



BUCKINGHAM TOWN COUNCIL

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

06 November 2019

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on **Monday 11th November 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 and agree the minutes of the Resources Committee meeting held on Monday 26th September 2019 and received at the Full Council meeting held on Monday 30th September 2019.

4. Minutes of CSG Committee

To receive the minutes and agree the recommendations therein of the CSG Committee meeting held on the 17th October 2019.

438/19 Communications Strategy Group Budget

- a) It is recommended that the 4032/102 Publicity budget is increased by £500 to allow for cost increases due to the likely increased number of residents.
- b) It is recommended that the 901/9030 Earmarked Reserves/Tourism Leaflets budget for CSG remains the same to accommodate any additional printing of new leaflets over the next year.
- c) It is recommended that the 4041/102 Website Operation & Provision budget stays the same to accommodate the additional costs of redeveloping the events pages.

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.

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| 5. Action Report | Appendix A |
| 6. Accounts and Budgets
Members are asked to receive and consider the attached Income and Expenditure reports. | Appendix B |
| 7. Invoices passed for payment, and income received
Members are asked to receive the attached schedule of invoices paid | Appendix C |
| 8. Mayor Making and the first Council meeting after the election in 2020
To discuss and agree whether to move the dates of the next Mayor's Reception and first Council meeting after the election | R/96/19 |
| 9. Online Ticket Sales
To receive a written report from the Administrator and agree the recommendations | R/97/19 |
| 10. Printing of Committee papers on colour paper
To receive written report from the Town Clerk and agree the recommendations | R/98/19 |
| 11. Draft Business Plan 2020 – 2026
To receive a written report from the Town Clerk and agree the recommendations | R/99/19 |
| 12. Draft Budget 2020 – 2026
To receive a written report the Town Clerk and agree the recommendations | R/100/19 |
| 13. Training and Development Policy
To discuss and agree a Training and Development Policy for the Town Council | R/101/19 |
| 14. New Councillor Inductions
To receive a verbal report from the Town Clerk and agree the recommendations | |
| 15. General Staffing update
To receive a written report from the Town Clerk and agree the recommendations | R/102/19 |
| 16. Community Engagement Statement of Intent and Strategy
To receive and discuss a written report from the Town Clerk | R/103/19 |
| 17. Grants Policy
To receive a written report from the Town Clerk and agree the recommendations | R/104/19 |
| 18. Council Chamber
To receive a written report from the Town Clerk and agree the recommendations | R/105/19 |
| 19. Chair's Announcements | |
| 20. Date of next meeting
Monday 6 th January 2020 | |

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 - Vice-Chair
Cllr Smith - Chair
Cllr. R. Stuchbury
Cllr. M. Try

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
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 May 2020	18th May 2020 Full Council
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		2nd March 2020
Resources	169.1/19	Mayor's Reception	Town Clerk to bring back a more detailed report to the next meeting	Town Clerk		November Agenda item 8
Resources	354/19	Councillor Induction	Members AGREED for the Town Clerk to progress the matter and report back at a future meeting of Resources Committee.	Town Clerk		November Agenda item 15
Resources	355/19	Chamber Upgrade	unanimously AGREED to RECOMMEND to Full Council for the renovations to take place to the revised scope described, providing this can be achieved within the revised budget of £150,000.	Deputy Town Clerk		November Agenda item 19
Resources	354/19	Apprentice	Unanimously AGREED 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.	Town Clerk	Recruitment underway	Ongoing
Resources	359/19	Business Plan	Unanimously AGREED that the Resources Committee agrees for the Council to plan to adopt a five-year budget and five-year business plan for 2020 -26, and that this be initially developed by each of the four committees reviewing the aspects relevant to their remit.	Town Clerk		November Agenda item 12
Resources	360/19	Cllr Allowances	Members discussed and AGREED for the Town Clerk to report back to Committee on feedback and advice from the Remuneration Committee and benchmarking Buckingham's Councillor Allowances against similar sized Town Councils.	Town Clerk		January 2020 agenda

Summary Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>RESOURCES</u>						
Income	0	853,541	853,917	376		
Expenditure	5,138	169,391	319,703	150,312	1,320	148,991
Movement to/(from) Gen Reserve	<u>(5,138)</u>	<u>684,150</u>				
<u>ENVIRONMENT</u>						
Income	6,582	81,798	108,154	26,356		
Expenditure	31,338	228,366	520,998	292,631	9,470	283,162
Movement to/(from) Gen Reserve	<u>(24,756)</u>	<u>(146,569)</u>				
<u>TOWN CENTRE & EVENTS</u>						
Income	12,412	37,332	84,970	47,638		
Expenditure	(3,657)	71,768	191,707	119,939	19,864	100,075
Movement to/(from) Gen Reserve	<u>16,069</u>	<u>(34,437)</u>				
<u>PARTNERSHIPS</u>						
Income	0	0	0	0		
Expenditure	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
<u>PLANNING</u>						
Income	0	0	0	0		
Expenditure	0	17,538	43,144	25,606	0	25,606
Movement to/(from) Gen Reserve	<u>0</u>	<u>(17,538)</u>				
<u>EARMARKED RESERVES</u>						
Income	0	0	0	0		
Expenditure	0	12,458	112,368	99,910	1,678	98,232
Movement to/(from) Gen Reserve	<u>0</u>	<u>(12,458)</u>				
Grand Totals:-						
Income	18,994	972,671	1,047,041	74,370		
Expenditure	32,819	499,522	1,187,920	688,398	32,332	656,066
Net Income over Expenditure	<u>(13,826)</u>	<u>473,149</u>	<u>(140,879)</u>	<u>(614,028)</u>		
Movement to/(from) Gen Reserve	<u>(13,826)</u>	<u>473,149</u>				

Detailed Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
RESOURCES								
101 PERSONNEL COSTS								
4000 WAGES & SALARIES ADMIN	0	57,299	136,484	79,185		79,185	42.0%	
4005 ERS NATIONAL INS	0	5,690	17,593	11,903		11,903	32.3%	
4006 ERS PENSION CONT	0	14,681	31,999	17,318		17,318	45.9%	
4007 STAFF TRAVEL	222	739	900	161		161	82.2%	
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 :- Indirect Expenditure	<u>222</u>	<u>82,735</u>	<u>193,251</u>	<u>110,516</u>	<u>0</u>	<u>110,516</u>	<u>42.8%</u>	<u>0</u>
Net Expenditure	<u>(222)</u>	<u>(82,735)</u>	<u>(193,251)</u>	<u>(110,516)</u>				
102 OFFICE EXPENSES								
1010 CHAMBER HIRE	0	754	600	(154)			125.7%	
1012 PHOTOCOPIER USE	0	10	40	30			24.9%	
OFFICE EXPENSES :- Income	<u>0</u>	<u>764</u>	<u>640</u>	<u>(124)</u>			<u>119.4%</u>	<u>0</u>
4010 STATIONERY	254	1,239	1,800	561		561	68.8%	
4011 POSTAGE	8	147	500	353		353	29.4%	
4012 PHOTOCOPIER	164	844	1,500	656		656	56.3%	
4013 EQUIPMENT PURCHASE	54	54	800	746		746	6.7%	
4015 ADVERTISEMENT	0	0	500	500		500	0.0%	
4017 SUBSCRIPTIONS	(240)	3,745	3,500	(245)		(245)	107.0%	
4018 TELEPHONE	71	2,527	5,000	2,473		2,473	50.5%	
4019 HIRE OF HALL	0	0	250	250		250	0.0%	
4021 HOSPITALITY	0	134	300	166		166	44.7%	
4023 TRAINING	581	6,168	10,550	4,382	804	3,578	66.1%	
4027 COMPUTER SOFTWARE	290	6,220	7,809	1,589	467	1,123	85.6%	
4030 PAYROLL	240	905	880	(25)		(25)	102.8%	
4032 PUBLICITY	426	2,848	6,000	3,152		3,152	47.5%	
4038 COMPUTER EQUIP/MAINT	0	2,071	2,000	(71)		(71)	103.5%	
4041 WEB SITE PROVISION & OPERATION	240	1,679	2,648	968		968	63.4%	
4043 PROTECTIVE CLOTHING / UNIFORM	41	294	1,100	806	50	756	31.3%	
4052 HEAT LIGHT POWER	19	56	800	744		744	7.0%	
4055 ALARM	0	89	550	461		461	16.2%	
4156 BUCKINGHAM CENTRE RENT	2,750	5,500	4,500	(1,000)		(1,000)	122.2%	
OFFICE EXPENSES :- Indirect Expenditure	<u>4,898</u>	<u>34,520</u>	<u>50,987</u>	<u>16,467</u>	<u>1,320</u>	<u>15,146</u>	<u>70.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,898)</u>	<u>(33,756)</u>	<u>(50,347)</u>	<u>(16,591)</u>				

Detailed Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 COUNCILLORS								
4020 MAYOR'S DUTIES	0	251	1,800	1,549		1,549	13.9%	
4029 MAYOR'S CIVIC	0	1,200	1,200	0		0	100.0%	
4044 COUNCILLORS MILEAGE / EXPS	0	144	600	456		456	23.9%	
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 :- Indirect Expenditure	0	1,594	12,814	11,220	0	11,220	12.4%	0
Net Expenditure	0	(1,594)	(12,814)	(11,220)				
104 LEGAL REQUIREMENTS								
4014 AUDIT FEE	0	2,030	5,200	3,170		3,170	39.0%	
4016 LEGAL COSTS	0	0	2,500	2,500		2,500	0.0%	
4022 INSURANCE	0	15,182	16,000	818		818	94.9%	
LEGAL REQUIREMENTS :- Indirect Expenditure	0	17,212	23,700	6,488	0	6,488	72.6%	0
Net Expenditure	0	(17,212)	(23,700)	(6,488)				
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) :- Indirect Expenditure	0	13,376	13,376	0	0	0	100.0%	0
Net Expenditure	0	(13,376)	(13,376)	0				
125 COMMEMORATIVE ITEMS								
1176 PRECEPT	0	426,389	0	(426,389)			0.0%	
COMMEMORATIVE ITEMS :- Income	0	426,389	0	(426,389)				0
4501 CIVIC AWARD	0	645	585	(60)		(60)	110.3%	
4504 REMEMBERANCE WREATH	18	18	25	7		7	72.0%	
4505 MAYORS SALVER	0	215	180	(35)		(35)	119.4%	
COMMEMORATIVE ITEMS :- Indirect Expenditure	18	878	790	(88)	0	(88)	111.1%	0
Net Income over Expenditure	(18)	425,511	(790)	(426,301)				
130 ADMIN RESERVES								
1176 PRECEPT	0	426,389	852,777	426,389			50.0%	
1190 INTEREST RECEIVED	0	0	500	500			0.0%	
ADMIN RESERVES :- Income	0	426,389	853,277	426,889			50.0%	0
Net Income	0	426,389	853,277	426,889				

Detailed Income & Expenditure by Budget Heading 31/10/2019

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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 :- Indirect Expenditure	0	12,135	17,285	5,150	0	5,150	70.2%	0
Net Expenditure	0	(12,135)	(17,285)	(5,150)				
132 CONTINGENCIES								
4500 CONTINGENCIES	0	6,941	7,500	559		559	92.5%	
CONTINGENCIES :- Indirect Expenditure	0	6,941	7,500	559	0	559	92.5%	0
Net Expenditure	0	(6,941)	(7,500)	(559)				
RESOURCES :- Income	0	853,541	853,917	376			100.0%	
Expenditure	5,138	169,391	319,703	150,312	1,320	148,991	53.4%	
Movement to/(from) Gen Reserve	(5,138)	684,150						
ENVIRONMENT								
201 ENVIRONMENT								
3995 NI ENVIRONMENT	0	7,752	23,567	15,815		15,815	32.9%	
3996 PENSION ERS ENVIRONMENT	0	23,295	44,107	20,812		20,812	52.8%	
4004 WAGES & SALARIES ENVIRONMENT	0	99,906	185,719	85,813		85,813	53.8%	
4068 COMMUNITY SERVICE	0	1,080	9,620	8,540	2,040	6,500	32.4%	
4101 SEATS AND BINS	0	313	1,000	687		687	31.3%	
4112 ENVIRONMENT EQUIPMENT	2,025	5,219	7,000	1,781		1,781	74.6%	
4118 SOLAR PANELS	0	0	795	795		795	0.0%	
4155 SOLAR PANEL LOAN REPAYMENT	0	0	44	44		44	0.0%	
ENVIRONMENT :- Indirect Expenditure	2,025	137,565	271,852	134,287	2,040	132,247	51.4%	0
Net Expenditure	(2,025)	(137,565)	(271,852)	(134,287)				
202 ROUNDABOUTS								
1051 ROUNDABOUT NO 1 ABBOT FIRE	0	2,178	2,125	(53)			102.5%	
1052 ROUNDABOUT NO 2 ELLA	0	1,161	1,618	457			71.8%	
1053 ROUNDABOUT NO 3 SEASONS INNS	0	1,905	1,860	(45)			102.4%	
1054 ROUNDABOUT NO 4 R & B	0	2,429	2,312	(117)			105.1%	
1056 ROUNDABOUT NO 6 THE VET CENTRE	0	2,587	2,537	(50)			102.0%	
1057 ROUNDABOUT NO 7 RING ROAD	0	1,319	1,294	(25)			101.9%	
ROUNDABOUTS :- Income	0	11,580	11,746	166			98.6%	0

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4108 ROUNDABOUT	0	197	1,500	1,303		1,303	13.1%	
ROUNDABOUTS :- Indirect Expenditure	0	197	1,500	1,303	0	1,303	13.1%	0
Net Income over Expenditure	0	11,383	10,246	(1,137)				
203 MAINTENANCE								
4063 VEHICLE HIRE AND RUNNING COSTS	12,183	18,654	26,800	8,146		8,146	69.6%	
4082 ALLOTMENTS	0	2,000	2,000	0		0	100.0%	
4102 DOG BINS	0	0	4,500	4,500		4,500	0.0%	
MAINTENANCE :- Indirect Expenditure	12,183	20,654	33,300	12,646	0	12,646	62.0%	0
Net Expenditure	(12,183)	(20,654)	(33,300)	(12,646)				
204 DEVOLVED SERVICES EXPENSES								
1015 DEVELOVED OTHER INCOME	0	9,425	3,000	(6,425)			314.2%	
1017 DEV SERVS NON CARRIAGEWAY INC	0	20,353	20,353	0			100.0%	
1019 DEVOLVED SERVICES INCOME	0	(0)	0	0			0.0%	
DEVOLVED SERVICES EXPENSES :- Income	0	29,778	23,353	(6,425)			127.5%	0
4124 DEVOLVED NON-CARRIAGEWAY	939	6,238	15,353	9,115	4,992	4,123	73.1%	
4127 DEVOLVED MINOR HIGHWAYS	9,425	9,425	100	(9,325)		(9,325)	9425.0%	
DEVOLVED SERVICES EXPENSES :- Indirect Expenditure	10,364	15,663	15,453	(210)	4,992	(5,202)	133.7%	0
Net Income over Expenditure	(10,364)	14,115	7,900	(6,215)				
205 GROUNDS MAINTENANCE								
4033 WASTE DISPOSAL	125	689	1,800	1,111		1,111	38.3%	
4035 MACHINERY	0	427	2,000	1,573		1,573	21.3%	
4036 FUEL (MOWER)	122	1,054	3,000	1,946		1,946	35.1%	
4037 SUNDRIES	96	636	1,500	864		864	42.4%	
GROUNDS MAINTENANCE :- Indirect Expenditure	342	2,805	8,300	5,495	0	5,495	33.8%	0
Net Expenditure	(342)	(2,805)	(8,300)	(5,495)				
248 DEPOT								
4013 EQUIPMENT PURCHASE	0	0	6,000	6,000	1,085	4,915	18.1%	
4055 ALARM	0	0	400	400		400	0.0%	
4225 RATES	0	4,075	4,500	425		425	90.6%	
4601 REPAIRS& MAINTENANCE FUND	0	48	500	452		452	9.6%	
4602 ELECTRICITY	81	561	2,500	1,939		1,939	22.4%	
4603 WATER	0	207	1,500	1,293		1,293	13.8%	
DEPOT :- Indirect Expenditure	81	4,891	15,400	10,509	1,085	9,424	38.8%	0
Net Expenditure	(81)	(4,891)	(15,400)	(10,509)				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
249 PUBLIC TOILETS								
1085 SHOP MOBILITY INCOME	79	535	350	(185)			152.8%	
PUBLIC TOILETS :- Income	<u>79</u>	<u>535</u>	<u>350</u>	<u>(185)</u>			<u>152.8%</u>	<u>0</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	1,742	6,096	10,450	4,354		4,354	58.3%	
4709 MAINTENANCE	0	40	500	460		460	8.0%	
PUBLIC TOILETS :- Indirect Expenditure	<u>1,742</u>	<u>6,136</u>	<u>15,450</u>	<u>9,314</u>	<u>0</u>	<u>9,314</u>	<u>39.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,662)</u>	<u>(5,601)</u>	<u>(15,100)</u>	<u>(9,499)</u>				
250 LACE HILL								
1026 LACE HILL COMMUNITY CENTRE	5,993	29,276	44,000	14,724			66.5%	
LACE HILL :- Income	<u>5,993</u>	<u>29,276</u>	<u>44,000</u>	<u>14,724</u>			<u>66.5%</u>	<u>0</u>
4050 LACE HILL PLAYING FIELDS	0	1,017	9,320	8,303		8,303	10.9%	
4158 LACE HILL GAS	84	571	5,000	4,429		4,429	11.4%	
4159 LACE HILL ELECTRICITY	462	3,127	(3,757)	(6,884)		(6,884)	(83.2%)	
4160 LACE HILL WATER	0	110	2,500	2,390		2,390	4.4%	
4161 LACE HILL REPAIRS & MAINT	1,300	3,576	10,000	6,424	208	6,217	37.8%	
4162 LACE HILL CONTRACTOR CHARGE	71	2,219	3,500	1,281		1,281	63.4%	
4163 LACE HILL ALARM	0	91	500	409		409	18.2%	
4164 LACE HILL EQUIPMENT PURCHASE	0	195	3,000	2,805		2,805	6.5%	
4167 LACE HILL PLAY AREA	27	161	3,000	2,839		2,839	5.4%	
4225 RATES	0	9,575	9,600	26		26	99.7%	
LACE HILL :- Indirect Expenditure	<u>1,943</u>	<u>20,642</u>	<u>42,663</u>	<u>22,021</u>	<u>208</u>	<u>21,814</u>	<u>48.9%</u>	<u>0</u>
Net Income over Expenditure	<u>4,050</u>	<u>8,634</u>	<u>1,337</u>	<u>(7,297)</u>				
251 CHANDOS PARK								
1030 BOWLS INCOME	0	550	550	0			100.0%	
1035 TENNIS COURT RENT	0	0	625	625			0.0%	
CHANDOS PARK :- Income	<u>0</u>	<u>550</u>	<u>1,175</u>	<u>625</u>			<u>46.8%</u>	<u>0</u>
4106 PLAY AREA MAINTENANCE	70	1,716	3,500	1,784		1,784	49.0%	
4122 TREE WORKS	0	0	2,000	2,000		2,000	0.0%	
4601 REPAIRS & MAINTENANCE FUND	10	1,018	2,500	1,482		1,482	40.7%	
4602 ELECTRICITY	100	196	500	304		304	39.2%	
4603 WATER	0	352	1,500	1,148		1,148	23.5%	
CHANDOS PARK :- Indirect Expenditure	<u>180</u>	<u>3,281</u>	<u>10,000</u>	<u>6,719</u>	<u>0</u>	<u>6,719</u>	<u>32.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(180)</u>	<u>(2,731)</u>	<u>(8,825)</u>	<u>(6,094)</u>				

Detailed Income & Expenditure by Budget Heading 31/10/2019

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
252 BOURTON PARK								
4106 PLAY AREA MAINTENANCE	16	641	1,000	359		359	64.1%	
4122 TREE WORKS	0	90	7,000	6,910		6,910	1.3%	
4601 REPAIRS& MAINTENANCE FUND	2,079	2,998	4,000	1,002		1,002	75.0%	
4708 PLAY EQUIPMENT	0	0	10,000	10,000		10,000	0.0%	
BOURTON PARK :- Indirect Expenditure	2,095	3,729	22,000	18,271	0	18,271	17.0%	0
Net Expenditure	(2,095)	(3,729)	(22,000)	(18,271)				
253 CEMETERY								
1041 BURIAL FEES	510	5,235	17,000	11,765			30.8%	
CEMETERY :- Income	510	5,235	17,000	11,765			30.8%	0
4225 RATES	0	349	1,000	651		651	34.9%	
4601 REPAIRS& MAINTENANCE FUND	215	772	3,000	2,228		2,228	25.7%	
4602 ELECTRICITY	26	78	400	322		322	19.5%	
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	43	1,451	6,500	5,049		5,049	22.3%	
4621 NEW CEMETERY PLANNING	0	0	7,000	7,000		7,000	0.0%	
CEMETERY :- Indirect Expenditure	284	2,650	48,628	45,978	0	45,978	5.4%	0
Net Income over Expenditure	226	2,585	(31,628)	(34,213)				
254 CHANDOS PARK TOILETS								
4612 CONTRACTOR CHARGE	0	4,370	13,000	8,630		8,630	33.6%	
4709 MAINTENANCE	0	102	1,000	898		898	10.2%	
CHANDOS PARK TOILETS :- Indirect Expenditure	0	4,472	14,000	9,528	0	9,528	31.9%	0
Net Expenditure	0	(4,472)	(14,000)	(9,528)				
255 RAILWAY WALK & CASTLE HILL								
4120 FRIENDS OF GROUPS	0	0	1,000	1,000		1,000	0.0%	
4122 TREE WORKS	0	350	1,500	1,150		1,150	23.3%	
4709 MAINTENANCE	0	76	500	424		424	15.3%	
RAILWAY WALK & CASTLE HILL :- Indirect Expenditure	0	426	3,000	2,574	0	2,574	14.2%	0
Net Expenditure	0	(426)	(3,000)	(2,574)				
256 STORAGE PREMISES								
4066 GRENVILLE GARAGE RENT	0	305	650	345		345	46.9%	
STORAGE PREMISES :- Indirect Expenditure	0	305	650	345	0	345	46.9%	0
Net Expenditure	0	(305)	(650)	(345)				

Detailed Income & Expenditure by Budget Heading 31/10/2019

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
257 KEN TAGG PLAYGROUND								
4106 PLAY AREA MAINTENANCE	0	69	500	432		432	13.7%	
4122 TREE WORKS	0	0	250	250		250	0.0%	
KEN TAGG PLAYGROUND :- Indirect Expenditure	0	69	750	682	0	682	9.1%	0
Net Expenditure	0	(69)	(750)	(682)				
258 CEMETERY LODGE								
1061 CEMTERY LODGE RENTAL INCOME	0	4,845	10,530	5,685			46.0%	
CEMTERY LODGE :- Income	0	4,845	10,530	5,685			46.0%	0
4034 PWLB REPAYMANTS INCL INTEREST	0	2,351	4,702	2,351		2,351	50.0%	
4609 CEMETERY LODGE MAINT	100	1,950	6,850	4,900		4,900	28.5%	
CEMTERY LODGE :- Indirect Expenditure	100	4,301	11,552	7,251	0	7,251	37.2%	0
Net Income over Expenditure	(100)	544	(1,022)	(1,566)				
259 OTTERS BROOK								
4106 PLAY AREA MAINTENANCE	0	69	500	432		432	13.7%	
4122 TREE WORKS	0	0	400	400		400	0.0%	
OTTERS BROOK :- Indirect Expenditure	0	69	900	832	0	832	7.6%	0
Net Expenditure	0	(69)	(900)	(832)				
260 CCTV								
4100 CCTV ONGOING COSTS	0	512	1,600	1,088	450	638	60.1%	
CCTV :- Indirect Expenditure	0	512	1,600	1,088	450	638	60.1%	0
Net Expenditure	0	(512)	(1,600)	(1,088)				
261 COMMUNITY CENTRE STRUCTURAL RE								
4085 STRUCTURAL REPAIRS	0	0	4,000	4,000	695	3,305	17.4%	
TY CENTRE STRUCTURAL RE :- Indirect Expenditure	0	0	4,000	4,000	695	3,305	17.4%	0
Net Expenditure	0	0	(4,000)	(4,000)				
ENVIRONMENT :- Income	6,582	81,798	108,154	26,356			75.6%	
Expenditure	31,338	228,366	520,998	292,631	9,470	283,162	45.7%	
Movement to/(from) Gen Reserve	(24,756)	(146,569)						

TOWN CENTRE & EVENTS

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 TOWN CENTRE & EVENTS								
1013 HANGING BASKETS	0	33	400	367			8.3%	
1028 LACE HILL EVENTS INCOME	0	305	1,000	695			30.5%	
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 INCOME	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	17	17	100	83			16.7%	
TOWN CENTRE & EVENTS :- Income	17	355	20,470	20,115			1.7%	0
3997 NI TC & E	0	1,600	5,446	3,846		3,846	29.4%	
3998 PENSION ERS TC & E	0	5,075	11,620	6,545		6,545	43.7%	
3999 WAGES & SALARIES TC & E	0	26,398	55,096	28,698		28,698	47.9%	
4042 EVENTS EQUIPMENT	0	621	1,000	379		379	62.1%	
4079 FAIR TRADE PROMOTION	0	165	400	235		235	41.3%	
4094 YOUTH PROJECT	0	2,478	3,000	523		523	82.6%	
4104 TOWN IN BLOOM	3,273	7,209	7,000	(209)		(209)	103.0%	
4107 PRIDE OF PLACE	0	113	250	137	61	76	69.6%	
4115 RIVER RINSE	165	165	400	235		235	41.3%	
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	742	1,000	258		258	74.2%	
4201 CHRISTMAS LIGHTS	0	3,033	11,000	7,967	7,967	0	100.0%	
4202 FIREWORK DISPLAY	0	275	5,000	4,725	3,350	1,375	72.5%	
4203 COMMUNITY FAIR	(20)	(20)	400	420	221	199	50.3%	
4205 CHRISTMAS PARADE	0	0	3,900	3,900	425	3,475	10.9%	
4208 SPRING FAIR	0	128	530	402		402	24.1%	
4210 PANCAKE RACE	0	0	75	75		75	0.0%	
4211 BAND JAM	0	3,191	3,500	309		309	91.2%	
4212 CHRISTMAS LIGHT SWITCH ON	80	80	1,500	1,420	160	1,260	16.0%	
4213 DOG AWARENESS	20	263	495	232	245	(13)	102.6%	
4216 MAY DAY EVENT	0	0	50	50		50	0.0%	
4220 MUSIC IN THE MARKET	0	3,398	3,500	102		102	97.1%	
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	(6,876)	(6,783)	7,345	14,128	7,435	6,694	8.9%	
4260 TWINNING	0	0	2,000	2,000		2,000	0.0%	
TOWN CENTRE & EVENTS :- Indirect Expenditure	(3,357)	48,131	136,557	88,427	19,864	68,563	49.8%	0
Net Income over Expenditure	3,374	(47,775)	(116,087)	(68,312)				

Detailed Income & Expenditure by Budget Heading 31/10/2019

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
302 STREET MARKET								
1005 STREET MARKET	1,253	8,700	14,000	5,300			62.1%	
1006 FLEA MARKET	353	2,944	5,000	2,056			58.9%	
STREET MARKET :- Income	1,606	11,644	19,000	7,356			61.3%	0
4017 SUBSCRIPTIONS	0	358	330	(28)		(28)	108.5%	
4225 RATES	0	2,087	3,000	913		913	69.6%	
4235 MARKET INFRASTRUCTURE & PROMO	0	960	1,500	540		540	64.0%	
STREET MARKET :- Indirect Expenditure	0	3,405	4,830	1,425	0	1,425	70.5%	0
Net Income over Expenditure	1,606	8,239	14,170	5,931				
303 SPECIAL EVENTS								
1020 FOOD FAIR INCOME	0	25	500	475			5.0%	
1083 FRINGE INCOME	0	2,818	3,000	182			93.9%	
SPECIAL EVENTS :- Income	0	2,843	3,500	657			81.2%	0
4221 FRINGE	0	5,955	6,000	45		45	99.3%	
4242 FOOD FAIR	0	0	500	500		500	0.0%	
4244 REMEMBRANCE FLAGS	219	219	420	201		201	52.2%	
SPECIAL EVENTS :- Indirect Expenditure	219	6,175	6,920	746	0	746	89.2%	0
Net Income over Expenditure	(219)	(3,332)	(3,420)	(88)				
305 TOURIST INFORMATION CENTRE								
1084 TIC INCOME	789	12,489	32,000	19,511			39.0%	
1088 HERITAGE APP INCOME	10,000	10,000	10,000	0			100.0%	
TOURIST INFORMATION CENTRE :- Income	10,789	22,489	42,000	19,511			53.5%	0
4253 TIC	(519)	14,058	30,000	15,942		15,942	46.9%	
4255 HERITAGE APP EXPENDITURE	0	0	10,000	10,000		10,000	0.0%	
TOURIST INFORMATION CENTRE :- Indirect Expenditure	(519)	14,058	40,000	25,942	0	25,942	35.1%	0
Net Income over Expenditure	11,308	8,431	2,000	(6,431)				
306 ACCESSIBILITY								
4254 ACCESS ABLE	0	0	3,400	3,400		3,400	0.0%	
ACCESSIBILITY :- Indirect Expenditure	0	0	3,400	3,400	0	3,400	0.0%	0
Net Expenditure	0	0	(3,400)	(3,400)				
TOWN CENTRE & EVENTS :- Income	12,412	37,332	84,970	47,638			43.9%	
Expenditure	(3,657)	71,768	191,707	119,939	19,864	100,075	47.8%	
Movement to/(from) Gen Reserve	16,069	(34,437)						

PLANNING

Detailed Income & Expenditure by Budget Heading 31/10/2019

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Committee Report

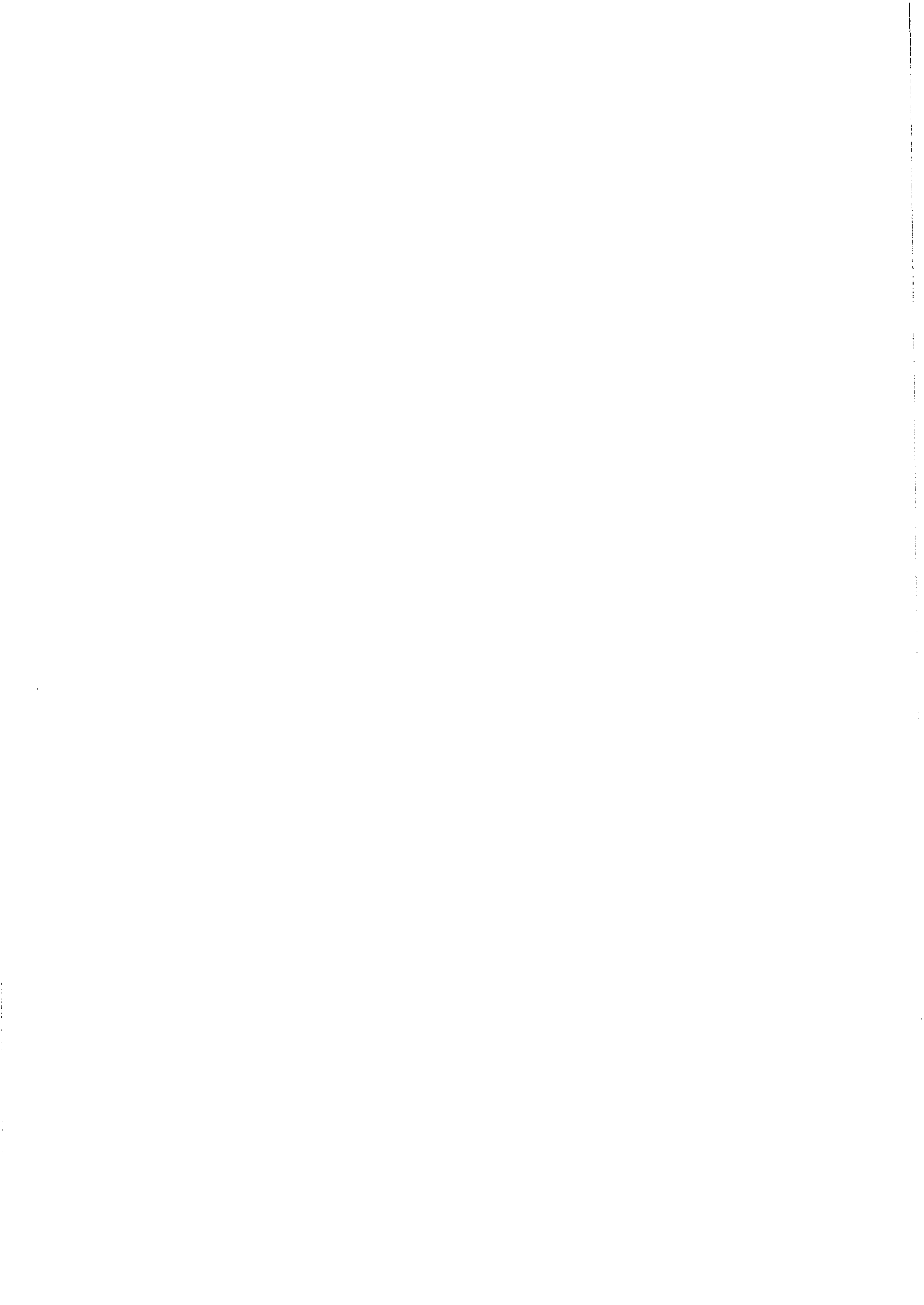
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
601 PLANNING								
3992 WAGES & SALARIES PLANNING	0	15,171	30,341	15,170		15,170	50.0%	
3993 NI PLANNING	0	903	4,187	3,284		3,284	21.6%	
3994 PENSION ERS PLANNING	0	1,465	7,616	6,151		6,151	19.2%	
4624 NEIGHBOURHOOD PLAN	0	0	1,000	1,000		1,000	0.0%	
PLANNING :- Indirect Expenditure	0	17,538	43,144	25,606	0	25,606	40.7%	0
Net Expenditure	0	(17,538)	(43,144)	(25,606)				
PLANNING :- Income								
	0	0	0	0			0.0%	
Expenditure	0	17,538	43,144	25,606	0	25,606	40.7%	
Movement to/(from) Gen Reserve	0	(17,538)						
<u>EARMARKED RESERVES</u>								
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%	
9012 CHRISTMAS LIGHTS	0	0	7,753	7,753	1,678	6,075	21.6%	
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	0	5,225	2,540	(2,685)		(2,685)	205.7%	
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	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	0	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 :- Indirect Expenditure	0	12,458	112,368	99,910	1,678	98,232	12.6%	0
Net Expenditure	0	(12,458)	(112,368)	(99,910)				
EARMARKED RESERVES :- Income								
	0	0	0	0			0.0%	
Expenditure	0	12,458	112,368	99,910	1,678	98,232	12.6%	
Movement to/(from) Gen Reserve	0	(12,458)						

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	18,994	972,671	1,047,041	74,370			92.9%	
Expenditure	32,819	499,522	1,187,920	688,398	32,332	656,066	44.8%	
Net Income over Expenditure	<u>(13,826)</u>	<u>473,149</u>	<u>(140,879)</u>	<u>(614,028)</u>				
Movement to/(from) Gen Reserve	<u>(13,826)</u>	<u>473,149</u>						



PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 7

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
10/10/2019	376620		BROWNS	B031	37.50	7.50	45.00	4037	205	37.50	square line 3mm
10/10/2019	BT30092019		STEWKLEY	S057	272.89	0.00	272.89	4124	204	272.89	mowing
10/10/2019	TSHE0844		TOOL SHED	T061	665.63	133.13	798.76	4124	204	665.63	mowing
05/10/2019	24645335		OPUS	O025	83.88	4.19	88.07	4158	250	83.88	gas 5/9-4/10
06/10/2019	199376501/19		TOTAL	T049	18.97	0.94	19.91	4052	102	18.97	feeder pillar elec
07/10/2019	237021		BASSETT	B050	41.05	8.21	49.26	4063	203	41.05	Alarm back-up night silent
03/10/2019	777807		QUEST	Q002	50.04	10.01	60.05	4601	252	50.04	park benches repair
03/10/2019	777643		QUEST	Q002	15.83	3.17	19.00	4106	252	15.83	countersink screws
06/10/2019	199376512/19		TOTAL	T049	100.22	5.01	105.23	4602	251	100.22	elec toilets
07/10/2019	2019-75369		AMAZON	A035	5.41	1.08	6.49	4018	102	5.41	adapter for mobile phone
07/10/2019	1241		J AND S CONTRACTORS	J015	9,425.00	1,885.00	11,310.00	4124	204	9,425.00	pot hole repairs rechrgd BCC
07/10/2019	120981		PAYROLL OPTIONS	P057	123.30	24.66	147.96	4030	102	123.30	payroll sept
01/10/2019	9493		HEALTH	H011	870.83	174.17	1,045.00	4612	249	870.83	cleaning and maint
02/10/2019	236935		BASSETT	B050	75.83	15.17	91.00	4063	203	75.83	lightbar
04/10/2019	1015115047		SCREWFIX	S044	71.22	14.23	85.45	4112	201	71.22	drill bits, bar clamp, oil can
01/10/2019	939356		MAINSTREAM	M061	35.67	7.14	42.81	4018	102	35.67	817433
01/10/2019	938797		MAINSTREAM	M061	0.38	0.08	0.46	4018	102	0.38	812872
01/10/2019	938796		MAINSTREAM	M061	6.76	1.35	8.11	4018	102	6.76	816426
01/10/2019	16887		GANDERTON	G008	333.76	66.75	400.51	4063	203	333.76	fuel
01/10/2019	H17A7A3491		E-ON	E006	461.51	92.30	553.81	4159	250	461.51	elec 1/09-1/10
01/10/2019	11633694		FORD LEASE	F051	340.01	68.00	408.01	4063	203	340.01	vehicle lease
01/10/2019	5472		COX	C041	60.00	12.00	72.00	4601	253	60.00	topsoil
01/10/2019	2207037284		BCC	B017	2,750.00	0.00	2,750.00	4156	102	2,750.00	buck centre rent
01/10/2019	776904		QUEST	Q002	14.71	2.95	17.66	4161	250	14.71	sealant adhesive
01/10/2019	196.56		CLARITY	C053	163.80	32.76	196.56	4012	102	163.80	copy chrg
01/10/2019	16981		SMITHS	S024	165.00	33.00	198.00	4115	301	165.00	skip
01/10/2019	246415		VIKING DIRECT	V001	29.25	5.85	35.10	4010	102	29.25	stat
01/10/2019	63		HP SERVICES	H056	180.00	0.00	180.00	4161	250	180.00	window cleaning

PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 7

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
07/10/2019	18881		IMPACT	I005	240.00	48.00	288.00	4041	102	240.00	buckingham town and tic websit
02/10/2019	AEN497		TRAVIS	T010	6.50	1.30	7.80	4601	253	6.50	masking tape
01/10/2019	AEN477		TRAVIS	T010	12.83	2.57	15.40	4601	253	12.83	sealant, scraper, dust sheet
04/10/2019	777937		QUEST	Q002	9.70	1.94	11.64	4161	250	9.70	double sided security tape
05/10/2019	MOB OCT		B.T.	B003	23.00	4.60	27.60	4018	102	23.00	mobile oct
01/10/2019	95520		PARAGON	P008	184.77	36.95	221.72	4213	301	20.00	fence pins
								4601	252	0.67	nuts and bolts
								4037	205	42.00	gloves, cable ties, safety spe
								4036	205	122.10	red diesel
01/10/2019	95312		PARAGON	P008	63.80	12.76	76.56	4112	201	63.80	terrain mower hire
05/10/2019	318943		BUILDBASE	B013	49.72	9.94	59.66	4601	253	49.72	filler, paint
05/10/2019	H17AD244C4		E-ON	E006	22.04	1.10	23.14	4602	248	22.04	unit 17
01/10/2019	08807883		BRAYLEY	B075	13,995.00	2,799.00	16,794.00	4063	203	13,995.00	electric K019 CFA
01/10/2019	000076		THROUGH	T060	425.81	0.00	425.81	4032	102	425.81	BTM delivery
14/10/2019	114821		JANITORIAL DIRECT	J013	134.96	27.00	161.96	4161	250	134.96	cleaning products
01/10/2019	26126		GRUNDON	G050	124.80	24.96	149.76	4033	205	124.80	wheelie bins
01/10/2019	26125		GRUNDON	G050	71.00	14.20	85.20	4162	250	71.00	wheelie bins
08/10/2019	H17B024172		E-ON	E006	26.38	1.32	27.70	4602	253	26.38	elec chapel b
01/10/2019	50432		ABBOT FIRE	A054	21.00	4.20	25.20	4601	253	21.00	ext service chapels
01/10/2019	50430		ABBOT FIRE	A054	65.00	13.00	78.00	4601	253	65.00	emery light service
01/10/2019	50405		ABBOT FIRE	A054	100.00	20.00	120.00	4609	258	100.00	fire alarm service
02/10/2019	1353226528		ARGOS	A024	53.95	0.00	53.95	4013	102	53.95	Committee Clerk chamber desk
15/10/2019	311022		VIKING DIRECT	V001	38.72	7.74	46.46	4010	102	38.72	stat
16/10/2019	18074		HERON	H009	438.20	87.64	525.84	4063	203	398.20	electric van signage
								4063	203	40.00	electric van signage
08/10/2019	AEN686		TRAVIS	T010	7.63	1.53	9.16	4601	252	7.63	sand, cement, Bourton Bridge
10/10/2019	H17B28E7B0		E-ON	E006	58.48	2.92	61.40	4602	248	58.48	unit 12
11/10/2019	AEN817		TRAVIS	T010	16.08	3.22	19.30	4037	205	16.08	sharp sand
01/10/2019	029914		HIGHGEAR	H32	64.00	12.80	76.80	4063	203	64.00	OY15 PZX - handbrake fault

PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 7

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
22/10/2019	WREATH		RBL	R002	18.00	0.00	18.00	4504	125	18.00	RBL Wreath
09/10/2019	17277		AYLESBURY FIRE	A058	116.23	23.25	139.48	4161	250	116.23	rectify fault - fire alarm
01/10/2019	17306		AYLESBURY FIRE	A058	45.00	9.00	54.00	4161	250	45.00	minor fire alarm serv
18/10/2019	17321		AYLESBURY FIRE	A058	116.23	23.25	139.48	4161	250	116.23	fault on fire panel
15/10/2019	1741900259		BM TRADA	B074	3,780.00	756.00	4,536.00	4601	252	1,890.00	Bridge inspection Bourton Park
24/10/2019	INV-0253		PRESTON BISSET	P021	736.46	147.29	883.75	4104	301	1,890.00	Bridge inspection Bourton Park
23/10/2019	1581923		BADGEMASTER	B035	7.19	1.44	8.63	4253	305	736.46	winter planters
24/10/2019	14611		LKT ELECTRICAL	L021	1,530.53	306.11	1,836.64	4063	203	7.19	KW TIC badge
22/10/2019	105623		PLANTSCAPE	P014	2,537.00	507.40	3,044.40	4104	301	1,530.53	Installation charging point
17/10/2019	AEN987		TRAVIS	T010	8.04	1.61	9.65	4601	252	2,537.00	winter planters
17/10/2019	AEN973		TRAVIS	T010	20.37	4.07	24.44	4601	252	8.04	sand
17/10/2019	11453		FLAG & BUNTING	F012	219.13	43.82	262.95	4244	303	20.37	bar,ast, cement
31/10/2019	113241		UTN TRAINING	U005	205.00	41.00	246.00	4023	102	219.13	union jack flags x 60
31/10/2019	113240		UTN TRAINING	U005	205.00	41.00	246.00	4023	102	205.00	signing, guarding, lighting LP
29/10/2019	80536		OAKPARK	O060	663.00	132.60	795.60	4161	250	205.00	signing, guarding, lighting CM
23/10/2019	AEO130		TRAVIS	T010	5.44	1.09	6.53	4601	252	270.00	alarm upgrade
23/10/2019	AEO159		TRAVIS	T010	34.80	6.96	41.76	4601	252	393.00	monitoring, maint charge
24/10/2019	AEO178		TRAVIS	T010	58.00	11.60	69.60	4601	252	5.44	Sand
25/10/2019	AEO227		TRAVIS	T010	42.50	8.50	51.00	4620	253	34.80	postcrete
25/10/2019	19/422		NABMA	N008	130.00	26.00	156.00	4023	102	58.00	postcrete
30/10/2019	42881		T KING ASSOC	T030	41.05	8.21	49.26	4043	102	42.50	paving, timber
29/10/2019	364209		VIKING DIRECT	V001	47.84	7.89	55.73	4011	102	130.00	CM 1 day conference
31/10/2019	220716		NATIONAL EXPRESS	N023	168.16	0.00	168.16	4253	305	41.05	staff uniform
31/10/2019	9549		HEALTH	H011	870.83	174.17	1,045.00	4612	249	8.40	stamps
31/10/2019	121501		PAYROLL OPTIONS	P057	116.48	23.30	139.78	4030	102	39.44	stat
29/10/2019	33436		ONLINE PLAYGROUNDS	O023	110.70	22.14	132.84	4106	251	168.16	National Express
										870.83	maint
										116.48	Oct payroll
										70.00	toddler cradle seat

PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 7

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
24/10/2019	7050		SCREWFIX	S044	54.95	10.98	65.93	4167	250	26.50	post cap	
24/10/2019	1375		BALC	B001	41.10	0.00	41.10	4601	252	4.20	caps	
21/10/2019	129953		SLCC	S005	47.50	0.00	47.50	4601	251	10.00	carriage	
01/10/2019	A2076		ALR TRAINING	A023	80.00	16.00	96.00	4063	203	54.95	car mats, warning tri, extinqu	
							41.10	4023	102	41.10	agenda, minutes course	
							47.50	4010	102	47.50	clerks manual	
							96.00	4212	301	80.00	First Aid - Dog Show	
TOTAL INVOICES								44,708.35			8,102.02	52,810.37
											44,708.35	

**BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 11th November 2019**

Mayor Making and the first Council meeting after the election in 2020

Contact Officer: Paul Hodson, Town Clerk

1. Recommendations

- 1.1. It is recommended that Members agree to move the date of the 2020 Mayor's Reception from Friday 29th May 2020 to Friday 5th June 2020.
- 1.2. It is recommended the Members agree to move the Annual Statutory Meeting (ASM) from Monday 11th May 2020 to the start of Full Council on Monday 18th May 2020.
- 1.3. It is recommended the Members agree to move the date of the Planning Committee planned for Monday 18th May 2020 to Thursday 21st May 2020.
- 1.4. It is recommended that Members review the attached Committee calendar for 2020 (updated with the above recommendations) and recommend to Full Council to agree on the 18th November 2020.

2. Background

- 2.1. The date for the next Mayor's Reception has been arranged for Friday 29th May 2020. This date falls within the Spring Half Term holiday and it is likely that Town Council employees, councillors and guests may wish to book leave.
- 2.2. Currently, the date for the Council's ASM is Monday 11th May 2020. It has now become apparent that the results of the Town Council election, to be held on Thursday 7th May, will not be announced until Monday 11th May, due to two other election counts also needing to be carried out. To allow time for Councillors to be summoned to attend, and Councillors' inductions and Committee choices to be made, it is proposed that the ASM is moved to Monday 18th May 2020 preceding the first Full Council meeting of 2020/21 on the same date.
- 2.3. The Planning Committee currently has a meeting arranged for Monday 18th May 2020. It will not be able to hold a Planning meeting until the new members are agreed, and given three days' notice of the meeting. It is therefore proposed that particular Planning Committee meeting is rearranged for Thursday 21st May 2020.

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

**BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 11th November 2019**

Contact Officer: Louise Stubbs, Administrator

Enabling online ticket sales for events

1. Recommendations

- 1.1. It is recommended that members AGREE to develop an online sales and ticket sales platform for the Town Council website using Stripe online payment platform, as a cost of approximately £440 which is to be paid for from the Website Provision and Operation Budget 4041/102
- 1.2. It is recommended the Town Centre and Events Committee are invited to discuss and agree the use of online ticket sales for appropriate events.

2. Background

2.1. At present tickets for events run by Buckingham Town Council are sold through the Tourist Information Centre which is open 10am – 4pm Monday to Saturday. Online ticket sales were used in 2018 to sell tickets for the ice rink. The use of online sales enabled the Council to sell tickets outside the Tourist Information Centre opening hours and was very successful. There was no cost to this at the time as a free trial of BookingHound was utilised.

2.2. Making arrangements to sell tickets online at more events is highly likely to increase sales to future events, particularly to those with high numbers of attendees, for example the upcoming January Comedy Night.

2.3. There are two main options for selling tickets online.

2.3.1. *Use an online ticketing platform such as EventBrite or Booking Hound.*
These options are secure and convenient, but are generally much more expensive than the alternatives.

2.3.2. *Embed an online payment platform onto the own Town Council website.*
This is a cheaper option, and also allows us to customise the ticket sales pages fully, as we can design and build the ticket purchase form for each event without having to pay to upgrade to a more expensive third party package. The use of an online payment platforms to do this, e.g. PayPal or Stripe means transactions will still be secure and unique tickets can still be produced. The same ticket selling facility could also be used for the sale of other items if wanted, for example copies of the Buckingham Calendar.

3. Summary of Online ticket sales options:

	Using an online ticketing platform		Using an online payment platform	
	EventBrite Professional	BookingHound Pro	Paypal Standard	Stripe Integrated
Monthly costs		£25 per month for up to 100 transactions, £50 per month for up to 250, variable cost		
Per ticket or transaction costs	£0.49 + 6.5% per paid ticket		£0.30 + 2.90% per transaction	£0.20 + 1.4% per transaction for European cards (£0.20 + 1.4%) <i>for non-European cards (eg AmEx)</i>

Example Costs: The Joel Dommett comedy night sold 186 tickets at £15 each. If all of these tickets had been sold, individually, online the cost to the town council would have been as follows:

- **EventBrite = £269.70**
- **BookingHound;** more than 100 tickets were sold means a fixed cost of **£50**, however we would also be paying a **£25** charge for months where we were selling nothing at all. Likely yearly cost would be **£350**.
- **Paypal = £135.78**
- **Stripe = £76.29 to £117.18**

Both Paypal and Stripe's ticket costs would likely be considerably less as the above calculations are based on each seat being sold individually, in practice most people book more than one ticket to an event. **Stripe** is the cheapest option.

20% VAT is also charged on all tickets.

The Town Council's web maintenance contractor recommends the use of **Stripe**. The following one-off costs would also be required, with the plug-in cost being an annual expense.

- Plugins will cost £75 + VAT each x 2
- Estimate for development £290 plus VAT (including setup to Stripe) but this may change after full scope of work is agreed.
- **Total estimated set-up cost = £440**

In comparison, there is no fee to sell paper tickets through the Tourist Information Centre. There are time costs to staff for both options.

Sample Stripe ticket:



Ballroom Dance Spectacular

January 13th @ 7:00 pm

TICKET #	TICKET TYPE	PURCHASER	SECURITY CODE
BDS-1	VIP	Eloise Hunt	65b9f0be49

VENUE
Dance Stage Venue
8254 Homestead St.
Hacienda Heights, CA 91745

ORGANIZER
Arts Unlimited Foundation

<http://screenshots.tri.be/tickets>

ATTENDEE INFORMATION

First name: Eloise
Last name: Hunt

BUCKINGHAM TOWN COUNCIL

Resources Committee

Monday 11th November 2019

Colour printing of Committee papers

Contact Officer: Paul Hodson, Town Clerk

1. Recommendation

1.1. It is recommended that:

1.2. All future Council minutes, agendas and reports are printed on plain, white paper.

1.3. All Council minutes, agendas and reports continue to be clearly and accurately referenced.

2. Background

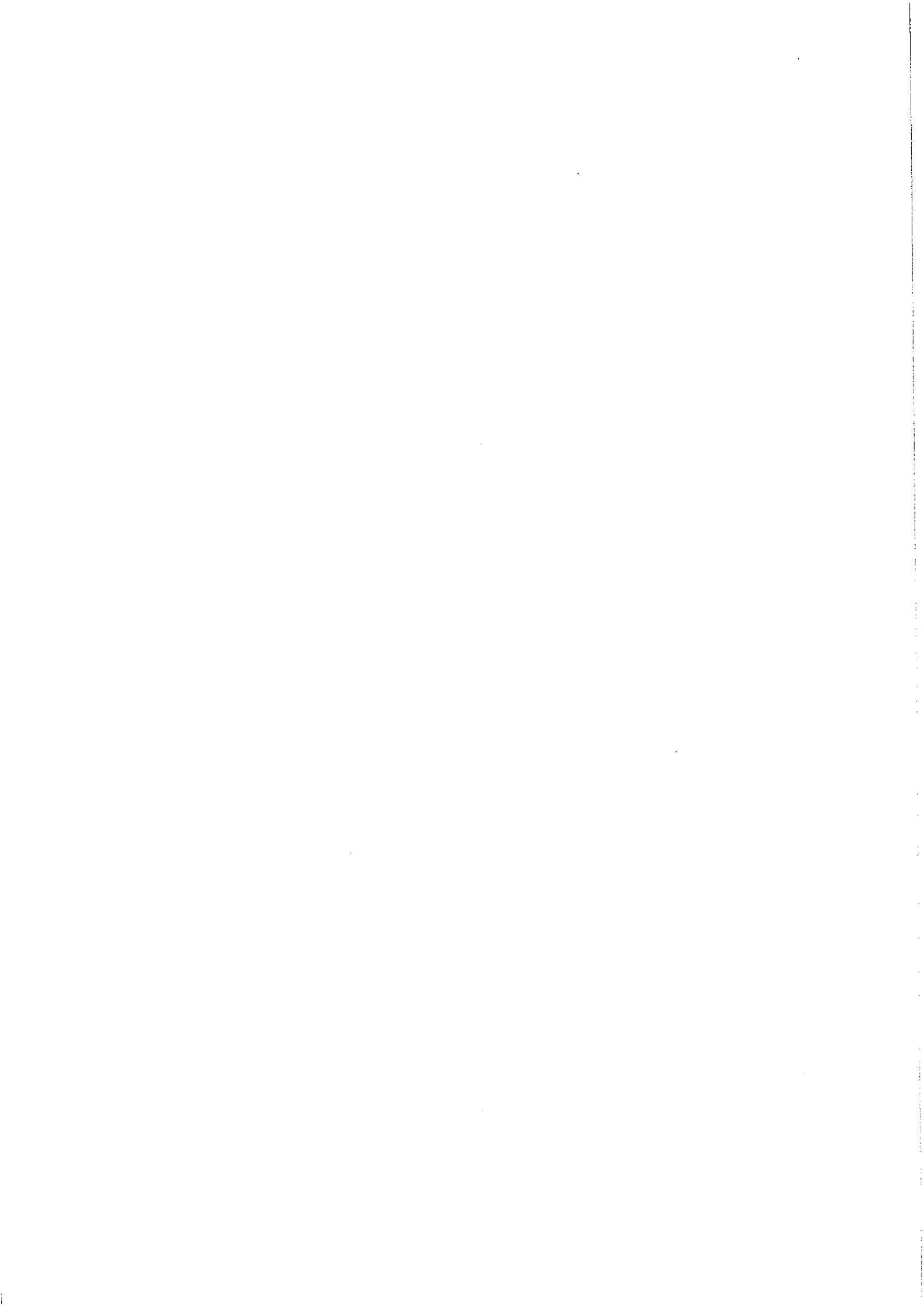
2.1. All Council Members receive electronic copies of all Council minutes and agendas. A large number of Town Councillors still receive hard copies of minutes and agendas delivered to their home address. The top page of each set of Committee minutes and agendas are printed on the following coloured paper:

- Full Council & Interim = buff;
- Environment = blue;
- Resources = lavender;
- Planning = lemon;
- TC&E = green;
- Extraordinary/special/Annual = gold
- Confidential/closed session = pink.
- EDWG = grey

2.2. The printing and compiling of agendas, accompanying appendices, reports and plans form the main portion of the Town Council's paper and printer usage and take a significant portion of the Committee Clerk's time each Wednesday.

2.3. The new office printer (Sharp MX3060) has increased functionality and allows for the automatic sorting and stapling of paper sets.

2.4. If the Council were to agree to remove colour paper from its print runs, then future agendas and minutes could be automatically assembled and stapled saving significant Officer time printing, collating and stapling papers. This would also save the cost of coloured paper.



BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 11th November 2019

Contact Officer: Paul Hodson, Town Clerk

Draft Business Plan 2020-2026

1. Recommendations

- 1.1. It is recommended that:
- 1.2. The Committee agree to add Communications to the remit of the Resources Committee in the revised Business Plan
- 1.3. The Committee agree the proposed Introduction and Core Objectives for 2020-2016 as described.
- 1.4. The Committee agree for the office to prepare proposed actions and timescales for the full Business Plan, to be considered by the next Resources Committee

2. Background

- 2.1. The Council's previous Business Plan ran from 2015 to 2018. The Resources Committee agreed on 23rd September 2019, *"for the Council to plan to adopt a five-year budget and five-year business plan for 2020 -26, and that this be initially developed by each of the four committees reviewing the aspects relevant to their remit". (359/19)*
- 2.2. The Planning, TC & E and Environment Committees have all reviewed the description of their remit given in the previous plan and the previous core objectives. Each Committee has made recommendations for changes to reflect their expanded remits.
- 2.3. The Resources Committee is asked to consider the same points for its remit. Once this has been completed, the full Business Plan will then be developed for the next meeting of the Resources Committee to consider.

3. Relevant Section of the Current Business Plan

- 3.1. According to the previous Business Plan:

The Town Council's Resources Committee (Previously Environment, Finance, Administration and Personnel) is authorised by the Full Council to take responsibility for the preparation of the Councils annual precept, implementation of annual grants system, review of the longer term strategy of the Council, the review of any personnel requirements, and the monitoring and scrutinising of the budget. In addition the Committee takes responsibility for the regular review of Standing Orders, Policies and Terms of Reference..

4. Terms of Reference

- 4.1. The committee's remit has since been extended, and the Terms of Reference now include responsibility for communications.

5. Core Objectives

5.1. The previous Business Plan set the following core objectives for the whole Council:

- i. The Completion of a successful Neighbourhood Plan and ensuring that the plan is being used appropriately to judge planning permissions within the town
- ii. Improved community spirit
- iii. Established greater active engagement with local Partners and Public
- iv. Promoted and improved economic activity within the town
- v. Maintained, improved and expanded our green and open spaces (including allotments and cemetery)
- vi. Maintained Quality Council Status
- vii. Developed an effective resources plan (to include an income generation plan, adequate staffing to achieve our ambitions and good value council processes)
- viii. Make Buckingham an even more attractive town/parish (including improved infrastructure)

5.2. Where these are relevant to the remit of the Resources Committee, they largely remain appropriate. No changes are proposed from this Committee.

6. Resources Required

6.1. A five-year budget has been proposed, to enable long-term planning. However, it is expected that this will change each year, dependent on spend against the budget in previous years, and in light of changes to service demands, Council policies and priorities and the wider economic context.

6.2. It is proposed to retain the current staff structure for the roles funded through the Resources budget. A recommended change to one role is described in the separate Starring report.

6.3. The office team are likely to need more space during 2020. The one consistent subject of discussion in staff appraisals during October 2019 has been the challenge of working in a cramped office. With the imminent arrival of the new Apprentice this will be exacerbated. As the Council seeks to take on other devolved services, applies for more grants and looks to develop services, the need for additional office space is becoming urgent. At present the Town Clerk is investigating options for this. A recommendation will be brought to a future meeting, however for now it is proposed to add the likely costs to the budget for 2020/21.

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 11th November 2019

Contact Officer: Paul Hodson, Town Clerk

Draft Budget 2020-2026

1. Recommendations

- 1.1. It is recommended that the Committee agree the proposed revisions to be included in the new Business Plan.
- 1.2. It is recommended that the Committee consider the proposed five-year budget, including the proposed budget for 2020/21 to be included in the precept, and recommend any changes required to enable a revised version to be provided for the next meeting of the Environment Committee to review before the budget is provided for Full Council to consider at the Precept meeting in January 2020.

2. Background

- 2.1. The Resources Committee agreed on 23rd September 2019, *“for the Council to plan to adopt a five-year budget and five-year business plan for 2020 -26, and that this be initially developed by each of the four committees reviewing the aspects relevant to their remit”*.
(359/19)
- 2.2. A five-year budget has been prepared, to enable long-term planning. However, it is expected that this will change each year, dependent on spend against the budget in previous years, and in light of changes to service demands, Council policies and priorities and the wider economic context.
- 2.3. The Environment, Planning and Town Centre & Events Committees have each reviewed the draft budget. Some changes have been suggested, all of which are included in the version provided with this report. Notably, the Environment Committee raised a concern that the Council has not been budgeting to replace play equipment, but only to maintain the current equipment. A new budget line has now been added of “Play Area Replacement Fund”. The Estates Manager has provided estimates of the years and costs when each play area will require replacing, and the budget proposed would enable replacement of all the Council’s play areas when required. A more detailed breakdown will be provided to the next Environment Committee.
- 2.4. Once the Resources Committee has proposed any changes, each committee will have a second opportunity to review the review the budget, before it is submitted to Full Council for the Precept meeting in January 2021.
- 2.5. The draft budget has been prepared assuming RPI of 2.6%, in line with the rise reported in September 2019. For this reason, the draft budget is being prepared with a forecast precept rise to Council Tax payers of 2.6%.

3. Staffing

- 3.1. The Town Council pays staff using the National Joint Council for Local Government Services pay scale and agreed annual increases. The increase for 2020/21 has not yet been set. The unions have made an initial request for a 10% pay rise. It is unlikely that this will be agreed. The budget has been prepared with a forecast rise of 3% for salaries, in line with the increase being forecast by the new unitary council.
- 3.2. The Council has agreed for each Committee to report and budget for staffing under one heading. In this way, it is not possible to identify the salaries paid to any individuals. However, the Council's staffing structure, including the salary ranges of each post, are published
- 3.3. Staff appraisals were carried out by line managers in line with staff contracts during October 2019. Where staff have performed satisfactorily, salaries will rise by one increment point, and by an additional increment point where exemplary performance has been delivered. Staff already at the top of their range are only eligible for the inflationary increase.

4. Proposed staffing structure for 2020/21

The current pay scales are given as a guide only:

Job Title	Budget	Range	2019/20 Pay Range (Full time equivalent)	Contracted hours
Communications Clerk (previously Administrator)	Resources	7-12	£19,544 - £21,589	29
Committee Clerk	Resources	7-12	£19,544 - £21,589	16
Deputy Town Clerk	Resources	33-36	£35,934 - £38,813	37
Estates Administrator	Environment	7-12	£19,544 - £21,589	15
Estates Manager	Environment	29-32	£32,039 - £34,788	37
Events Coordinator	Town Centre & Events	7-12	£19,544 - £21,589	37
Finance Officer	Resources	13 - 20	£22,021 - £25,295	24
Green Spaces Apprentice	Environment	Apprentice	£10,000 (dependant on age)	37
Grounds Maintenance Person x a	Environment	7-12	£19,544 - £21,589	37
Grounds Maintenance Person x b	Environment	7-12	£19,544 - £21,589	37
Grounds Maintenance Person x c	Environment	7-12	£19,544 - £21,589	37

Grounds Maintenance Person x d	Environment	7-12	£19,544 - £21,589	37
Grounds Maintenance Supervisor	Environment	15-20	£22,911-£25,295	37
LHSCC Caretaker	Environment	1-5	£17,364 - £18,795	12
LHSCC Co-Ordinator	Environment	7-12	£19,544 - £21,589	27
Market Manager	Town Centre & Events	7-12	£19,544 - £21,589	10
Office Apprentice	Resources	Apprentice	£10,000 (dependant on age)	37
Planning Officer	Planning	7-12	£19,544 - £21,589	32
Shopmobility Officer	Town Centre & Events	18-23	£24,313 - £26,999	10
Tourist Information Centre Assistant (P/T)	Town Centre & Events	5-6	£18,795 - £19,171	6.5
Tourist Information Centre Assistants (Zero Hrs)	Town Centre & Events	5-6	£18,795 - £19,171	0
Tourist Information Centre Supervisor	Town Centre & Events	7-12	£19,544 - £21,589	37
Town Clerk	Resources	46 - 49	£49,101 - £52,869	37
Town Plan Officer	Planning	7-12	£19,544 - £21,589	20

5. Significant Changes

5.1. For the Resources Budget, the following significant changes have been made compared to this year's budget for this Committee:

- The salary budget includes the cost of the agreed Office Apprentice.
- The staff training budget has been reduced. The budget was too high for the team's needs. However, a new budget for Councillor Training has been added. In the past this was paid out of the office training budget. This split will increase transparency, and hopefully encourage new councillors to take up available training.
- The office rent budget (Buckingham Centre Rent) has been split to show the cost of rates for the office in separate line, to be consistent with the Council's other buildings
- The office rent budget has been increased to enable additional office space to be paid for should a viable proposal for this be provided and agreed by councillors.
- An office furniture budget has been added to allow furniture for the potential additional office space to be purchased

5.2. The proposed five-year budget is given below.

6. Proposed Budget

7. Summary

Account Code	Cost Centre		Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	201	ENVIRONMENT										
4,005		ERS NATIONAL INS	0	10,999	10,600	23,567	23,567	24,702	25,344	26,003	26,679	27,373
4,006		ERS PENSION CONT	0	31,372	35,400	44,107	44,107	46,204	47,405	48,638	49,902	51,200
4,004		WAGES & SALARIES	123,411	137,057	149,600	185,719	185,719	198,883	204,054	209,359	214,802	220,387
TBA		APPRENTICE				0	0	9,500	9,747	10,000	10,260	10,568
4,068		COMMUNITY SERVICE	4,536	6,240	6,820	6,500	6,500	6,695	6,896	7,103	7,316	7,535
4,069		GRIT / SALT BINS	0	-	0	-	-	-	-	-	-	-
4,101		SEATS AND BINS		943	1,000	1,000	1,000	1,030	1,061	1,250	1,288	1,326
4,112		ENVIRONMENT EQUIPMENT	5,898	8,476	7,000	7,000	7,000	7,000	9,000	10,000	10,300	10,609
4,155		SOLAR LOAN REPAYMENT	0	0	9,500	7,844	0	0	0	0	0	0
4,118		SOLAR PANELS MAINTENANCE		344		795	0	0	0	0	0	0

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
					0	0	5,000	25,000	25,750	26,523	27,318
	PLAY AREA MAINTENANCE				276,532	267,893	299,013	328,507	338,103	347,070	356,317
	TOTAL EXPENDITURE	161,399	192,311	220,420	276,532	267,893	299,013	328,507	338,103	347,070	356,317
		0	0	4,000	0	1	0	0	0	0	0
	TOTAL INCOME	161,399	192,311	216,420	276,532	267,893	299,013	328,507	338,103	347,070	356,317
	202 ROUNDABOUTS										
1,051	ROUNDABOUT NO 1 OPEN	2,075	2,127	2,075	2,125	2,125	2,189	2,254	2,322	2,391	2,463
1,052	ROUNDABOUT NO 2 ELLA	1,106	1,134	1,580	1,618	1,618	1,666	1,716	1,768	1,821	1,876
1,053	ROUNDABOUT NO 3	1,815	1,861	1,816	1,860	1,860	1,915	1,973	2,032	2,093	2,156
1,054	ROUNDABOUT NO 4 R & B	2,314	2,302	2,258	2,312	2,312	2,382	2,453	2,527	2,602	2,680
1,056	ROUNDABOUT NO 6 EUROLANE	2,465	1,684	2,478	2,537	2,537	2,614	2,692	2,773	2,856	2,942
1,057	ROUNDABOUT NO 7 RING ROAD	1,257	1,288	1,264	1,294	1,294	1,333	1,373	1,414	1,457	1,500

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
		4,787	6,435	8,900	1,500	1,500	1,300	1,339	1,379	1,421	1,463
	TOTAL EXPENDITURE										
		11,032	10,396	11,471	11,746	11,746	12,099	12,462	12,836	13,221	13,617
	INCOME	-6,245	-5,951	-2,571	-10,246	-10,246	-10,799	-11,123	-11,456	-11,800	-12,154
	203										
		5,148	19,427	20,000	14,000	25,000	13,500	13,905	14,322	14,752	15,194
4,063	VEHICLE HIRE AND RUNNING										
		1,500	1,500	1,500	2,000	2,000	2,000	2,060	2,122	2,185	2,251
4,082	ALLOTMENTS										
		4,520	3,412	5,000	4,500	4,000	4,500	4,635	4,500	5,000	5,150
4,102	DOG BINS										
		11,168	24,500	26,500	20,500	31,000	20,000	20,600	20,944	21,937	22,595
	TOTAL EXPENDITURE										
		11,168	24,500	26,500	20,500	31,000	20,000	20,600	20,944	21,937	22,595
	204										
		20,599	9,335	22,000	20,353	9,500	9,500	9,785	10,079	10,381	10,692
4,124	DEVOLVED SERVICES Ongoing non-carriageway devolved services										
					100	100	0	0	0	0	0
4,127	Annual minor highways devolved budget										

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	TOTAL EXPENDITURE	20,599	9,335	22,000	20,453	9,600	9,500	9,785	10,079	10,381	10,692
1,017	Ongoing non-carriageway devolved services	20,353	21,093	20,353	20,353	20,353	20,353	20,353	16,500	12,500	10,000
1,015	Other devolved works				3,000	0	0	0	0	0	0
1,017	TOTAL INCOME	20,353	21,093	20,353	23,353	20,353	20,353	20,353	17,000	15,000	12,000
		246	-11,758	1,647	-2,900	-10,753	-10,853	-10,568	-6,921	-4,619	-1,308
	DEPOT										
4,013	EQUIPMENT PURCHASE				6,000	4,000	3,000	4,000	5,000	5,150	5,305
4,055	ALARM	630	479	400	400	400	412	424	437	450	464
4,225	RATES	3,868	3,984	4,500	4,500	4,075	4,635	4,774	4,917	5,065	5,217
4,601	REPAIRS& MAINTENANCE FUND	481	827	500	500	500	800	824	849	874	900
4,602	ELECTRICITY	933	1,090	2,500	2,500	2,500	2,500	2,575	2,652	2,732	2,814
4,603	WATER	485	301	1,500	1,500	1,500	1,000	1,030	1,061	1,093	1,126
	TOTAL EXPENDITURE	6,397	6,681	9,400	15,400	12,975	12,347	13,627	14,916	15,364	15,825
		6,397		9,400							

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
4,085					4,000	1,000	0	2,500	3,000	4,000	4,120
	Structural repairs				0	0	500	1,000	1,030	1,061	1,093
TBA											
	Council Chamber				4,000	1,000	500	3,500	4,030	5,061	5,213
	TOTAL EXPENDITURE										
	CHANDOS PARK										
4,122	TREE WORKS				2,000	2,000	1,000	3,000	3,090	3,183	3,278
4,106	PLAY AREA MAINTENANCE	96	289	500	3,500	3,500	1,000	1,200	2,000	3,000	4,000
4,601	REPAIRS & MAINTENANCE FUND	1,440	3,080	2,975	2,500	2,500	2,575	2,652	2,732	3,500	4,000
4,602	ELECTRICITY	455	356	500	500	500	515	530	546	563	580
4,603	WATER	2,640	1,007	1,500	1,500	1,500	1,545	1,591	1,639	1,688	1,739
	TOTAL EXPENDITURE	8,777	4,732	12,305	10,000	10,000	6,635	8,974	10,007	11,934	13,597
1,030	BOWLS INCOME	550	550	550	550	550	567	583	601	619	638
1,035	TENNIS COURT RENT	625	625	625	625	625	644	663	683	703	725
	TOTAL INCOME	1,175	1,175	1,175	1,175	1,175	1,210	1,247	1,284	1,322	1,362

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
		7,602	3,557	11,130	8,825	8,825	5,425	7,727	8,723	10,611	12,235
	252										
4,106		401	1,111	1,000	1,000	1,000	1,500	1,545	1,591	1,639	1,688
TBA					0	0	2,500	2,575	2,652	2,732	2,814
4,122		400	7,000	7,000	7,000	7,000	7,000	7,000	8,000	8,240	8,487
4,601		7,303	3,291	4,000	4,000	4,000	6,000	6,000	6,180	6,365	7,500
4,605		11,285	21,122	20,471	0	0	0	0	0	0	0
4,708		0	0	0	10,000	10,000					
		19,389	32,524	32,471	22,000	22,000	17,000	17,120	18,424	18,976	20,489
1,078		0		0							
		0		0							
		19,389	32,524	32,471	22,000	22,000	17,000	17,120	18,424	18,976	20,489
4,225	253	106	310	1,300	1,000	349	400	412	424	437	450

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
4,601	REPAIRS & MAINTENANCE FUND	2,418	1,629	3,000	3,000	3,000	3,090	3,183	3,278	3,377	3,478
TBA	TREE WORKS				0	0	2,000	4,000	4,120	4,244	4,371
4,602	ELECTRICITY	755	434	400	400	400	450	464	477	492	506
4,605	HORTICULTURAL CONTRACT	4,985	7,353	6,806	0	0	0	0	0	0	0
4,617	MEMORIAL TESTING	0	0	1,000	2,000	2,000	2,060	2,122	2,185	2,251	2,319
4,620	EXPENSES RE BURIAL DUTIES	7,097	2,697	6,500	6,500	6,500	6,695	6,896	7,103	7,316	7,535
4,621	NEW CEMETERY PLANNING	0	300	20,000	7,000	7,000	0	0	0	0	0
TBA	NEW CEMETERY MAINTENANCE				0	0	300	5,000	20,000	30,000	30,900
4,619	NEW CEMETERY REPAYMENTS				28,278	28,278	29,126	30,000	30,900	31,827	32,782
	TOTAL EXPENDITURE	15,361	12,723	39,006	48,178	47,527	44,121	52,076	68,488	79,943	82,341
1,041	BURIAL FEES	24,959	17,170	12,500	17,000	17,000	18,000	18,540	19,096	19,669	20,259
1,045	CEMETERY WAR GRAVES COMM	0	0	0	0	0	0	0	0	0	0

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	TOTAL INCOME	24,959	17,170	12,500	17,000	17,000	18,000	18,540	19,096	19,669	20,259
	Expenditure over income	-9,598	-4,447	26,506	31,178	30,527	26,121	33,536	49,392	60,274	62,082
254	CHANDOS PARK TOILETS										
4,612	CONTRACTOR CHARGE	10,270	18,830	9,000	13,000	13,000	13,390	13,792	14,205	14,632	15,071
4,709	MAINTENANCE	403	884	1,000	1,000	1,000	1,030	1,061	1,093	1,126	1,159
	TOTAL EXPENDITURE	10,673	19,714	10,000	14,000	14,000	14,420	14,853	15,298	15,757	16,230
255	RAILWAY WALK & CASTLE HILL	10,673									
4,120	FRIENDS OF GROUPS	1,595	522	1,000	1,000	1,000	1,030	1,061	1,093	1,126	1,159
4,605	HORTICULTURAL CONTRACT	0	2,300	2,010	0	0	0	0	0	0	0
4,709	MAINTENANCE	0	229	500	500	500	515	1,000	1,030	1,061	1,093
4,122	TREE WORKS	402	740	1,500	1,500	1,500	1,545	1,591	2,000	2,060	3,000
	TOTAL EXPENDITURE	1,997	3,791	5,010	3,000	3,000	3,090	3,652	4,123	4,246	5,252
256	STORAGE PREMISES										

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
4,066		699	599	650	650	650	670	690	710	732	754
	GRENVILLE GARAGE RENT										
	TOTAL EXPENDITURE	699	599	650	650	650	670	690	710	732	754
		699		650							
	257										
	KEN TAGG PLAYGROUND										
4,106		92	72	500	500	500	515	530	546	563	580
	PLAY AREA MAINTENANCE										
4,122		0	120	500	250	250	258	265	273	281	290
	TREE WORKS										
4,605		491	748	786	0	0	0	0	0	0	0
	HORTICULTURAL CONTRACT										
	TOTAL EXPENDITURE	583	940	1,786	750	750	773	796	820	844	869
	258										
	CEMETERY LODGE										
4,034		4,702	4,702	4,702	4,702	4,702	4,702	4,702	4,702	4,702	4,702
	PWLB REPAYMANTS INCL										
4,225		0	0	0	0	0	0	0	0	0	0
	RATES										
4,609		1,800	1,850	2,000	5,000	5,000	3,000	3,090	3,183	3,278	3,377
	CEMETERY LODGE MAINT										
	TOTAL EXPENDITURE	6,502	6,552	6,702	9,702	9,702	7,702	7,792	7,885	7,980	8,079

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
1,061		10,098	10,176	10,530	10,530	10,530	10,846	11,171	11,506	11,852	12,207
	CEMETERY LODGE RENTAL										
	TOTAL INCOME	10,098	10,176	10,530	10,530	10,530	10,846	11,171	11,506	11,852	12,207
		-3,596	-3,624	-3,828	-828	-828	-3,144	-3,379	-3,622	-3,871	-4,129
	OTTERS BROOK										
4,106		303	72	500	500	500	1,000	1,030	1,500	1,545	1,591
	PLAY AREA MAINTENANCE										
4,122		0	0	150	400	400	412	424	437	450	464
	TREE WORKS										
4,605		1,647	2,559	2,666	0	0	0	0	0	0	0
	HORTICULTURAL CONTRACT										
	TOTAL EXPENDITURE	1,950	2,631	3,316	900	900	1,412	1,454	1,937	1,995	2,055
		1,950		3,316							
	CCTV										
4,100		450	2,835	2,400	1,600	1,600	1,648	1,697	1,748	1,801	1,855
	CCTV ONGOING COSTS										
	TOTAL EXPENDITURE	450	2,835	2,400	1,600	1,600	1,648	1,697	1,748	1,801	1,855
		450		2,400							

Account Code	Cost Center	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	GROUND MAINTENANCE										
4,035	MACHINERY MAINTENANCE				2,000	1,500	1,600	1,648	1,697	1,748	1,801
4,036	FUEL				3,000	2,500	2,600	2,678	2,758	2,841	2,926
4,037	SUNDRIES				1,500	1,000	1,200	1,236	1,273	1,311	1,351
4,033	WASTE DISPOSAL				1,800	1,800	1,800	1,854	1,910	1,967	2,026
	TOTAL EXPENDITURE				8,300	6,800	7,200	7,416	7,638	7,868	8,104
	TOTALS:										
		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Officer Rec. 2019/20	Officer Rec. 2019/21					
	ENVIRONMENT TOTAL EXPENDITURE	489,943	390,995	484,567	515,258	502,361	497,494	545,483	580,107	608,570	630,890
	INCOME	107,698	103,671	97,029	107,804	104,805	106,035	108,502	107,794	108,518	108,323
	TOTAL EXPENDITURE OVER INCOME	382,245	287,325	387,538	407,454	397,555	391,459	436,981	472,314	500,052	522,567
PLANNING											
	601										
	PLANNING										

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
4624			3,000	1,000	1,000	0	20,000	5,000	5,130	5,263	5,400
	NEIGHBOURHOOD PLAN DEVELOPMENT										
3992			11,172	29,700	30,341	30,341	31,130	31,940	32,770	33,622	34,496
3993			382	1,900	4,187	4,187	4,296	4,408	4,522	4,640	4,760
3994			0	7,100	7,616	4,000	4,000	4,104	4,211	4,320	4,433
	TOTAL EXPENDITURE		14,554	39,700	43,144	38,528	59,426	45,451	46,633	47,845	49,089
TBA							20,000				
	EAR-MARKED RESERVE FOR NEIGHBOURHOOD PLAN										
	TOTAL INCOME						20,000				
			0	39,700	43,144	38,528	39,426	45,451	46,633	47,845	49,089
	TOWN CENTRE & EVENTS										
3997		n/a	3,005	3,900	5,446	5,446	5,937	6,092	6,250	6,412	6,579
	NI TC & E		7,460	13,200	11,620	11,620	12,559	12,886	13,221	13,565	13,917
3998		n/a									
	PENSION ERS TC & E		51,092	55,600	55,096	55,096	59,067	60,602	62,178	63,795	65,453
3999		n/a									
	WAGES & SALARIES TC & E										

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
4042	EVENTS EQUIPMENT				1,000	1,000	560	577	594	612	630
TBA	MAKING EVENTS ACCESSIBLE				0	0	500	515	530	546	563
4079	FAIR TRADE PROMOTION	400	151	400	400	400	412	424	437	450	464
4094	YOUTH PROJECT (including Play Around the Parishes)	1,560	2,414	3,000	3,000	3,000	3,090	3,183	3,278	3,377	3,478
4104	TOWN IN BLOOM	4,104	6,578	6,300	7,000	3,936	11,000	11,330	11,670	12,020	12,381
4107	PRIDE OF PLACE	250	193	250	250	250	258	265	273	281	290
4115	RIVER RINSE	440	186	400	400	400	412	424	437	450	464
4119	ICE RINK	0	7,740	8,600	8,000	0	0	0	0	0	0
4125	ENTERPRISE FAIR	0	31	500	0	0	0	0	0	0	0
4126	GOOD ENDINGS FAIR	0	1,105	1,000	1,000	0	1,000	0	1,000	0	1,000
4166	LACE HILL EVENTS	0	797	1,000	1,000	742	1,030	1,061	1,093	1,126	1,159
4201	CHRISTMAS LIGHTS	10,022	8,933	9,000	11,000	11,000	11,330	11,670	12,020	12,381	12,752
4202	FIREWORK DISPLAY	4,288	4,712	4,500	5,000	5,000	5,150	5,305	5,464	5,628	5,796
4203	COMMUNITY FAIR	215	511	785	400	400	412	424	437	450	464

Account Code	Cost Center	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
4205	CHRISTMAS PARADE	2,975	2,580	3,000	3,900	3,900	3,900	4,017	4,138	4,262	4,389
4208	SPRING FAIR	0	90	500	530	128	500	515	600	618	637
		55	85	75	75	75	80	80	100	100	100
4210	PANCAKE RACE										
4211	BAND JAM	3,110	3,366	3,500	3,500	3,200	3,605	3,713	3,825	3,939	4,057
		1,085	1,289	1,300	1,500	3,000	3,000	3,090	3,183	3,278	3,377
4212	CHRISTMAS LIGHT SWITCH ON	300	189	300	495	400	495	510	525	541	557
4213	DOG AWARENESS	38	0	50	50	50	52	53	75	77	80
4216	MAY DAY EVENT										
4220	MUSIC IN THE MARKET	3,613	3,430	3,500	3,500	3,398	3,605	3,713	3,825	3,939	4,057
		46	18	50	50	0	50	50	50	50	50
4230	SCOUT PARADE				2,000	2,000	2,000	2,060	2,122	2,185	2,251
4260	TWINNING				3,000	3,000	3,090	3,183	3,278	3,377	3,478
		0	0	3,000							
4241	COMEDY NIGHT EXPENDITURE	2,000	609	4,445	2,550	2,550	3,000	3,000	3,000	3,000	3,000
4243	CHARTER FAIR EXPENDITURE										
		34,501	106,564	128,155	131,762	119,991	136,093	138,742	143,602	146,459	151,423
	TOTAL EXPENDITURE										
1013	HANGING BASKETS	483	333	400	400	400	412	424	437	450	464

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
1028	LACE HILL EVENTS INCOME	0	320	1,000	1,000	305	1,030	1,061	1,093	1,126	1,159
1029	GOOD ENDINGS FAIR INCOME	0	1,452	1,000	1,000	1,000	1,000	0	1,100	0	1,200
1031	ENTERPRISE FAIR INCOME	0	0	500	0	0	0	0	0	0	0
1033	ICE RINK INCOME	0	5,939	8,600	8,000	0	0	0	0	0	0
1062	COMMUNITY FAIR - TABLE	200	230	300	200	200	206	212	219	225	232
1066	COMEDY NIGHT INCOME	0	0	3,000	3,000	3,000	3,090	3,183	3,278	3,377	3,478
1069	CHARTER FAIR INCOME	6,400	6,630	6,400	6,670	6,670	6,870	7,076	7,288	7,507	7,732
1086	FIREWORK DISPLAY				100	100	100	100	100	100	100
1087	CHRISTMAS LIGHT SWITCH ON										
	TOTAL INCOME	7,083	14,904	21,200	20,470	11,775	12,808	12,156	13,615	12,884	14,465
		27,418	91,660	106,955	111,292	108,216	123,285	126,585	129,987	133,574	136,958
302	STREET MARKET	0	318	330	330	358	450	464	477	492	506
4017	SUBSCRIPTIONS										
4225	RATES	3,041	2,193	4,000	3,000	2,087	3,090	3,183	3,278	3,377	3,478

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	TOTAL EXPENDITURE	1,594	3,625	9,420	6,920	6,803	8,865	8,913	9,180	9,456	9,739
1020	FOOD FAIR INCOME	725	705	400	500	500	515	530	546	563	580
1034	FESTIVAL OF HEALTH	1,308	0	2,500	0	0	0	0	0	0	0
1083	FRINGE INCOME	0	336	3,000	3,000	2,818	3,090	3,183	3,278	3,377	3,478
	TOTAL INCOME	2,033	1,041	5,900	3,500	3,318	3,500	3,713	3,825	3,939	4,057
		-439	3,418	3,419	3,420	3,420	3,422	3,423	3,424	3,425	3,426
	TOURIST INFORMATION CENTRE										
TBA	TIC Website				0		2,500	2,575	2,652	2,732	2,814
		0	27,837	1,500	30,000	30,000	30,900	31,827	32,782	33,765	34,778
4253	TIC TICKETS AND PRODUCE	0	27,837	1,500	30,000	30,000	33,400	34,402	35,434	36,497	37,592
	TOTAL EXPENDITURE										
		0	27,601	400	32,000	32,000	33,000	33,990	35,010	36,060	37,142
1084	TIC SALES OF TICKETS AND PRODUCE	0	236	1,100	-2,000	-2,000	400	412	424	437	450

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	ACCESSABLE	0	4,400	0	3,400	3,400	3,502	3,607	3,715	3,827	3,942
	Expenditure	40,901	146,361	145,355	176,912	164,139	186,900	190,855	197,278	201,746	208,368
	Income	28,092	61,267	47,000	74,970	66,093	68,308	69,429	72,606	73,646	77,049
	Net Expenditure over Income	12,809	85,094	98,355	101,942	98,046	118,592	121,425	124,672	128,100	131,319
	PERSONNEL COSTS										
		163,629	131,504	121,500	136,484	136,484	144,361	148,114	151,965	155,917	159,970
4,000	WAGES & SALARIES ADMIN										
4,005	ERS NATIONAL INS	13,558	10,899	11,200	17,593	17,593	19,370	19,873	20,390	20,920	21,464
4,006	ERS PENSION CONT	30,528	26,347	28,800	31,999	31,999	35,231	36,147	37,086	38,051	39,040
4,007	STAFF TRAVEL	242	715	550	900	900	1,000	1,030	1,061	1,093	1,126
4,008	OCCUPATIONAL HEALTH	700	895	1,200	1,200	1,200	1,236	1,273	1,311	1,351	1,391
4,025	HR ADVICE				4,325	4,325	4,325	4,325	5,000	5,150	5,305
4,026	STAFF & RECRUITMENT COSTS				750	750	1,000	1,030	1,061	1,093	1,126

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
		208,657	170,360	163,250	193,251	193,251	206,523	211,793	217,875	223,574	229,421
	TOTAL EXPENDITURE										
	TOTAL INCOME										
		208,657	170,360	163,250	193,251	193,251	206,523	211,793	217,875	223,574	229,421
	OFFICE EXPENSES										
4,010	102 STATIONERY	1,956	2,239	1,800	1,800	2,400	2,400	2,300	2,500	2,575	2,652
4,011	POSTAGE	408	476	600	500	500	500	515	530	546	563
4,012	PHOTOCOPIER	1,643	1,983	1,700	1,500	1,500	1,750	1,803	1,857	1,912	1,970
4,013	EQUIPMENT PURCHASE	249	892	800	800	800	1,100	1,133	1,500	1,545	1,591
4,015	ADVERTISMENT	2	569	300	500	500	515	530	546	563	580
4,017	SUBSCRIPTIONS	3,815	4,933	2,800	3,500	4,400	4,500	4,635	4,774	4,917	5,065
4,018	TELEPHONE	4,653	4,792	3,700	5,000	5,000	5,150	5,305	5,464	5,628	5,796
4,019	HIRE OF HALL	97	240	250	250	250	258	265	273	281	290
4,021	HOSPITALITY	244	301	300	300	300	500	515	530	546	563
4,023	TRAINING	4,954	2,039	15,000	10,550	10,550	6,750	6,953	7,161	7,376	7,597
4,032	PUBLICITY	7,162	5,696	7,300	6,000	6,000	6,500	7,000	7,500	8,000	8,240
4,038	COMPUTER EQUIP/MAINT	6,054	7,644	7,300	2,000	3,000	4,000	4,120	4,244	4,371	4,502
4,027	COMPUTER SOFTWARE		0		7,809	7,809	8,500	8,755	9,018	9,288	9,567

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
4,030	PAYROLL		0		880	880	1,000	1,030	1,061	1,093	1,126
4,041	WEB SITE PROVISION	1,420	1,576	1,000	2,648	2,500	2,648	2,727	2,809	2,894	2,980
4,043	CLOTHING INC PROTECTIVE	211	540	900	1,100	897	1,000	1,030	1,061	1,093	1,126
4,052	HEAT LIGHT POWER	2,278	3,824	2,600	800	800	824	849	874	900	927
TBA	FURNITURE				0	0	10,000	2,000	2,000	2,000	2,000
4,055	ALARM	789	540	350	550	550	567	583	601	619	638
TBA	BUCKINGHAM CENTRE RATES				0	0	2,833	2,917	3,005	3,095	3,188
4,156	BUCKINGHAM CENTRE RENT	8,066	8,188	11,000	4,500	8,250	13,000	13,390	13,792	14,205	14,632
	TOTAL EXPENDITURE	44,001	46,472	57,700	50,987	56,886	74,294	68,355	71,100	73,448	75,591
1,010	CHAMBER HIRE	1,176	1,550	1,100	600	600	1,400	1,442	1,485	1,530	1,576
1,012	PHOTOCOPIER USE	8	69	10	40	40	40	40	40	40	40
	TOTAL INCOME	1,184	1,619	1,110	640	640	1,440	1,482	1,525	1,570	1,616
		42,817	44,853	56,590	50,347	56,246	72,854	66,873	69,575	71,878	73,976
103	COUNCILLORS										

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
4,020		1,800	1,800	1,800	1,800	1,800	1,800	1,854	1,910	1,967	2,026
	MAYOR'S DUTIES										
4,029		1,200	1,200	1,200	1,200	1,200	1,550	1,597	1,644	1,694	1,745
	MAYOR'S CIVIC										
4,044		54	369	500	600	600	618	637	656	700	721
	COUNCILLORS MILEAGE / EXPS										
4,045		7,308	7,308	8,282	7,308	7,308	9,981	10,280	11,834	12,189	12,555
	COUNCILLORS ALLOWANCE										
TBA					0	0	1,500	1,545	1,779	1,832	1,887
	COUNCILLOR TRAINING										
4,236					1,906	1,906	500	1,500	1,500	1,500	1,500
	ELECTION EXPENSES										
	TOTAL EXPENDITURE	10,362	10,677	11,782	12,814	12,814	15,949	17,412	19,322	19,882	20,433
		10,362	10,677	11,782	12,814	12,814	15,949	17,412	19,322	19,882	20,433
	LEGAL REQUIREMENTS										
4,014		2,460	3,340	3,500	5,200	5,200	5,356	5,517	5,682	5,853	6,028
	AUDIT FEE										
4,022		14,296	15,605	14,500	16,000	16,000	16,500	18,000	18,540	19,096	19,669
	INSURANCE										
4,016					2,500	1,000	1,500	1,500	2,500	2,500	2,500
	LEGAL COSTS										
	TOTAL EXPENDITURE	16,756	18,945	18,000	23,700	22,200	23,356	25,017	26,722	27,449	28,197

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
4,500		4,859	24,469	10,589	7,500	9,000	9,000	9,270	9,548	9,835	10,130
	CONTINGENCIES										
	TOTAL EXPENDITURE	4,859	24,469	10,589	7,500	9,000	9,000	9,270	9,548	9,835	10,130
	BUCKINGHAM TOWN YOUTH COUNCIL										
	304										
4,237		0	0	900	0	0	1,000	1,030	1,061	1,093	1,126
	YOUTH COUNCIL BUDGET										
4,238		0	0	100	0	0	100	103	106	109	113
	YOUTH COUNCIL ADMIN										
	TOTAL EXPENDITURE	0	0	1,000	0	0	1,100	1,133	1,167	1,202	1,238
		362,185	298,980	291,186	319,703	325,547	362,313	365,789	380,116	390,524	400,923
	TOTAL EXPENDITURE										
	TOTAL INCOME	192	1,619	1,610	1,140	3,140	4,440	4,572	4,708	4,848	4,992

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	NET EXPENDITURE OVER INCOME	361,993	297,361	289,576	318,563	322,407	357,873	361,217	375,408	385,676	395,931
Summary of Budget Proposal for 2019/20											
	Budget	Actual 2017/18	Estimated 2018/19	Budget 2018/19	Budget 2019/20	Budget 2019/21	2020/21	2021/22	2022/23	2023/24	2024/25
	TC & E	12,809	85,094	98,355	101,942	98,046	118,592	121,425	124,672	128,100	131,319
	Environment	242,214	287,325	387,538	407,454	397,555	391,459	436,981	472,314	500,052	522,567
	Planning		14,554	39,700	43,144	38,528	39,426	45,451	46,633	47,845	49,089
	Resources	361,993	297,361	289,576	318,563	322,407	357,873	361,217	375,408	385,676	395,931
	Increase in tax base						32,697	32,697	32,697	32,697	32,697
	Ear Marked Reserve										
	TOTAL	617,016	684,333	815,169	871,103	856,537	907,351	965,074	1,019,027	1,061,674	1,098,907
	Increase				852,777	852,778	21,877	25,026	21,256	9,950	4,536
	% increase to Council Tax Payers						2.57%	2.76%	2.20%	0.98%	0.43%

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Environment		Expenditure					495,672	540,483	560,107	578,570	599,990
		Income					106,035	108,605	107,400	106,127	106,436
		Actual Cost					389,637	431,878	452,707	472,443	493,555
Resources		Expenditure					360,813	364,244	378,338	388,692	399,036
		Income					4,440	4,572	4,708	4,848	4,992
		Actual Cost					356,373	359,672	373,630	383,844	394,044
Planning		Expenditure					59,426	45,451	46,633	47,845	49,089
		Income					20,000	0	0	0	0
		Actual Cost					39,426	45,451	46,633	47,845	49,089
TCE		Expenditure					185,150	189,052	195,422	199,833	206,399
		Income					68,413	69,429	72,606	73,646	77,049
		Actual Cost					116,737	119,623	122,815	126,188	129,350
							902,174	956,623	995,785	1,030,320	1,066,038

Account Code	Cost Centre	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Summary of staff costs											
	STAFF COSTS	Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	TC & E	0	61,557	72,700	72,162	72,162	77,563	79,580	81,649	83,772	85,950
	Environment	123,411	179,428	195,600	253,393	253,393	279,288	286,550	294,000	301,644	309,528
	Planning	0	11,554	38,700	42,144	38,528	39,426	40,451	41,503	42,582	43,689
	Resources	207,715	168,750	161,500	186,076	186,076	198,961	204,134	209,442	214,887	220,475
	TOTAL	331,126	421,289	468,500	553,775	550,160	595,239	610,715	626,594	642,885	659,642

BUCKINGHAM TOWN COUNCIL

RESOURCES COMMITTEE

Monday 11th November 2019

Training & Development Policy

Contact Officer: Town Clerk, Paul Hodson

1. Recommendation

1.1. To review and agree the proposed Training & Development Policy.

1.2. To agree to review the policy in line with all other Town Council Policies in future years.

2. Background

2.1. In line with all Town Council policies and procedures the Training and Development Policy has been reviewed and is attached for Members' comments. The Council agreed the current training policy in June 2017. The policy only refers to staff and not to councillors. In line with good practice, it is proposed to expand the policy to include councillors. The revised policy is attached.

4. Proposed Training and Development Policy

1. Councillor Training Update

1.1. The Council decided in 2018 to ask each Committee to review training that would be beneficial to Committee members. Town Councillors were asked to provide information about relevant training they have attended since July 2018. Only three councillors have responded.

1.2. It is likely that any new councillors elected in 2020 will require some training, depending on their areas of interest and Committees they join. |

2. Staff Training Update

2.1. So far in 2019, staff have received a range of training. Key areas have been training the new Green Spaces staff to receive the required qualifications to use all the equipment necessary, and the new Town Clerk and Deputy Town Clerk commencing CiLCA training. Additional training undertaken by staff has included Cemetery Administration, Minute Taking and Agenda Setting, Audit Process and Signing, Lighting and Guarding (to enable road closures for events). In addition, staff have attended events such as the SLCC (Society of Local Council Clerks) annual conference, London Bridge briefing day and SLCC branch meetings.

3. Purpose of Training

3.1. The purpose of training is to equip people with the necessary skills, knowledge and attitudes to meet the Council's needs in relation to its objectives. By investing in employees (staff and councillors) through training The Council ensures that full potential is harnessed and energies are focussed on the needs of The Council, whilst also fulfilling the employees need for personal development and job satisfaction.

3.2. The Council recognise that such development is a continuing process for every employee at every level. Training is seen as a necessary investment in order to provide the excellent services the Council demands.

3.3. The Council will strive to ensure that:

- Employees are properly trained in the skills they need to carry out their present roles at a standard acceptable to the Council and the public
- Employees are provided with the skills they may need for changes in the way roles are carried out.
- As far as possible, employees are encouraged to develop their skills and talents to enable them to progress within the Council and reach their full potential as The Council is committed to making the most effective use of talents, skills and abilities of its workforce.
- Individual training needs will be assessed on an annual basis as part of the appraisal process
- Councillors are able to access all the training they need to enable them to carry out their roles as councillors and committee members to the best of their abilities

4. Identification of training needs

- 4.1. Councillors Employees will be entitled to an induction programme upon joining The Council, to include an understanding of the overall and role specific objectives; and will receive equality of opportunity in all aspects of personal development during their role / employment.
- 4.2. Role specific training will be identified prior to employment, and details included in new employees contract of employment. Once employed training needs will be reviewed at least annually through The Council's appraisal system, and should new legislation or equipment be introduced during the year, appropriate training will be sought. Identified training needs will be assessed as part of the budget setting process.
- 4.3. Committees will review the training needs and opportunities for their members each year, and make appropriate recommendations.

**BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 11th November 2019**

General Staffing Update

Contact Officer: Paul Hodson, Town Clerk

1. Recommendations

- 1.1. It is recommended that the Role of Administrator be amended in line with the revised Job Description provided.

2. Appraisals

- 2.1. The annual round of staff appraisals has been completed. Appraisals have been completed for all staff, excepting those on long term sick leave. Where staff are not at the top of their grade, and performance has been to the expected level, they will progress at least one point on their scale from 1st April 2020. The budget for this has been included in the proposed budget for 2020/21.
- 2.2. The Town Clerk's appraisal has been completed the Mayor and the Chairs of the Resources and Staffing (Confidential Matters) Committees.
- 2.3. The only general issue arising from the appraisals this year was a consistent concern about how cramped the office feels at times, and the need for quiet space and space for formal and informal meetings.

3. Proposed Change to Administrator Role

- 3.1. The Administrator's role has developed over the last two years, with the previous and current role holder. The post now involves a wider range of responsibilities than administrative tasks. Notably the Administrator leads the Council's communications and social media work.
- 3.2. It is proposed to amend the Job Description and job title to reflect these changes. It is not proposed to change the grade of the role; the new responsibilities are consistent with the current grade.

Job Description

Post Title: Communications Clerk

Accountable to: Town Clerk

Job Purpose:

- Provide administrative services to aid in the smooth running of the Town Council's administration
- Take responsibility for the day to day management of the Council's main social media accounts

1. General Duties

- Answer phone calls politely and deal with queries quickly and efficiently, taking messages for staff and Councillors, or refer, as appropriate, to AVDC or BCC
- Distribute town leaflets to the Tourist Information Centre and other outlets
- Attend Council events, assist where necessary and take photos
- Keep leaflets and catalogues up to date
- Monitor, order and maintain the levels of stationery and toners
- Forward queries/complaints about e.g. rubbish, parking, drinking, noise, vandalism, etc., to appropriate services (AVDC, BCC, etc.)
- Generally provide administrative support for Buckingham Town Council office and other departments as and when required (including typing, sending faxes, photocopying, shredding, filing, proof reading, archiving, etc.)
- Update the Electoral Roll and arrange for Welcome Packs to be sent to new residents
- Take care of invitations on behalf of the Mayor
- Arrange for banners to be displayed in the town centre
- Take Chamber bookings and keep the calendar up-to-date
- Open and date stamp mail and distribute, send post and update the post log
- Updating Town Council databases, spreadsheets, logs and other information
- Read The Bucks Herald and the Buckingham & Winslow Advertiser each week, circulate items of interest, maintain the clippings files

2. Communications

- Manage the Town Council's website and Facebook, Twitter, Instagram accounts and pages as and when required
- Prepare the Agenda and take minutes of the Communications Strategy Group, as well as research and write reports for this Committee and other Committees as required

- Write, edit and collate articles for Buckingham Town Matters, liaise with the designer and distributor over the production and distribution

3. Staff responsibility

- Have direct line management responsibility for the Office Apprentice
- In conjunction with the Town Clerk undertake management of Office Apprentice to include recruitment, training, performance reviews and relevant implementation of disciplinary and welfare policies in conjunction with Buckingham Town Council procedures

4. General Duties

- Use appropriate PPE and comply with Health and Safety
- Deal with the public in a polite and helpful manner
- Attend training courses in accordance with identified training requirements
- Other duties as the Council may reasonably require from time to time

Employee Declaration:

I have received, reviewed and understand the job description for Communications Clerk. I further understand that I am responsible for the satisfactory execution of the functions as described.

Signed:	
Dated:	
Name:	

**BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 11th November 2019**

Contact Officer: Town Clerk, Paul Hodson

Revised Community Engagement Strategy

1. Recommendation

- 1.1. It is recommended that Council adopt the revised Community Engagement Strategy (previously known as the Community Engagement Statement of Intent and Community Strategy)

2. Background

- 1.2. The council agreed the current community engagement Statement of Intent and Community strategy in June 2012. Whilst the aims and objectives remain relevant, and no changes have been made to these, the council has expanded its approach to community engagement over the last seven years. A revised version is therefore attached for discussion and is recommended for approval by councillors.
- 1.3. The relevant point in the definition of the community has been expanded from "those who work in the town" to those who work and study in the town". The name has also been changed to the Community Engagement Strategy, in line with plain English standards.

3. Proposed Community Engagement Strategy

1. Aims and Objectives

1.1. The Town Council exists to serve the community of Buckingham and the Town Council believes it can operate more effectively by engaging the community in its decision making and the provision of its services to those residents. The Town Council also considers it necessary to develop and maintain dialogue with residents and their representative groups.

1.2. This strategy is part of the Council's commitment to creating and maintaining effective working relationships with all sectors of the community, based on trust, openness and constructive challenge.

1.3. To achieve this, the Town Council therefore aims to:

- Represent and promote the interests of Buckingham and all its people in all forums
- Pay particular attention to the needs of our young people, other minority and vulnerable groups
- Provide the best possible amenities and services by the efficient use of available resources
- Actively involve local people in decisions affecting activities and assets in the area
- Promote equality of opportunity and oppose discrimination
- Be open and accountable in all it does
- Support development which is environmentally, socially and economically sound and sustainable

1.4. In order to achieve these aims, the Council will:

- Work closely with residents, students, businesses and community groups
- Engage with as many people as possible who want to participate in decision making, monitoring services and planning for the future
- Ensure, that through the use of a wide range of approaches to public involvement and community engagement, we actively encourage the involvement of residents, to capture their views and learn their concerns and effectively use those views as an integral part of the decision-making process.
- Ensure that residents have the opportunities to be heard at every stage, and the capacity to be effective citizens

1.5. The outcomes the Council hopes to achieve are:

- Improved communication with the local community
- A better understanding among the community of the role of the Town Council and of its Councillors
- Local people actively contributing to decision making
- Improved satisfaction with local public services

2. Defining the Community

2.1. The Council considers the community of Buckingham to consist of:

- All residents of the town
- All users of the Town Council's services
- All those who work and study within the town
- All those who own businesses within the town
- All young people who live and/or go to school within the town
- All local voluntary organisations, clubs and societies
- Any group or organisation that represent some or any of the above sections of the community

2.2. Additionally, the Council recognises that there are certain bodies that are crucial to the quality of life in Buckingham and aims to maintain excellent working relationships with these bodies, including: the Police, NHS, the other tiers of local government and other Town and Parish Councils in Aylesbury Vale and surrounding areas.

3. Provision of Information to the Community

3.1. Information is provided by the Town Council to the community in a number of ways, including:

- The Town Council offices at Verney Close, Buckingham, open Tuesday to Friday, and can provide a wide range of information both on Council services and other Buckingham activities and issues
- The Town Council's website www.buckingham-tc.gov.uk contains copies of Council documents, such as agendas, minutes, details of Councillors, and provides information both on the work of the Town Council and on other services, local events, local groups and organisations
- The Town Council Notice boards outside the Council Chamber and in the library are used to display agendas for Council meetings and contact details for local Councillors as well as other information of interest to the local community. Additionally, various Notice boards around the town display local events
- The Town Council's Newsletter, published quarterly and delivered to households. This is also available from the Town Council offices, the local library, the Tourist Information Centre and on the Town Council website
- The Town Council publishes an Annual Report which summarises its activities over the preceding year and its accounts. It is available at the Annual Town meeting and from the Town Council offices, or the Town Council website
- All meetings of the Town Council and its committees and sub-committees are open to the public and a period is set aside at the beginning of each meeting for public questions relating to items on the agenda. Public questions may also be asked on matters which are not on the agenda, provided that notice has been given to the Clerk at least three working days before the date of the meeting
- Public meetings, called to gauge public opinion about important issues affecting the town such as major planning applications or future plans
- Questionnaires, sometimes used to ask local people's opinions about specific matters; these are distributed to local residents or associations
- Social media channels including Facebook, Twitter and Instagram

4. Opportunities for Formal Representations to the Council

4.1. Formal representations to the Council may be made at any time in writing to the Town Clerk.

5. Involvement in Partnerships

5.1. The Town Council often works in partnership with other organisations such as the District Council, County Council (and Buckinghamshire Council once in place), Youth Council, Police and local schools. It is represented on the following local organisations:

- Access For All
- Aylesbury Vale Association of Local Councils
- Aylesbury Vale Local Strategic Partnership Stakeholder
- Buckingham & Gawcott Charitable Trust
- Buckingham & River Ouzel Internal Drainage Board
- Buckingham Centre for the Arts
- Buckingham Community Centre
- Buckingham Community Wildlife Project
- Buckingham General Charities
- Buckingham Partnership
- Buckingham Youth Centre
- Christmas Parade Committee
- Citizen's Advice
- Dementia Action Alliance
- Film Place Management Committee
- Local Area Forum
- Licensing Forum
- Neighbourhood Action Group
- North Bucks. Parishes Planning Consortium
- Pontio
- River Wardens
- Tree Wardens
- Twinning Association

6. Role of Council members and Officers

6.1. Council Members (Councillors) are the elected decision makers of the Town Council. Their contact details are available from the Town Council offices and on the Town Council website. Members of the public are welcome to contact Councillors to raise any issues.

6.2. The Council's officers are staff who are employed to carry out the day to day functions of the

6.3. Council and make sure that its services are provided for the local community. The Town Clerk is the Proper Officer for the Council which means the Clerk has overall responsibility for the provision of Council services.

7. ACTION PLAN

Item	Task	Responsibility	Status
Mayor	Mayor to fulfill a civic role and encourage community organisations to invite the Mayor to events	Mayor and Staff	Ongoing
Minutes	Ensure copies of minutes are available, both as hard copy and electronically, for residents and community groups, including a copy on the Town Council Notice board	Staff	Ongoing
Annual Report	Ensure Report is available both as a hard copy and electronically for residents and community organisations and a summary included in the newsletter	Staff	Ongoing
Office Opening Hours	Publicise office opening hours in newsletter, on website and Notice boards	Staff	Ongoing
Annual Town Meeting	Publicise the meeting widely and liaise with stakeholders to encourage good attendance	Staff & members	Annually
Public Forum	Encourage residents to raise any matters of interest or concern via the public participation element of all Full Council and Committee meetings	Staff & members	Ongoing
Notice Boards	Regularly update Notice boards with council and community activities	Staff	Ongoing
Website	Maintain website with information on council services and activities	Staff & members	Ongoing
Newsletter	Produce and deliver a newsletter quarterly	Staff & members	Quarterly
Youth Council	Co-ordinate and support Buckingham Town Youth Council	Staff & members	Ongoing
Businesses	Engage with businesses and business organisations including through the Economic Development Working Group	Staff & members	Ongoing
Local Democracy	Encourage residents to both vote at and stand for the Town Council in Local Council elections	Staff & members	Ongoing but higher priority in the six months leading to local council elections
Press	Liaise regularly with the press sending details of Council meetings and Council activities, including	Staff	Ongoing

	through the fortnightly update and regular press releases		
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**BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 11th November 2019**

Contact Officer: Administrator

Buckingham Town Council Grants Policy

1. Recommendations

1.1. It is recommended that the Council:

- a) Sets a fixed amount to be provided to local groups as one year grants in 2020/2021 at £12,499
- b) Only considers grant applications from schools where the funding is not for the school's core responsibility and a clear benefit to the wider community can be demonstrated
- c) Only considers grant applications from organisations who have provided a clear and accurate record of accounts, and a clear statement as to how the requested funds would be used
- d) That a working group be set up in June 2020 to carry out a review of the support the Council provides for voluntary and community sector groups, prior to the start of the 2021/2022 grant application process.

2. Background

2.1. Grant applications are invited annually from local groups. The applications typically cover a wide variety of requests including costs for musical events, sports equipment and building or vehicle maintenance.

2.2. The qualifying criteria for grants are:

3. Criteria

- I. Grants will only be considered for projects and activities beneficial to the people of Buckingham.
- II. Grant recipients must be based in Buckingham or provide evidence of the percentage of the work that is conducted in or on behalf of Buckingham residents.
- III. No commercial organisation will be considered for a grant.

4. Grant total amount

4.1. In order to facilitate accurate precept setting, it is **RECOMMENDED** that the amount to be given out as one-year grants for the 2020/2021 year is set at £12,499, and that the total allocated does not exceed that amount.

5. Schools

- 5.1. Applications for funding are periodically received from schools. Schools are funded through taxation separately from the Town Council. For safeguarding reasons access to non-students to the school buildings can be restricted. Schools also receive the majority of their funding from other government sources which should cover the costs for everything required to fulfil their primary purpose as schools.
- 5.2. In line with the current grant policy, it is **RECOMMENDED** that grant applications from schools will be considered only the funding being requested is for facilities which are additional to those required to provide day to day education, and where a clear benefit to the wider community can be demonstrated. For example, the Council would not fund books, classrooms or educational visits. But it might contribute to the costs of an outdoor gym where this would be available to the wider community outside of school hours.

6. Application Process

- 6.1. It is important that applications explain clearly what the public benefit of their project will be, as well as to specify exactly how funds will be spent so that appropriate checks can be made about the spending of funds. However not all applicants state this information clearly. The internal auditor has suggested changes to the grant application requirements which would tighten our fiscal responsibility to ensure that grants awarded by the Council have been spent as intended.
- 6.2. It is **RECOMMENDED** that grants are only provided to organisations who have provided a clear and accurate record of accounts, and a clear statement as to how the requested funds would be used.

7. Future use of Town Council Grants

- 7.1. The current grants process has been in place for some time. Some applicants are regular beneficiaries, others occasionally so. The Council also provides funding to other community groups through arrangements other than grants. There are a number of options that councils might want to consider in the future to vary the size, availability and length of grants and other payments to community groups, as well as other opportunities for supporting the community and voluntary sector in the town. It is proposed that a full review of the Council's support for voluntary and community sector groups takes place in June and July 2020 through a working group considering the options and providing recommendations to the Resources Committee, prior to the start of the 2021/2022 grant application process.
- 7.2. The 2021/2022 grant application process would be delayed by 10 days to facilitate this, running from the 22nd September to 11th November.

BUCKINGHAM TOWN COUNCIL

Resources

Monday 11th November 2019

Council Chamber

Contact Officer: Paul Hodson, Town Clerk

1. Recommendation

1.1. It is recommended that Councillors review the options given and select one option for officers to develop into a costed proposal for further consideration.

2. Background

2.1. The Council has received agreement from AVDC to carry out renovation works to the current Council Chamber. The scope of the works has been agreed by Full Council, and orders for works will be placed as soon as possible.

3. Council Table

3.1. The renovations are being carried out to increase the space in the Chamber, and to enable greater use of the room when it is not required for Council meetings. For the works to be completed, it will be necessary to dismantle the table to enable it to be removed from the room. The current Council table has a number of shortfalls. The renovation provides the opportunity to review whether the table is fit for purpose, and for councillors to consider options for its amendment or replacement.

3.2. The current Chamber table can accommodate 16 Councillors. However, the town has grown in size and so has the Councillor representation and number of officers. There are occasions when the Council will need to accommodate a minimum of 20 people round the table, should guests be asked to address Full or Interim Council meetings. An electoral review will be carried out during the next term of the Council.

3.3. It is likely that this will again provide the opportunity to elect two additional councillors. This would support the Council in its efforts to ensure the views of the residents of the town, including from new developments, are fully represented.

3.4. The Chamber table was originally purchased by the Buckingham Borough Council along with 16 boardroom chairs carved with the logo of the swan. We have no documentation to evidence exactly when the furniture was purchased. However, the table and swan chairs have been previously dated (for the Assets Register) as Circa 1840 and it is fair to assume they were commissioned by the Council at that time.

3.5. We know from photographic evidence that the current Chamber table has previously been lowered and extended. The earlier oval ends were replaced in the 1980s. The whereabouts of the ovals is unknown.

3.6. The boardroom swan chairs, though attractive, do not offer any form of lumbar or arm support and are not adequate for sitting on for a long period of time.

- 3.7. It has been noted that wheelchair users can not get close enough to the table to work comfortably from their wheelchair.
- 3.8. The table and chairs do not meet the requirements of Health & Safety Executive guidelines to ensure seating in the workplace is safe and suitable. The Town Council has a general duty to ensure that seating is safe and that it does not pose a health risk to employees, or to others who may use their premises.
- 3.9. The Chamber table is not manoeuvrable and is too low for Councillors and Officers to sit at comfortably for long periods of time as it does not allow you to cross your legs.
- 3.10. The Workplace (Health, Safety and Welfare) Regulations 1992 requires employers to take into account those employees with special needs. The aim should be to avoid employee discomfort and to promote well-being. For example, pregnant workers may require seating that can be adjusted without requiring awkward, bent postures. Workers with back problems or other mobility difficulties may have similar needs.
- 3.11. The Disability Discrimination Act 1995 places a duty on employers to make reasonable adjustments to the workplace or employment arrangements so that a disabled person is not at any substantial disadvantage compared with a nondisabled person. This might include considering appropriate seating and workspace provision for wheelchair users or workers suffering from back, neck or shoulder pain.

4. Options

4.1. There are a number of options the Council could consider for further investigation:

- a) Do nothing
This option is not recommended; more space will be needed during the next term of the Council.
- b) Replace the table with a foldable, modular table and 20 stackable, ergonomically designed chairs, keeping the swan chairs for the public gallery and replace the Chamber furniture with gallery
This option would allow the Council to hire out the Council Chamber to a wider variety of Groups who could use to space for functions/events that do not require a boardroom table. The table could be expanded to accommodate more people when required.
- c) Keep the swan chairs for the public gallery and investigate costs for a specialist carpenter to extend and lift the Chamber table. Additionally, investigate costs for purchasing 20 ergonomically designed chairs.
- d) If the Council decided to remove the current table the Council could either invite expressions of interest from local organisations that may wish to purchase the Chamber table or it could be sold at an appropriate Auction House alongside the Queen Ann chairs, and the funds used to contribute to the replacement furniture.