



BUCKINGHAM TOWN COUNCIL

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RESOURCES
COMMITTEE

19 December 2019

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on **Monday 6th January 2020** at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham. Gentleman

Mr. P. Hodson
Town Clerk

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

AGENDA

1. Apologies for Absence

Members are asked to receive apologies from Members.

2. Declarations of Interest

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

3. Minutes of last meeting

To receive the minutes of the Resources Committee meeting held on Monday 11th November 2019 received at the Full Council meeting held on 18th November 2020.

Copy previously circulated

4. Minutes of Communications Strategy Group

To receive the minutes of the Communications Strategy Group meeting held on 28th November 2019

Copy previously circulated

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. Complaints and Appeals

7.1. To receive a report from the Town Clerk and draft Terms of Reference and discuss a proposal to create an Appeals Committee

R/134/19

7.2. Complaints Policy/Process

To receive and discuss a revised Complaints Policy/Process

Appendix C

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.

All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

- 7.3. Freedom of Information Appeals Process
To discuss a proposed Freedom of Information Appeals Process

8. Staff Handbook Annual Review

To receive and review a report from the Deputy Town Clerk **R/135/19**
(Link to Staffing Handbook: <https://www.buckingham-tc.gov.uk/your-town-council/committees/resources/resources-agenda/>)

9. Precept 2020/21

To discuss and agree Committee recommendations for the forthcoming Precept budget, including staffing costs **R/136/19**

10. Invoices passed for payment, and income received

Members are asked to receive the attached schedule of invoices paid **Appendix D**

11. Petitions Policy

To receive and discuss a report from the Deputy Town Clerk **R/137/19**

12. Buckinghamshire County Council Pension Fund

Members to receive a written report from the Town Clerk **R/138/19**

13. Financial Management and Risk Assessment

To receive, review and recommend updated version to Full Council **Appendix E**

14. Chair's Announcements

15. Date of next meeting: Monday 2nd March 2020

COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

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

16. Grant applications 2020

To agree recommendations to the Precept meeting for community grants for 2020/21 **R/139/19**

17. Chamber Extension

To receive a written report from the Deputy Town Clerk and agree the recommendations **R/140/19**

18. Community Centre Air Conditioning

To receive a written report from the Deputy Town Clerk and agree the recommendations **R/141/19**

To:

Cllr. T. Bloomfield

Cllr. M. Cole (Town Mayor)

Cllr. Mrs. G. Collins

Cllr. J. Harvey

Cllr. P. Hirons

Cllr. A. Mahi

Cllr. Ms. Newell

Cllr. Mrs. O'Donoghue

Cllr. M. Smith

Cllr. R. Stuchbury

Cllr. M. Try

Vice Chair

Chair

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	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	Interviews scheduled in	Ongoing
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		Agenda for March 2020
Resources	521/19	GDPR	Town Clerk to investigate the feasibility of implementing Cllr. Harvey's recommendations and report back to a future meeting of Resources Committee.	Town Clerk		2nd March 2020
Resources	520/19	Training & Development	Members AGREED for the Town Clerk to report back on options for making some training compulsory for Committee Members.	Town Clerk		2nd March 2020
Resources	525/19	Council Chamber	Members AGREED for more detailed options for Chamber furniture to be brought back to a future Resources Committee.	Town Clerk		2nd March 2020

INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES				
PAGE No	CODE	COST CENTRE	AMOUNT	EXPLANATION
1	4025	101	-£1.00	rounding
1	4017	102	-£626.00	Miss-coded; CILCA costs will be moved to 4023
1	4030	102	-£138.00	Increase in cost due to staff changes / increase and decrease
1	4038	102	-£126.00	Lap Top x 2 extra cabelling required not budgeted for
1	4156	102	-£1,000.00	Includes rent and rates. (Rates were not included in the budget, in error. This has been rectified in the budget for 2020/21)
2	4501	125	-£60.00	price of salver increased to £215.00 - (prev £180.00)
2	4505	125	-£35.00	price of salver increased to £215.00 - (prev £180.00)
4	4127	204	-£9,325.00	Extra expenditure incurred for pot hole repairs - recharged to BCC and income shown in 1015 204
5	4159	250	-£7,561.00	income was anticipated from solar panels when precepted - but this is no longer the case. (Offset by the repayment funds not being required).
8	4094	301	-£198.00	remainder of basketball coaching cost not covered by LAF funding
8	4104	301	-£209.00	Extra planters added for LH and Smob after precept set
8	4213	301	-£13.00	overspend due to the purchase of fence pins not previously needed
9	4243	301	-£182.00	Bollard removal invoices not charged for in previous 2 financial year - included in comm exp
9	4017	302	-£28.00	increase in subs cost not anticipated
10	9033	901	-£2,685.00	Income has not yet been received for 2018-2019 or 2019-2020. Once income is received it will show on the I & E as a separate income line. The total of the income line less the expenditure line will leave you with the
				balance available to spend.

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 PERSONNEL COSTS							
4000 WAGES & SALARIES ADMIN	131,504	77,272	136,484	59,212		59,212	56.6%
4005 ERS NATIONAL INS	10,899	7,652	17,593	9,941		9,941	43.5%
4006 ERS PENSION CONT	26,347	19,694	31,999	12,305		12,305	61.5%
4007 STAFF TRAVEL	715	739	900	161		161	82.2%
4008 OCCUPATIONAL HEALTH	895	0	1,200	1,200		1,200	0.0%
4025 HR ADVICE	0	4,326	4,325	(1)		(1)	100.0%
4026 STAFF & RECRUITMENT	0	0	750	750		750	0.0%
PERSONNEL COSTS :- Indirect Expenditure	170,360	109,683	193,251	83,568	0	83,568	56.8%
Net Expenditure	(170,360)	(109,683)	(193,251)	(83,568)			
102 OFFICE EXPENSES							
1010 CHAMBER HIRE	1,550	768	600	(168)			128.0%
1012 PHOTOCOPIER USE	69	28	40	12			70.4%
OFFICE EXPENSES :- Income	1,619	796	640	(156)			124.4%
4010 STATIONERY	2,239	1,374	1,800	426		426	76.3%
4011 POSTAGE	476	147	500	353		353	29.4%
4012 PHOTOCOPIER	1,983	844	1,500	656		656	56.3%
4013 EQUIPMENT PURCHASE	892	54	800	746		746	6.7%
4015 ADVERTISEMENT	569	0	500	500		500	0.0%
4017 SUBSCRIPTIONS	4,933	4,126	3,500	(626)		(626)	117.9%
4018 TELEPHONE	4,792	3,225	5,000	1,775		1,775	64.5%
4019 HIRE OF HALL	240	0	250	250		250	0.0%
4021 HOSPITALITY	301	134	300	166		166	44.7%
4023 TRAINING	2,039	7,330	10,550	3,220	459	2,761	73.8%
4027 COMPUTER SOFTWARE	0	7,430	7,809	379		379	95.1%
4030 PAYROLL	0	1,018	880	(138)		(138)	115.7%
4032 PUBLICITY	5,696	4,271	6,000	1,729		1,729	71.2%
4038 COMPUTER EQUIP/MAINT	7,644	2,126	2,000	(126)		(126)	106.3%
4041 WEB SITE PROVISION & OPERATION	1,576	1,679	2,648	968	440	528	80.1%
4043 PROTECTIVE CLOTHING / UNIFORM	1,944	309	1,100	791	50	741	32.6%
4052 HEAT LIGHT POWER	3,824	56	800	744		744	7.0%
4055 ALARM	540	89	550	461		461	16.2%
4156 BUCKINGHAM CENTRE RENT	8,188	5,500	4,500	(1,000)		(1,000)	122.2%
OFFICE EXPENSES :- Indirect Expenditure	47,875	39,714	50,987	11,273	949	10,324	79.8%
Net Income over Expenditure	(46,256)	(38,917)	(50,347)	(11,429)			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>103 COUNCILLORS</u>							
4020 MAYOR'S DUTIES	1,800	276	1,800	1,524		1,524	15.3%
4029 MAYOR'S CIVIC	1,200	1,200	1,200	0		0	100.0%
4044 COUNCILLORS MILEAGE / EXPS	369	190	600	410		410	31.7%
4045 COUNCILLORS ALLOWANCE	7,308	0	7,308	7,308		7,308	0.0%
4236 ELECTION COSTS	0	0	1,906	1,906		1,906	0.0%
COUNCILLORS :- Indirect Expenditure	10,677	1,667	12,814	11,147	0	11,147	13.0%
Net Expenditure	(10,677)	(1,667)	(12,814)	(11,147)			
<u>104 LEGAL REQUIREMENTS</u>							
4014 AUDIT FEE	3,340	2,475	5,200	2,725		2,725	47.6%
4016 LEGAL COSTS	0	0	2,500	2,500		2,500	0.0%
4022 INSURANCE	15,605	15,182	16,000	818		818	94.9%
LEGAL REQUIREMENTS :- Indirect Expenditure	18,945	17,657	23,700	6,043	0	6,043	74.5%
Net Expenditure	(18,945)	(17,657)	(23,700)	(6,043)			
<u>120 GRANTS (PREV 137)</u>							
4077 OLD GAOL FUNDING	3,000	3,000	3,000	0		0	100.0%
4081 CAB GRANT	5,000	5,176	5,176	0		0	100.0%
4086 YOUTH CENTRE GRANT	5,000	5,200	5,200	0		0	100.0%
GRANTS (PREV 137) :- Indirect Expenditure	13,000	13,376	13,376	0	0	0	100.0%
Net Expenditure	(13,000)	(13,376)	(13,376)	0			
<u>125 COMMEMORATIVE ITEMS</u>							
4501 CIVIC AWARD	585	645	585	(60)		(60)	110.3%
4504 REMEMBERANCE WREATH	17	18	25	7		7	72.0%
4505 MAYORS SALVER	0	215	180	(35)		(35)	119.4%
COMMEMORATIVE ITEMS :- Indirect Expenditure	602	878	790	(88)	0	(88)	111.1%
Net Expenditure	(602)	(878)	(790)	88			
<u>130 ADMIN RESERVES</u>							
1176 PRECEPT	813,075	852,777	852,777	0			100.0%
1190 INTEREST RECEIVED	0	0	500	500			0.0%
ADMIN RESERVES :- Income	813,075	852,777	853,277	500			99.9%
Net Income	813,075	852,777	853,277	500			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
131 GRANTS							
4084 COMMUNITY CENTRE CAPITAL	4,155	0	5,000	5,000		5,000	0.0%
4087 ANNUAL GRANTS	10,300	12,135	12,135	0		0	100.0%
4088 UNIVERSITY CIVIC PRIZES	0	0	150	150		150	0.0%
GRANTS :- Indirect Expenditure	14,455	12,135	17,285	5,150	0	5,150	70.2%
Net Expenditure	(14,455)	(12,135)	(17,285)	(5,150)			
132 CONTINGENCIES							
4500 CONTINGENCIES	26,469	6,981	7,500	519		519	93.1%
CONTINGENCIES :- Indirect Expenditure	26,469	6,981	7,500	519	0	519	93.1%
Net Expenditure	(26,469)	(6,981)	(7,500)	(519)			
201 ENVIRONMENT							
3995 NI ENVIRONMENT	10,999	10,065	23,567	13,502		13,502	42.7%
3996 PENSION ERS ENVIRONMENT	31,372	30,057	44,107	14,050		14,050	68.1%
4004 WAGES & SALARIES ENVIRONMENT	137,057	128,951	185,719	56,768		56,768	69.4%
4068 COMMUNITY SERVICE	3,120	1,080	9,620	8,540	2,040	6,500	32.4%
4101 SEATS AND BINS	943	313	1,000	687		687	31.3%
4112 ENVIRONMENT EQUIPMENT	8,476	5,614	7,000	1,386		1,386	80.2%
4118 SOLAR PANELS	344	0	795	795		795	0.0%
4155 SOLAR PANEL LOAN REPAYMENT	0	0	44	44		44	0.0%
ENVIRONMENT :- Indirect Expenditure	192,311	176,080	271,852	95,772	2,040	93,732	65.5%
Net Expenditure	(192,311)	(176,080)	(271,852)	(95,772)			
202 ROUNDABOUTS							
1051 ROUNDABOUT NO 1 ABBOT FIRE	2,127	2,178	2,125	(53)			102.5%
1052 ROUNDABOUT NO 2 ELLA	1,134	1,161	1,618	457			71.8%
1053 ROUNDABOUT NO 3 SEASONS INNS	1,861	1,905	1,860	(45)			102.4%
1054 ROUNDABOUT NO 4 R & B	2,302	2,429	2,312	(117)			105.1%
1056 ROUNDABOUT NO 6 THE VET CENTRE	1,684	2,587	2,537	(50)			102.0%
1057 ROUNDABOUT NO 7 RING ROAD	1,288	1,319	1,294	(25)			101.9%
ROUNDABOUTS :- Income	10,396	11,580	11,746	166			98.6%
4108 ROUNDABOUT	6,435	303	1,500	1,197		1,197	20.2%
ROUNDABOUTS :- Indirect Expenditure	6,435	303	1,500	1,197	0	1,197	20.2%
Net Income over Expenditure	3,961	11,277	10,246	(1,031)			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
203 MAINTENANCE							
4063 VEHICLE HIRE AND RUNNING COSTS	19,427	19,436	26,800	7,364		7,364	72.5%
4082 ALLOTMENTS	1,500	2,000	2,000	0		0	100.0%
4102 DOG BINS	3,412	0	4,500	4,500		4,500	0.0%
MAINTENANCE :- Indirect Expenditure	24,339	21,436	33,300	11,864	0	11,864	64.4%
Net Expenditure	(24,339)	(21,436)	(33,300)	(11,864)			
204 DEVOLVED SERVICES EXPENSES							
1015 DEVOLVED OTHER INCOME	0	9,453	3,000	(6,453)			315.1%
1017 DEV SERVS NON CARRIAGEWAY INC	21,093	20,353	20,353	0			100.0%
1019 DEVOLVED SERVICES INCOME	0	(0)	0	0			0.0%
DEVOLVED SERVICES EXPENSES :- Income	21,093	29,806	23,353	(6,453)			127.6%
4124 DEVOLVED NON-CARRIAGEWAY	9,335	7,082	15,353	8,271	4,992	3,279	78.6%
4127 DEVOLVED MINOR HIGHWAYS	0	9,425	100	(9,325)		(9,325)	9425.0%
DEVOLVED SERVICES EXPENSES :- Indirect Expenditure	9,335	16,507	15,453	(1,054)	4,992	(6,046)	139.1%
Net Income over Expenditure	11,757	13,299	7,900	(5,399)			
205 GROUNDS MAINTENANCE							
4033 WASTE DISPOSAL	0	689	1,800	1,111		1,111	38.3%
4035 MACHINERY	0	1,172	2,000	828		828	58.6%
4036 FUEL (MOWER)	0	1,090	3,000	1,910		1,910	36.3%
4037 SUNDRIES	0	759	1,500	741	83	658	56.1%
GROUNDS MAINTENANCE :- Indirect Expenditure	0	3,710	8,300	4,590	83	4,508	45.7%
Net Expenditure	0	(3,710)	(8,300)	(4,590)			
248 DEPOT							
4013 EQUIPMENT PURCHASE	0	458	6,000	5,542	627	4,915	18.1%
4055 ALARM	479	0	400	400		400	0.0%
4225 RATES	3,984	4,075	4,500	425		425	90.6%
4601 REPAIRS& MAINTENANCE FUND	827	48	500	452		452	9.6%
4602 ELECTRICITY	1,090	651	2,500	1,849		1,849	26.0%
4603 WATER	301	313	1,500	1,187		1,187	20.8%
DEPOT :- Indirect Expenditure	6,681	5,545	15,400	9,855	627	9,228	40.1%
Net Expenditure	(6,681)	(5,545)	(15,400)	(9,855)			

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>249 PUBLIC TOILETS</u>							
1085 SHOP MOBILITY INCOME	0	535	350	(185)			152.8%
PUBLIC TOILETS :- Income	0	535	350	(185)			152.8%
4602 ELECTRICITY	0	0	1,000	1,000		1,000	0.0%
4603 WATER	0	0	2,500	2,500		2,500	0.0%
4608 SHOP MOBILITY	221	0	1,000	1,000		1,000	0.0%
4612 CONTRACTOR CHARGE	9,674	6,096	10,450	4,354		4,354	58.3%
4709 MAINTENANCE	447	40	500	460		460	8.0%
PUBLIC TOILETS :- Indirect Expenditure	10,341	6,136	15,450	9,314	0	9,314	39.7%
Net Income over Expenditure	(10,341)	(5,601)	(15,100)	(9,499)			
<u>250 LACE HILL</u>							
1026 LACE HILL COMMUNITY CENTRE	43,571	31,029	44,000	12,971			70.5%
LACE HILL :- Income	43,571	31,029	44,000	12,971			70.5%
4050 LACE HILL PLAYING FIELDS	2,898	1,017	9,320	8,303		8,303	10.9%
4158 LACE HILL GAS	8,894	828	5,000	4,172		4,172	16.6%
4159 LACE HILL ELECTRICITY	3,761	3,804	(3,757)	(7,561)		(7,561)	(101.2%)
4160 LACE HILL WATER	527	110	2,500	2,390		2,390	4.4%
4161 LACE HILL REPAIRS & MAINT	6,815	4,202	10,000	5,798	46	5,752	42.5%
4162 LACE HILL CONTRACTOR CHARGE	3,644	2,384	3,500	1,116		1,116	68.1%
4163 LACE HILL ALARM	0	91	500	409		409	18.2%
4164 LACE HILL EQUIPMENT PURCHASE	487	217	3,000	2,783		2,783	7.2%
4167 LACE HILL PLAY AREA	0	161	3,000	2,839		2,839	5.4%
4225 RATES	9,360	9,575	9,600	26		26	99.7%
4605 HORTICULTURAL CONTRACT	5,882	0	0	0		0	0.0%
LACE HILL :- Indirect Expenditure	42,268	22,389	42,663	20,274	46	20,227	52.6%
Net Income over Expenditure	1,303	8,640	1,337	(7,302)			
<u>251 CHANDOS PARK</u>							
1030 BOWLS INCOME	550	550	550	0			100.0%
1035 TENNIS COURT RENT	625	0	625	625			0.0%
CHANDOS PARK :- Income	1,175	550	1,175	625			46.8%
4106 PLAY AREA MAINTENANCE	289	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	3,080	1,108	2,500	1,392		1,392	44.3%
4602 ELECTRICITY	356	196	500	304		304	39.2%
4603 WATER	1,007	663	1,500	837		837	44.2%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4605 HORTICULTURAL CONTRACT	6,456	0	0	0		0	0.0%
CHANDOS PARK :- Indirect Expenditure	11,187	3,682	10,000	6,318	0	6,318	36.8%
Net Income over Expenditure	(10,012)	(3,132)	(8,825)	(5,693)			
<u>252 BOURTON PARK</u>							
4106 PLAY AREA MAINTENANCE	1,111	641	1,000	359		359	64.1%
4122 TREE WORKS	7,000	90	7,000	6,910		6,910	1.3%
4601 REPAIRS& MAINTENANCE FUND	3,291	3,107	4,000	893		893	77.7%
4605 HORTICULTURAL CONTRACT	21,122	0	0	0		0	0.0%
4708 PLAY EQUIPMENT	0	0	10,000	10,000		10,000	0.0%
BOURTON PARK :- Indirect Expenditure	32,524	3,838	22,000	18,162	0	18,162	17.4%
Net Expenditure	(32,524)	(3,838)	(22,000)	(18,162)			
<u>253 CEMETERY</u>							
1041 BURIAL FEES	17,170	6,485	17,000	10,515			38.1%
CEMETERY :- Income	17,170	6,485	17,000	10,515			38.1%
4225 RATES	310	349	1,000	651		651	34.9%
4601 REPAIRS& MAINTENANCE FUND	1,514	880	3,000	2,120		2,120	29.3%
4602 ELECTRICITY	434	78	400	322		322	19.5%
4605 HORTICULTURAL CONTRACT	7,353	0	0	0		0	0.0%
4617 MEMORIAL TESTING	0	0	2,000	2,000		2,000	0.0%
4619 NEW CEM REPAYMENTS	0	0	28,728	28,728		28,728	0.0%
4620 EXPENSES RE BURIAL DUTIES	2,697	1,793	6,500	4,707		4,707	27.6%
4621 NEW CEMETERY PLANNING	300	0	7,000	7,000		7,000	0.0%
CEMETERY :- Indirect Expenditure	12,608	3,100	48,628	45,528	0	45,528	6.4%
Net Income over Expenditure	4,562	3,385	(31,628)	(35,013)			
<u>254 CHANDOS PARK TOILETS</u>							
4612 CONTRACTOR CHARGE	18,830	8,303	13,000	4,697		4,697	63.9%
4709 MAINTENANCE	884	136	1,000	864		864	13.6%
CHANDOS PARK TOILETS :- Indirect Expenditure	19,714	8,440	14,000	5,560	0	5,560	60.3%
Net Expenditure	(19,714)	(8,440)	(14,000)	(5,560)			
<u>255 RAILWAY WALK & CASTLE HILL</u>							
4120 FRIENDS OF GROUPS	522	402	1,000	598		598	40.2%
4122 TREE WORKS	740	350	1,500	1,150		1,150	23.3%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4605 HORTICULTURAL CONTRACT	2,300	0	0	0		0	0.0%
4709 MAINTENANCE	229	76	500	424		424	15.3%
RAILWAY WALK & CASTLE HILL :- Indirect Expenditure	3,790	828	3,000	2,172	0	2,172	27.6%
Net Expenditure	<u>(3,790)</u>	<u>(828)</u>	<u>(3,000)</u>	<u>(2,172)</u>			
256 STORAGE PREMISES							
4066 GRENVILLE GARAGE RENT	599	407	650	243		243	62.6%
STORAGE PREMISES :- Indirect Expenditure	599	407	650	243	0	243	62.6%
Net Expenditure	<u>(599)</u>	<u>(407)</u>	<u>(650)</u>	<u>(243)</u>			
257 KEN TAGG PLAYGROUND							
4106 PLAY AREA MAINTENANCE	72	79	500	421		421	15.7%
4122 TREE WORKS	120	0	250	250		250	0.0%
4605 HORTICULTURAL CONTRACT	748	0	0	0		0	0.0%
KEN TAGG PLAYGROUND :- Indirect Expenditure	940	79	750	671	0	671	10.5%
Net Expenditure	<u>(940)</u>	<u>(79)</u>	<u>(750)</u>	<u>(671)</u>			
258 CEMETERY LODGE							
1061 CEMTERY LODGE RENTAL INCOME	10,176	6,536	10,530	3,994			62.1%
CEMETERY LODGE :- Income	<u>10,176</u>	<u>6,536</u>	<u>10,530</u>	<u>3,994</u>			<u>62.1%</u>
4034 PWLB REPAYMANTS INCL INTEREST	4,702	2,351	4,702	2,351		2,351	50.0%
4609 CEMETERY LODGE MAINT	1,850	2,114	6,850	4,736		4,736	30.9%
CEMETERY LODGE :- Indirect Expenditure	6,552	4,465	11,552	7,087	0	7,087	38.7%
Net Income over Expenditure	<u>3,624</u>	<u>2,071</u>	<u>(1,022)</u>	<u>(3,093)</u>			
259 OTTERS BROOK							
4106 PLAY AREA MAINTENANCE	72	69	500	432		432	13.7%
4122 TREE WORKS	0	0	400	400		400	0.0%
4605 HORTICULTURAL CONTRACT	2,559	0	0	0		0	0.0%
OTTERS BROOK :- Indirect Expenditure	2,631	69	900	832	0	832	7.6%
Net Expenditure	<u>(2,631)</u>	<u>(69)</u>	<u>(900)</u>	<u>(832)</u>			
260 CCTV							
4100 CCTV ONGOING COSTS	2,385	512	1,600	1,088	450	638	60.1%
CCTV :- Indirect Expenditure	<u>2,385</u>	<u>512</u>	<u>1,600</u>	<u>1,088</u>	<u>450</u>	<u>638</u>	<u>60.1%</u>
Net Expenditure	<u>(2,385)</u>	<u>(512)</u>	<u>(1,600)</u>	<u>(1,088)</u>			

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>261 COMMUNITY CENTRE STRUCTURAL RE</u>							
4085 STRUCTURAL REPAIRS	0	325	4,000	3,675	610	3,065	23.4%
COMMUNITY CENTRE STRUCTURAL RE :- Indirect Expenditure	0	325	4,000	3,675	610	3,065	23.4%
Net Expenditure	0	(325)	(4,000)	(3,675)			
<u>301 TOWN CENTRE & EVENTS</u>							
1013 HANGING BASKETS	333	633	400	(233)			158.3%
1028 LACE HILL EVENTS INCOME	320	429	1,000	571			42.9%
1029 GOOD ENDINGS FAIR INCOME	1,452	0	1,000	1,000			0.0%
1033 ICE RINK INCOME	5,939	0	8,000	8,000			0.0%
1062 COMMUNITY FAIR - TABLE INCOME	230	160	200	40			80.0%
1066 COMEDY NIGHT INCOME	0	0	3,000	3,000			0.0%
1069 CHARTER FAIR INCOME	6,630	6,876	6,670	(206)			103.1%
1086 FIREWORK DISPLAY INCOME	0	0	100	100			0.0%
1087 CHRISTMAS LIGHT INCOME	0	25	100	75			25.0%
TOWN CENTRE & EVENTS :- Income	14,904	8,123	20,470	12,347			39.7%
3997 NI TC & E	3,005	2,110	5,446	3,336		3,336	38.8%
3998 PENSION ERS TC & E	7,460	6,726	11,620	4,894		4,894	57.9%
3999 WAGES & SALARIES TC & E	51,092	35,757	55,096	19,339		19,339	64.9%
4042 EVENTS EQUIPMENT	0	845	1,000	155		155	84.5%
4079 FAIR TRADE PROMOTION	151	175	400	225		225	43.8%
4094 YOUTH PROJECT	2,414	3,198	3,000	(198)		(198)	106.6%
4104 TOWN IN BLOOM	6,578	7,209	7,000	(209)		(209)	103.0%
4107 PRIDE OF PLACE	193	113	250	137	61	76	69.6%
4115 RIVER RINSE	186	165	400	235		235	41.3%
4119 ICE RINK	7,740	0	8,000	8,000		8,000	0.0%
4125 ENTERPRISE FAIR	31	0	0	0		0	0.0%
4126 GOOD ENDINGS FAIR	1,105	0	1,000	1,000		1,000	0.0%
4166 LACE HILL EVENTS	797	906	1,000	94		94	90.6%
4201 CHRISTMAS LIGHTS	8,933	11,000	11,000	0		0	100.0%
4202 FIREWORK DISPLAY	4,712	3,974	5,000	1,026		1,026	79.5%
4203 COMMUNITY FAIR	511	221	400	179		179	55.3%
4205 CHRISTMAS PARADE	2,580	3,000	3,900	900	500	400	89.7%
4208 SPRING FAIR	90	128	530	402		402	24.1%
4210 PANCAKE RACE	85	0	75	75		75	0.0%
4211 BAND JAM	3,366	3,415	3,500	85		85	97.6%
4212 CHRISTMAS LIGHT SWITCH ON	1,289	160	1,500	1,340	160	1,180	21.3%
4213 DOG AWARENESS	189	263	495	232	245	(13)	102.6%
4216 MAY DAY EVENT	0	0	50	50		50	0.0%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4220 MUSIC IN THE MARKET	3,430	3,398	3,500	102		102	97.1%
4230 SCOUT PARADE	18	0	50	50		50	0.0%
4241 COMEDY NIGHT EXPENDITURE	0	0	3,000	3,000	437	2,563	14.6%
4243 CHARTER FAIR EXPENDITURE	609	273	7,345	7,072	7,254	(182)	102.5%
4260 TWINNING	0	0	2,000	2,000		2,000	0.0%
TOWN CENTRE & EVENTS :- Indirect Expenditure	106,562	83,036	136,557	53,521	8,657	44,864	67.1%
Net Income over Expenditure	(91,658)	(74,913)	(116,087)	(41,174)			
302 STREET MARKET							
1005 STREET MARKET	13,683	10,264	14,000	3,736			73.3%
1006 FLEA MARKET	4,038	3,112	5,000	1,888			62.2%
STREET MARKET :- Income	17,721	13,376	19,000	5,624			70.4%
4017 SUBSCRIPTIONS	318	358	330	(28)		(28)	108.5%
4225 RATES	2,193	2,087	3,000	913		913	69.6%
4235 MARKET INFRASTRUCTURE & PROMOT	1,424	960	1,500	540		540	64.0%
STREET MARKET :- Indirect Expenditure	3,934	3,405	4,830	1,425	0	1,425	70.5%
Net Income over Expenditure	13,787	9,971	14,170	4,199			
303 SPECIAL EVENTS							
1020 FOOD FAIR INCOME	705	25	500	475			5.0%
1083 FRINGE INCOME	336	2,818	3,000	182			93.9%
SPECIAL EVENTS :- Income	1,041	2,843	3,500	657			81.2%
4221 FRINGE	3,031	5,955	6,000	45		45	99.3%
4242 FOOD FAIR	353	0	500	500		500	0.0%
4244 REMEMBRANCE FLAGS	241	219	420	201		201	52.2%
SPECIAL EVENTS :- Indirect Expenditure	3,625	6,175	6,920	746	0	746	89.2%
Net Income over Expenditure	(2,584)	(3,332)	(3,420)	(88)			
305 TOURIST INFORMATION CENTRE							
1084 TIC INCOME	27,601	14,284	32,000	17,716			44.6%
1088 HERITAGE APP INCOME	0	10,000	10,000	0			100.0%
TOURIST INFORMATION CENTRE :- Income	27,601	24,284	42,000	17,716			57.8%
4253 TIC TICKETS AND PRODUCE	27,837	15,416	30,000	14,584		14,584	51.4%
4255 HERITAGE APP EXPENDITURE	0	1,000	10,000	9,000	3,500	5,500	45.0%
TOURIST INFORMATION CENTRE :- Indirect Expenditure	27,837	16,416	40,000	23,584	3,500	20,084	49.8%
Net Income over Expenditure	(237)	7,868	2,000	(5,868)			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
306 ACCESSIBILITY							
4254 ACCESS ABLE	0	3,400	3,400	0		0	100.0%
ACCESSIBILITY :- Indirect Expenditure	0	3,400	3,400	0	0	0	100.0%
Net Expenditure	0	(3,400)	(3,400)	0			
601 PLANNING							
3992 WAGES & SALARIES PLANNING	11,172	20,227	30,341	10,114		10,114	66.7%
3993 NI PLANNING	382	1,204	4,187	2,983		2,983	28.8%
3994 PENSION ERS PLANNING	0	1,953	7,616	5,663		5,663	25.6%
4624 NEIGHBOURHOOD PLAN	3,000	0	1,000	1,000		1,000	0.0%
PLANNING :- Indirect Expenditure	14,554	23,384	43,144	19,760	0	19,760	54.2%
Net Expenditure	(14,554)	(23,384)	(43,144)	(19,760)			
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	7,458	7,753	295		295	96.2%
9015 CHARTER FAIRS	0	0	4,136	4,136		4,136	0.0%
9025 PLAY AREA REPLACEMENT	0	0	27,121	27,121		27,121	0.0%
9027 GREEN BUCKINGHAM GROUP	0	0	226	226		226	0.0%
9029 CIRCULAR WALK MAINT	0	0	5,399	5,399		5,399	0.0%
9030 TOURISM LEAFLETS	0	0	2,404	2,404		2,404	0.0%
9033 ECONOMIC DEVELOPMENT GRP	20,077	5,225	2,540	(2,685)		(2,685)	205.7%
9035 PARKS DEVELOPMENT	620	0	1,405	1,405		1,405	0.0%
9036 ELECTION COSTS	0	0	3,188	3,188		3,188	0.0%
9037 FAIR TRADE	0	400	400	0		0	100.0%
9040 PARK RUN	0	0	89	89		89	0.0%
9041 BONFIRE AND FIREWORK	0	200	200	0		0	100.0%
9045 ACCESS FOR ALL	(300)	269	520	251		251	51.8%
9046 PLANNING DISPLAY EQUIPMENT	0	4,613	5,242	629		629	88.0%
9048 BAG FUND	0	788	2,071	1,283		1,283	38.0%
EARMARKED RESERVES :- Indirect Expenditure	20,397	18,954	112,368	93,414	0	93,414	16.9%
Net Expenditure	(20,397)	(18,954)	(112,368)	(93,414)			

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	979,543	988,720	1,047,041	58,321			94.4%
Expenditure	863,935	634,709	1,187,920	553,211	21,954	531,257	55.3%
Net Income over Expenditure	<u>115,608</u>	<u>354,011</u>	<u>(140,879)</u>	<u>(494,889)</u>			
Movement to/(from) Gen Reserve	<u>115,608</u>	<u>354,011</u>					

**BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 6th January 2020**

Contact Officer: Paul Hodson, Town Clerk

Complaints Policy/Procedure and Appeals Committee

1. Recommendations

1.1. It is recommended that Members agree to:

- a) Recommend to Full Council to establish an Appeals Committee, using the proposed draft Terms of Reference.
- b) Adopt the revised Complaints Policy/Procedure to specify that appeals to complaints will be heard by the Appeals Committee, rather than Full Council
- c) Adopt the proposed process for complaints about responses to Freedom Of Information complaints

2. NALC Guidance

2.1. The National Association of Local Councils (NALC) provides advice on handling complaints in the advice note LTN 9E Handling Complaints (England). The advice note has been circulated to members of the Resources Committee. However, the Town Council is not permitted to publish the note, because it is copyrighted by NALC.

2.2. The advice note includes the following advice:

- 16 *Any complaints should consist of at least 2 stages which permits the complainant to appeal the outcome of a complaint*
- 19 *If the complaints procedure provides an opportunity for the complainant to attend a meeting to make representations about his complaint, he is likely to feel more comfortable speaking to an officer of the council or at a meeting of a sub-committee or a small committee, rather than a meeting of the full council.*

3. Appeals under the Complaints Policy

The Council's current Complaints Policy states that:

- 3.1. If your complaint has not been dealt with to your satisfaction, you can request for it to be reviewed by the Full Council. Once the complaint has been fully investigated the Chairman of the Council will write to you within 8 weeks to inform you of the outcome of your complaint. You will have the right of appeal against the decision of the Council
- 3.2. In practice, it is hard for a detailed complaint to be given the attention it deserves as part of a Full Council meeting. It is common practice for Councils the size of Buckingham Town Council. An Appeals Committee would enable appeals to be heard in depth. A separate committee could also meet more

flexibly, and so respond to complaints more quickly than Full Council is able to.

3.3. It is proposed to amend this section of the policy to say:

3.4. Should the complaint not be resolved, at this point, the complainant can appeal in writing to the Mayor of the Council at the Council offices. The letter of appeal will be acknowledged to the complainant, in writing, within 7 working days. The appeal will be considered by the Appeals Committee who will determine the Council's final formal response.

4. Appeals Committee

4.1. It is proposed to establish an Appeals Committee for the purpose of hearing appeals to complaints and Freedom Of Information complaints. It is proposed that the Appeals Committee is comprised of the Mayor of the Council and Chairs of the Council's four Standing Committees. In the absence of any Chair, the Vice Chair of the relevant Committee would delegate.

4.2. It is proposed to amend the Complaints Policy to say:

4.3. Should the complaint not be resolved, at this point, the complainant can appeal in writing to the Chair of the Council at the Council offices. The letter of appeal will be acknowledged to the complainant, in writing, within 7 working days. The appeal will be considered by the Appeals Committee who will determine the Council's final formal response. The Appeals Committee is comprised of the Chair of the Council and Chairs of the Council's 3 Standing Committees. In the absence of any Chair, the Vice Chair of the relevant Committee will delegate.

4.4. The final formal response will be sent, in writing, to the complainant, within 21 working days.

4.5. The decision of the Appeals Committee is final and there is no further right of appeal.

5. Freedom Of Information Complaints

5.1. The Council does not currently have a policy for responding to complaints about responses the Council may provide to Freedom Of Information requests. At present, these would go through the current Complaints Policy, which would involve a review by Full Council.

5.2. The Information Commissioner's Office advises that:

Under the (Freedom of Information) Act, there is no obligation for an authority to provide a complaints process. However, it is good practice (under the section 45 code of practice) and most public authorities choose to do so. If you do have a complaints procedure, also known as an internal review, you should:

- *ensure the procedure is triggered whenever a requester expresses dissatisfaction with the outcome;*
- *make sure it is a straightforward, single-stage process;*

- *make a fresh decision based on all the available evidence that is relevant to the date of the request, not just a review of the first decision;*
- *ensure the review is done by someone who did not deal with the request, where possible, and preferably by a more senior member of staff; and*
- *ensure the review takes no longer than 20 working days in most cases, or 40 in exceptional circumstances.*

When issuing a refusal notice, you should state whether you have an internal review procedure and how to access it. If a requester complains even when you have not refused a request, you should carry out an internal review if they: disagree with your interpretation of their request; believe you hold more information than you have disclosed; or are still waiting for a response and are unhappy with the delay.

Even if your internal review upholds your original decision (that, as at the date of the request, the information was exempt from disclosure) you may wish to release further information if circumstances have changed and your original concerns about disclosure no longer apply. You are not obliged to do this but it may resolve matters for the requester and reduce the likelihood of them making a complaint to the Information Commissioner if you do.¹


5.3. It is proposed that the Council adopts the following process if a complaint is received regarding a response to a Freedom Of Information request:

5.4. The complainant is advised to appeal in writing to the Mayor of the Council at the Council offices. The letter of appeal will be acknowledged to the complainant, in writing, within 7 working days.

- *An internal review will be carried out based on all the available evidence that is relevant to the date of the request, not just a review of the first decision*
- *It is likely that the review will be done by the Deputy Town Clerk, given that the Town Clerk is the Council's named "Person responsible for Data Protection" and is the person responsible for handling subject access requests.*
- *The Deputy Town Clerk will be overseen by the Chair of Resources in carrying out this review.*

5.5. The appeal will be considered by the Appeals Committee within 20 days of receipt, who will determine the Council's final formal response. The complainant will be invited to attend the appeal hearing to make their case.

¹ <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/#20>

	<p>Buckingham Town Council</p> <p>Terms of Reference</p>	<p>Date Agreed:</p> <p>Minute Number:</p> <p>Prepared by: Paul Hodson</p> <p>Version: 1</p>
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1. Name

1.1. The Committee shall be known as the **Appeals Committee**

2. Composition

Membership will consist of the Mayor of the Council and Chairs of the Council's four Standing Committees. In the absence of any Chair, the Vice Chair of the relevant Committee would delegate.

2.1. Councillors who are not Members of the Committee may not attend the meeting.

3. Chair

3.1. The Committee shall be chaired by the Mayor, or in their absence the Deputy Mayor.

4. Quorum

4.1. The Committee shall be subject to a quorum of 3.

5. Area of Operations

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

5.1. Hearing appeals to complaints made to the Council under the Complaints Policy

5.2. Hearing appeals made to complaints made regarding Freedom of Information Request responses made by the Town Council

6. Powers and Responsibilities

6.1. Making final decisions on complaints made to the Council

6.2. Making final decisions on complaints made to the Council regarding responses to Freedom Of Information requests

7. Conduct of the Meeting

7.1. All meetings of the Appeals Committee shall be convened in accordance with the Town Council's standing orders, current legislation and relevant policies

7.2. All business undertaken at the Appeals Committee shall be done so in accordance with the Town Council's standing orders, current legislation and relevant policies.



Buckingham Town Council
Complaints Policy/Procedure

Date Agreed:
Minute Number:
Prepared by: Paul Hodson
Version: 2.3

This document is designed to work in conjunction with the Council’s Health and Safety at Work, Bullying and Harassment, Disciplinary and Grievance procedure.

The Procedure:

Buckingham Town Council is committed to providing a quality service for the benefit of the people who live and work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we will try to resolve your complaint.

The Flowchart below will explain how your complaint will be received, handled and resolved.



Definition:

A complaint is defined as: An expression of dissatisfaction by one or more members of the public about council administration, service or procedure (whether provided directly by the council or by a contractor or partner) that requires a response. There is no difference between a ‘formal’ and an ‘informal’ complaint. Both are expressions of dissatisfaction that require a response.

Introduction

Buckingham Town Council is committed to providing a quality service for the benefit of the people who live and work in its area or are visitors to the locality.

Pursuant to Local Government Act 1974, the Local Government Ombudsman (LGO) has no jurisdiction over Parish and Town Councils in England. Consequently, there are no statutory mechanisms in place should complaints be made against local councils in England.

Buckingham Town Council therefore feels that to improve communications and services to its residents, a fair, clear and concise guide on the handling of complaints will guarantee that a transparent system provides a platform to ensure that all complaints are treated with the same respect and importance that they deserve.

Whilst the Town Council will attempt to deal with all complaints itself, there are times when the Council will need to defer to another body to take the complaint forward to a satisfactory resolution. The Council will consider engaging other procedures/bodies in respect of the following types of complaint:

Type of Conduct	Refer to
Financial Irregularity	Complaints about financial irregularity should be referred to the Council’s auditor, whose name and address can be obtained from the Town Clerk. Local elector’s right to object Council’s audit of accounts pursuant to s.16 of the Audit Commission Act 1998. On other matters, the council will refer to its auditor of the Audit Commission.
Criminal Activity	Any complaints which involve criminal activity will be referred to the Police.
Member Conduct	A complaint relating to a Member’s failure to comply with the council’s Code of Conduct must be referred to the Monitoring Officer for the Standards Committee of Aylesbury Vale District Council.
Employee Conduct	Any complaint which involves the conduct of a council employee will be handled by the council’s internal disciplinary procedure.

Although the LGO has no jurisdiction over Parish Councils, it is useful for the Council to understand the jurisdiction of the LGO in order to assist members of the public to complain to the LGO where appropriate. The legislation is contained within the Local Government Act 1974 (the Act) s26 and 27.

The key points are:

Appendix C

Parish Councils are unable to lodge complaints as a public body (s 27(1) of the Act) about another local authority or public body defined in s 25 of the Act, but this does not prevent individual Councillors from making complaints about another local authority or public body in their personal capacity. In their official capacity, a Parish Councillor, if so requested by Members of the public, could represent them in making complaints. Please note:

- Complaints must be made in writing;
- Complaints must be made within 12 months of the matters which are subject to the complaint;
- Complainants must first give the authority in question notice of the complaint and give them an adequate opportunity to investigate and reply to the complaint. This usually entails exhausting that authority's complaints procedure;
- The Ombudsman may not investigate matters which are or have been subject to a right of appeal; and
- The Ombudsman may not investigate matters where the complainant has or has had a remedy by way of court proceedings.

The most common application of the last two points (e.g. the Ombudsman's lack of jurisdiction where the subject matter of the complaint is subject to a right of appeal or court proceedings) is in respect of judicial review. Many councils claim that the Ombudsman does not have jurisdiction in certain cases due to the availability of judicial review. In certain circumstances the Ombudsman can rely on section 26 (6) of the Act which states that:

'A Local Commissioner may conduct an investigation notwithstanding the existence of such a right or remedy if satisfied that in the particular circumstances it is not reasonable to expect the person affected to resort or have resorted to it.'

Complaints Procedures for Local Councils

The LGO has provided guidance on the subject of complaints procedures. A copy of the full guidance can be viewed on the LGO website:

<https://www.lgo.org.uk/make-a-complaint/fact-sheets/other-topics/parish-councils> Whilst most of the guidance is aimed at higher level authorities the guidance is useful and forms a good basis at Parish level.

The Town Council's complaints system is:

- Well publicised and easy to use;
- Helpful and receptive;
- Not adversarial;
- Fair and objective;
- Based on clear procedures and defined responsibilities;
- Quick, thorough, rigorous and consistent;
- Decisive and capable of putting things right where necessary;
- Sensitive to the special needs and circumstances of the complainant;
- Adequately resourced;
- Fully supported by Councillors and Officers; and
- Regularly analyzed to spot patterns of complaint and lessons for service improvement.

The identity of a complainant will only be made known to those who need to consider the complaint and the Council will promise to maintain confidentiality where possible and if circumstances demand.

The Council operates a three stage complaints procedure whereby issues are resolved by:

- Front line staff; then
- Management; then
- Senior management/Members.

Good practice dictates that a deadline is set for the handling of any complaint and the Council will not leave this open ended. Some flexibility is required to deal with lengthier and more complex complaints and this is reflected in the Council's complaints procedure.

Maladministration

Whilst Parish Councils are not under the jurisdiction of the LGO the Council is aware that section 92 of the Local Government Act 2000 gives councils the power to make payment 'in cases of maladministration'. The relevant text of section LGA 2000 s92 follows:

92 Payments in cases of maladministration etc.

(1) Where a relevant authority consider –

- a) That action taken by or on behalf of the authority in the exercise of their functions amounts to, or may amount to, mal administration, and
- b) That a person has been, or may have been, adversely affected by that action

Maladministration can be defined by the LGO as apparent 'maladministration' or service failure. This can include:

- Delay;
- incorrect action or failure to take any action;
- failure to follow procedures or the law;
- failure to provide information;
- inadequate record-keeping;
- failure to investigate;
- failure to reply;
- misleading or inaccurate statements;
- inadequate liaison;
- inadequate consultation; and
- broken promises

This list is not exhaustive and maladministration is a broad concept. It has been described as bias, neglect, inattention, delay, incompetence, ineptitude, perversity, turpitude etc.

For more information on maladministration and the LGO's advice on the matter please go to:
<https://www.lgo.org.uk/information-centre/about-us/our-legal-framework>

The Council's complaints procedure is a document which specifically refers to complaints about administration, services and procedures, but may involve the conduct of a member of staff or officer of the Council. In this case the complaint will be dealt with under the Council's Disciplinary Procedure as detailed in the introduction section of this document.

At all time the rules of natural justice will apply. In other words, all parties should be treated fairly and the process should be reasonable, accessible and transparent.

Management of unreasonable complainant behaviour

In a minority of cases complainants will act in a way that is unreasonable. Because of the nature or frequency of their contact with the Council, a small number of complainants can hinder the consideration of their own and other complainants' cases. This may be because of unacceptable behaviour in their dealings with the Council, or because of unreasonably persistent contacts that distract staff from their work but add nothing to the Councils knowledge or understanding of the case under consideration.

The Council will differentiate between persistent complainants and unreasonably persistent complainers. People bringing complaints back to the Council are 'persistent' because they feel the Council have not dealt with their complaint properly and are not prepared to leave the matter there. Some complainants may have justified complaints may pursue them in inappropriate ways. Others may pursue complaints which appear to have no substance.

Examples of unreasonable actions and behaviour

The LGO outlines experiences of actions and behaviours which have come to its attention. Single incidents may be unacceptable, but more often the difficulty is caused by unreasonable, persistent behaviour that interferes with the investigation, consideration and timing of a suitable resolution of the complaint.

Examples include

- refusing to specify the grounds of a complaint, despite offers of help;
- refusing to co-operate with the complaints investigation process;
- refusing to accept that some issues may not fall within the scope of the procedure;
- insisting on the complaint being handled in ways that are not compatible with the agreed complaints procedure or with good practice;
- making unjustified comments about staff who are trying to deal with the issues and seeking to have them replaced;
- changing the basis of the complaint as the investigation proceeds;
- denying or changing statements the complainant made at an earlier stage;
- introducing trivial or irrelevant information at a later stage;
- raising numerous but unimportant questions; insisting they are all answered;
- covertly recording meetings and conversations;
- submitting falsified documents from themselves or others;
- pursuing parallel complaints on the same issue with a variety of organisations;
- making excessive demands on the time and/or resources of staff with lengthy calls, emails to council staff, detailed letters every day and expecting immediate responses;
- refusing to accept the decision; repeatedly arguing point with no new evidence.

These examples will act as trigger points which will activate this section of the policy, which could result in the restriction of access to council staff.

The decision to designate a complainant's behaviour as unreasonable and restrict access to council staff will only be made if the Council is satisfied that:

- the complaint is/has been investigated fully and properly;
- the decision that has resulted is the correct one;
- communications with the complainant has been adequate; and
- the complainant cannot provide any significant new information that may affect the Council's decision on the complaint.

If it becomes necessary that the complainant's behaviour is unreasonable and results in the need to restrict contact, the following steps will be considered:

- offering the complainant a meeting with a senior staff member to explore the resolution of the complaint and explain why their current behaviour is seen as unreasonable;
- share the Council's agreed policy with the complainant and warn that restrictive actions may need to be applied should their behaviour continue;
- advise the complainant to find a suitable advocate to act on their behalf

Options for action

Any actions taken should be appropriate to the nature and frequency of the complainant's contacts. The objective is to manage the complainant's unreasonable behaviour in order to bring the complaint to the quickest resolution, without further distractions.

Options include:

- placing limits on the number and durations of contact with staff;
- offering a restricted time slot for any necessary calls;
- limit contact to one medium (telephone, email, letter etc.)
- appoint one member of staff with whom the complainant can communicate;
- ensure that any face to face contact takes place with a witness present;

If a decision is taken to restrict access, the complainant will be sent a letter which will explain:

- why the decision was taken;
- what impact this will have on the complainants contact with the Council;
- how long the restrictions will last; and
- what the complainant can do to have the decision reviewed.

The member of staff to whom the complaint has been allocated is required to keep adequate records of all correspondence, face to face meetings and check to ensure that no important significant facts or evidence is overlooked.

A review date will be specified when the decision to restrict is imposed. Restrictions should be lifted at this point unless there are valid grounds to extend the restrictions.

Unacceptable Behaviour

The Council will not tolerate abusive, deceitful, offensive, threatening or other forms of unacceptable behaviour from complainants. When it occurs, the Council will take

proportionate action to protect the wellbeing of our staff and the integrity of our complaints system.

In these cases, the Council will implement the agreed Bullying and Harassment Procedure.

**BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 6th January 2020**

Contact Officer: Deputy Town Clerk

Staff Handbook

1. Recommendations

1.1. It is recommended that Members note and AGREE the below changes to the staff handbook.

2. Background

2.1. The staff handbook has been in use for just over a year and has worked well. It is now overdue its annual review and the following minor updates are recommended.

2.2. ELAS's senior law consultant has reviewed the full document and confirms it conforms to all current legislation and best practice.

3. Proposed Changes

- Page 3 - amend the first paragraph to - Observe and adhere to the safety rules and guidance within the Council's Health and Safety Policy agreed at the meeting of the Resources Committee of 23/09/2019 (min. no. **357/19**).
- Page 3 - correct the fifth paragraph from 2011 to 2012.
- Page 25 paragraph f) - The words "or director" have been removed.
- Page 28 first line – add the word "the" before Town Clerk.
- Appendix 3 be amended to include the extra two days statutory leave required by the Green Book.

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE MEETING

Precept Proposal

Officer: Paul Hodson Town Clerk

Recommendation

That the 2020/21 budget as set out be recommended to Full Council;

- a) To recommend that the Council adopts the budgets attached and increases the precept by 8p per week on a band D property. The new cost per band D property would be £169.03 and would be a yearly increase of £4.28 or 2.6%.
- b) To recommend the changes to ear-marked reserves listed.
- c) That the total funding requirement for 2020/21 to be levied on the new Buckinghamshire Council be set at £903,800.
- d) To recommend that the Council adopts the five year budget attached for budgetary planning purposes, noting that the Precept Meeting each year will decide the following budget and precept for the coming year.

Information

Due to an increase in the base number of houses in the town to 5,346.84, a 0% precept increase would provide £880,892, compared to £852,777 in 2019/20.

The proposed budgets for the Planning, Town Centre & Events and Environment Committees have been discussed by them twice. The Resources Committee has discussed its budget once before. The recommendations of all the Committees, have been included in this proposal. The Ear-marked reserves proposed have been recommended by the relevant Committees.

A five year budget has been provided. While Members are only required to make a decision for the following year, it is recommended that any changes are made for the five year budget as well as 2020/21, to ensure effective budgetary management.

The Council is facing a number of challenges in 2020, including providing a detailed business case to take on further services and assets from the new unitary Buckinghamshire Council, refreshing the Neighbourhood Plan once the new VALP is agreed, and developing the new cemetery and allotment site once planning permission is finalised. The budget proposed would enable these challenges to be addressed effectively.

In 2019/20 Members decided to *increase the overall precept budget by no more than 3.3% and the additional amount required to be taken from the Reserves to ensure a maximum of 3.3% rise in the Precept (621/18)*. This explains the difference between the budget and precept this year.

T

TOTALS

	2018/19 Budget	2018/19 Actual	2019/20 Forecast	2019/20 Budget	2020/21 Proposed Budget
Resources	288,576	300,765	290,648	315,365	357,492
Environment	387,538	281,062	381,902	407,554	384,793
TC & E	99,355	80,694	87,177	101,817	119,865
Planning	39,700	14,554	36,077	43,144	41,365
TOTAL	815,169	677,075	795,804	867,880	903,515

The Ear Marked reserve recommendations are not included in the budget totals because they don't form part of the precept.

The estimated money in the Bank Accounts at 31st March 2020 is £595,733
Officer Recommended Earmarked Reserves total £173,599

Using Officer Recommended Earmarked Reserves would give a General Reserve of £422,134.

The SLCC, BMKALC and the Council's internal and external auditors agree that approximately 3 to 6 months of the precept should be kept as a general reserve. Based on the budget proposed this would be £225,879 to £451,758. The proposed General Reserve fits within the suggested range.

Summary of additional items.

It is recommended that the precept rise in line with inflation, i.e. at 2.6%. By . This is accounted for by a number of items, including:

Staffing

Staffing Costs

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. The Town Council pays staff using the National Joint Council for Local Government Services pay scale and agreed annual increases. The pay scale system is changing for 2019/20 to use a simplified version. The new scale points are show below. The agreed inflationary increase for all staff for 2020/21 has not yet been set. An increase of 3% has been assumed, in line with the increase planned by Buckinghamshire County Council.

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.

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Appendix 1 Staffing Structure for 2020/21

The Council's staffing structure consists of the following roles:

Job Title	Budget	Range	2019/20 Pay Range (Full time equivalent)	Contracted hours
Communications Clerk	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
Grounds Maintenance Apprentice	Environment	Apprentice	£7,504	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	£7,504	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 Supervisor	Town Centre & Events	7-12	£19,544 - £21,589	37
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
Town Clerk	Resources	46 - 49	£49,101 - £52,869	37
Town Plan Officer	Planning	7-12	£19,544 - £21,589	20

Appendix 2 Budget Summary

	2018/19 Budget	2018/19 Actual	2019/20 Forecast	2019/20 Budget	2020/21 Proposed Budget
Resources					
Income	1,610	1,619	3,640	1,140	4,440
Expenditure	290,186	302,384	294,288	316,505	361,932
Net Expenditure	288,576	300,765	290,648	315,365	357,492
Environment					
Income	97,029	103,581	105,807	108,154	106,271
Expenditure	484,567	384,643	487,709	515,708	491,064
Net Expenditure	387,538	281,062	381,902	407,554	384,793
TC & E					
Income	47,000	61,267	76,952	74,970	68,353
Expenditure	146,355	141,961	164,129	176,787	188,218
Net Expenditure	99,355	80,694	87,177	101,817	119,865
Planning					
Income	0	0	0	0	0
Expenditure	39,700	14,554	36,077	43,144	41,365
Net Expenditure	39,700	14,554	36,077	43,144	41,365
TOTAL					
Income	145,639	166,467	186,399	184,264	179,064
Expenditure	960,808	843,542	982,203	1,052,144	1,082,579
Net Expenditure	815,169	677,075	795,804	867,880	903,515

Appendix 3 Proposed Budget 2020/21

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget
101		PERSONNEL COSTS							
	400 0	WAGES & SALARIES ADMIN		121,500	131,504	67,285	119,900	136,484	144,908
	400 3	APPRENTICESHIP		0	0	0	0	0	9,500
	400 5	ERS NATIONAL INS		11,200	10,899	6,671	11,775	17,593	19,445
	400 6	ERS PENSION CONT		28,800	26,347	17,187	30,100	31,999	35,368
	400 7	STAFF TRAVEL		550	715	739	1,100	900	1,100
	400 8	OCCUPATIONAL HEALTH		1,200	895	0	1,200	1,200	1,231
	402 5	HR ADVICE		0	0	4,326	4,325	4,325	4,325
	402 6	STAFF & RECRUITMENT		0	0	0	0	750	1,000
			Expenditure	163,250	170,360	96,208	168,400	193,251	216,877
102		OFFICE EXPENSES							
	101 0	CHAMBER HIRE		1,100	1,550	768	600	600	1,400
	101 2	PHOTOCOPIER USE		10	69	28	40	40	40
			Income	1,110	1,619	796	640	640	1,440
	401 0	STATIONERY		1,800	2,239	1,276	2,125	1,800	2,400
	401 1	POSTAGE		600	476	147	500	500	500
	401 2	PHOTOCOPIER		1,700	1,983	844	1,500	1,500	1,796
	401 3	EQUIPMENT PURCHASE		800	892	54	800	800	1,100
	401 5	ADVERTISMENT		300	569	0	0	500	513
	401 7	SUBSCRIPTIONS		2,800	4,933	3,745	4,126	3,500	4,200
	401 8	TELEPHONE		3,700	4,792	2,550	5,000	5,000	5,130

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget
	4019	HIRE OF HALL		250	240	0	250	250	257
	4021	HOSPITALITY		300	301	134	240	300	400
	4023	TRAINING		15,000	2,039	6,468	8,000	8,000	6,500
	4027	COMPUTER SOFTWARE		0	0	7,430	10,500	7,809	10,000
	4030	PAYROLL		0	0	905	1,300	880	1,300
	4032	PUBLICITY		7,300	5,696	2,848	6,000	6,000	6,500
	4038	COMPUTER EQUIP/MAINT		7,300	7,644	2,126	2,300	2,000	3,500
	4041	WEB SITE PROVISION & OPERATION		1,000	1,576	1,679	2,000	2,000	2,400
	4043	PROTECTIVE CLOTHING / UNIFORM		900	1,944	294	800	1,100	1,000
	4052	HEAT LIGHT POWER		2,600	3,824	56	100	800	821
	4055	ALARM		350	540	89	89	550	564
	4156	BUCKINGHAM CENTRE RENT		11,000	8,188	5,500	8,250	4,500	13,000
	4225	RATES		0	0	0	0	0	2,833
			Expenditure	57,700	47,876	36,145	53,880	47,789	64,714
103		COUNCILLORS							
	4020	MAYOR'S DUTIES		1,800	1,800	276	1,800	1,800	1,800
	4029	MAYOR'S CIVIC		1,200	1,200	1,200	1,200	1,200	1,550
	4044	COUNCILLORS MILEAGE / EXPS		500	369	190	440	600	616
	4045	COUNCILLORS ALLOWANCE		8,282	7,308	0	7,308	7,308	9,981
	4236	ELECTION COSTS		0	0	0	1,906	1,906	500
	4269	COUNCILLOR TRAINING		0	0	0	0	0	1,500
			Expenditure	11,782	10,677	1,666	12,654	12,814	15,947

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget
104		LEGAL REQUIREMENTS							
	4014	AUDIT FEE		3,500	3,340	2,475	4,965	5,200	5,335
	4016	LEGAL COSTS		0	0	0	0	2,500	2,000
	4022	INSURANCE		14,500	15,605	15,182	16,000	16,000	16,500
			Expenditure	18,000	18,945	17,657	20,965	23,700	23,835
120		GRANTS (PREV 137)							
	4077	OLD GAOL FUNDING		3,000	3,000	3,000	3,000	3,000	3,000
	4081	CAB GRANT		5,000	5,000	5,176	5,176	5,176	5,346
	4086	YOUTH CENTRE GRANT		5,000	5,000	5,200	5,200	5,200	5,200
			Expenditure	13,000	13,000	13,376	13,376	13,376	13,546
125		COMMEMORATIVE ITEMS							
	4501	CIVIC AWARD		360	585	645	645	585	816
	4504	REMEMBERANCE WREATH		25	17	18	18	25	26
	4505	MAYORS SALVER		180	0	215	215	180	220
			Expenditure	565	602	878	878	790	1,062
130		ADMIN RESERVES							
	1176	PRECEPT							0
	1190	INTEREST RECEIVED		500	0	0	3,000	500	3,000
			Income	500	0	0	3,000	500	3,000
131		GRANTS							

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget
	408 4	COMMUNITY CENTRE CAPITAL		5,000	4,155	0	5,000	5,000	5,000
	408 7	ANNUAL GRANTS		10,300	10,300	12,135	12,135	12,135	12,451
	408 8	UNIVERSITY CIVIC PRIZES		0	0	0	0	150	0
			Expenditure	15,300	14,455	12,135	17,135	17,285	17,451
132		CONTINGENCIES							
	450 0	CONTINGENCIES		10,589	26,469	6,981	7,000	7,500	8,500
			Expenditure	10,589	26,469	6,981	7,000	7,500	8,500
201		ENVIRONMENT							
	108 1	SOLAR PANEL FIT RATE		2,500	0	0	0	0	0
	108 2	SOLAR PANEL EXPORT RATE		1,500	0	0	0	0	0
			Income	4,000	0	0	0	0	0
	399 5	NI ENVIRONMENT		10,600	10,999	8,956	15,000	23,567	24,798
	399 6	PENSIONERS ENVIRONMENT		35,400	31,372	26,858	44,725	44,107	46,384
	400 4	WAGES & SALARIES ENVIRONMENT		149,600	137,057	#####	191,500	185,719	199,640
	406 8	COMMUNITY SERVICE		6,820	3,120	1,080	6,500	6,500	6,669
	410 1	SEATS AND BINS		1,000	943	313	1,000	1,000	0
	411 2	ENVIRONMENT EQUIPMENT		7,000	8,476	5,284	7,000	7,000	6,000
	411 8	SOLAR PANELS		500	344	0	0	795	0
	415 5	SOLAR PANEL LOAN REPAYMENT		0	0	0	0	7,844	0
	425 2	SOLAR PANEL LOAN REPAYMENT		9,500	0	0	0	0	0

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget
			Expenditure	220,420	192,311	#####	265,725	276,532	283,491
202		ROUNDAABOUTS							
				2,075	2,127	2,178	2,125	2,125	2,180
	105 1	ROUNDAABOUT NO 1 ABBOT FIRE							
	105 2	ROUNDAABOUT NO 2 ELLA		1,580	1,134	1,161	1,618	1,618	1,660
	105 3	ROUNDAABOUT NO 3 SEASONS INNS		1,816	1,861	1,905	1,860	1,860	1,908
	105 4	ROUNDAABOUT NO 4 R & B		2,258	2,302	2,429	2,312	2,312	2,372
	105 6	ROUNDAABOUT NO 6 THE VET CENTRE		2,478	1,684	2,587	2,537	2,537	2,603
	105 7	ROUNDAABOUT NO 7 RING ROAD		1,264	1,288	1,319	1,294	1,294	1,328
			Income	11,471	10,396	11,579	11,746	11,746	12,051
	410 8	ROUNDAABOUT		8,900	6,435	197	1,500	1,500	1,300
			Expenditure	8,900	6,435	197	1,500	1,500	1,300
203		MAINTENANCE							
	406 3	VEHICLE HIRE AND RUNNING COSTS		20,000	19,427	19,156	26,800	14,000	0
	408 2	ALLOTMENTS		1,500	1,500	2,000	2,000	2,000	2,000
	410 2	DOG BINS		5,000	3,412	0	4,000	4,500	0
			Expenditure	26,500	24,339	21,156	32,800	20,500	2,000
204		DEVOLVED SERVICES EXPENSES							
	101 5	DEVOLVED OTHER INCOME		0	0	9,453	9,453	3,000	0

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget
	1017	DEV SERVS NON CARRIAGEWAY INC		20,353	21,093	20,353	20,353	20,353	20,353
	1019	DEVOLVED SERVICES INCOME		0	0	0	0	0	0
			Income	20,353	21,093	29,806	29,806	23,353	20,353
	4124	DEVOLVED NON-CARRIAGEWAY		22,000	9,335	7,082	8,000	20,353	9,000
	4127	DEVOLVED MINOR HIGHWAYS		0	0	9,425	9,425	100	0
			Expenditure	22,000	9,335	16,507	17,425	20,453	9,000
205		GROUNDS MAINTENANCE							
	4033	WASTE DISPOSAL		0	0	689	1,365	1,800	1,800
	4035	MACHINERY		0	0	427	1,500	2,000	1,500
	4036	FUEL (MOWER)		0	0	1,090	1,500	3,000	2,300
	4037	SUNDRIES		0	0	683	1,000	1,500	1,200
	4063	VEHICLE HIRE AND RUNNING COSTS		0	0	0	0	0	13,500
			Expenditure	0	0	2,889	5,365	8,300	20,300
248		DEPOT							
	4013	EQUIPMENT PURCHASE		0	0	458	6,000	6,000	2,500
	4055	ALARM		400	479	0	400	400	410
	4225	RATES		4,500	3,984	4,075	4,075	4,500	4,200
	4601	REPAIRS& MAINTENANCE FUND		500	827	48	500	500	800
	4602	ELECTRICITY		2,500	1,090	648	1,500	2,500	2,000

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget
	4603	WATER		1,500	301	270	600	1,500	1,000
			Expenditure	9,400	6,681	5,499	13,075	15,400	10,910
249		PUBLIC TOILETS							
	1085	SHOP MOBILITY INCOME		0	0	535	550	350	100
			Income	0	0	535	550	350	100
	4225	RATES		8,000	0	0	0	0	1,000
	4602	ELECTRICITY		1,000	0	0	0	1,000	1,026
	4603	WATER		2,500	0	0	0	2,500	2,565
	4608	SHOP MOBILITY		1,000	221	0	0	1,000	1,026
	4612	CONTRACTOR CHARGE		10,000	9,674	6,096	10,450	10,450	10,722
	4709	MAINTENANCE		500	447	40	250	500	513
			Expenditure	23,000	10,342	6,136	10,700	15,450	16,852
250		LACE HILL							
	1026	LACE HILL COMMUNITY CENTRE		37,000	43,571	30,432	42,000	44,000	43,251
	1027	SOLAR INCOME		0	0	0	0	0	507
			Income	37,000	43,571	30,432	42,000	44,000	43,758
	4050	LACE HILL PLAYING FIELDS		11,000	2,898	1,017	1,017	9,000	500
	4118	SOLAR PANELS		0	0	0	0	0	715
	4158	LACE HILL GAS		2,800	8,894	828	2,500	5,000	4,000
	4159	LACE HILL ELECTRICITY		2,500	3,761	3,624	3,800	-3,757	1,960
	4160	LACE HILL WATER		2,500	527	110	750	2,500	1,250
	4161	LACE HILL REPAIRS & MAINT		10,000	6,815	3,761	6,000	10,000	3,500

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget
	4162	LACE HILL CONTRACTOR CHARGE		10,000	3,644	2,384	3,500	3,500	3,750
	4163	LACE HILL ALARM		500	0	91	400	500	513
	4164	LACE HILL EQUIPMENT PURCHASE		7,000	487	195	2,000	3,000	2,500
	4167	LACE HILL PLAY AREA		0	0	161	500	3,000	0
	4225	RATES		9,692	9,360	9,575	9,575	9,600	9,850
	4605	HORTICULTURAL CONTRACT		4,709	5,882	0	0	0	0
			Expenditure	60,701	42,268	21,746	30,042	42,343	28,538
251		CHANDOS PARK							
	1030	BOWLS INCOME		550	550	550	550	550	564
	1035	TENNIS COURT RENT		625	625	0	625	625	641
			Income	1,175	1,175	550	1,175	1,175	1,205
	4106	PLAY AREA MAINTENANCE		500	289	1,716	3,500	3,500	0
	4122	TREE WORKS		0	0	0	2,000	2,000	0
	4601	REPAIRS& MAINTENANCE FUND		2,975	3,080	1,108	2,500	2,500	3,065
	4602	ELECTRICITY		500	356	196	400	500	513
	4603	WATER		1,500	1,007	663	1,000	1,500	1,539
	4605	HORTICULTURAL CONTRACT		6,830	6,456	0	0	0	0
			Expenditure	12,305	11,188	3,683	9,400	10,000	5,117
252		BOURTON PARK							
	4106	PLAY AREA MAINTENANCE		1,000	1,111	641	1,000	1,000	0
	4122	TREE WORKS		7,000	7,000	90	7,000	7,000	0

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget
	4601	REPAIRS& MAINTENANCE FUND		4,000	3,291	3,024	4,000	4,000	5,000
	4605	HORTICULTURAL CONTRACT		20,471	21,122	0	0	0	0
	4708	PLAY EQUIPMENT		0	0	0	10,000	10,000	0
			Expenditure	32,471	32,524	3,755	22,000	22,000	5,000
253		CEMETERY							
	1041	BURIAL FEES		12,500	17,170	5,975	10,000	17,000	18,000
			Income	12,500	17,170	5,975	10,000	17,000	18,000
	4225	RATES		1,300	310	349	349	1,000	400
	4265	NEW CEM MAINTENANCE		0	0	0	0	0	5,050
	4601	REPAIRS& MAINTENANCE FUND		3,000	1,514	772	3,000	3,000	3,078
	4602	ELECTRICITY		400	434	78	188	400	450
	4605	HORTICULTURAL CONTRACT		6,806	7,353	0	0	0	0
	4617	MEMORIAL TESTING		1,000	0	0	2,000	2,000	2,052
	4619	NEW CEM REPAYMENTS		0	0	0	28,728	28,728	37,108
	4620	EXPENSES RE BURIAL DUTIES		6,500	2,697	1,793	2,000	6,500	6,669
	4621	NEW CEMETERY PLANNING		20,000	300	0	7,000	7,000	0
			Expenditure	39,006	12,608	2,992	43,265	48,628	54,807
254		CHANDOS PARK TOILETS							
	4612	CONTRACTOR CHARGE		9,000	18,830	8,303	13,000	13,000	13,338
	4709	MAINTENANCE		1,000	884	102	1,000	1,000	1,026
			Expenditure	10,000	19,714	8,405	14,000	14,000	14,364

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget
255		RAILWAY WALK & CASTLE HILL							
	4120	FRIENDS OF GROUPS		1,000	522	402	1,000	1,000	1,026
	4122	TREE WORKS		1,500	740	350	1,500	1,500	0
	4605	HORTICULTURAL CONTRACT		2,010	2,300	0	0	0	0
	4709	MAINTENANCE		500	229	76	500	500	513
			Expenditure	5,010	3,791	828	3,000	3,000	1,539
256		STORAGE PREMISES							
	4066	GRENVILLE GARAGE RENT		650	599	407	610	650	667
			Expenditure	650	599	407	610	650	667
257		KEN TAGG PLAYGROUND							
	4106	PLAY AREA MAINTENANCE		500	72	69	500	500	0
	4122	TREE WORKS		500	120	0	250	250	0
	4605	HORTICULTURAL CONTRACT		786	748	0	0	0	0
			Expenditure	1,786	940	69	750	750	0
258		CEMETERY LODGE							
	1061	CEMTERY LODGE RENTAL INCOME		10,530	10,176	5,691	10,530	10,530	10,804
			Income	10,530	10,176	5,691	10,530	10,530	10,804
	4034	PWLB REPAYMANTS INCL INTEREST		4,702	4,702	2,351	4,702	4,702	4,702
	4609	CEMETERY LODGE MAINT		2,000	1,850	2,114	6,850	5,000	3,500

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget
			Expenditure	6,702	6,552	4,465	11,552	9,702	8,202
259		OTTERS BROOK							
	4106	PLAY AREA MAINTENANCE		500	72	69	500	500	0
	4122	TREE WORKS		150	0	0	400	400	0
	4605	HORTICULTURAL CONTRACT		2,666	2,559	0	0	0	0
			Expenditure	3,316	2,631	69	900	900	0
260		CCTV							
	4100	CCTV ONGOING COSTS		2,400	2,385	512	1,600	1,600	1,642
			Expenditure	2,400	2,385	512	1,600	1,600	1,642
261		COMMUNITY CENTRE STRUCTURAL RE							
	4085	STRUCTURAL REPAIRS		0	0	240	4,000	4,000	2,000
	4091	CHAMBER WORKS		0	0	0	0	0	1,000
			Expenditure	0	0	240	4,000	4,000	3,000
262		PARKS GENERAL							
	4101	SEATS AND BINS		0	0	0	0	0	1,026
	4102	DOG BINS		0	0	0	0	0	4,500
	4106	PLAY AREA MAINTENANCE		0	0	0	0	0	5,013
	4122	TREE WORKS		0	0	0	0	0	11,796
	4270	BRIDGES		0	0	0	0	0	1,000

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget
	4275	PLAY AREA REPLACEMENT FUND		0	0	0	0	0	1,000
			Expenditure	0	0	0	0	0	24,335
301		TOWN CENTRE & EVENTS							
	1013	HANGING BASKETS		400	333	633	633	400	410
	1028	LACE HILL EVENTS INCOME		1,000	320	429	1,000	1,000	1,026
	1029	GOOD ENDINGS FAIR INCOME		1,000	1,452	0	1,000	1,000	1,000
	1031	ENTERPRISE FAIR INCOME		500	0	0	0	0	0
	1033	ICE RINK INCOME		8,600	5,939	0	0	8,000	0
	1062	COMMUNITY FAIR - TABLE INCOME		300	230	120	200	200	205
	1066	COMEDY NIGHT INCOME		3,000	0	0	3,000	3,000	3,078
	1069	CHARTER FAIR INCOME		6,400	6,630	6,876	6,876	6,670	6,843
	1086	FIREWORK DISPLAY INCOME		0	0	0	0	100	100
	1087	CHRISTMAS LIGHT INCOME		0	0	25	25	100	100
			Income	21,200	14,904	8,083	12,734	20,470	12,762
	3997	NI TC & E		3,900	3,005	1,855	2,783	5,446	5,960
	3998	PENSIONERS TC & E		13,200	7,460	5,901	8,852	11,620	12,608
	3999	WAGES & SALARIES TC & E		55,600	51,092	31,197	46,796	55,096	60,567
	4042	EVENTS EQUIPMENT		0	0	621	1,000	1,000	560
	4079	FAIR TRADE PROMOTION		400	151	175	400	400	410
	4094	YOUTH PROJECT		3,000	2,414	3,198	3,198	3,000	3,000

Centre	Code		2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget
	4104	TOWN IN BLOOM	6,300	6,578	7,209	7,209	7,000	10,750
	4107	PRIDE OF PLACE	250	193	113	113	250	257
	4115	RIVER RINSE	400	186	165	165	400	410
	4119	ICE RINK	8,600	7,740	0	0	8,000	0
	4125	ENTERPRISE FAIR	500	31	0	0	0	0
	4126	GOOD ENDINGS FAIR	1,000	1,105	0	0	1,000	1,000
	4166	LACE HILL EVENTS	1,000	797	815	1,000	1,000	1,026
	4201	CHRISTMAS LIGHTS	9,000	8,933	11,000	11,000	11,000	11,286
	4202	FIREWORK DISPLAY	4,500	4,712	3,795	5,000	5,000	5,130
	4203	COMMUNITY FAIR	785	511	0	400	400	410
	4205	CHRISTMAS PARADE	3,000	2,580	0	3,900	3,900	3,900
	4208	SPRING FAIR	500	90	128	530	500	500
	4210	PANCAKE RACE	75	85	0	75	75	80
	4211	BAND JAM	3,500	3,366	3,415	3,415	3,500	3,591
	4212	CHRISTMAS LIGHT SWITCH ON	1,300	1,289	160	1,500	1,500	2,500
	4213	DOG AWARENESS	300	189	263	263	400	495
	4216	MAY DAY EVENT	50	0	0	0	50	50
	4220	MUSIC IN THE MARKET	3,500	3,430	3,398	3,398	3,500	3,591
	4230	SCOUT PARADE	50	18	0	0	50	50
	4241	COMEDY NIGHT EXPENDITURE	3,000	0	0	3,000	3,000	3,078
	4243	CHARTER FAIR EXPENDITURE	4,445	609	273	3,000	2,550	3,000
	4260	TWINNING	0	0	0	2,000	2,000	2,000
		Expenditure	128,155	106,564	73,681	108,996	131,637	136,209

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget
302		STREET MARKET							
	1005	STREET MARKET		14,000	13,683	9,934	14,400	14,000	14,500
	1006	FLEA MARKET		5,500	4,038	3,080	4,500	5,000	4,500
			Income	19,500	17,721	13,014	18,900	19,000	19,000
	4017	SUBSCRIPTIONS		330	318	358	358	330	450
	4225	RATES		4,000	2,193	2,087	3,000	3,000	3,078
	4235	MARKET INFRASTRUCTURE & PROMOT		1,950	1,424	960	1,500	1,500	1,500
			Expenditure	6,280	3,935	3,405	4,858	4,830	5,028
303		SPECIAL EVENTS							
	1020	FOOD FAIR INCOME		400	705	25	500	500	513
	1034	FESTIVAL OF HEALTH		2,500	0	0	0	0	0
	1083	FRINGE INCOME		3,000	336	2,818	2,818	3,000	3,078
			Income	5,900	1,041	2,843	3,318	3,500	3,591
	4075	FESTIVAL OF HEALTH		2,500	0	0	0	0	0
	4221	FRINGE		6,000	3,031	5,955	5,955	6,000	6,000
	4242	FOOD FAIR		500	353	0	500	500	513
	4244	REMEMBRANCE FLAGS		420	241	219	420	420	600
	4273	ONE OFF EVENTS		0	0	0	0	0	1,500
			Expenditure	9,420	3,625	6,174	6,875	6,920	8,613
304		BUCKINGHAM TOWN YOUTH COUNCIL							

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget
	4237	YOUTH COUNCIL BUDGET		900	0	0	0	0	1,000
	4238	YOUTH COUNCIL ADMIN		100	0	0	0	0	100
			Expenditure	1,000	0	0	0	0	1,100
305		TOURIST INFORMATION CENTRE							
	1084	TIC INCOME		400	27,601	13,721	32,000	32,000	33,000
	1088	HERITAGE APP INCOME		0	0	10,000	10,000	0	0
			Income	400	27,601	23,721	42,000	32,000	33,000
	4253	TIC TICKETS AND PRODUCE		1,500	27,837	15,294	30,000	30,000	30,780
	4255	HERITAGE APP EXPENDITURE		0	0	0	10,000	0	0
	4274	TOURISM WEBSITE		0	0	0	0	0	2,500
			Expenditure	1,500	27,837	15,294	40,000	30,000	33,280
306		ACCESSIBILITY							
	4254	ACCESS ABLE		0	0	3,400	3,400	3,400	3,488
	4266	ACCESSIBILITY COSTS		0	0	0	0	0	500
			Expenditure	0	0	3,400	3,400	3,400	3,988
601		PLANNING							
	3992	WAGES & SALARIES PLANNING		29,700	11,172	17,699	30,341	30,341	31,252
	3993	NI PLANNING		1,900	382	1,053	1,806	4,187	4,313
	3994	PENSIONERS PLANNING		7,100	0	1,709	2,930	7,616	4,000
	4624	NEIGHBOURHOOD PLAN		1,000	3,000	0	1,000	1,000	1,800

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget
			Expenditure	39,700	14,554	20,461	36,077	43,144	41,365

Appendix 4 Proposed Ear-Marked Reserves for 2020/21

		Estimated for end of 2019/20	Budget 2019/20	Proposed for 2020/21
901	EARMARKED RESERVES			
9001	YOUTH COUNCIL	1,000	1,000	1,000
9002	CEMETERY DEVELOPMENT	20,000	20,000	48,278
9004	SOLAR PANEL LACE HILL	28,076	28,076	28,076
9006	SPEED WATCH	598	598	598
9012	CHRISTMAS LIGHTS	295	7,753	295
9015	CHARTER FAIRS	4,136	4,136	4,136
9025	PLAY AREA REPLACEMENT	27,121	27,121	30,121
9027	GREEN BUCKINGHAM GROUP	226	226	226
9029	CIRCULAR WALK MAINT	5,399	5,399	5,399
9030	TOURISM LEAFLETS	2,404	2,404	2,404
9033	ECONOMIC DEVELOPMENT GRP	-2,685	2,540	-2,685
9035	PARKS DEVELOPMENT	1,405	1,405	1,405
9036	ELECTION COSTS	3,188	3,188	5,094
9037	FAIR TRADE	0	400	0
9040	PARK RUN	89	89	89
9041	BONFIRE AND FIREWORK	0	200	0
9045	ACCESS FOR ALL	251	520	251
9046	PLANNING DISPLAY EQUIPMENT	629	5,242	629
9048	BAG FUND	1,283	2,071	1,283
tba	NEIGHBOURHOOD PLAN			20,000
tba	BRIDGE REPAIRS			15,000
tba	OFFICE DEVELOPMENT / FURNITURE			12,000
TOTAL		93,415	112,368	173,599

Appendix 5; Proposed Five Year Budget

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
101		PERSONNEL COSTS											
	4000	WAGES & SALARIES ADMIN		121,500	131,504	67,285	119,900	136,484	144,908	148,676	152,541	156,507	160,576
	4003	APPRENTICESHIP		0	0	0	0	0	9,500	9,747	10,000	10,260	10,527
	4005	ERS NATIONAL INS		11,200	10,899	6,671	11,775	17,593	19,445	19,951	20,469	21,001	21,548
	4006	ERS PENSION CONT		28,800	26,347	17,187	30,100	31,999	35,368	36,288	37,231	38,199	39,192
	4007	STAFF TRAVEL		550	715	739	1,100	900	1,100	1,129	1,158	1,188	1,219
	4008	OCCUPATIONAL HEALTH		1,200	895	0	1,200	1,200	1,231	1,263	1,296	1,330	1,365
	4025	HR ADVICE		0	0	4,326	4,325	4,325	4,325	4,325	5,000	5,130	5,263
	4026	STAFF & RECRUITMENT		0	0	0	0	750	1,000	1,026	1,053	1,080	1,108
			Expenditure	163,250	170,360	96,208	168,400	193,251	216,877	222,405	228,748	234,695	240,798
102		OFFICE EXPENSES											
	1010	CHAMBER HIRE		1,100	1,550	768	600	600	1,400	1,436	1,473	1,511	1,550
	1012	PHOTOCOPIER USE		10	69	28	40	40	40	40	40	40	40
			Income	1,110	1,619	796	640	640	1,440	1,476	1,513	1,551	1,590

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
	4010	STATIONERY		1,800	2,239	1,276	2,125	1,800	2,400	2,300	2,500	2,565	2,632
	4011	POSTAGE		600	476	147	500	500	500	513	526	540	554
	4012	PHOTOCOPIER		1,700	1,983	844	1,500	1,500	1,796	1,843	1,891	1,940	1,990
	4013	EQUIPMENT PURCHASE		800	892	54	800	800	1,100	1,129	1,500	1,539	1,579
	4015	ADVERTISMENT		300	569	0	0	500	513	526	540	554	568
	4017	SUBSCRIPTIONS		2,800	4,933	3,745	4,126	3,500	4,200	4,309	4,421	4,536	4,654
	4018	TELEPHONE		3,700	4,792	2,550	5,000	5,000	5,130	5,263	5,400	5,540	5,684
	4019	HIRE OF HALL		250	240	0	250	250	257	264	271	278	285
	4021	HOSPITALITY		300	301	134	240	300	400	410	421	432	443
	4023	TRAINING		15,000	2,039	6,468	8,000	8,000	6,500	6,669	6,842	7,020	7,203
	4027	COMPUTER SOFTWARE		0	0	7,430	10,500	7,809	10,000	10,260	10,527	10,800	11,081
	4030	PAYROLL		0	0	905	1,300	880	1,300	1,334	1,368	1,404	1,441
	4032	PUBLICITY		7,300	5,696	2,848	6,000	6,000	6,500	7,000	7,500	8,000	8,208
	4038	COMPUTER EQUIP/MAINT		7,300	7,644	2,126	2,300	2,000	3,500	3,591	3,684	3,780	3,878
	4041	WEB SITE PROVISION & OPERATION		1,000	1,576	1,679	2,000	2,000	2,400	2,462	2,526	2,592	2,660
	4043	PROTECTIVE CLOTHING / UNIFORM		900	1,944	294	800	1,100	1,000	1,026	1,053	1,080	1,108
	4052	HEAT LIGHT POWER		2,600	3,824	56	100	800	821	842	864	886	909
	4055	ALARM		350	540	89	89	550	564	579	594	609	625
	4156	BUCKINGHAM CENTRE RENT		11,000	8,188	5,500	8,250	4,500	13,000	13,338	13,685	14,041	14,406

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
	4225	RATES		0	0	0	0	0	2,833	2,907	2,983	3,061	3,141
			Expenditure	57,700	47,876	36,145	53,880	47,789	64,714	66,565	69,096	71,197	73,049
103		COUNCILLORS											
	4020	MAYOR'S DUTIES		1,800	1,800	276	1,800	1,800	1,800	1,847	1,895	1,944	1,995
	4029	MAYOR'S CIVIC		1,200	1,200	1,200	1,200	1,200	1,550	1,590	1,631	1,673	1,716
	4044	COUNCILLORS MILEAGE / EXPS		500	369	190	440	600	616	632	648	700	718
	4045	COUNCILLORS ALLOWANCE		8,282	7,308	0	7,308	7,308	9,981	10,240	11,742	12,048	12,361
	4236	ELECTION COSTS		0	0	0	1,906	1,906	500	1,000	1,500	1,750	1,750
	4269	COUNCILLOR TRAINING		0	0	0	0	0	1,500	1,539	1,765	1,811	1,858
			Expenditure	11,782	10,677	1,666	12,654	12,814	15,947	16,848	19,181	19,926	20,398
104		LEGAL REQUIREMENTS											
	4014	AUDIT FEE		3,500	3,340	2,475	4,965	5,200	5,335	5,474	5,616	5,762	5,912
	4016	LEGAL COSTS		0	0	0	0	2,500	2,000	2,000	2,000	2,000	2,000
	4022	INSURANCE		14,500	15,605	15,182	16,000	16,000	16,500	16,929	17,369	17,821	18,284
			Expenditure	18,000	18,945	17,657	20,965	23,700	23,835	24,403	24,985	25,583	26,196

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
120		GRANTS (PREV 137)											
	4077	OLD GAOL FUNDING		3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,500	3,500	3,500
	4081	CAB GRANT		5,000	5,000	5,176	5,176	5,176	5,346	5,449	5,591	5,736	5,885
	4086	YOUTH CENTRE GRANT		5,000	5,000	5,200	5,200	5,200	5,200	5,200	5,750	5,750	5,750
			Expenditure	13,000	13,000	13,376	13,376	13,376	13,546	13,649	14,841	14,986	15,135
125		COMMEMORATIVE ITEMS											
	4501	CIVIC AWARD		360	585	645	645	585	816	837	650	667	684
	4504	REMEMBRANCE WREATH		25	17	18	18	25	26	27	28	29	30
	4505	MAYORS SALVER		180	0	215	215	180	220	226	232	238	244
			Expenditure	565	602	878	878	790	1,062	1,090	910	934	958
130		ADMIN RESERVES											
	1176	PRECEPT							0	0	0	0	0
	1190	INTEREST RECEIVED		500	0	0	3,000	500	3,000	3,078	3,158	3,240	3,324

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
			Income	500	0	0	3,000	500	3,000	3,078	3,158	3,240	3,324
131		GRANTS											
	4084	COMMUNITY CENTRE CAPITAL		5,000	4,155	0	5,000	5,000	5,000	5,130	5,263	5,400	5,540
	4087	ANNUAL GRANTS		10,300	10,300	12,135	12,135	12,135	12,451	12,775	13,107	13,448	13,798
	4088	UNIVERSITY CIVIC PRIZES		0	0	0	0	150	0	0	0	0	0
			Expenditure	15,300	14,455	12,135	17,135	17,285	17,451	17,905	18,370	18,848	19,338
132		CONTINGENCIES											
	4500	CONTINGENCIES		10,589	26,469	6,981	7,000	7,500	8,500	8,721	8,948	9,180	9,419
			Expenditure	10,589	26,469	6,981	7,000	7,500	8,500	8,721	8,948	9,180	9,419
201		ENVIRONMENT											
	1081	SOLAR PANEL FIT RATE		2,500	0	0	0	0	0				
	1082	SOLAR PANEL EXPORT RATE		1,500	0	0	0	0	0				

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
			Income	4,000	0	0	0	0	0	0	0	0	0
	3995	NI ENVIRONMENT		10,600	10,999	8,956	15,000	23,567	24,798	25,443	26,104	26,783	27,479
	3996	PENSIONERS ENVIRONMENT		35,400	31,372	26,858	44,725	44,107	46,384	47,590	48,827	50,097	51,399
	4004	WAGES & SALARIES ENVIRONMENT		149,600	137,057	#####	191,500	185,719	199,640	204,831	210,156	215,620	221,226
	4068	COMMUNITY SERVICE		6,820	3,120	1,080	6,500	6,500	6,669	6,842	7,020	7,203	7,390
	4101	SEATS AND BINS		1,000	943	313	1,000	1,000	0	0	0	0	0
	4112	ENVIRONMENT EQUIPMENT		7,000	8,476	5,284	7,000	7,000	6,000	6,156	6,480	6,649	6,822
	4118	SOLAR PANELS		500	344	0	0	795	0	0	0	0	0
	4155	SOLAR PANEL LOAN REPAYMENT		0	0	0	0	7,844	0	0	0	0	0
	4252	SOLAR PANEL LOAN REPAYMENT		9,500	0	0	0	0	0				
			Expenditure	220,420	192,311	#####	265,725	276,532	283,491	290,862	298,587	306,352	314,316
202		ROUNDBABOUTS											

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
	1051	ROUNDBOUT NO 1 ABBOT FIRE		2,075	2,127	2,178	2,125	2,125	2,180	2,237	2,295	2,355	2,416
	1052	ROUNDBOUT NO 2 ELLA		1,580	1,134	1,161	1,618	1,618	1,660	1,703	1,747	1,792	1,839
	1053	ROUNDBOUT NO 3 SEASONS INNS		1,816	1,861	1,905	1,860	1,860	1,908	1,958	2,009	2,061	2,115
	1054	ROUNDBOUT NO 4 R & B		2,258	2,302	2,429	2,312	2,312	2,372	2,434	2,497	2,562	2,629
	1056	ROUNDBOUT NO 6 THE VET CENTRE		2,478	1,684	2,587	2,537	2,537	2,603	2,671	2,740	2,811	2,884
	1057	ROUNDBOUT NO 7 RING ROAD		1,264	1,288	1,319	1,294	1,294	1,328	1,363	1,398	1,434	1,471
			Income	11,471	10,396	11,579	11,746	11,746	12,051	12,366	12,686	13,015	13,354
	4108	ROUNDBOUT		8,900	6,435	197	1,500	1,500	1,300	1,334	1,369	1,405	1,442
			Expenditure	8,900	6,435	197	1,500	1,500	1,300	1,334	1,369	1,405	1,442
203		MAINTENANCE											
	4063	VEHICLE HIRE AND RUNNING COSTS		20,000	19,427	19,156	26,800	14,000	0	0	0	0	0
	4082	ALLOTMENTS		1,500	1,500	2,000	2,000	2,000	2,000	2,052	2,105	2,160	2,216
	4102	DOG BINS		5,000	3,412	0	4,000	4,500	0	0	0	0	0

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
			Expenditure	26,500	24,339	21,156	32,800	20,500	2,000	2,052	2,105	2,160	2,216
204		DEVOLVED SERVICES EXPENSES											
	1015	DEVOLVED OTHER INCOME		0	0	9,453	9,453	3,000	0	0	0	0	0
	1017	DEV SERV NON CARRIAGEWAY INC		20,353	21,093	20,353	20,353	20,353	20,353	20,381	20,381	20,381	20,381
	1019	DEVOLVED SERVICES INCOME		0	0	0	0	0	0				
			Income	20,353	21,093	29,806	29,806	23,353	20,353	20,381	20,381	20,381	20,381
	4124	DEVOLVED NON- CARRIAGEWAY		22,000	9,335	7,082	8,000	20,353	9,000	9,234	9,474	9,720	9,973
	4127	DEVOLVED MINOR HIGHWAYS		0	0	9,425	9,425	100	0	0	0	0	0
			Expenditure	22,000	9,335	16,507	17,425	20,453	9,000	9,234	9,474	9,720	9,973

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
205		GROUNDS MAINTENANCE											
	4033	WASTE DISPOSAL		0	0	689	1,365	1,800	1,800	1,847	1,895	1,944	1,995
	4035	MACHINERY		0	0	427	1,500	2,000	1,500	1,539	1,579	1,620	1,662
	4036	FUEL (MOWER)		0	0	1,090	1,500	3,000	2,300	2,360	2,421	2,484	2,549
	4037	SUNDRIES		0	0	683	1,000	1,500	1,200	1,231	1,263	1,296	1,330
	4063	VEHICLE HIRE AND RUNNING COSTS		0	0	0	0	0	13,500	13,851	14,211	14,580	14,959
			Expenditure	0	0	2,889	5,365	8,300	20,300	20,828	21,369	21,924	22,494
248		DEPOT											
	4013	EQUIPMENT PURCHASE		0	0	458	6,000	6,000	2,500	2,565	2,632	2,700	2,770
	4055	ALARM		400	479	0	400	400	410	421	432	443	455
	4225	RATES		4,500	3,984	4,075	4,075	4,500	4,200	4,309	4,421	4,536	4,654
	4601	REPAIRS& MAINTENANCE FUND		500	827	48	500	500	800	821	842	864	886
	4602	ELECTRICITY		2,500	1,090	648	1,500	2,500	2,000	2,052	2,105	2,160	2,216
	4603	WATER		1,500	301	270	600	1,500	1,000	1,026	1,053	1,080	1,108
			Expenditure	9,400	6,681	5,499	13,075	15,400	10,910	11,194	11,485	11,783	12,089

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
249		PUBLIC TOILETS											
	1085	SHOP MOBILITY INCOME		0	0	535	550	350	100	103	106	109	112
			Income	0	0	535	550	350	100	103	106	109	112
	4225	RATES		8,000	0	0	0	0	1,000	1,000	1,000	1,000	1,000
	4602	ELECTRICITY		1,000	0	0	0	1,000	1,026	1,053	1,080	1,108	1,137
	4603	WATER		2,500	0	0	0	2,500	2,565	2,632	2,700	2,770	2,842
	4608	SHOP MOBILITY		1,000	221	0	0	1,000	1,026	1,500	1,539	1,579	1,620
	4612	CONTRACTOR CHARGE		10,000	9,674	6,096	10,450	10,450	10,722	11,001	11,287	11,580	11,881
	4709	MAINTENANCE		500	447	40	250	500	513	526	540	554	568
			Expenditure	23,000	10,342	6,136	10,700	15,450	16,852	17,712	18,146	18,591	19,048
250		LACE HILL											
	1026	LACE HILL COMMUNITY CENTRE		37,000	43,571	30,432	42,000	44,000	43,251	44,376	45,530	46,714	47,929
	1027	SOLAR INCOME		0	0	0	0	0	507	520	534	548	562
			Income	37,000	43,571	30,432	42,000	44,000	43,758	44,896	46,064	47,262	48,491
	4050	LACE HILL PLAYING FIELDS		11,000	2,898	1,017	1,017	9,000	500	513	526	540	554
	4118	SOLAR PANELS		0	0	0	0	0	715	734	753	773	793
	4158	LACE HILL GAS		2,800	8,894	828	2,500	5,000	4,000	4,104	4,211	4,320	4,433
	4159	LACE HILL ELECTRICITY		2,500	3,761	3,624	3,800	-3,757	1,960	2,011	2,063	2,117	2,172

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
	4160	LACE HILL WATER		2,500	527	110	750	2,500	1,250	1,283	1,316	1,350	1,385
	4161	LACE HILL REPAIRS & MAINT		10,000	6,815	3,761	6,000	10,000	3,500	3,591	3,684	3,780	3,878
	4162	LACE HILL CONTRACTOR CHARGE		10,000	3,644	2,384	3,500	3,500	3,750	3,848	3,948	4,051	4,156
	4163	LACE HILL ALARM		500	0	91	400	500	513	526	540	554	568
	4164	LACE HILL EQUIPMENT PURCHASE		7,000	487	195	2,000	3,000	2,500	2,565	2,632	2,700	2,770
	4167	LACE HILL PLAY AREA		0	0	161	500	3,000	0	0	0	0	0
	4225	RATES		9,692	9,360	9,575	9,575	9,600	9,850	10,106	10,369	10,639	10,916
	4605	HORTICULTURAL CONTRACT		4,709	5,882	0	0	0	0				
			Expenditure	60,701	42,268	21,746	30,042	42,343	28,538	29,281	30,042	30,824	31,625
251		CHANDOS PARK											
	1030	BOWLS INCOME		550	550	550	550	550	564	579	594	609	625
	1035	TENNIS COURT RENT		625	625	0	625	625	641	658	675	693	711
			Income	1,175	1,175	550	1,175	1,175	1,205	1,237	1,269	1,302	1,336

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
	4106	PLAY AREA MAINTENANCE		500	289	1,716	3,500	3,500	0	0	0	0	0
	4122	TREE WORKS		0	0	0	2,000	2,000	0	0	0	0	0
	4601	REPAIRS& MAINTENANCE FUND		2,975	3,080	1,108	2,500	2,500	3,065	3,145	3,226	3,310	3,396
	4602	ELECTRICITY		500	356	196	400	500	513	526	540	554	568
	4603	WATER		1,500	1,007	663	1,000	1,500	1,539	1,579	1,620	1,662	1,705
	4605	HORTICULTURAL CONTRACT		6,830	6,456	0	0	0	0				
			Expenditure	12,305	11,188	3,683	9,400	10,000	5,117	5,250	5,386	5,526	5,669
252		BOURTON PARK											
	4106	PLAY AREA MAINTENANCE		1,000	1,111	641	1,000	1,000	0	0	0	0	0
	4122	TREE WORKS		7,000	7,000	90	7,000	7,000	0	0	0	0	0
	4601	REPAIRS& MAINTENANCE FUND		4,000	3,291	3,024	4,000	4,000	5,000	5,130	5,263	5,400	5,541
	4605	HORTICULTURAL CONTRACT		20,471	21,122	0	0	0	0				
	4708	PLAY EQUIPMENT		0	0	0	10,000	10,000	0	0	0	0	0
			Expenditure	32,471	32,524	3,755	22,000	22,000	5,000	5,130	5,263	5,400	5,541

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
253		CEMETERY											
	1041	BURIAL FEES		12,500	17,170	5,975	10,000	17,000	18,000	18,468	19,500	20,500	21,250
			Income	12,500	17,170	5,975	10,000	17,000	18,000	18,468	19,500	20,500	21,250
	4225	RATES		1,300	310	349	349	1,000	400	410	1,421	1,432	1,443
	4265	NEW CEM MAINTENANCE		0	0	0	0	0	5,050	6,000	7,000	8,500	10,000
	4601	REPAIRS& MAINTENANCE FUND		3,000	1,514	772	3,000	3,000	3,078	3,158	3,240	3,324	3,410
	4602	ELECTRICITY		400	434	78	188	400	450	462	474	486	499
	4605	HORTICULTURAL CONTRACT		6,806	7,353	0	0	0	0				
	4617	MEMORIAL TESTING		1,000	0	0	2,000	2,000	2,052	2,105	2,160	2,216	2,274
	4619	NEW CEM REPAYMENTS		0	0	0	28,728	28,728	37,108	37,108	37,108	37,108	37,108
	4620	EXPENSES RE BURIAL DUTIES		6,500	2,697	1,793	2,000	6,500	6,669	6,842	7,020	7,203	7,390
	4621	NEW CEMETERY PLANNING		20,000	300	0	7,000	7,000	0	0	0	0	0
			Expenditure	39,006	12,608	2,992	43,265	48,628	54,807	56,085	58,423	60,269	62,124
254		CHANDOS PARK TOILETS											

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
	4612	CONTRACTOR CHARGE		9,000	18,830	8,303	13,000	13,000	13,338	13,685	14,041	14,406	14,781
	4709	MAINTENANCE		1,000	884	102	1,000	1,000	1,026	1,053	1,080	1,108	1,137
			Expenditure	10,000	19,714	8,405	14,000	14,000	14,364	14,738	15,121	15,514	15,918
255		RAILWAY WALK & CASTLE HILL											
	4120	FRIENDS OF GROUPS		1,000	522	402	1,000	1,000	1,026	1,053	1,080	1,108	1,137
	4122	TREE WORKS		1,500	740	350	1,500	1,500	0	0	0	0	0
	4605	HORTICULTURAL CONTRACT		2,010	2,300	0	0	0	0				
	4709	MAINTENANCE		500	229	76	500	500	513	1,000	1,026	1,053	1,080
			Expenditure	5,010	3,791	828	3,000	3,000	1,539	2,053	2,106	2,161	2,217
256		STORAGE PREMISES											
	4066	GRENVILLE GARAGE RENT		650	599	407	610	650	667	684	702	720	739
			Expenditure	650	599	407	610	650	667	684	702	720	739

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
257		KEN TAGG PLAYGROUND											
	4106	PLAY AREA MAINTENANCE		500	72	69	500	500	0	0	0	0	0
	4122	TREE WORKS		500	120	0	250	250	0	0	0	0	0
	4605	HORTICULTURAL CONTRACT		786	748	0	0	0	0				
			Expenditure	1,786	940	69	750	750	0	0	0	0	0
258		CEMETERY LODGE											
	1061	CEMTERY LODGE RENTAL INCOME		10,530	10,176	5,691	10,530	10,530	10,804	11,085	11,373	11,669	11,972
			Income	10,530	10,176	5,691	10,530	10,530	10,804	11,085	11,373	11,669	11,972
	4034	PWLB REPAYMANTS INCL INTEREST		4,702	4,702	2,351	4,702	4,702	4,702	4,072	4,072	4,072	4,072
	4609	CEMETERY LODGE MAINT		2,000	1,850	2,114	6,850	5,000	3,500	4,976	5,105	5,238	5,374
			Expenditure	6,702	6,552	4,465	11,552	9,702	8,202	9,048	9,177	9,310	9,446
259		OTTERS BROOK											

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
	4106	PLAY AREA MAINTENANCE		500	72	69	500	500	0	0	0	0	0
	4122	TREE WORKS		150	0	0	400	400	0	0	0	0	0
	4605	HORTICULTURAL CONTRACT		2,666	2,559	0	0	0	0				
			Expenditure	3,316	2,631	69	900	900	0	0	0	0	0
260		CCTV											
	4100	CCTV ONGOING COSTS		2,400	2,385	512	1,600	1,600	1,642	1,685	1,729	1,774	1,820
			Expenditure	2,400	2,385	512	1,600	1,600	1,642	1,685	1,729	1,774	1,820
261		COMMUNITY CENTRE STRUCTURAL RE											
	4085	STRUCTURAL REPAIRS		0	0	240	4,000	4,000	2,000	2,052	2,105	2,160	2,216
	4091	CHAMBER WORKS		0	0	0	0	0	1,000	1,026	1,053	1,080	1,108
			Expenditure	0	0	240	4,000	4,000	3,000	3,078	3,158	3,240	3,324

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
262		PARKS GENERAL											
	4101	SEATS AND BINS		0	0	0	0	0	1,026	1,053	1,500	1,539	1,579
	4102	DOG BINS		0	0	0	0	0	4,500	4,350	4,463	4,579	4,698
	4106	PLAY AREA MAINTENANCE		0	0	0	0	0	5,013	5,143	5,277	5,414	5,555
	4122	TREE WORKS		0	0	0	0	0	11,796	12,103	12,417	14,740	14,740
	4270	BRIDGES		0	0	0	0	0	1,000	2,309	2,369	2,430	2,493
	4275	PLAY AREA REPLACEMENT FUND		0	0	0	0	0	1,000	1,026	1,053	1,080	1,108
			Expenditure	0	0	0	0	0	24,335	25,984	27,079	29,782	30,173
301		TOWN CENTRE & EVENTS											
	1013	HANGING BASKETS		400	333	633	633	400	410	421	432	443	455
	1028	LACE HILL EVENTS INCOME		1,000	320	429	1,000	1,000	1,026	1,053	1,080	1,108	1,137
	1029	GOOD ENDINGS FAIR INCOME		1,000	1,452	0	1,000	1,000	1,000	0	1,100	0	1,200
	1031	ENTERPRISE FAIR INCOME		500	0	0	0	0	0				

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
	1033	ICE RINK INCOME		8,600	5,939	0	0	8,000	0	0	0	0	0
	1062	COMMUNITY FAIR - TABLE INCOME		300	230	120	200	200	205	210	215	221	227
	1066	COMEDY NIGHT INCOME		3,000	0	0	3,000	3,000	3,078	3,158	3,240	3,324	3,410
	1069	CHARTER FAIR INCOME		6,400	6,630	6,876	6,876	6,670	6,843	7,021	7,204	7,391	7,583
	1086	FIREWORK DISPLAY INCOME		0	0	0	0	100	100	100	100	100	100
	1087	CHRISTMAS LIGHT INCOME		0	0	25	25	100	100	100	100	100	100
			Income	21,200	14,904	8,083	12,734	20,470	12,762	12,063	13,471	12,687	14,212
	3997	NI TC & E		3,900	3,005	1,855	2,783	5,446	5,960	6,139	6,323	6,513	6,708
	3998	PENSION ERS TC & E		13,200	7,460	5,901	8,852	11,620	12,608	12,987	13,376	13,778	14,191
	3999	WAGES & SALARIES TC & E		55,600	51,092	31,197	46,796	55,096	60,567	62,384	64,256	66,183	68,169
	4042	EVENTS EQUIPMENT		0	0	621	1,000	1,000	560	575	590	605	621
	4079	FAIR TRADE PROMOTION		400	151	175	400	400	410	421	432	443	455
	4094	YOUTH PROJECT		3,000	2,414	3,198	3,198	3,000	3,000	3,000	3,000	3,000	3,000
	4104	TOWN IN BLOOM		6,300	6,578	7,209	7,209	7,000	10,750	11,316	11,316	11,610	11,912
	4107	PRIDE OF PLACE		250	193	113	113	250	257	264	271	278	285

Centre	Code		2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
	4115	RIVER RINSE	400	186	165	165	400	410	421	432	443	455
	4119	ICE RINK	8,600	7,740	0	0	8,000	0	0	0	0	0
	4125	ENTERPRISE FAIR	500	31	0	0	0	0				
	4126	GOOD ENDINGS FAIR	1,000	1,105	0	0	1,000	1,000	0	1,000	0	1,000
	4166	LACE HILL EVENTS	1,000	797	815	1,000	1,000	1,026	1,053	1,080	1,108	1,137
	4201	CHRISTMAS LIGHTS	9,000	8,933	11,000	11,000	11,000	11,286	11,880	11,880	12,189	12,506
	4202	FIREWORK DISPLAY	4,500	4,712	3,795	5,000	5,000	5,130	5,263	5,400	5,540	5,684
	4203	COMMUNITY FAIR	785	511	0	400	400	410	421	432	443	455
	4205	CHRISTMAS PARADE	3,000	2,580	0	3,900	3,900	3,900	4,001	4,105	4,212	4,322
	4208	SPRING FAIR	500	90	128	530	500	500	513	600	616	632
	4210	PANCAKE RACE	75	85	0	75	75	80	80	100	100	100
	4211	BAND JAM	3,500	3,366	3,415	3,415	3,500	3,591	3,684	3,780	3,878	3,979
	4212	CHRISTMAS LIGHT SWITCH ON	1,300	1,289	160	1,500	1,500	2,500	2,565	2,632	2,700	2,842
	4213	DOG AWARENESS	300	189	263	263	400	495	605	621	637	654
	4216	MAY DAY EVENT	50	0	0	0	50	50	50	55	55	60
	4220	MUSIC IN THE MARKET	3,500	3,430	3,398	3,398	3,500	3,591	3,684	3,780	3,878	3,979

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
	4230	SCOUT PARADE		50	18	0	0	50	50	50	50	50	50
	4241	COMEDY NIGHT EXPENDITURE		3,000	0	0	3,000	3,000	3,078	3,158	3,240	3,324	3,410
	4243	CHARTER FAIR EXPENDITURE		4,445	609	273	3,000	2,550	3,000	3,000	3,000	3,000	3,000
	4260	TWINNING		0	0	0	2,000	2,000	2,000	2,052	2,105	2,160	2,216
			Expenditure	128,155	106,564	73,681	108,996	131,637	136,209	139,566	143,856	146,743	151,822
302		STREET MARKET											
	1005	STREET MARKET		14,000	13,683	9,934	14,400	14,000	14,500	14,877	15,264	15,661	16,068
	1006	FLEA MARKET		5,500	4,038	3,080	4,500	5,000	4,500	4,617	4,737	4,860	4,986
			Income	19,500	17,721	13,014	18,900	19,000	19,000	19,494	20,001	20,521	21,054
	4017	SUBSCRIPTIONS		330	318	358	358	330	450	462	474	486	499
	4225	RATES		4,000	2,193	2,087	3,000	3,000	3,078	3,158	3,240	3,324	3,410
	4235	MARKET INFRASTRUCTURE & PROMOT		1,950	1,424	960	1,500	1,500	1,500	1,539	1,579	1,620	1,662
			Expenditure	6,280	3,935	3,405	4,858	4,830	5,028	5,159	5,293	5,430	5,571
303		SPECIAL EVENTS											
	1020	FOOD FAIR INCOME		400	705	25	500	500	513	526	540	554	568

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
	1034	FESTIVAL OF HEALTH		2,500	0	0	0	0	0				
	1083	FRINGE INCOME		3,000	336	2,818	2,818	3,000	3,078	3,158	3,240	3,324	3,410
			Income	5,900	1,041	2,843	3,318	3,500	3,591	3,684	3,780	3,878	3,978
	4075	FESTIVAL OF HEALTH		2,500	0	0	0	0	0				
	4221	FRINGE		6,000	3,031	5,955	5,955	6,000	6,000	6,156	6,316	6,480	6,648
	4242	FOOD FAIR		500	353	0	500	500	513	526	540	554	568
	4244	REMEMBRANCE FLAGS		420	241	219	420	420	600	400	410	421	432
	4273	ONE OFF EVENTS		0	0	0	0	0	1,500	1,026	1,053	1,080	1,108
			Expenditure	9,420	3,625	6,174	6,875	6,920	8,613	8,108	8,319	8,535	8,756
304		BUCKINGHAM TOWN YOUTH COUNCIL											
	4237	YOUTH COUNCIL BUDGET		900	0	0	0	0	1,000	1,026	1,053	1,080	1,108
	4238	YOUTH COUNCIL ADMIN		100	0	0	0	0	100	103	106	109	112
			Expenditure	1,000	0	0	0	0	1,100	1,129	1,159	1,189	1,220

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
305		TOURIST INFORMATION CENTRE											
	1084	TIC INCOME		400	27,601	13,721	32,000	32,000	33,000	33,858	34,738	35,641	36,568
	1088	HERITAGE APP INCOME		0	0	10,000	10,000	0	0	0	0	0	0
			Income	400	27,601	23,721	42,000	32,000	33,000	33,858	34,738	35,641	36,568
	4253	TIC TICKETS AND PRODUCE		1,500	27,837	15,294	30,000	30,000	30,780	31,580	32,401	33,243	34,107
	4255	HERITAGE APP EXPENDITURE		0	0	0	10,000	0	0	0	0	0	0
	4274	TOURISM WEBSITE		0	0	0	0	0	2,500	1,500	1,539	1,579	1,620
			Expenditure	1,500	27,837	15,294	40,000	30,000	33,280	33,080	33,940	34,822	35,727
306		ACCESSIBILITY											
	4254	ACCESS ABLE		0	0	3,400	3,400	3,400	3,488	3,579	3,672	3,767	3,865
	4266	ACCESSIBILITY COSTS		0	0	0	0	0	500	513	526	540	554
			Expenditure	0	0	3,400	3,400	3,400	3,988	4,092	4,198	4,307	4,419
601		PLANNING											

Centre	Code			2018/19 Budget	2018/19 Actual	2019/20 Actual Year to Date	2019/20 Forecast	2019/20 Budget	2020/21 Budget	2021/22	2022/23	2023/24	2024/25
	3992	WAGES & SALARIES PLANNING		29,700	11,172	17,699	30,341	30,341	31,252	32,189	33,155	34,149	35,174
	3993	NI PLANNING		1,900	382	1,053	1,806	4,187	4,313	4,442	4,575	4,713	4,854
	3994	PENSIONERS PLANNING		7,100	0	1,709	2,930	7,616	4,000	4,120	4,244	4,371	4,502
	4624	NEIGHBOURHOOD PLAN		1,000	3,000	0	1,000	1,000	1,800	3,078	3,158	3,240	3,324
			Expenditure	39,700	14,554	20,461	36,077	43,144	41,365	43,829	45,132	46,473	47,854

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Buckingham Town Council

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Cashbook 1

User: JODIE

CURRENT

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	452,751.65					452,751.65	
500596	Banked:02/12/2019	550.00						
500596	var	550.00			1041	253	510.00	various burial fees
					1062	301	40.00	4 x comm fair tables
500597	Banked:02/12/2019	362.00						
500597	markets	362.00			1006	302	32.00	flea
					1005	302	330.00	markets
Total Receipts for Month		912.00	0.00	0.00			912.00	
Cashbook Totals		<u>453,663.65</u>	<u>0.00</u>	<u>0.00</u>			<u>453,663.65</u>	

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/12/2019	Anglian Water	pl1	44.90	44.90		501			6331311/Anglian Water
04/12/2019	E-ON	pl2	3.09	3.09		501			H17D05086A/E-ON
05/12/2019	Aylesbury Vale District Council	pl3	209.00	209.00		501			annual rates
05/12/2019	Aylesbury Vale District Council	pl5	275.00	275.00		501			annual rates
05/12/2019	Aylesbury Vale District Council	pl5a	370.00	370.00		501			annual rates
05/12/2019	Aylesbury Vale District Council	pl6	870.00	870.00		501			annual rates
05/12/2019	Arboricultural Association Ltd	pl7	144.00	144.00		501			36780/Arboricultural Associati
10/12/2019	AB Design Solutions Ltd	batch9/12	102.00	102.00		501			4003/AB Design Solutions Ltd
10/12/2019	Amazon EU Sarl	batch9/12a	159.36	159.36		501			VG7J-TQWP/Amazon EU Sarl
10/12/2019	AYLESBURY FIRE SYSTEMS LTD	batch9/12b	457.02	457.02		501			17827/AYLESBURY FIRE SYSTEMS L
10/12/2019	Black Dog Design	batch9/12c	1,074.80	1,074.80		501			2019/53/BTC/Black Dog Design
10/12/2019	Buckingham Community Centre	batch9/12d	221.10	221.10		501			3510/Buckingham Community Cent
10/12/2019	GRAFTON GB MERCHANTING COMPANY	batch9/12e	23.94	23.94		501			320190/GRAFTON GB MERCHANTING
10/12/2019	Elas Ltd	batch9/12f	54.00	54.00		501			314363/Elas Ltd
10/12/2019	geo browns implements ltd	batch9/12g	966.31	966.31		501			377495/geo browns implements l
10/12/2019	Greenflow Water Saving	batch9/12h	41.21	41.21		501			3770/Greenflow Water Saving
10/12/2019	heron signs	batch9/12i	127.46	127.46		501			18129/heron signs
10/12/2019	ICCM	batch9/12j	114.00	114.00		501			11825/ICCM
10/12/2019	National Express Ltd	batch9/12k	98.33	98.33		501			221515/National Express Ltd
10/12/2019	Paragon Tool Hire	batch9/12l	434.16	434.16		501			96579/Paragon Tool Hire
10/12/2019	PJ Signs and Graphics	batch9/12m	224.00	224.00		501			PJ001354/PJ Signs and Graphics
10/12/2019	Quest	batch9/12n	20.16	20.16		501			784089/Quest
10/12/2019	RBS Accounting Solutions	batch9/12o	566.28	566.28		501			27263/RBS Accounting Solutions
10/12/2019	seton	batch9/12p	359.94	359.94		501			9303038634/seton
10/12/2019	Society of Local Council Clerk	batch9/12q	523.00	523.00		501			129807/Society of Local Council
10/12/2019	TechnoVision	batch9/12r	1,200.00	1,200.00		501			4233/TechnoVision
10/12/2019	Through the Letterbox	batch9/12s	425.81	425.81		501			000086/Through the Letterbox
10/12/2019	travis perkins	batch9/12t	19.30	19.30		501			AEO825/travis perkins
10/12/2019	Viking Direct Ltd	batch9/12u	56.95	56.95		501			487839/Viking Direct Ltd
10/12/2019	W Ganderton & Son	batch9/12v	303.34	303.34		501			17318/W Ganderton & Son
10/12/2019	BCC Pension	BATCH9/12	8,351.22			517		8,351.22	BCC Pension
10/12/2019	S Hoareau	BATCH9/12	90.97			4166	301	90.97	Winter Fair expenses - SH
10/12/2019	The Christmas Parade Committee	009443	3,000.00	3,000.00		501			3/12/The Christmas Parade Comm
11/12/2019	PHS Group	pl8	198.42	198.42		501			67100245/PHS Group

Total Payments for Month	21,129.07	12,686.88	0.00	8,442.19
Balance Carried Fwd	432,534.58			
Cashbook Totals	<u>453,663.65</u>	<u>12,686.88</u>	<u>0.00</u>	<u>440,976.77</u>

Bought Ledger 1 for Month No 8

Order by Invoice Number

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
01/11/2019	002		ULTIMATE	U003	720.00	144.00	864.00	4094	301	720.00	basketball coaching
14/11/2019	79KJ-FRCC		AMAZON	A035	39.98	8.00	47.98	4500	132	39.98	furniture risers
04/11/2019	614C91492		BIFFA	B070	224.00	44.80	268.80	4211	301	224.00	wheelie bins
04/11/2019	2028		TITANIUM	T053	3,350.00	670.00	4,020.00	4202	301	3,350.00	2019 firework display
01/11/2019	5725		CARA	C030	55.00	11.00	66.00	4038	102	55.00	NETGEAR 16-PORT DESKTOP
01/11/2019	6184		AUDITING SOLUTIONS	A029	445.00	89.00	534.00	4014	104	445.00	6184/Auditing Solutions Ltd
05/11/2019	9199		WGS	W013	5,780.00	1,156.00	6,936.00	4201	301	5,780.00	annual display
21/11/2019	12406		MICROSHADE	M063	729.07	145.81	874.88	4027	102	729.07	hosting
06/11/2019	15425		COLOUR CALANDARS	C060	299.19	59.84	359.03	4253	305	299.19	110 buckingham wall calendar
01/11/2019	17122		GANDERTON	G008	336.67	67.33	404.00	4063	203	336.67	fuel
04/11/2019	19577		AMBIVENT	A020	120.00	24.00	144.00	4161	250	120.00	Bolier repairs, various faults
08/11/2019	27208		RBS	R001	480.90	96.18	577.08	4027	102	466.50	Omega Training
								4027	102	14.40	omega training
19/11/2019	49888		ABBOT FIRE	A054	90.00	18.00	108.00	4601	251	90.00	FIRE EXTINGUISHER SERV BOWLS
01/11/2019	80300		OAKPARK	O060	458.00	91.60	549.60	4013	248	458.00	cctv ann maint shopmob
01/11/2019	96181		PARAGON	P008	171.00	34.20	205.20	4620	253	171.00	digger hire
01/11/2019	96182		PARAGON	P008	171.00	34.20	205.20	4620	253	171.00	digger hire
01/11/2019	96272		PARAGON	P008	66.83	13.37	80.20	4036	205	36.00	red diesel
								4037	205	30.83	padlock, bolts, glasses
01/11/2019	115071		JANITORIAL DIRECT	J013	41.13	8.23	49.36	4161	250	41.13	cups, pens, cleaning items
08/11/2019	238165		BASSETT	B050	19.76	3.95	23.71	4112	201	19.76	tow rope 2000kg
01/11/2019	415149		AVDC	A001	3,933.16	786.63	4,719.79	4601	251	3,933.16	quarter 2 invoice
06/11/2019	416621		AVDC	A001	180.45	36.09	216.54	4243	301	180.45	Charter fair clean up
01/11/2019	781116		QUEST	Q002	45.51	9.10	54.61	4112	201	45.51	indicator bolt
01/11/2019	1517832		ACCESSABLE	A071	3,400.00	680.00	4,080.00	4254	306	3,400.00	Maint access guides
01/11/2019	5151612		BLACHERE	B021	9,645.65	1,929.13	11,574.78	4201	301	7,967.45	LED Xmas icicle lights x 750m
								9012	901	1,678.20	LED Xmas icicle lights x 750m
06/11/2019	6282699		ANGLIAN WATER	A015	311.26	0.00	311.26	4603	251	311.26	water 6/8/19 - 20/11/19

Bought Ledger 1 for Month No 8

Order by Invoice Number

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
12/11/2019	6311250		ANGLIAN WATER	A015	62.94	4.40	67.34	4603	248	62.94	Unit 12
01/11/2019	11787654		FORD LEASE	F051	340.01	68.00	408.01	4063	203	340.01	KW19 NDD lease
06/11/2019	24728972		OPUS	O025	256.72	51.34	308.06	4158	250	256.72	gas 4/10-4/11/19
06/11/2019	59671912		B.T.	B003	23.00	4.60	27.60	4018	102	23.00	mobile oct
09/11/2019	67100245		PHS	P051	165.35	33.07	198.42	4162	250	165.35	mats, sanitary disposal
07/11/2019	1024982122		SCREWFIX	S044	163.65	32.73	196.38	4609	258	163.65	Downpipe reapirs - various
18/11/2019	9002825938		STAPLES	S020	32.68	6.54	39.22	4010	102	32.68	stat
01/11/2019	A2099		ALR TRAINING	A023	170.00	34.00	204.00	4202	301	170.00	firework display medical cover
01/11/2019	A2121		ALR TRAINING	A023	80.00	16.00	96.00	4212	301	80.00	xmas light medical cover
04/11/2019	A2141		ALR TRAINING	A023	300.00	60.00	360.00	4023	102	300.00	first aid course
01/11/2019	AEO346		TRAVIS	T010	16.32	3.26	19.58	4037	205	16.32	dried sand
01/11/2019	AEO431		TRAVIS	T010	26.34	5.27	31.61	4601	252	26.34	type 1 trade pack
01/11/2019	BT31032019		STEWKLEY	S057	423.23	0.00	423.23	4124	204	423.23	marc 2019 - inv not rec'd
01/11/2019	BT31072019		STEWKLEY	S057	420.76	0.00	420.76	4124	204	420.76	July 19
27/11/2019	CORRECT		AIDEN O'SULLIVAN	A068	150.00	0.00	150.00	4221	303	150.00	correct pmt posted twice in M5
01/11/2019	H17C73BE3B		E-ON	E006	496.67	99.33	596.00	4159	250	496.67	gas 1/1-1/11/19
10/11/2019	H17D010206		E-ON	E006	87.36	4.37	91.73	4602	248	87.36	unit 12
15/11/2019	K1920-24		SEAHAWKS	S007	20.00	0.00	20.00	4253	305	20.00	keycutting for shop mob
12/11/2019	L6CR-FYKJ		AMAZON	A035	4.15	0.83	4.98	4010	102	4.15	clickers
01/11/2019	MAPS		DWN LTD	D019	76.72	0.00	76.72	4253	305	76.72	To correct misposting
01/11/2019	NOV19		JACKSON	J014	40.00	0.00	40.00	4253	305	40.00	honey nov
01/11/2019	OCT		JACKSON	J014	40.00	0.00	40.00	4253	305	40.00	honey oct
TOTAL INVOICES					34,509.46	6,584.20	41,093.66				34,509.46

Bought Ledger 1 for Month No 9

Order by Invoice Number

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
01/12/2019	1XYX		AMAZON	A035	8.93	1.78	10.71	4161	250	8.93	carabinas for xmas lights
03/12/2019	3/12		CHRISTMAS	C045	3,000.00	0.00	3,000.00	4205	301	3,000.00	2019 Christmas Parade
01/12/2019	7C69-J1TN		AMAZON	A035	4.99	1.00	5.99	4010	102	4.99	rechargeable batteries
01/12/2019	000086		THROUGH	T060	425.81	0.00	425.81	4032	102	425.81	delivery of BTM
01/12/2019	2019-5561		AMAZON	A035	22.67	4.53	27.20	4164	250	21.12	3 x vacuum flasks
								4164	250	1.55	3 x vacuum flasks - delivery
01/12/2019	2019-6205		AMAZON	A035	17.06	3.42	20.48	4112	201	17.06	extension lead
01/12/2019	2019-68806		AMAZON	A035	6.24	1.25	7.49	4161	250	6.24	timer switch xmas lights
01/12/2019	2019-346677		AMAZON	A035	16.64	3.34	19.98	4063	203	16.64	waterproof seat covers
01/12/2019	2019-347301		AMAZON	A035	10.33	2.07	12.40	4063	203	10.33	wiper blades
01/12/2019	2019/53/BTC		BLACK DOG DESIGN	B038	998.00	76.80	1,074.80	4032	102	998.00	BTM print costs
01/12/2019	3510		COMMUNITY CENTRE	B002	221.10	0.00	221.10	4203	301	221.10	hall hire cost
01/12/2019	3770		GREENFLOW	G020	34.34	6.87	41.21	4709	254	34.34	auto flush service
01/12/2019	4003		AB DESIGN	A062	85.00	17.00	102.00	4085	261	85.00	building control application
01/12/2019	4233		TECHNOVISION	T064	1,000.00	200.00	1,200.00	4255	305	1,000.00	1st installment
01/12/2019	11825		INSTITUTE OF CEMETER	I002	95.00	19.00	114.00	4023	102	95.00	ICCM Mngmt of risk training LP
01/12/2019	17318		GANDERTON	G008	252.78	50.56	303.34	4063	203	252.78	fuel
01/12/2019	17827		AYLESBURY FIRE	A058	380.85	76.17	457.02	4161	250	380.85	heat sensor sounders replacemt
01/12/2019	18129		HERON	H009	106.22	21.24	127.46	4108	202	106.22	vet centre replacement panel
01/12/2019	27263		RBS	R001	471.90	94.38	566.28	4023	102	471.90	RBS Bookings training
04/12/2019	36780		ARB ASSOCITATION	A063	134.58	9.42	144.00	4017	102	134.58	Arbori Assoc annual subs
01/12/2019	96579		PARAGON	P008	12.60	2.52	15.12	4112	201	12.60	32ft ladder
01/12/2019	96580		PARAGON	P008	88.20	17.64	105.84	4601	253	88.20	cherry picker hire
01/12/2019	96581		PARAGON	P008	82.40	16.48	98.88	4601	252	82.40	security fencing, gloves
01/12/2019	96582		PARAGON	P008	178.60	35.72	214.32	4202	301	178.60	Light towers and equip
01/12/2019	122045		PAYROLL OPTIONS	P057	113.06	22.61	135.67	4030	102	113.06	payroll production nov 19
01/12/2019	129807		SLCC	S005	250.00	26.00	276.00	4023	102	250.00	SLCC conference - CM
01/12/2019	200925		VIKING DIRECT	V001	27.49	5.50	32.99	4010	102	27.49	stat

Bought Ledger 1 for Month No 9

Order by Invoice Number

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
01/12/2019	221515		NATIONAL EXPRESS	N023	98.33	0.00	98.33	4253	305	98.33	national express
01/12/2019	314363		ELAS	E021	45.00	9.00	54.00	4023	102	45.00	3 x manual handling courses
01/12/2019	320190		BUILDBASE	B013	19.95	3.99	23.94	4601	253	19.95	pointing trowel, mortar
01/12/2019	376783		BROWNS	B031	745.27	149.04	894.31	4035	205	745.27	Kubota service
01/12/2019	377495		BROWNS	B031	5.84	1.17	7.01	4037	205	5.84	blue eyth gl
01/12/2019	378485		BROWNS	B031	54.16	10.83	64.99	4037	205	54.16	autocut 25-2 head
01/12/2019	487839		VIKING DIRECT	V001	47.46	9.49	56.95	4010	102	47.46	stat
01/12/2019	782648		QUEST	Q002	10.11	2.03	12.14	4106	257	10.11	washer, drill bit, bolts etc
01/12/2019	783932		QUEST	Q002	4.60	0.92	5.52	4161	250	4.60	screw in eye
01/12/2019	784089		QUEST	Q002	2.08	0.42	2.50	4161	250	2.08	screw in eye
01/12/2019	942852		MAINSTREAM	M061	71.17	14.24	85.41	4018	102	71.17	816426
01/12/2019	942853		MAINSTREAM	M061	33.09	6.62	39.71	4018	102	33.09	816801
01/12/2019	942854		MAINSTREAM	M061	90.00	18.00	108.00	4018	102	90.00	816801
01/12/2019	942855		MAINSTREAM	M061	33.02	6.61	39.63	4018	102	33.02	812872
01/12/2019	942856		MAINSTREAM	M061	60.00	12.00	72.00	4018	102	60.00	812872
01/12/2019	943388		MAINSTREAM	M061	2.44	0.49	2.93	4018	102	2.44	817433
01/12/2019	6331311		ANGLIAN WATER	A015	42.49	2.41	44.90	4603	248	42.49	water unit 17 - aug - nov 19
01/12/2019	256342075		AMAZON	A035	18.04	3.61	21.65	4010	102	18.04	battery charger
01/12/2019	9303038634		SETON	S025	299.95	59.99	359.94	4112	201	299.95	pallet of salt
01/12/2019	191208128474		PLUSNET	P053	386.00	77.20	463.20	4018	102	386.00	mobiles
01/12/2019	AEO825		TRAVIS	T010	16.08	3.22	19.30	4037	205	16.08	sharp sand
01/12/2019	H17D05086A		E-ON	E006	2.94	0.15	3.09	4602	248	2.94	unit 17
01/12/2019	H17DEF5819		E-ON	E006	17.41	3.48	20.89	4159	250	17.41	amended elec bill
01/12/2019	H17E31BD97		E-ON	E006	162.91	32.58	195.49	4159	250	162.91	elec
01/12/2019	JTCW-6JWM		AMAZON	A035	8.33	1.66	9.99	4161	250	8.33	toilet cleaning tablets
01/12/2019	JYNF-DRYK		AMAZON	A035	4.57	0.92	5.49	4161	250	4.57	yearly wall planner
01/12/2019	MEM225998		SLCC	S005	247.00	0.00	247.00	4017	102	247.00	SLCC membership - CM
01/12/2019	PJ001354		PJ SIGNS	P028	224.00	0.00	224.00	4042	301	224.00	Events Correx Signs x 8
01/12/2019	VG7J-TQWP		AMAZON	A035	14.98	3.00	17.98	4043	102	14.98	Hi-Viz Hoodie

Bought Ledger 1 for Month No 9

Order by Invoice Number

Nominal Ledger Analysis

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Ref No</u>	<u>Supplier A/c Name</u>	<u>Supplier A/c Code</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>A/C</u>	<u>Centre</u>	<u>Amount</u>	<u>Analysis Description</u>
				TOTAL INVOICES	<u>10,812.01</u>	<u>1,148.37</u>	<u>11,960.38</u>			<u>10,812.01</u>	

**BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 6th January 2020**

Contact Officer: Paul Hodson, Town Clerk

Buckingham Town Council - Petitions Policy

1. Introduction

- 1.1. The Buckingham Town Council welcomes community feedback and offers many opportunities and ways to do so as a matter of course. The Council recognises that petitions are one way in which residents of the town can let the Council know about their concerns.
- 1.2. The Council will only treat a document as a petition if it is identified as such.
- 1.3. Petitions should be addressed to the Council and submitted to:

The Town Clerk
Buckingham Town Council
Verney Close
Buckingham
MK18 1JP

Or by email to office@buckingham-tc.gov.uk with 'Petition FAO of the Town Clerk' in the subject header.

2. Petition Requirements

- 2.1. Petitions may only be submitted to the Town Council regarding areas of its responsibility.
- 2.2. Petitions for matters under the control of any other council will not be accepted, and the petitioners will be directed to an appropriate contact at the relevant authority.
- 2.3. Petitions that are considered to be vexatious, abusive or otherwise inappropriate will not be accepted.
- 2.4. Signatures must be accompanied by the signatories' full names and addresses. Any signatory must be resident in the parish of Buckingham for their signature to be valid and a minimum of 1% of electors' signatories are required for a petition to be considered under this policy.
- 2.5. Petitions must include a clear and concise statement covering the subject of the petition and the action the petitioners wish the Council to take.
- 2.6. Petitions must be accompanied by contact details for a petition organiser. This will be the person the Council will contact regarding the petition.
- 2.7. A petition will not be accepted if a similar petition has been accepted within the previous six months.
- 2.8. Decisions on the validity of a petition will be made in accordance with 2-1-2.6 by the Town Clerk.

2.9. The applicant may appeal against a decision that a petition is not valid. Any such appeal will be heard by the Appeals Committee.

3. Process

3.1. An acknowledgement of the petition will be sent to the petition organiser stating whether the petition has been accepted or not as valid. This will be as soon as possible and normally within ten working days of the Council receiving the petition. If a petition has been deemed invalid the reasons will be stated.

3.2. All councillors will also be informed of the receipt of a valid petition.

3.3. If a petition is accepted as valid, the petition organiser will be invited to the next full council meeting to make a presentation to the Council as part of the Public Participation session before the meeting.

3.4. If a Councillor makes a written request to the Town Clerk sufficiently ahead of the next full council meeting (in accordance with the applicable Standing Order (s)), the valid petition will be added as an agenda item for discussion and debate at the meeting.

3.5. In the event that the Town Clerk reasonably judges that the meeting may be overloaded, the debate under 3.4 may be delayed until the following meeting of the Council.

3.6. In the event that a debate is not requested by a member under 3.4, the Town Clerk may (but is not obliged to) respond with one of the following:

- i. A factual statement of resolved Council policy relevant to the petition
- ii. A statement of fact(s) relevant to the petition
- iii. An invitation to engage with one or more officers or members

3.7 Wherever reasonably practical the response will be pre-prepared and circulated in advance to members.

3.8 Nothing in the above will permit any member or officer to make any decision or imply any commitment (other than a commitment of engagement) in direct response to the petition

**BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 6th January 2020**

Contact Officer: Paul Hodson, Town Clerk

Pension Fund

1. Recommendation

1.1. It is recommended that Members note the report.

2. Background

2.1. The Town Council is a member of the Local Government Pension Scheme (LGPS) administered by Buckinghamshire County Council.

2.2. The Town Council has received a preliminary version of the most recent valuation of the overall scheme, and a schedule providing the subsequent proposed contribution rates for the Council for the next three years.

2.3. At present, the Town Council contributes 25.1% of salary for all staff who are members of the scheme. The valuation received proposes that the Council continues with this rate for the next three years. This is consistent with the amounts budgeted in the five-year budget forecast for the Town Council.

2.4. A full valuation report will follow by 31 March 2020. A further report will be provided to Town Councillors if this differs from the interim valuation.

2.5. The full interim document is attached to this report.

21 Buckingham Town Council – 31 March 2019 valuation employer results schedule

Buckinghamshire County Council Pension Fund

Introduction

This schedule is provided to Buckinghamshire County Council as administering authority to Buckinghamshire County Council Pension Fund (the Fund). It has been generated from our online employer results modelling tool **Illuminate Me**. It may be shared with Buckingham Town Council (the Employer) but it does not constitute advice to them. The Fund is part of the Local Government Pension Scheme (LGPS).

The purpose of this document is to provide a summary of the preliminary results of the actuarial valuation as at 31 March 2019 in relation to the Employer's individual funding position. A full valuation report will follow by 31 March 2020, which will provide details of the valuation method, assumptions and results of the valuation.

The purpose of the valuation is to review the financial position of the Fund and to set appropriate contribution rates for each employer in the Fund for the period from 1 April 2020 to 31 March 2023 as required under Regulation 62 of the Local Government Pension Scheme Regulations 2013 (the Regulations) as amended. These contributions rates will be based on the employer's own membership/funding unless the employer participates in a pool, in which case the funding position of the pool will be considered.

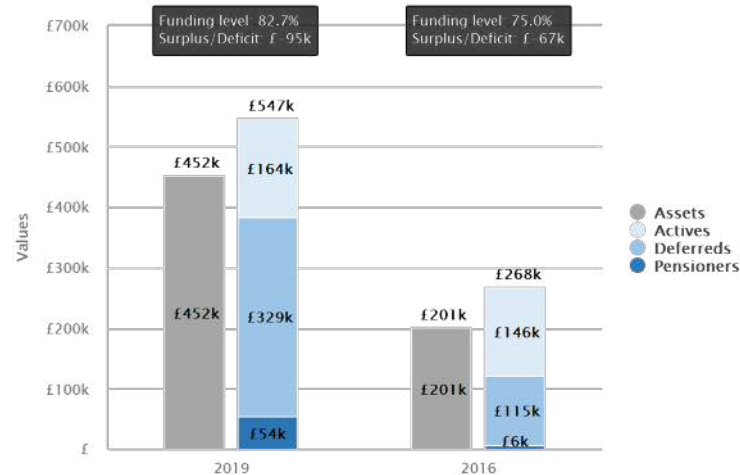
There has been a significant amount of uncertainty around the approach to take to the 2019 valuations as a result of the Court of Appeal judgement in relation to the McCloud/Sargeant case and the subsequent pause to the SAB/HMT cost cap process. We have agreed a particular approach to take with the administering authority for each Fund and details of this will be set out in the final full valuation report.

Employer results

Funding position

Each participating employer, or group of similar employers, will have differing results to the Fund as a whole depending upon their own profile of membership within the Fund, and how this has changed in the interval-valuation period.

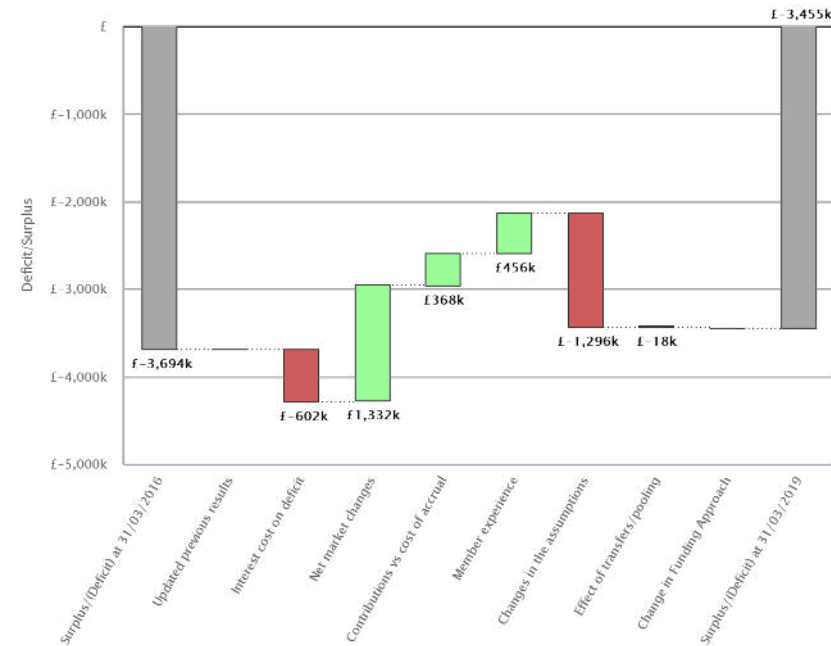
Using the proposed assumptions, the preliminary results as at 31 March 2019 for Buckingham Town Council are set out in the chart below. We have included the funding position at 31 March 2016 for comparison.



The Employer has a funding deficit of £95k at 31 March 2019, relating to a funding level of 82.7%, compared to a funding deficit of £67k at 31 March 2016, relating to a funding level of 75%.

Funding position reconciliation

The table below shows a breakdown of the change in the funding position since the previous valuation (this will be at pool level if the Employer is pooled).



More details of each change are in Appendix 2.

Contribution rates

The total contribution rates payable by employers consists of two elements, the primary rate and the secondary rate. The primary rate covers the cost of benefit accrual and the secondary rate is the adjustment required to reach the total rate payable (for example, to recover a funding deficit identified).

The proposed minimum contribution rates for the three year period from 1 April 2020 to 31 March 2023 are detailed below. These contribution rates have been provided to the administering authority and reviewed via [Illuminate Me](#). The Employer may pay further amounts at any time.

Contribution rate results	Previously certified		Provisionally certified	
	31 March 2020	31 March 2021	31 March 2022	31 March 2023
Total contributions	25.1%	25.1%	25.1%	25.1%
<i>Consisting of:</i>				
Primary rate (of pay p.a.)	17.1%	20%	20%	20%
Secondary rate (% of pay plus £ p.a.)	8%	5.1%	5.1%	5.1%
Contribution rate analysis				
Estimated annual pay	£380k	£394k	£409k	£424k
Estimated Total contributions	£95,537	£98,889	£102k	£106k
Increase (in absolute terms)	-	3.5%	3.6%	3.6%

These rates have been calculated using the following assumptions:

The employer is open to new members.

The deficit is assumed to be repaid over a period of 14 years.

Monetary contributions are assumed to be paid monthly.

Secondary contributions are assumed to increase in line with salaries.

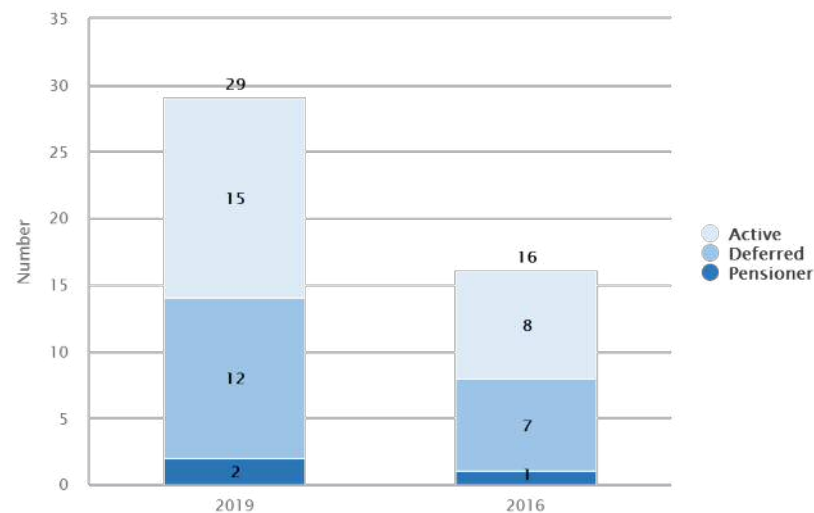
Next steps

The administering authority is happy to discuss the proposed rates with the Employer. The contributions payable by the Employer will be set out in the Rates and Adjustments Certificate issued alongside the actuarial valuation report by 31 March 2020.

Appendix 1 Information and methods

Membership data

The member data provided for the Employer is summarised below and this is what the results are based on. Employers should let the Fund know if this does not look in line with their expectations of the existing membership profile.



Assets

Assets are calculated as a six-month smoothed market value straddling the valuation date. The purpose of smoothing the asset value is to help stabilise employer contributions and it means that contribution rates are not singularly dependent on the market value of assets and market conditions on one particular day.

Assets are not separately held for each employer. The Fund holds assets in respect of all of the employers in the Fund and each employer has a notional share of these assets. Each employer's own notional share is fully re-apportioned at the actuarial valuation by accumulating the assets from the previous valuation with respect to the Fund's investment return achieved over the period, and with allowance for cashflows paid in respect of the Employer and any other experience.

Valuation of liabilities

Using the valuation assumptions shown below, we estimate the future cashflows which will be made to and from the Fund throughout the future lifetime of existing active members, deferred pensioner members, pensioners and their dependants. We use these to calculate the amount of money which if invested now, would be sufficient together with the assumed growth in the assets to make those payments in future. This amount is called the present value of members' benefits and separate calculations are made in respect of service up to the valuation date (past service), and for service after (future service).

We compare the value of existing assets with the value of past service benefits (allowing for future salary and pension increases). If there is an excess of assets over accrued liabilities then there is a surplus, otherwise, there is a deficit.

To calculate contribution rates we first calculate the value of future benefits. If an employer is open to new members, we will usually consider the value of benefits accruing in the first year. If an employer is closed to new members, then we will usually consider a longer term, for example, the value of benefits accruing in the remaining working lifetime of the members. The value of these benefits is then expressed as a percentage of payroll over the same period, having first deducted the projected contributions to be paid by the members.

If there is a deficit, additional contributions are required to be paid by employers over an agreed period, either as a percentage of payroll, or as monetary amounts.

Summary of the Fund results

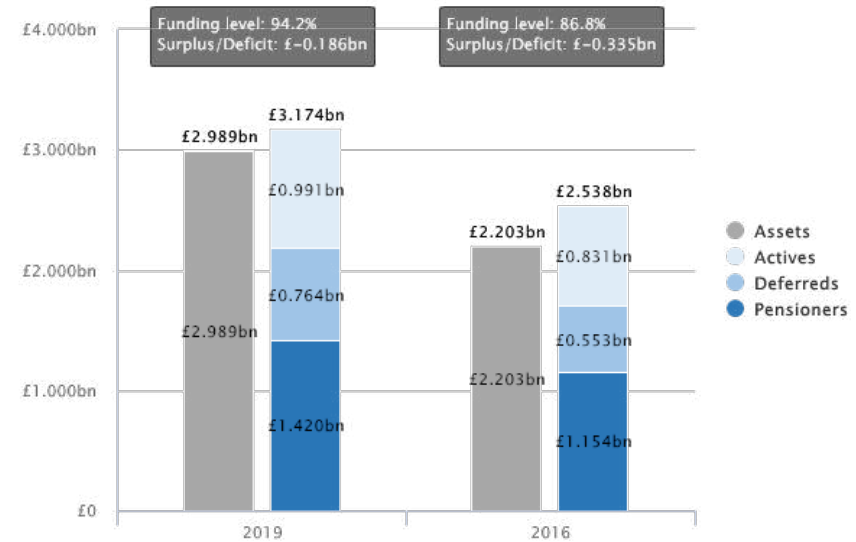
Assumptions

In summary, we have adopted the following key assumptions at 31 March 2019 (with comparison to those adopted at 31 March 2016).

Key assumptions	31 March 2019	31 March 2016
Discount rate	4.8% p.a.	5.4% p.a.
CPI inflation	2.6% p.a.	2.4% p.a.
Salary increases		
	<i>Short-term n/a</i>	<i>CPI to 31 March 2020</i>
	<i>Long-term 3.6% p.a.</i>	<i>3.9% p.a.</i>
Post-retirement mortality	Male / Female	Male / Female
<i>Member base table</i>	S3PA	S2PA
<i>Mortality multiplier</i>	110% / 95%	85%
<i>Projection model</i>	CMI 2018	CMI 2015
<i>Long-term rate of improvement</i>	1.25% p.a.	1.5% p.a.
<i>Smoothing parameter</i>	7.5	n/a
<i>Initial addition to improvements</i>	0.5% p.a.	n/a

Past service funding position

Using these assumptions the preliminary valuation results for the Fund as a whole at both current and previous valuations are as follows:



Comments on Fund results

We have the following comments on the Fund results

Higher investment returns than assumed has decreased the deficit by approximately £335m

Changes to the financial and demographic assumptions adopted has increased the deficit by £215m

Changes in market conditions have increased the Fund deficit by approximately £52m

Payment of secondary contributions has decreased the Fund deficit by approximately £105m

Lower inflation than assumed has decreased the deficit by approximately £19m

Appendix 2 Explanation of reconciliation items

Funding level changes

Net market changes

This item affects both assets and liabilities. The contribution from the assets is the performance of the Fund compared to the assumption made at the previous valuation. The liabilities are valued based on market indicators and the assumptions automatically change over time (e.g. future expected inflation).

Contributions vs cost of accrual

This estimates the effect of the secondary contributions paid by employers over the last three years.

Member experience

This covers all member experience, including salary increases, members who have died compared to assumed etc. This item could be positive or negative for employers depending on experience.

Changes in assumptions

While the market-related part of the change in assumptions was covered in the Net market changes item, a number of other assumptions have updated. The key changes are to the discount rate assumption (where we have assumed lower returns in future), and the mortality assumptions, where the tables and models used have been updated to reflect recent mortality experience (i.e. more deaths than anticipated).

Other

This item reflects any other changes in the employer's funding position (for example, if the employer's funding category has changed, or if an employer's assets have been reallocated through a funding pooling process). More details for any particular employer are available on request.

Draft Financial and Management Risk Assessment

Buckingham Town Council - Financial and Management Risk Assessment

This document has been produced to enable Buckingham Town Council to assess the financial and management risks that it faces and to satisfy itself that it has taken adequate steps to minimise them.

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW /
						ASSESS /
1. To provide and maintain standards for Town Council services to the residents of Buckingham	Legislative change which will have an impact on the Town Council's powers, duties and funding	1	3	3	RFO, Councillors & staff keep apprised of developments and good practice, including through SLCC, BMKALC and NALC membership.	Existing Procedures are adequate
	Loss or damage to physical assets owned by the Town Council including buildings and equipment	1	4	4	All physical assets insured	Existing Procedures are adequate
					All assets checked regularly, including review of the asset register each year in preparation for the Annual Return	By annual resolution of Full Council
					Assets recorded and managed through RBS asset tool.	Existing Procedures are adequate
	Damage to third party property or individuals as a consequence of the Town council providing services (public liability)	2	3	6	Public liability Insurance renewed annually In addition, weekly and annual checks of play equipment are made using ROSPA standards	By annual resolution of Full Council
Insufficient staff or other resources to deliver the service needs	2	3	6	Staff have general awareness of other team member's essential tasks and can provide cover when required; each service role can be delivered by at least three staff members	Existing Procedures are adequate	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					RFO to formally monitor and review staff and work levels, including through the annual appraisal process. Any concerns regarding this to then be brought to Council	Review annually through appraisal process
2. To provide a safe and fulfilling working environment for staff	Employees contravene H & S policy and legislation	2	3	6	H & S & First Aid training, insurance, Risk Assessments regularly checked and updated	Existing Procedures are adequate
	Potential legal proceedings up to corporate manslaughter	1	4	4	Employers Liability insurance is in place	Existing Procedures are adequate
					Employee training and awareness	Existing Procedures are adequate
	Staff retention issues	3	3	9	Staff training where appropriate. Annual appraisals review four year goals and where appropriate plans put in place.	Existing Procedures are adequate
3. To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action and loss of confidence in Town Council	1	3	3	RFO keeps up to date with legislative changes, discusses latest requirements with internal and external auditors.	Existing Procedures are adequate
					RBS used to manage accounts and provide regular reports to Resources Committee to provider assurance	Existing Procedures are adequate
	Loss of income through error or fraud	1	3	3	Fidelity Guarantee Insurance	Existing Procedures are adequate
					RFO continually review controls and current procedures	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
4. To ensure that all actions taken by the Town Council comply with all current Legislation	Non-compliance with legislation or practice result in Council being 'Ultra Vires'	1	3	3	RFO to keep apprised of developments and good practice and seek advice as needed, including through SLCC, BMKALC and NALC membership. Internal and external audit process.	Existing Procedures are adequate
5. Cemetery	Inadequate space to meet demand	3	4	12	Additional 64 burial spaces created during winter of 2018/19 in Brackley Road Cemetery.	Existing Procedures are adequate
	Loss of income	3	4	12	New land identified, Current Negotiations with Land owner and planning under way.	For six monthly review; operational site required by 2024
6. Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	2	3	6	Contract of employment in place, accompanied for all staff by handbook containing key policies which has been quality assured by ELAS.	Annual review
					Matters relating to staff discussed by Staffing (Confidential Matters) Committee	Existing Procedures are adequate
					RFO to keep up to date with employment law and seek HR advice where appropriate	Existing Procedures are adequate
					Contract with ELAS in to quality assure contracts, policies and processes and provide expert advice as required	Existing Procedures are adequate
					Other policies in place	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					Legal insurance in place	Existing Procedures are adequate
7. Staff	Impact of staff loss	4	2	8	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business. All service roles able to be delivered by at least three staff	Existing Procedures are adequate
	Loss of key staff trained in financial systems, process or rules	4	3	12	Staffing arranged so that knowledge is distributed between RFO and at least two other staff	Existing Procedures are adequate
					Use of common systems, including popular accounts system, and retention of detailed manuals.	Existing Procedures are adequate
8. Financial Control	Inappropriate expenditure made	1	4	4	Payments reported to Resources committee for review and corrective action if necessary	7 Weekly reports
					Financial procedures ensure no individual has unique access to expenditure	By annual resolution of Full Council
	Financial Regulations become out of date with change in technology, regulation or business	2	3	6	Council to review financial regulations once a year	By annual resolution of Full Council
					Annual internal audit to comment on any need to make updates	Annual review
					The RFO and Clerk react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	Existing Procedures are adequate
	1	3		Quarterly review of nominal ledger	Quarterly review	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Lack of budgetary overview/overspend against budget			3	Monthly review of income and expenditure Seven week review by Resources Committee	Monthly review 7 Weekly reports
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	2	3	6	Contingency included in budget Further Reserves of equivalent to at least three more month`s spend available for use within 32 days Remainder of reserves available with 32 day`s notice	By annual resolution of Full Council Existing Procedures are adequate Existing Procedures are adequate
9. Systems & Record keeping	Lack of accurate or effective account records and control	1	3	3	The RBS Omega accounts system is used which is an accepted accounts package A back up is made to the main server at the end of each day; this is then backed up to a cloud server offsite.	Existing Procedures are adequate Existing Procedures are adequate
	Loss of data	1	3	3	Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued All cheques issued from the main account are authorised and signed by 2 Councillors with retrospective approval by the Resources Committee Documents are retained for 12 years	Existing Procedures are adequate Existing Procedures are adequate Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	VAT not accurately managed	1	3	3	The RBS Omega system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts VAT is applied to all mileage payments at the rate applicable at the time as advise by HMR&C	Existing Procedures are adequate
					VAT returns are lodged digitally on a quarterly basis in line with accepted procedures	Existing Procedures are adequate
					Procedures are inspected by HMR&C every three/four years and have been approved	Existing Procedures are adequate
	Payroll / Pension	1	3	3	Payroll is outsourced to a specialist company	Existing Procedures are adequate
					The Clerk authorises any overtime, mileage or special duty payments act, on a monthly basis	Existing Procedures are adequate
					Hard copies linked to pay roll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund and HMRC	Existing Procedures are adequate
					All BACs payments and cheques to the pension fund & HMRC are authorised by council on a meeting cycle basis	Review by Councillors
					The monthly pay is issued via BACs payments which have been established for some time with the bank	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					Payments can only be issued for the nominated employees, which must be authorised in advance of the payment, with accuracy checked by a further officer.	Existing Procedures are adequate
					Documents are retained for 12 years	Existing Procedures are adequate
					Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information & highlight and discrepancies	Existing Procedures are adequate
					The Council agrees the salary scales for Town Council staff	By annual resolution of Full Council
10. Banking Arrangements & Procedures	Lloyds Bank is used which offers no Bank charges	1	3	3	One bank account used daily with RFO, Finance Officer & DTC	Existing Procedures are adequate
	Accounts	1	3	3	Reserves above two months expenditure are placed into a higher rate deposit account to maximise income while not affecting cash flow	Existing Procedures are adequate
11. Banking Security/Access to Finances	Cheques	1	3	3	Each cheque from the main account must be signed by 2 Councillors as detailed on the back mandates (which are amended when required to ensure that sufficient signatories are available at all times)	Existing Procedures are adequate
	Transfers	1	3	3	Transfers to the higher rate deposit which are done via telephone or online banking by the RFO. Funds in the higher rate deposit account can only be transferred into the general savings account	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Bank Reconciliation	1	3	3	All accounts are reconciled using the RBS Omega system within 10 days of receipt of any statement	Existing Procedures are adequate
					Any discrepancies are immediately reported to the bank for investigation	Existing Procedures are adequate
					All petty cash accounts which do not have statements are reconciled on a monthly basis by the Finance Officer against the cash held and any discrepancies are immediately reported to the RFO	Existing Procedures are adequate
	Separation of Duties	1	3	3	The office has established separation of duties to ensure that no one person has access to the bank balances or cash. Two Councillor's signatories are required at all times. The RFO does not have access to petty cash or cheques.	Existing Procedures are adequate
	Access to the main bank accounts	1	4	4	As detailed under Banking arrangements & Procedures above, no one person has access to monies held in the main accounts. Any new bank accounts would require agreement from the Town Council and two signatures	Existing Procedures are adequate
					All invoices are checked by the Finance officer in advance of payment and if related to an order, this has passed through the ordering procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Access to petty cash accounts	1	3	3	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money. The petty cash is kept in a locked drawer and access is restricted to Finance Officer and DTC.	Existing Procedures are adequate
	Cheques	1	3	3	All invoices will either have a Purchase Order or are authorised by either Clerk, DTC or Estates Manager. They are paid via cheque, which requires 2 Councillor's signatories, or BACs. Councillors also see the related invoice and authorise this with their signature	Existing Procedures are adequate
	Petty Cash – Cash Payments	1	2	2	All payments made in cash must be substantiated by an invoice etc. These are reviewed monthly by the RFO once reconciled.	Existing Procedures are adequate
All payments are reported to Resources with a full reconciliation report					Existing Procedures are adequate	
	Hire Charges	1	3	3	Council agree the charges	Existing Procedures are adequate
The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval					Existing Procedures are adequate	
All bookings must be paid for in advance to avoid bad debts. Block bookers are invoiced or given the option of paying the sites on a weekly basis					Existing Procedures are adequate	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Hire charges received within the office	1	3	3	All post is logged by an Officer and any payments received are itemised & given to the Finance Officer for processing	Existing Procedures are adequate
					All cash received from hirers that visit the office is itemised on the Accounts system	Existing Procedures are adequate
	Cash collected from community events	1	2	2	All cash collected at events is collected by appointed staff and volunteers in approved charity buckets which are allocated at the start of the event	Existing Procedures are adequate
					Any buckets are locked securely in the Town Council office or Chamber and at the end of the event	Existing Procedures are adequate
					At the office the cash is emptied and counted manually at the latest on the following working day by at least two members of staff	Existing Procedures are adequate
	Processing and banking	1	2	2	When the money is received it is balanced by the Finance Officer within the office against any receipts/invoices and any discrepancies are followed up	Existing Procedures are adequate
					When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained	Existing Procedures are adequate
					The hire charges are banked when received	Existing Procedures are adequate
					The cash element is usually below £500	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation	Existing Procedures are adequate
					This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for	Existing Procedures are adequate
12. Financial Administration	Records non-compliant or inadequate	1	3	3	Internal auditor reviews record keeping twice a year	Existing Procedures are adequate
					Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation	Existing Procedures are adequate
	Expenditure/income coded incorrectly	1	3	3	RFO checks nominal ledger every quarter	Existing Procedures are adequate
					Items are coded	Existing Procedures are adequate
	Standing Orders	1	3	3	The Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices Standing orders are reviewed and approved by Town Council on an annual basis	Existing Procedures are adequate
Non-compliance with statutory deadlines for the completion/approval/submission	2	3	6	Programme of meetings to meet statutory deadlines RFO and Deputy Town Clerk check meeting	Existing Procedures are adequate	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	of accounts and other financial returns				dates each year against statutory requirements	
	Invoice payment without authority	1	4	4	All payments reviewed against purchase order where one exists, or Nominal Ledger code provided by RFO to authorise payment. Two Councillors sign cheques and Resources Committee review all payments	Existing Procedures are adequate
	Incoming cash and cheque misappropriation	1	3	3	Individual receipts to be issued for all cash payments and for cheque payments on request	Existing Procedures are adequate
	Theft of funds	1	3	3	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons. Chair of Resources checks and signs bank reconciliation once a quarter.	Existing Procedures are adequate
					Cash and cheques stored securely and banked within 5 working days of receipt	Existing Procedures are adequate
	Incorrect entries by bank	1	3	3	Bank statements reconciled monthly	Existing Procedures are adequate
13. Ordering Procedure	Fraud / expenditure takes place without the correct authority	1	3	3	A comprehensive ordering system is established which ensures that all orders are requested in writing, correctly authorised by the RFO or approved by council & are within acceptable budget limits	Existing Procedures are adequate
					This system incorporates job numbers/minutes and RBS Omega codes so that any order can be traced from origin to finish across a variety of systems	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
14. Annual Budget & Precept Calculations	The annual budget and precept calculations	1	3	3	The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and Council members	Existing Procedures are adequate
					The RFO also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance	Existing Procedures are adequate
					The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based	Existing Procedures are adequate
					The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by the Principal Authority.	Existing Procedures are adequate
					Comprehensive minutes are recorded at each stage to substantiate the budget development	Existing Procedures are adequate
					The final budget is discussed by a Precept meeting in January, and approved by Full Council later in January. The Principal	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					Authority is immediately advised of the precept for the coming year once agreed	
15. Monitoring of Budgets	Comprehensive budgets	1	3	3	Comprehensive budgets are set for each committee & these are loaded onto RBS Omega accounts system at the start of the new financial year	Existing Procedures are adequate
	Monitoring	1	3	3	On-going daily expenditure has already been incorporated within the budget and the RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits	Existing Procedures are adequate
					All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget	Existing Procedures are adequate
					Any over expenditure is highlighted and brought to the attention of the RFO	Existing Procedures are adequate
					Each Committee receives a report on the use of its budget at each meeting	Existing Procedures are adequate
	Reporting	1	2	2	A full report of expenditure against budget is lodged with Council at each Resources Committee meeting	Existing Procedures are adequate
					This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract	Existing Procedures are adequate
Any that do not meet the budget levels are highlighted by members if needed along with committed expenditure					Existing Procedures are adequate	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE	
16. Insurable Risks	Employer's Liability	1	3	3	Insurance cover is in place	Existing Procedures are adequate	
	Theft of money by third party	1	3	3	Insurance cover is in place	Existing Procedures are adequate	
	Theft of money by employee or member	1	3	3	Fidelity Guarantee cover is in place	Existing Procedures are adequate	
	Property		2	5	10	Cover for buildings & contents	Existing Procedures are adequate
						All risks cover for selected items	Existing Procedures are adequate
	Officials Indemnity	1	3	3	Continue with existing cover (£250k)	Existing Procedures are adequate	
	Libel and Slander	1	3	3	Continue existing cover (£250k)	Existing Procedures are adequate	
	Personal Accident	3	4	12	Continue with existing cover (scale benefits)	Existing Procedures are adequate	
	Legal disputes	2	4	8	Cover for specified legal disputes	Existing Procedures are adequate	
Long term sickness of employee	5	3	15	Not covered by insurance; managed within the overall staffing budget	Existing Procedures are adequate		

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					Liability limited by contract	Existing Procedures are adequate
	Business interruption	1	3	3	Potential alternative premises available at the Lace Hill Centre and Council Chamber	Existing Procedures are adequate
					Use of cloud-based system, which is also backed up off site.	Existing Procedures are adequate
					Ability to restore onto hired equipment	Existing Procedures are adequate
					Cover in place for excess costs	Existing Procedures are adequate
	Loss/destruction of financial records	1	3	3	Key financial data held electronically and backed up off site	Existing Procedures are adequate
					All electronic documents backed up daily offsite	Existing Procedures are adequate
17. Loss of Records	Loss of documentation	1	3	3	Deeds and other legal documents relating to real estate stored in the office in a fire safe, historic stored at the depot	Existing Procedures are adequate
18. Asset List	Purchased	1	3	3	An asset list is maintained by the Town Council Office using the RBS asset package from April 2019.	Existing Procedures are adequate
					This is updated throughout the year with new assets. In addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., is kept on a secondary list	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Maintained	1	3	3	<p>The asset list is circulated to staff on an annual basis to ensure that all items are correct</p> <p>The Town Council has a scheme for maintenance of assets</p>	<p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p>
19. Internal Audit	Internal Audit	1	3	3	<p>The Internal Auditor and scope of audit is approved annually by Council and attends the office to complete the internal audit in May of each year. Additional visits can be arranged as required and at least one interim visit is arranged, during the autumn.</p> <p>The report is presented to Council for acceptance.</p> <p>The Council review the effectiveness of Internal Audit annually</p>	<p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p>
20. External Audit	External Audit	1	3	3	<p>The external auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The RFO completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p>	<p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p>

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					The RFO presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor	Existing Procedures are adequate
					Once these have been formally adopted and signed by Council, they are lodged with external auditors	Existing Procedures are adequate
					Any queries raised by the auditors are dealt with by the RFO in the first instance	Existing Procedures are adequate
					Final sign-off by the external auditor is presented to Council	Existing Procedures are adequate
21. Insurance	Fidelity Insurance	1	3	3	Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts	Existing Procedures are adequate
					Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, and cross referenced receipts of income	Existing Procedures are adequate
					These provisions have ensured that no individual is able to gain access to withdraw funds without due process	Existing Procedures are adequate
	Insurance	1	3	3	Zurich has been used as a recognised Town Council provider	Existing Procedures are adequate
					BTC are currently tied into a deal until 2020	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					Annual reviews are carried out to ensure sufficient cover is in place	Existing Procedures are adequate
22. Pension fund	Management Pension Fund	1	3	3	The Town Council is part of the Buckinghamshire County Council Pension Fund. The Fund is part of the Local Government Pension Scheme (LGPS). This ensures that the risks associated with the Fund are managed centrally by a competent authority.	Existing Procedures are adequate
	Loss from Pension Fund	2	2	4	The Council receives an annual valuation report, including details of the valuation method, assumptions and results of the valuation. The purpose of the valuation is to review the financial position of the Fund and to set appropriate contribution rates for the next period.	Existing Procedures are adequate

Appendix 1

Buckingham Town Council - Risk Assessment Matrix

Rating	Likelihood	Description	Rating	Impact	Cost	Timescales
1	Very Low	Highly unlikely to occur, may only occur in exceptional situations.	1	Very Low	No increase in budget	No change to timeline
2	Low	Most likely will not occur. Infrequent occurrence in other similar circumstances.	2	Low	< 5% increase in budget	< 1 week delay in timeline
3	Moderate	Possible to occur.	3	Moderate	5 - 10% increase in budget	1 - 2 weeks delay in timeline
4	High	Likely to occur. Has occurred in past similar circumstances.	4	High	10 - 20% increase in budget	2 - 4 delay in timeline
5	Very High	Highly likely to occur. Has occurred in past similar circumstances and conditions for it appear in this particular circumstance.	5	Very High	> 20% increase in budget	> than 4 weeks delay to timeline

Above are the criteria to be used for undertaking risk assessments for Buckingham Town Council

Appendix 2

