into consideration by the Remuneration Panel.

2. Request for Consideration

- 2.1. The recommended allowance level for Town Councillors is set by the District Council's Remuneration Panel. Whilst this is not binding, the Town Council has chosen to use the recommendation in the past.
- 2.2. An Independent Remuneration Panel will shortly be meeting to recommend a scheme of member allowances for the new Buckinghamshire Council. This will produce a single recommendation for all of Buckinghamshire. The Shadow Authority has contacted the Town Council to ask whether there are any particular issues that the Council wish to be taken into consideration by the Panel before they begin discussions.
- 2.3. The Town Clerk has sent an initial response outlining the current allowance paid to Town Councillors, and also suggesting that Town Councillors would be unlikely to support a drop in the recommended allowance at a time when the Shadow Council is looking to ask local councils to consider taking on more services and increasing their engagement, for example through Community Boards. Councillors are asked to consider whether there are any further comments they wish to submit.

3. Background

- 3.1. The last time AVDC's Remuneration Panel met was in 2015. *The panel set suggested allowance rates for town and parish councillors. The panel were clear that the rates for town and parish councillors were in no way compulsory. The Town Council accepted these rates at the Full Council meeting of 5th October 2015. Allowances are only payable to elected councillors, not to co-opted members. The Panel's recommendation is given below. The amounts are based on District Council allowances in 2015.*

<i>Electorate</i>	<i>% of District Basic</i>	<i>Amount per Councillor £ (up to) (based on 2015 rates)</i>
0-2500	2.5%	137
2501-5000	5.0%	274
5001-10000	7.5%	411
10001-15000	10.0%	548
15001-20000	12.5%	684
20001 -25000	15.0%	822
25001 and above	20.0%	1,096

3.2. At the time (2015), Buckingham's electorate fell in the 5001 – 10000 category, so the rate was set at 7.5% of the District basic. This has been slightly increased to allow for inflation since then.

3.3. In 2019 for the first time Buckingham's electorate is over 10,000. This would make councillors eligible to receive the slightly higher amount if the same system is retained for 2020. At present Buckingham Town Council's Allowance Scheme for all elected Members is 487.20 per Councillor.

BUCKINGHAM TOWN COUNCIL

**Resources
Monday 23rd September 2019**

Contact Officer: Lee Philips, Estates Manager

Subject: Purchase of Electric Vehicle

1. Recommendation

1.1. That members agree to the purchase of a small fully electric van to replace the Nissan Cabstar which has now been written off. To agree the purchase of vehicle B. the Renault Kangoo ZE33 along with the additional equipment required; the sign writing, chevrons, beacons and charging point. With the total funds required coming to £16,300 and a predicted £12,800 to be taken from the environment budget's forecast underspends from the following budgets:

Code	Centre	Description	Budget	Forecast Actual Spend	Funds Available
201	4155	Solar Panels Loan Repayment	£7,844	£0	£7,844
204	4124	Devolved Non-Carriageway Works	£20,353	£10,000	£10,353

2. Background

2.1. Following the Nissan Cabstar being involved in a road traffic accident the vehicle has now been written off by the insurance company. At the time of writing no value for the cabstar has been given by the insurance company but similar vehicles of the same age are valued at approximately £3,500.

3. Information

3.1. Following a review of options with the Green Spaces Team, it is proposed that the best vehicle is to replace it with would be a van. This would enable strimmers and mowers to be transported, and stored securely and out of site when not in use. Along with the new tipper and the 4x4 this would provide all the transport requirements the team face.

3.2. A fully electrical small van would be the most suitable for the teams needs Due to the small daily mileage and short journeys carried out (usually less than 15 miles per day) an electrical vehicle would be suited to these type of journeys, with the huge additional benefit of having zero emissions. This would support the Council's action plan to tackle climate change.

3.3. A wide range of manufacturers are promising to bring electric vans to the market in future months and years, however there are fewer options currently available.

3.4. An additional constraint is the need to obtain a vehicle with an acoustic alert. One issue with electric vehicles has been concern that they pose a risk to cyclists and other road users by being too quiet. On 1 July, the new Regulation on the Sound Level of Motor Vehicles came into force. This stipulates that any private or commercial hybrid or EV with four or more wheels must have an acoustic vehicle alert system working at up to just over 12mph.

4. Vehicle Options

4.1. The Government are currently providing a grant to cover 20% of the cost of "plug-in" vans. This grant has already been applied to the costs below (i.e. the costs listed are the actual cost to the Council after the grant has been applied).

4.2. Buying outright is cheaper in all cases than the lease options available.

		Purchase Cost (with government grant)	Vehicle Warranty	Battery Warranty	Range from full charge (miles)	Acoustic Vehicle Alert System - makes noise up to 12mph
A	Nissan e-nv200	£21,740	5 year/60k miles	8 years/100k miles	124	Yes
B	Renault Kangoo ZE33	£13,995	3 years/100k miles	5 years/60k miles	168	Yes
C	Citroen Belingo Electric L1	£15,866	3 years/100k miles	8 year/60k miles	106	No
D	Peugeot Partner Electric L1	£14,700	3 years/100k miles	8 years/60k miles	106	No

4.3. The recommended vehicle is the Renault Kangoo ZE33 due to having the most competitive price and the fact that it has the safety feature of the Acoustic Vehicle Alert system to warn pedestrians of the vehicle at low speeds which some of the other vehicles do not. While it has a battery warrantee of five years rather than eight, the cost reflects this. It is likely that in five years' time better quality products will be available.

4.4. The recommended vehicle has been tested to ensure that the strimmers and mowers used by the team would fit comfortably.

5. Additional Costs - (Same for all vehicles)

Charging Point	£1500 – maximum budget required.	Preferred option - 7kw wall mounted charger so vehicle can be charged in approx 6 hrs. This is subject to availability of OLEV grant (max £500) and if timer can be fitted to get night-time tariff to ensure EV charged at cheapest rate possible.	Alternative option - 3 pin plug adapter charger, charges in approx. 12 hours. Purchase cost £500. Will need also need re-wire so socket is in correct location for vehicle. Timer also required.
Chapter 8 - Rear Chevrons and sign writing	£395.00		
Chapter 8 - Flashing beacons including fitting	£410.00		