



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
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RESOURCES
COMMITTEE

26 February 2020

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on **Monday 2nd March 2020** at 7pm in the Small Committee Room, Lace Hill Sports and Community Centre, Catch pin Street Buckingham MK18 7RR.

Paul Hodson

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 6th January 2020 received at the Full Council meeting held on 27th January 2020.
4. **Minutes of Communications Strategy Group**
To receive the minutes of the Communications Strategy Group meeting held on the 16th January 2020.
5. **Action Report** **Appendix A**
6. **Nomination of Buckingham Community Hospital as an Asset of Community Value**
Members to receive the attached decision notice **Appendix B**
7. **Councillor Training**
To receive and discuss a written report from the Town Clerk (min 520/19 FC refers) **R/174/19**
8. **Internal Audit report 2019/20**
To receive the Town Councils' Internal Audit report 2019/20 **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.

9. Accounts and Budgets

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

Appendix D

10. Invoices passed for payment, and income received

Members are asked to receive the attached schedule of invoices paid

Appendix E

11. Sub-Committee Minutes

To receive and discuss a written report from the Town Clerk

R/175/19

12. Council Chamber Extension

To receive a verbal report from the Town Clerk

13. Complaints, Compliments & FOI Requests (6 monthly report)

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

Appendix F

14. Climate Emergency Action Plan

To receive and review the draft Action Plan and agree the proposed actions for this Committee

R/176/19

15. To discuss and agree Town Council Privacy Policy

Appendix G

16. General Power of Competence

To receive and discuss a verbal update from the Town Clerk

17. Recording of Committee Meetings

To discuss whether the Town Clerk should arrange for meetings to be recorded to aid minute taking.

18. Chair's Announcements

19. Date of next meeting: Monday 27th April 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.

20. Appointment of Internal Auditor

To receive and discuss a written report from the Town Clerk

R/177/19

21. Office Accommodation

To receive and discuss a written report from the Town Clerk

R/178/19

To:

Cllr. T. Bloomfield

Cllr. M. Cole (Town Mayor)

Cllr. Mrs. G. Collins

Cllr. J. [REDACTED]

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	May
Resources	480/18; 928.1/19	Community Hospital	Town Council applies for the Community Hospital to become an asset of community value.	Town Clerk	Response received and included with the March agenda	March
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	March agenda	March
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	The Shadow Council has not yet decided on the rate.	April
Resources	521/19	GDPR	Town Clerk to investigate the feasibility of implementing Cllr. ██████'s recommendations and report back to a future meeting of Resources Committee.	Town Clerk	March agenda	March
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	March agenda	March
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	April agenda	April
Resources	655/19	Sub-Committee Minutes	Members held a discussion on whether to publish the draft minutes of all Council Sub-Committees on the Town Council website. Members AGREED for the Town Clerk to produced a report for the next meeting of the Resources Committee.	Town Clerk	March agenda	March
Resources	65/19	Community Grants Policy	to be updated and recirculated to Members	Town Clerk	Circulated	April
Resources	657/19	Budgets	Contingencies – Cllr. Stuchbury asked for a breakdown of the 2019/20 expenditures from the Contingencies budget to be circulated	Town Clerk	Circulated	Completed
Resources	657/19	Cemetery Lodge	Cllr. Stuchbury asked for a breakdown of the 2019/20 costs against the Cemetery Lodge is recommended to the Environment Committee.	Town Clerk	Noted at the February meeting of Environment Committee.	Completed
Resources	658/19	Staffing Handbook	Updated AGREED. To be reviewed in 12 months time.	Town Clerk		January
Resources	663/19	Pension fund	Town Clerk to investigate the security and liability of the Town Council's Pension Fund.	Town Clerk		April
Resources	664/19	Financial Management and Risk Assessment	Members noted an error in the scoring of the Risk Assessment and AGREED for the town Clerk to make the necessary amendments and recirculate ahead of Full Council.	Town Clerk	Circulated	Completed

Aylesbury Vale District Council

Community nomination in respect of

Buckingham Community Hospital, High Street, Buckingham. MK18 1NU

Notice under section 91 of the Localism Act 2011



1. The Nomination

A Nomination was received by Aylesbury Vale District Council under section 89 of the Localism Act 2011 ('the Act') to list The Buckingham Community Hospital, High Street, Buckingham. MK18 1NU as an asset of community value. The nomination was made by Buckingham Town Council. A copy of the nomination is attached at Appendix 1 and plan showing the boundaries of the nominated land is attached at Appendix 2.

A summary of the nomination is set out below:

- (a) The Community Hospital's current use furthers the social wellbeing and interests of the local community by providing a range of medical and social services. It acts as a bridge between hospital and home, particularly for the elderly. It therefore provides social and medical services including:
- (b) An Inpatient unit providing local care for older patients in need of rehabilitation, or palliative or terminal care.
- (c) An Intermediate Care Team to provide care and rehabilitation to patients within their own homes, facilitating hospital discharge and preventing admission, benefitting both the social and medical well-being of patients.
- (d) Outpatient Services with approximately 22 separate consultants, nurse and therapy led specialist clinics.

2. The Law and Statutory Guidance

Under section 87 of the Act the Council must maintain a list of land of community value in its area. A building or other land is of community value if in the Council's opinion an actual current use of the building or other land that is not ancillary use, furthers the social wellbeing or social interests of the local community, and it is realistic to think that there can continue to be non-ancillary use of the building or other land, which will further (whether or not in the same way) the social wellbeing or social interests of the local community.

Under section 89 the Council can only include land in its list of assets of community value in response to a community nomination or where permitted by regulations. A community nomination in England can only be made by either a parish council in respect of land within its area or by a person that is a voluntary or community body with a local connection. Where a valid community nomination is made the Council must consider it and must accept the nomination if the land is within its area and is of community value

3. Decision and Reasons

- i) The property comprising the Buckingham Community Hospital, High Street, Buckingham. MK18 1NU lies within the administrative area of Aylesbury Vale District.
- ii) Buckingham Town Council is eligible under section 89(2) b) (ii) to make a community nomination in respect of The Buckingham Community Hospital, High Street, Buckingham. MK18 1NU. The community nomination made by Buckingham Town Council includes the matters required under regulation 6 of the Assets of Community Value (England) Regulations 2012.

The Council **DOES NOT ACCEPT** the nomination by Buckingham Town Council and will not include The Buckingham Community Hospital, High Street, Buckingham. MK18 1NU in its list of assets of community value.

The reasons for this decision are as follows:

- (a) The property does fall within a description of property which may be listed as specified in Schedule 1 of the Assets of Community Value (England) Regulations 2012 (the Regulations);
- (b) However, the property has a current ancillary use as a hospital providing medical and mental health care and services. There is no non-ancillary use which furthers the social wellbeing or social interests of the local community.
- (c) The definition of "social interests" include cultural, recreational and sporting interests of which there is no evidence. "Social wellbeing" relates to social interaction and engagement. It is the sense of involvement with other people and their communities but again it needs to relate to a non-ancillary use of which there is no evidence.
- (d) In the circumstances the use of the property, on a balance of probabilities, does not further the social wellbeing or social interest of the wider community ;and
- (e) It is unlikely that it will have a community use under the definition of the Localism Act 2011 within the next 5 years.

4. Next Steps

The Buckingham Community Hospital, High Street, Buckingham. MK18 1NU will not be included in the list of assets of community value maintained by the Council under section 87 of the Act. However The Buckingham Community Hospital, High Street, Buckingham. MK18 1NU will be shown on the List of Unsuccessful Nominations maintained by the Council under Section 93 of the Act.

In accordance with section 91 of the Act the Council will send this notice to:-

- (a) the owner of the land
- (b) the occupier of the land if the occupier is not the owner
- (c) Buckingham Town Council as the nominee body

5. Additional Help

Further information about assets of community value is available from the website <http://mycommunityrights.org.uk/community-right-to-bid/> If you need any additional

support in relation to nominating Assets of Community Value you are advised to seek independent legal advice.

Signed 
Head of Legal & Monitoring Officer
Aylesbury Vale District Council
Dated 18th December 2019

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 2nd March 2020

Contact Officer: Paul Hodson, Town Clerk

Councillor Training and Development

1. Recommendations

- 1.1. It is recommended that Councillors recommend to Full Council to amend the Terms of Reference for the Planning Committee to stipulate that, "Members of the Planning Committee must commit to attend at least one session of training for town councillors in making planning recommendations during the first six months of their membership of the Committee".
- 1.2. It is recommended that the Council resolve to encourage all councillors, particularly new councillors, to attend all the training that is relevant to their role.

2. Background

- 1.3. On 19th November 2019 the Resources Committee discussed Cllr ██████'s feedback from GDPR training he had attend. The Committee decided for the Town Clerk to report back on options for making some training compulsory for Committee Members.

3. What is not possible

- 1.4. Councillors are elected by the public. The Town Council cannot set any restrictions on those who are elected, and once elected, the Town Council has not legal basis on which to restrict the meetings councillors attend, or to place requirements such as attending particular training before participating in meetings.

4. What is possible

- 1.5. Councillors can set more restrictions on Committees. For example, Councillors could decide to only agree for councillors who have attended a planning course to be a member of the planning committee. Councillors could alternatively decide that councillors would only be appointed to chair a committee once they had attended training in chairing meetings.
- 1.6. The Council will provide induction training and a detailed induction pack for councillors following the election on 7th May. This will include details of the training offered by the Buckinghamshire and Milton Keynes Association of Local Councils. The Shadow Buckinghamshire Council has also committed to providing planning training for town and parish councillors. Whilst planning cannot be made compulsory, the Town Council could nonetheless resolve to

encourage all new (and continuing) councillors to take advantage of the training that is available.

5. Resources

- 1.7. As a member of BMKALC the Council receives a discount on all BMKALC training. The Town Council has already set a budget for councillor training for the first time 2020/21. The Council also meets the expenses of councillors who attend training outside of Buckingham.

Buckingham Town Council

Internal Audit Report 2019-20 (Interim update)

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2019-20 financial year, during our visits to the Council, which took place on 16th October 2019 and 21st January 2020.

Internal Audit Approach

In completing our review for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/AGAR. Our programme of cover is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's Annual Governance and Accountability Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken for the year to date, the Council has maintained adequate and effective internal control arrangements.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We are also pleased to record that, in the areas examined, no significant issues or concerns have been identified and that we consider the Clerk and his staff operate effective control procedures in each of the relevant areas.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Rialtas Omega software to maintain its accounting records, with two accounts in place with Lloyds Bank, a current account and a deposit account.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Agreed the opening trial balance detail in the financial software for 2019-20 with the closing detail contained in the 2018-19 Statement of Accounts;
- Ensured that the cost centre and nominal ledger income and expenditure coding structure is appropriate for purpose;
- Checked to ensure that the financial ledgers remain “in balance” at the present date;
- Checked and agreed detail in the cashbooks, examining two months’ transactions (September & November 2019) to supporting bank statements for the same months; and
- Agreed the bank reconciliations detail at the month-ending September and November 2019.

Conclusions

We are pleased to record that no issues have been identified from work completed. We will undertake further work at our year end visit.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. Consequently:

- We note that the Standing Orders (SOs) and Financial Regulations (FRs) were reviewed, updated and adopted in May 2019; and
- We have continued our examination of the Council’s minutes, examining those for the Full Council and its Standing Committee meetings held in 2019-20 with a view to identifying whether or not any issues exist that may have an adverse effect on the Council’s future financial stability, both in the short and longer term.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work in this area at our financial year end visit.

Review of Expenditure and VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- That members are provided with, and approve, the regular schedules of payments made;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

In order to confirm the effectiveness of the control and governance arrangements over payments, we have selected a sample of 37 individual payments processed to December 2019 including those individually in excess of £3,500 together with a more random selection of every 35th cashbook transaction irrespective of value. Our test sample totals £156,839 by value of all non-pay costs for the year to date.

Finally, in this area, we have examined the content of quarterly VAT reclaims to December 2019 submitted to HMRC with no issues arising.

Conclusions

We are pleased to report that no issues have been identified in this area warranting formal comment. We will undertake further work at our financial year end visit.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition: we have

- We have examined the Council's approach to the identification, recording and management of financial risks noting that the Council has a detailed set of risk assessment documentation in place, which was reviewed and approved by the Council for this financial year in May 2019;
- Reviewed the Council's insurance cover is with Zurich plc and we have examined the current year's policy schedule noting that Employer's and Public Liability stand at £10 million and £15 million respectively, with Fidelity Guarantee cover set at £1 million.

Conclusions

We are pleased to report that no issues have been identified in this area warranting formal comment.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

We have been advised that The Council has completed its appraisal of the 2020-2021 precept requirement however the minutes have not yet been formally approved. We will undertake a review of the precept deliberations at our year end visit when we complete the Annual Governance & Accountability Return.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

We will undertake our formal review of the precept at our financial year end review.

Review of Income

The Council receives income in addition to the Precept, primarily from room and sports facility lettings at Lace Hill Community Centre and the Tourist Information Office, property rents, burial and associated fees, market rents, roundabout advertising and occasional grants & donations, together with expended VAT, which is recovered quarterly.

Our objective is to ensure that robust procedures are in place to ensure that all income due to the Council is identified and invoiced (where applicable) appropriately with recovery effected within a reasonable time span. We have: -

At this interim update visit reviewed the bookings system and records for Lace Hill Sports & Community Centre together with the management controls and the subsequent receipt of payments and we are satisfied that the hall is managed very satisfactorily; and

Also examined the procedures for recording and recovery of income in respect of burials, noting that the Council is using the RBS Burials software, whilst also maintaining a formal hand-written Burial Register. We have examined the forms relating to a sample of ten burials in 2019 and checked that fees have been collected, posted and banked accordingly.

We have also reviewed the Sales Ledger, as at the 31st December 2019 and are pleased to report that no significant or long-standing debts are in existence of which the Council are unaware.

Conclusions

We are pleased to report that no issues have been identified in this area warranting formal comment. We will undertake further work at our financial year end visit also ensuring that income is correctly reported in the Annual Governance & Accountability return.

Petty Cash Account

We are required, as part of the annual Internal Audit Certification process on the AGAR, to indicate the soundness of controls in this area of the Council's financial activities.

We reviewed the Petty Cash for the Town Council at the first interim visit to ensuring that the system continued to operate effectively, also checking the physical cash held against the control record maintained.;

At the first interim visit we also checked the petty cash and till holdings at the Tourist Information Centre against the control records maintained.

We have at this interim update visit checked the petty cash and Community Hall float at the Lace Hill Sports & Community Centre Centre against the control records maintained.

We also checked a sample of the petrol account forecourt records to ensure that the correct delivery of fuel is registered and charged.

Conclusions

We are pleased to report that no issues have been identified in the areas reviewed.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as last amended from 1st April 2018 with regard to employee contribution percentages. We have consequently, by reference to the September 2019 payroll detail:

- Ensured that the Council reviews and approves pay scales for staff annually, noting that the NJC award for 2019-20 has been implemented and that a full staffing review has been completed, the results of which were implemented from April 2019;
- Noted that the processing of the Council's monthly payroll is outsourced to Payroll Solutions;
- Ensured that salary payments have been accurately processed for each employee agreeing gross pay for September 2019 to the Council's approved NJC pay scale spinal point and basic working hours;
- Ensured that Income tax and NI deductions from employees' and employer's NI contributions are calculated accurately for that same month;

- Similarly, ensured that superannuation deductions and employer's contributions have also been calculated appropriately, ensuring compliance with the employees' percentage scale of deductions applying from 1st April 2019; and
- Verified the accurate payment of net pay to individual staff members.

Conclusions

We are pleased to record that no issues have been identified in this area.

Investments and Loans

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions and that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records.

The Council has transferred £400,000 to a Lloyds Bank deposit account which has been noted in our review of the cash books and reconciliations.

We note that the Council currently has one loan repayable to PWLB and we have checked the first half-yearly repayment made to date in 2019-20 by reference to the PWLB repayment demand.

Conclusions

No issues have currently been identified in this area. We will continue to undertake further work in this area at the financial year end visit.

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Buckingham Town Council

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Summary Income & Expenditure by Budget Heading 25/02/2020

Month No: 11

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
101	PERSONNEL COSTS	Expenditure	170,360	137,307	193,251	55,944	55,944	71.1%	
102	OFFICE EXPENSES	Income	1,619	1,451	640	(811)		226.8%	
		Expenditure	47,875	48,443	50,987	2,543	709	1,834	96.4%
	Movement to/(from) Gen Reserve		<u>(46,256)</u>	<u>(46,992)</u>					
103	COUNCILLORS	Expenditure	10,677	2,189	12,814	10,625	10,625	17.1%	
104	LEGAL REQUIREMENTS	Expenditure	18,945	18,102	23,700	5,598	5,598	76.4%	
120	GRANTS (PREV 137)	Expenditure	13,000	18,376	13,376	(5,000)	(5,000)	137.4%	
125	COMMEMORATIVE ITEMS	Expenditure	602	861	790	(71)	(71)	109.0%	
130	ADMIN RESERVES	Income	813,075	852,777	853,277	500		99.9%	
131	GRANTS	Expenditure	14,455	12,135	17,285	5,150	5,150	70.2%	
132	CONTINGENCIES	Expenditure	26,469	4,564	7,500	2,936	4,100	(1,164)	115.5%
201	ENVIRONMENT	Expenditure	192,311	219,552	271,852	52,300	62	52,238	80.8%
202	ROUNDBOUTS	Income	10,396	11,580	11,746	166			98.6%
		Expenditure	6,435	303	1,500	1,197	1,197		20.2%
	Movement to/(from) Gen Reserve		<u>3,961</u>	<u>11,277</u>					
203	MAINTENANCE	Expenditure	24,339	26,505	33,300	6,795	6,795	79.6%	
204	DEVOLVED SERVICES EXPENSES	Income	21,093	29,806	23,353	(6,453)			127.6%
		Expenditure	9,335	17,172	15,453	(1,719)	4,992	(6,711)	143.4%
	Movement to/(from) Gen Reserve		<u>11,757</u>	<u>12,633</u>					
205	GROUNDS MAINTENANCE	Expenditure	0	4,772	8,300	3,528	245	3,283	60.5%
248	DEPOT	Expenditure	6,681	7,281	15,400	8,119	627	7,492	51.3%
249	PUBLIC TOILETS	Income	0	535	350	(185)			152.8%
		Expenditure	10,341	7,878	15,450	7,572	7,572		51.0%
	Movement to/(from) Gen Reserve		<u>(10,341)</u>	<u>(7,343)</u>					
250	LACE HILL	Income	43,571	38,337	44,000	5,663			87.1%
		Expenditure	42,268	26,448	42,663	16,215	1,735	14,480	66.1%
	Movement to/(from) Gen Reserve		<u>1,303</u>	<u>11,889</u>					
251	CHANDOS PARK	Income	1,175	1,175	1,175	0			100.0%
		Expenditure	11,187	3,523	10,000	6,477	6,477		35.2%
	Movement to/(from) Gen Reserve		<u>(10,012)</u>	<u>(2,348)</u>					
252	BOURTON PARK	Expenditure	32,524	3,847	22,000	18,153	4,112	14,041	36.2%
253	CEMETERY	Income	17,170	8,580	17,000	8,420			50.5%
		Expenditure	12,608	4,449	48,628	44,179	1,590	42,589	12.4%
	Movement to/(from) Gen Reserve		<u>4,562</u>	<u>4,131</u>					
254	CHANDOS PARK TOILETS	Expenditure	19,714	8,440	14,000	5,560	5,560		60.3%
255	RAILWAY WALK & CASTLE HILL	Expenditure	3,790	828	3,000	2,172	2,172		27.6%
256	STORAGE PREMISES	Expenditure	599	559	650	91	91		86.0%
257	KEN TAGG PLAYGROUND	Expenditure	940	79	750	671	671		10.5%

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Buckingham Town Council

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Summary Income & Expenditure by Budget Heading 25/02/2020

Month No: 11

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
258	CEMETERY LODGE							
	Income	10,176	8,228	10,530	2,302			78.1%
	Expenditure	6,552	6,908	11,552	4,644		4,644	59.8%
	Movement to/(from) Gen Reserve	<u>3,624</u>	<u>1,320</u>					
259	OTTERS BROOK							
	Expenditure	2,631	69	900	832		832	7.6%
260	CCTV							
	Expenditure	2,385	962	1,600	638		638	60.1%
261	COMMUNITY CENTRE							
	Expenditure	0	15,540	4,000	(11,540)	4,850	(16,390)	509.8%
301	TOWN CENTRE & EVENTS							
	Income	14,904	10,513	20,470	9,957			51.4%
	Expenditure	106,562	99,020	136,557	37,538	7,315	30,223	77.9%
	Movement to/(from) Gen Reserve	<u>(91,658)</u>	<u>(88,506)</u>					
302	STREET MARKET							
	Income	17,721	16,737	19,000	2,263			88.1%
	Expenditure	3,934	3,405	4,830	1,425		1,425	70.5%
	Movement to/(from) Gen Reserve	<u>13,787</u>	<u>13,332</u>					
303	SPECIAL EVENTS							
	Income	1,041	3,343	3,500	157			95.5%
	Expenditure	3,625	7,545	6,920	(625)		(625)	109.0%
	Movement to/(from) Gen Reserve	<u>(2,584)</u>	<u>(4,202)</u>					
305	TOURIST INFORMATION CENTRE							
	Income	27,601	30,288	42,000	11,712			72.1%
	Expenditure	27,837	22,711	40,000	17,289	2,750	14,539	63.7%
	Movement to/(from) Gen Reserve	<u>(237)</u>	<u>7,577</u>					
306	ACCESSIBILITY							
	Expenditure	0	3,400	3,400	0		0	100.0%
601	PLANNING							
	Expenditure	14,554	29,230	43,144	13,914		13,914	67.7%
901	EARMARKED RESERVES							
	Expenditure	20,397	18,979	112,368	93,389	1,219	92,170	18.0%
	Grand Totals:- Income	979,543	1,013,349	1,047,041	33,692			96.8%
	Expenditure	863,935	781,382	1,187,920	406,538	34,306	372,232	68.7%
	Net Income over Expenditure	<u>115,608</u>	<u>231,967</u>	<u>(140,879)</u>	<u>(372,846)</u>			
	Movement to/(from) Gen Reserve	<u>115,608</u>	<u>231,967</u>					

25/02/2020

Buckingham Town Council

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Summary Income & Expenditure by Budget Heading 25/02/2020

Month No: 11

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 PERSONNEL COSTS	Expenditure	170,360	137,307	193,251	55,944		55,944	71.1%
102 OFFICE EXPENSES	Income	1,619	1,451	640	(811)			226.8%
	Expenditure	47,875	48,443	50,987	2,543	709	1,834	96.4%
	Movement to/(from) Gen Reserve	<u>(46,256)</u>	<u>(46,992)</u>					
103 COUNCILLORS	Expenditure	10,677	2,189	12,814	10,625		10,625	17.1%
104 LEGAL REQUIREMENTS	Expenditure	18,945	18,102	23,700	5,598		5,598	76.4%
120 GRANTS (PREV 137)	Expenditure	13,000	18,376	13,376	(5,000)		(5,000)	137.4%
125 COMMEMORATIVE ITEMS	Expenditure	602	861	790	(71)		(71)	109.0%
130 ADMIN RESERVES	Income	813,075	852,777	853,277	500			99.9%
131 GRANTS	Expenditure	14,455	12,135	17,285	5,150		5,150	70.2%
132 CONTINGENCIES	Expenditure	26,469	4,564	7,500	2,936	4,100	(1,164)	115.5%
201 ENVIRONMENT	Expenditure	192,311	219,552	271,852	52,300	62	52,238	80.8%
202 ROUNDABOUTS	Income	10,396	11,580	11,746	166			98.6%
	Expenditure	6,435	303	1,500	1,197		1,197	20.2%
	Movement to/(from) Gen Reserve	<u>3,961</u>	<u>11,277</u>					
203 MAINTENANCE	Expenditure	24,339	26,505	33,300	6,795		6,795	79.6%
204 DEVOLVED SERVICES EXPENSES	Income	21,093	29,806	23,353	(6,453)			127.6%
	Expenditure	9,335	17,172	15,453	(1,719)	4,992	(6,711)	143.4%
	Movement to/(from) Gen Reserve	<u>11,757</u>	<u>12,633</u>					
205 GROUNDS MAINTENANCE	Expenditure	0	4,772	8,300	3,528	245	3,283	60.5%
248 DEPOT	Expenditure	6,681	7,281	15,400	8,119	627	7,492	51.3%
249 PUBLIC TOILETS	Income	0	535	350	(185)			152.8%
	Expenditure	10,341	7,878	15,450	7,572		7,572	51.0%
	Movement to/(from) Gen Reserve	<u>(10,341)</u>	<u>(7,343)</u>					
250 LACE HILL	Income	43,571	38,337	44,000	5,663			87.1%
	Expenditure	42,268	26,448	42,663	16,215	1,735	14,480	66.1%
	Movement to/(from) Gen Reserve	<u>1,303</u>	<u>11,889</u>					
251 CHANDOS PARK	Income	1,175	1,175	1,175	0			100.0%
	Expenditure	11,187	3,523	10,000	6,477		6,477	35.2%
	Movement to/(from) Gen Reserve	<u>(10,012)</u>	<u>(2,348)</u>					
252 BOURTON PARK	Expenditure	32,524	3,847	22,000	18,153	4,112	14,041	36.2%
253 CEMETERY	Income	17,170	8,580	17,000	8,420			50.5%
	Expenditure	12,608	4,449	48,628	44,179	1,590	42,589	12.4%
	Movement to/(from) Gen Reserve	<u>4,562</u>	<u>4,131</u>					
254 CHANDOS PARK TOILETS	Expenditure	19,714	8,440	14,000	5,560		5,560	60.3%
255 RAILWAY WALK & CASTLE HILL	Expenditure	3,790	828	3,000	2,172		2,172	27.6%
256 STORAGE PREMISES	Expenditure	599	559	650	91		91	86.0%
257 KEN TAGG PLAYGROUND	Expenditure	940	79	750	671		671	10.5%

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25/02/2020

Buckingham Town Council

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Summary Income & Expenditure by Budget Heading 25/02/2020

Month No: 11

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
258	CEMETERY LODGE							
	Income	10,176	8,228	10,530	2,302			78.1%
	Expenditure	6,552	6,908	11,552	4,644		4,644	59.8%
	Movement to/(from) Gen Reserve	<u>3,624</u>	<u>1,320</u>					
259	OTTERS BROOK							
	Expenditure	2,631	69	900	832		832	7.6%
260	CCTV							
	Expenditure	2,385	962	1,600	638		638	60.1%
261	COMMUNITY CENTRE							
	Expenditure	0	15,540	4,000	(11,540)	4,850	(16,390)	509.8%
301	TOWN CENTRE & EVENTS							
	Income	14,904	10,513	20,470	9,957			51.4%
	Expenditure	106,562	99,020	136,557	37,538	7,315	30,223	77.9%
	Movement to/(from) Gen Reserve	<u>(91,658)</u>	<u>(88,506)</u>					
302	STREET MARKET							
	Income	17,721	16,737	19,000	2,263			88.1%
	Expenditure	3,934	3,405	4,830	1,425		1,425	70.5%
	Movement to/(from) Gen Reserve	<u>13,787</u>	<u>13,332</u>					
303	SPECIAL EVENTS							
	Income	1,041	3,343	3,500	157			95.5%
	Expenditure	3,625	7,545	6,920	(625)		(625)	109.0%
	Movement to/(from) Gen Reserve	<u>(2,584)</u>	<u>(4,202)</u>					
305	TOURIST INFORMATION CENTRE							
	Income	27,601	30,288	42,000	11,712			72.1%
	Expenditure	27,837	22,711	40,000	17,289	2,750	14,539	63.7%
	Movement to/(from) Gen Reserve	<u>(237)</u>	<u>7,577</u>					
306	ACCESSIBILITY							
	Expenditure	0	3,400	3,400	0		0	100.0%
601	PLANNING							
	Expenditure	14,554	29,230	43,144	13,914		13,914	67.7%
901	EARMARKED RESERVES							
	Expenditure	20,397	18,979	112,368	93,389	1,219	92,170	18.0%
	Grand Totals:- Income	979,543	1,013,349	1,047,041	33,692			96.8%
	Expenditure	863,935	781,382	1,187,920	406,538	34,306	372,232	68.7%
	Net Income over Expenditure	<u>115,608</u>	<u>231,967</u>	<u>(140,879)</u>	<u>(372,846)</u>			
	Movement to/(from) Gen Reserve	<u>115,608</u>	<u>231,967</u>					

Date: 25/02/2020

Buckingham Town Council

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Cashbook 1

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CURRENT

For Month No: 11

Receipts for Month 11

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 :	254,714.35					254,714.35	
tic1-4	Banked:01/02/2020	77.00						
tic1-4	tic receipts 1-4	77.00			1084	305	77.00	tic receipts 1-4
cn1-4	Banked:01/02/2020	324.64						
cn1-4	comedy night income	324.64		54.11	1066	301	270.53	comedy night income
sl1-10	Banked:03/02/2020	610.35						
	Sales Recpts Page 559	610.35	610.35		100			Sales Recpts Page 559
501006	Banked:04/02/2020	36.00						
	Sales Recpts Page 557	36.00	36.00		100			Sales Recpts Page 557
501008	Banked:04/02/2020	750.00						
	Sales Recpts Page 558	750.00	750.00		100			Sales Recpts Page 558
501007	Banked:04/02/2020	427.00						
501007	markets	427.00			1006	302	72.00	flea
					1005	302	355.00	markets
500986	Banked:06/02/2020	148.80						
500986	tic	148.80			1084	305	148.80	tic
500986	Banked:06/02/2020	271.50						
500986	tic	271.50			1084	305	271.50	tic
sl8	Banked:06/02/2020	30.00						
	Sales Recpts Page 562	30.00	30.00		100			Sales Recpts Page 562
501009	Banked:12/02/2020	748.50						
501009	var	25.00		4.17	1066	301	20.83	tickets
501009	buckingham table - trees	250.00			4122	251	250.00	buckingham table - trees
501009	markets	355.00			1005	302	355.00	markets
501009	flea	56.00			1006	302	56.00	flea
501009	LHClubHouse	62.50			1026	250	62.50	LHClubHouse
501010	Banked:12/02/2020	201.95						
	Sales Recpts Page 563	201.95	201.95		100			Sales Recpts Page 563
correct	Banked:14/02/2020	100.00						
correct	glee club refund posted twice	100.00			1026	250	100.00	glee club refund posted twice
tic5-9	Banked:17/02/2020	131.00						
tic5-9	tic 5 - tic 9	131.00			1084	305	131.00	tic 5 - tic 9
cbr1	Banked:17/02/2020	63.00						
cbr1	buck canal soc	63.00			1010	102	63.00	buck canal soc
sl19-21	Banked:19/02/2020	430.16						
	Sales Recpts Page 564	430.16	430.16		100			Sales Recpts Page 564
tic10-13	Banked:19/02/2020	100.00						
tic10-13	tic receipts 10 - 13	100.00			1084	305	100.00	tic receipts 10 - 13

Continued on Page 789

Receipts for Month 11

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>
s19-s18	Banked: 29/02/2020	3,769.25						
	Sales Recpts Page 560	3,769.25	3,769.25		100			Sales Recpts Page 560
Total Receipts for Month		8,219.15	5,827.71	58.28			2,333.16	
Cashbook Totals		<u>262,933.50</u>	<u>5,827.71</u>	<u>58.28</u>			<u>257,047.51</u>	

Payments for Month 11

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>
01/02/2020	Amazon EU Sarl	batch3/02	153.39	153.39		501			toner cartridges
01/02/2020	arco limited	batch3/02a	61.06	61.06		501			staff uni
01/02/2020	Bucks Association of Local Cou	batch3/02b	166.20	166.20		501			Purchase Ledger Payment
01/02/2020	Black Dog Design	batch3/02c	162.00	162.00		501			Fair Trade Flyers x 1000
01/02/2020	George Browns Ltd	batch3/02d	20.80	20.80		501			key,sapph grain, bait
01/02/2020	Healthmatic LTD	batch3/02e	1,045.00	1,045.00		501			maint
01/02/2020	Microshade	batch3/02f	878.50	878.50		501			hosting
01/02/2020	National Express Ltd	batch3/02g	183.37	183.37		501			Purchase Ledger Payment
01/02/2020	The Royal Latin School	batch3/02h	436.78	436.78		501			Hall Hire, Caretaker fees etc
01/02/2020	BCC Pension	BATCH3/02I	7,681.06			517		7,681.06	BCC Pension
01/02/2020	Friends of Buck Library	BATCH3/02K	50.00			4017	102	50.00	Friends of Buck Library
01/02/2020	BCC Road Closures	009445	850.00			4221	303	850.00	BCC Road Closures Feb 2020
01/02/2020	cash	009446	250.00					250.00	petty cash
01/02/2020	PWLB	CBP1	2,351.22			4034	258	2,351.22	PWLB
05/02/2020	Aylesbury Vale District Counci	pl1	870.00	870.00		501			annual rates
05/02/2020	The Plastic Box Company Ltd	pl2	62.70	62.70		501			24L H Duty Storage Trunk x 5
05/02/2020	Aylesbury Vale District Counci	pl3	370.00	370.00		501			annual rates
07/02/2020	milk and more	CBP2	4.86			4021	102	4.86	milk and more
10/02/2020	hotelscom	CBP2A	80.01			4020	103	80.01	twinning hotel
10/02/2020	Buckland & Son	CBP3	336.00		56.00	4112	201	280.00	Skip for depot
10/02/2020	HMRC	CBP4	7,128.92			515		7,128.92	HMRC
11/02/2020	A & J Cox	batch102a	470.40	470.40		501			topsoil
11/02/2020	Amazon EU Sarl	batch102b	97.77	97.77		501			packing tape
11/02/2020	Churches Fire Security Ltd	batch102c	585.29	585.29		501			Purchase Ledger Payment
11/02/2020	George Browns Ltd	batch102d	112.04	112.04		501			pre filter, air filter
11/02/2020	Healthmatic LTD	batch102e	1,045.00	1,045.00		501			maint
11/02/2020	Microshade	batch102f	895.27	895.27		501			hosting
11/02/2020	Off The Kerb Productions	batch102g	1,200.00	1,200.00		501			comedien
11/02/2020	Paragon Tool Hire	batch102h	792.30	792.30		501			chipper hire, diesel, Hi-viz
11/02/2020	PJ Signs and Graphics	batch102i	45.00	45.00		501			Buckingham Rd Sign - Twinning
11/02/2020	Seahawk Trophies	batch102j	23.00	23.00		501			Purchase Ledger Payment
11/02/2020	Travis Perkins Trading Company	batch102k	11.17	11.17		501			Bitumen macadam
11/02/2020	Viking Direct Ltd	batch102l	194.07	194.07		501			stat
11/02/2020	various tic suppliers	BATCH102M	4,353.69			4253	305	4,353.69	various tic suppliers
11/02/2020	canva	CBP5	0.99			4010	102	0.99	canva
12/02/2020	Screwfix	batch112a	86.96	86.96		501			shovels, trousers
12/02/2020	Society of Local Council Clerk	batch112b	339.00	339.00		501			Purchase Ledger Payment
12/02/2020	chamber rnd buck soc	BATCH112C	42.00			1010	102	42.00	chamber rnd buck soc
12/02/2020	lab party chamber fund	009447	42.00			1010	102	42.00	lab party chamber fund
12/02/2020	refund com night LS	CBP6	12.75		2.12	1066	301	10.63	refund com night LS
12/02/2020	wilko	CBP7	70.25		11.71	4500	132	58.54	wilko - pandemic supplies
13/02/2020	OFFICE FURNITURE ONLINE	pl4	225.60	225.60		501			2 x office chairs
14/02/2020	cardnet serv charge	CBP8	51.42			4161	250	20.56	cardnet serv charge
						4253	305	30.86	cardnet serv charge

Payments for Month 11

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>
14/02/2020	milk and more	CBP9	13.66			4021	102	13.66	milk and more
14/02/2020	E-ON	pl5	6.32	6.32		501			unit 17
14/02/2020	Mainstream Digital Ltd	pl6	363.42	363.42		501			817433
14/02/2020	Spheredtech Ltd	batch12/02	6,004.80	6,004.80		501			Purchase Ledger Payment
14/02/2020	glee club deposit refund LH	BATCH1202	100.00			1026	250	100.00	glee club deposit refund LH
14/02/2020	Glee Club Uk	BATCH12/2	100.00			1026	250	100.00	Refund of holding deposit Glee
14/02/2020	M Cole	BATCH12/2A	82.00			4020	103	35.20	Dry cleaning for civic duties
						4044	103	46.80	exps - MC
14/02/2020	M Gateley	BATCH12/2B	30.00			4079	301	30.00	Fair Trade Insurance
17/02/2020	vaht	CBP10	50.83			4066	256	50.83	vaht
17/02/2020	BCC	009448	11.00			4019	102	11.00	Library room hire - dev serv m
19/02/2020	AB Design Solutions Ltd	batch17/2a	1,302.00	1,302.00		501			Purchase Ledger Payment
19/02/2020	Amazon EU Sarl	batch17/2b	24.18	24.18		501			charging cable
19/02/2020	Ambivent Facilities Management	batch17/2c	244.80	244.80		501			faulty lights main hall
19/02/2020	Auditing Solutions Ltd	batch17/2d	534.00	534.00		501			audit 21/1/2020
19/02/2020	BHive Entertainments	batch17/2e	50.00	50.00		501			LH Halloween entertainment
19/02/2020	GRAFTON GB MERCHANTING COMPANY	batch17/2f	10.03	10.03		501			paintbrushes
19/02/2020	Clarity Copiers Ltd	batch17/2g	213.98	213.98		501			copies
19/02/2020	Complete Management Services L	batch17/2h	81.00	81.00		501			Security Servs Com Night
19/02/2020	George Browns Ltd	batch17/2i	33.55	33.55		501			spark plugs
19/02/2020	Grenke Leasing Ltd	batch17/2j	218.63	218.63		501			copier lease
19/02/2020	Hawkesworth Appliance Testing	batch17/2k	444.42	444.42		501			pat testing
19/02/2020	PPL PRS Ltd	batch17/2l	639.71	639.71		501			prs licence
19/02/2020	Taliesin Musicraft Limited	batch17/2m	200.00	200.00		501			PA for Comedy night
19/02/2020	Travis Perkins Trading Company	batch17/2n	35.81	35.81		501			paint, decorating items
19/02/2020	Viking Direct Ltd	batch17/2o	75.25	75.25		501			stat
19/02/2020	W Ganderton & Son	batch17/2p	264.37	264.37		501			fuel
19/02/2020	The Conservation Volunteers	BatchTCV	7,800.00	7,800.00		501			River Warden scheme & Packs
19/02/2020	grenke admin	BATCH17/2Q	41.24			4012	102	41.24	grenke admin
19/02/2020	British Telecom	pl8	27.60	27.60		501			mobile
19/02/2020	Plusnet	pl9	463.20	463.20		501			Purchase Ledger Payment
19/02/2020	E-ON	pl10	643.19	643.19		501			1/1-1/2
19/02/2020	Market place merch	CBP11	49.03			4161	250	24.51	Market place merch
						4253	305	24.52	Market place merch
Total Payments for Month			53,995.86	30,212.93	69.83			23,713.10	
Balance Carried Fwd			208,937.64						
Cashbook Totals			262,933.50	30,212.93	69.83			232,650.74	

Receipts for Month 11

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>
s19-s18	Banked: 29/02/2020	3,769.25						
	Sales Recpts Page 560	3,769.25	3,769.25		100			Sales Recpts Page 560
Total Receipts for Month		8,219.15	5,827.71	58.28			2,333.16	
Cashbook Totals		<u>262,933.50</u>	<u>5,827.71</u>	<u>58.28</u>			<u>257,047.51</u>	

Payments for Month 11

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>
01/02/2020	Amazon EU Sarl	batch3/02	153.39	153.39		501			toner cartridges
01/02/2020	arco limited	batch3/02a	61.06	61.06		501			staff uni
01/02/2020	Bucks Association of Local Cou	batch3/02b	166.20	166.20		501			Purchase Ledger Payment
01/02/2020	Black Dog Design	batch3/02c	162.00	162.00		501			Fair Trade Flyers x 1000
01/02/2020	George Browns Ltd	batch3/02d	20.80	20.80		501			key,sapph grain, bait
01/02/2020	Healthmatic LTD	batch3/02e	1,045.00	1,045.00		501			maint
01/02/2020	Microshade	batch3/02f	878.50	878.50		501			hosting
01/02/2020	National Express Ltd	batch3/02g	183.37	183.37		501			Purchase Ledger Payment
01/02/2020	The Royal Latin School	batch3/02h	436.78	436.78		501			Hall Hire, Caretaker fees etc
01/02/2020	BCC Pension	BATCH3/02I	7,681.06			517		7,681.06	BCC Pension
01/02/2020	Friends of Buck Library	BATCH3/02K	50.00			4017	102	50.00	Friends of Buck Library
01/02/2020	BCC Road Closures	009445	850.00			4221	303	850.00	BCC Road Closures Feb 2020
01/02/2020	cash	009446	250.00					250.00	petty cash
01/02/2020	PWLB	CBP1	2,351.22			4034	258	2,351.22	PWLB
05/02/2020	Aylesbury Vale District Council	pl1	870.00	870.00		501			annual rates
05/02/2020	The Plastic Box Company Ltd	pl2	62.70	62.70		501			24L H Duty Storage Trunk x 5
05/02/2020	Aylesbury Vale District Council	pl3	370.00	370.00		501			annual rates
07/02/2020	milk and more	CBP2	4.86			4021	102	4.86	milk and more
10/02/2020	hotelscom	CBP2A	80.01			4020	103	80.01	twinning hotel
10/02/2020	Buckland & Son	CBP3	336.00		56.00	4112	201	280.00	Skip for depot
10/02/2020	HMRC	CBP4	7,128.92			515		7,128.92	HMRC
11/02/2020	A & J Cox	batch102a	470.40	470.40		501			topsoil
11/02/2020	Amazon EU Sarl	batch102b	97.77	97.77		501			packing tape
11/02/2020	Churches Fire Security Ltd	batch102c	585.29	585.29		501			Purchase Ledger Payment
11/02/2020	George Browns Ltd	batch102d	112.04	112.04		501			pre filter, air filter
11/02/2020	Healthmatic LTD	batch102e	1,045.00	1,045.00		501			maint
11/02/2020	Microshade	batch102f	895.27	895.27		501			hosting
11/02/2020	Off The Kerb Productions	batch102g	1,200.00	1,200.00		501			comedien
11/02/2020	Paragon Tool Hire	batch102h	792.30	792.30		501			chipper hire, diesel, Hi-viz
11/02/2020	PJ Signs and Graphics	batch102i	45.00	45.00		501			Buckingham Rd Sign - Twinning
11/02/2020	Seahawk Trophies	batch102j	23.00	23.00		501			Purchase Ledger Payment
11/02/2020	Travis Perkins Trading Company	batch102k	11.17	11.17		501			Bitumen macadam
11/02/2020	Viking Direct Ltd	batch102l	194.07	194.07		501			stat
11/02/2020	various tic suppliers	BATCH102M	4,353.69			4253	305	4,353.69	various tic suppliers
11/02/2020	canva	CBP5	0.99			4010	102	0.99	canva
12/02/2020	Screwfix	batch112a	86.96	86.96		501			shovels, trousers
12/02/2020	Society of Local Council Clerk	batch112b	339.00	339.00		501			Purchase Ledger Payment
12/02/2020	chamber rnd buck soc	BATCH112C	42.00			1010	102	42.00	chamber rnd buck soc
12/02/2020	lab party chamber fund	009447	42.00			1010	102	42.00	lab party chamber fund
12/02/2020	refund com night LS	CBP6	12.75		2.12	1066	301	10.63	refund com night LS
12/02/2020	wilko	CBP7	70.25		11.71	4500	132	58.54	wilko - pandemic supplies
13/02/2020	OFFICE FURNITURE ONLINE	pl4	225.60	225.60		501			2 x office chairs
14/02/2020	cardnet serv charge	CBP8	51.42			4161	250	20.56	cardnet serv charge
						4253	305	30.86	cardnet serv charge

Payments for Month 11

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>
14/02/2020	milk and more	CBP9	13.66			4021	102	13.66	milk and more
14/02/2020	E-ON	pl5	6.32	6.32		501			unit 17
14/02/2020	Mainstream Digital Ltd	pl6	363.42	363.42		501			817433
14/02/2020	Spheredtech Ltd	batch12/02	6,004.80	6,004.80		501			Purchase Ledger Payment
14/02/2020	glee club deposit refund LH	BATCH1202	100.00			1026	250	100.00	glee club deposit refund LH
14/02/2020	Glee Club Uk	BATCH12/2	100.00			1026	250	100.00	Refund of holding deposit Glee
14/02/2020	M Cole	BATCH12/2A	82.00			4020	103	35.20	Dry cleaning for civic duties
						4044	103	46.80	exps - MC
14/02/2020	M Gateley	BATCH12/2B	30.00			4079	301	30.00	Fair Trade Insurance
17/02/2020	vaht	CBP10	50.83			4066	256	50.83	vaht
17/02/2020	BCC	009448	11.00			4019	102	11.00	Library room hire - dev serv m
19/02/2020	AB Design Solutions Ltd	batch17/2a	1,302.00	1,302.00		501			Purchase Ledger Payment
19/02/2020	Amazon EU Sarl	batch17/2b	24.18	24.18		501			charging cable
19/02/2020	Ambivent Facilities Management	batch17/2c	244.80	244.80		501			faulty lights main hall
19/02/2020	Auditing Solutions Ltd	batch17/2d	534.00	534.00		501			audit 21/1/2020
19/02/2020	BHive Entertainments	batch17/2e	50.00	50.00		501			LH Halloween entertainment
19/02/2020	GRAFTON GB MERCHANTING COMPANY	batch17/2f	10.03	10.03		501			paintbrushes
19/02/2020	Clarity Copiers Ltd	batch17/2g	213.98	213.98		501			copies
19/02/2020	Complete Management Services L	batch17/2h	81.00	81.00		501			Security Servs Com Night
19/02/2020	George Browns Ltd	batch17/2i	33.55	33.55		501			spark plugs
19/02/2020	Grenke Leasing Ltd	batch17/2j	218.63	218.63		501			copier lease
19/02/2020	Hawkesworth Appliance Testing	batch17/2k	444.42	444.42		501			pat testing
19/02/2020	PPL PRS Ltd	batch17/2l	639.71	639.71		501			prs licence
19/02/2020	Taliesin Musicraft Limited	batch17/2m	200.00	200.00		501			PA for Comedy night
19/02/2020	Travis Perkins Trading Company	batch17/2n	35.81	35.81		501			paint, decorating items
19/02/2020	Viking Direct Ltd	batch17/2o	75.25	75.25		501			stat
19/02/2020	W Ganderton & Son	batch17/2p	264.37	264.37		501			fuel
19/02/2020	The Conservation Volunteers	BatchTCV	7,800.00	7,800.00		501			River Warden scheme & Packs
19/02/2020	grenke admin	BATCH17/2Q	41.24			4012	102	41.24	grenke admin
19/02/2020	British Telecom	pl8	27.60	27.60		501			mobile
19/02/2020	Plusnet	pl9	463.20	463.20		501			Purchase Ledger Payment
19/02/2020	E-ON	pl10	643.19	643.19		501			1/1-1/2
19/02/2020	Market place merch	CBP11	49.03			4161	250	24.51	Market place merch
						4253	305	24.52	Market place merch
Total Payments for Month			53,995.86	30,212.93	69.83			23,713.10	
Balance Carried Fwd			208,937.64						
Cashbook Totals			262,933.50	30,212.93	69.83			232,650.74	

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 2nd March 2020

Contact Officer: Paul Hodson Town Clerk

Sub-Committee Minutes

1. Recommendations

- 1.1. It is recommended that future dates, agendas and minutes of the Communications Strategy Group are published on the Town Council's website.
- 1.2. It is recommended that future dates, agendas and minutes of the Economic Development Working Group are published on the Town Council's website.

2. Background

- 1.3. The Council's practice has been for the agendas and minutes for the Economic Development Working Group and the Communications Strategy Group to be circulated by email and paper but not to be published on the Council's website. Recently, queries have been raised why minutes and agendas for these meetings are not on the Council's website, and why the meeting dates do not appear online.

3. Communications Strategy Group

- 1.4. The Communications Strategy Group has the delegated responsibility from the Resources Committee to make decisions in all aspects relating to Communications, for example newsletters, websites, leaflets and social media. In addition, the Group has "authority to proceed with all items within the publicity budget and the website budget, or any budget from time to time which falls within communications."
- 1.5. As a committee which makes budgetary decisions and has delegated decision making on behalf of the Council, the Strategy Group is subject to the same legislation as Full Council and other Committees.¹ Including the Openness of Local Government Bodies Regulations 2014, which requires the Council to publish minutes of meetings. It is therefore recommended that the times, agendas and minutes of the Communications Strategy Group are published on the Council's website from now onwards. This does mean that the meetings will be open to the public to attend.
- 1.6. Some of the Group's work, such as reviewing draft newsletter text, is not likely to be of public interest. In the future, a minute of the meeting will be taken which records all decisions taken regarding the Group's delegated

¹ LGA 1972 s101(2)

responsibilities. In line with other committees, this will not be a verbatim record of discussions; notes such as textual corrections will not be recorded in full.

4. Economic Development Working Group

1.7. The Economic Development Group has a different legal status. It does not have any delegated powers or budgetary responsibility; it is rather an advisory group. For this reason, it is not subject to the same legislation as the Communications Strategy Group. However, there is no reason not to publish the agendas and minutes. The Group includes a number of non-councillors as members; publishing agendas, dates and minutes online would be of benefit to all Group members, and would also help to promote the Groups work to residents and others.

Freedom of Information Request Log

Date	Questions Asked	Name of Inquirer	Email Address	Response Given	Response By	Date of response
28/11/2018	I would like to enquire as to how much is spent on food and drink at council meetings? For example, how much is spent	██████████	via WhatDoTheyKnow.com	Dear ██████████, Buckingham Town Council do not spend any money on food or drink for council meetings. Glasses of tap	Town Clerk, Paul	21/12/2018
30/11/2018	Please can you tell me how much is spent on food and drink at council meetings? This includes biscuits, juice, tea and anything else that is provided.	██████████	via WhatDoTheyKnow.com	Dear ██████████, Buckingham Town Council do not spend any money on food or drink for council meetings. Glasses of tap water are provided!	Town Clerk, Paul	21/12/2018
11/07/2019	<ol style="list-style-type: none"> 1. Purpose built student accommodations in your area (including ones where planning has been granted) 2. Whether they are private owned companies or university owned 3. The year they started operating (or due to open) 4. The address of the PBSA 5. The companies that own/run the PBSA 6. The number of rooms each PBSA has 	████ █████	██████████b@gmail.com	<p>Dear ██████,</p> <p>The Town Council does not have the information you have requested. The Council does not hold lists of properties or property owners. Specifically, we do not hold details of PBSAs.</p> <p>You may wish to ask the Planning Authority, which Aylesbury Vale District Council,</p>	Town Clerk, Paul	11/07/2019
04/11/2019	<ol style="list-style-type: none"> 1. On saturday 2nd nov, on a post on BWM, Cllr ██████ claims he was contacted by a number of people from Tesco asking for a post which simply reported an overnight breakin at Tesco to be removed. (Please provide copies of this thread and the communications to Cllr ██████) 2. Please provide copies of any posts to BWM in the last three years by Cllr ██████ which could be deemed relating to his political party and or role as local Cllr 	██████████		<p>Thank you for your email. Buckingham Town Council does have any link to, responsibility or oversight for or data from the Buckingham What Matters To You Facebook group. I am only able to accept Freedom of Information requests which related to the responsibilities, business and activities of the Town Council, so I am not able help with your request.</p> <p>For your information, the Town Council's Media Policy can be found here: https://www.buckingham-tc.gov.uk/wp-content/uploads/2019/11/Media-Policy-2019.docx.pdf</p> <p>I particularly draw your attention to the following section:</p> <p>3.4. Councillor Press Correspondence</p> <p>3.4.1. Individual Councillors can make their own statements relating to local issues and this policy is not designed to prevent any Member expressing a personal opinion through the media. Indeed, engaging directly with the press and social media can be a key tool for members seeking to engage with residents, represent local views and take part in public debate. However, Members must make it clear that any views expressed which differ from Council policy are their own personal views and should be recorded as such;</p> <p>3.4.2. Such releases, political or non-political, should bear no reference whatsoever to the Council or any officer and must not use the Council logo. Neither the Council address, telephone number nor website should be included as a point of contact;</p> <p>3.4.3. Where a journalist wishes to confirm what was said by an individual Councillor during a Council meeting, they will be referred to the Town Clerk.</p>	Town Clerk, Paul	04/11/2019

3. Please provide the number of individuals banned from BWM since its inception and the reasons for this ban

4. Please provide the number of individuals suspended from BWM since its inception and the reasons for this suspension

The Town Council runs its own Facebook pages. We share posts and press releases to a range of other groups and pages, including the What Matters Buckingham page, but this does not mean that we have any control over any of those pages.

Complaints & Compliments

Date	Who received complaint	Location of Issue	Details of complaint	Who is responsible for area	Action Required	Outcome/ Follow up
<i>complaint recieved</i>	<i>(initials)</i>	<i>As accurate as possible</i>		<i>BTC, AVDC, Unknown</i>		
05-Nov	PH	freedom of information				
06/01/2020	LP	Cemetery	<p>My Mum and Dad have a shared grave in the cemetery and I just wanted to say say how pleased we were when we visited the plot earlier today whilst in the area... congratulations to you and your staff for maintaining such a wonderful setting... The whole cemetery looked so well maintained even on a cold day today and so thanks again to your whole team and Happy New Year !</p>	Green Spaces	n/a	

Date	Who received complaint	Location of Issue	Details of complaint	Who is responsible for area	Action Required	Outcome/ Follow up
21/01/2019	LS	Lace Hill Playing Fields	<p>as a resident of Lace Hill that dogs have now been banned to the edge of the playing field and on leash without consulting the residents. One of the huge benefits of living in this community is to be able to walk my dog preferably off leash across this playing area.</p> <p>I understand that some dog owners are not picking up after their dogs and there have been some issues with flying balls etc. This is an issue that does require addressing but a ban of use of these fields for dog walkers is not the answer. This excludes a large amount of the users of this space (I would estimate that 25-50% of Lace Hill residents own a dog). I understand that the local football club is now paying for the maintenance of the upper field? Can you confirm? What I believe is that more</p>	Lace Hill and Green Spaces	Response from Town Clerk	

BUCKINGHAM TOWN COUNCIL

Resources Committee

MONDAY 2nd March 2020

Contact Officer: Committee Clerk

Climate Emergency Draft for Discussion Action Plan

1. Recommendations

- 1.1. That Members review the report and agree the proposed actions for this committee.
- 1.2. That Members highlight any suggested amendments to the Action Plan and consider how they can contribute to achieving this agenda.
- 1.3. Members to discuss the budgetary implications of any actions they wish to take forward in light of the proposed budget for 2020/21

2. Background

2.1. This draft action plan sets locally determined actions with measures to deliver the objectives both within the Council and across the town. The actions are measurable with targets that hold the Council to account. This Climate Emergency Action Plan is an over-arching pledge that identifies the following priority areas of change (Agreed at Full Council on the 18th November 2019 (min 512/19))

- Energy - to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat
- Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles and equipment
- Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water
- Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials
- Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts;

2.2. The Full Council of Buckingham Town Council have previously AGREED:

That Buckingham Town Council declares a climate emergency and commits to encourage Buckingham to become carbon neutral. This will help to raise the profile of this vital issue and secure external support and funding. It is also proposed that Buckingham Town Council also signs up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions. Our aim is to do this by making the Town Council carbon neutral by 2030 and encouraging the town's population, organisation and businesses to work with us in that aim. (min 509/19)

and...

“... Buckingham Town Council to support the need for a Climate Emergency Action Plan for Buckingham Town, so that we take the first step towards taking some concerted actions to reduce and move towards a Net Zero Carbon Footprint for the town. There are so many no-cost and low-cost options available that when combined with the funding available to community and other organisations we can start to play an increased role in combating climate change.
(min 209/19)

DRAFT

Buckingham Town Council Draft Climate Emergency Action Plan

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.

Action	Measure	Responsibility
Creation of a Climate Emergency webpage, Facebook page and hashtag to enable discussion, idea sharing and extend public awareness of the issues.	Number of visitors per year X per year	Resources Committee
Information can be made available in Buckingham library and on notice boards to maximise public awareness and access to information	Number of contacts made	Resources Committee
Encourage the formation of Local Climate Action Groups.	One formed	Resources Committee
Host a public meeting on the issue.	One per year	Resources Committee
Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat		
Action	Measure	Responsibility
Implement an Energy Audit of all Council buildings, operations and vehicles	Actions implemented	Resources Committee

Install renewable energy generation on Council owned buildings	Installation of Photovoltaic Panels on all the Lace Hill Centre, The Community Centre and the new cemetery building (once constructed).	Full Council and Resources Committee
Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water		
Action	Measure	Responsibility
Consider installing water butts for all new town council buildings and use the water for planters and hanging baskets	One per new build (owned by BTC)	Resources Committee
Promote the installation of the water bottle refill station in Chandos Park and the national refill initiative	Number of interactions through Social Media	Environment Committee and Resources Committee
Actions implemented to eliminate the use of single-use plastics within Council offices/buildings and continue to promote Plastic-free Buckingham	No purchases of single use plastics	Resources Committee
Implement waste education and promotional campaigns	Number of interactions through social media and with groups including schools	Resources Committee
Request a carbon footprint of any Town Council investment and seek to reduce this by switching to investments supporting renewable energy projects and eco-enhancements.	Measure and publish low carbon emission certification	Resources Committee
Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available.	Consideration of a procurement strategy	Resources Committee
Ask grant applicants to consider the impact on the		Resources Committee

environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.		
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Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.

Action	Measure	Responsibility

Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.

Action	Measure	Responsibility
Finalise Flood Plans with local partners	Number of contacts established	Environment & Resources Committee
Advise residents on steps to increase resilience	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee
Promote the community flood warden scheme	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee
Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.		Resources Committee



Date Agreed: 2/03/20

Minute Number: xx

Prepared by: Paul Hodson

Version: 1.0

This policy applies to employees and councillors of Buckingham Town Council ("The Council").

Who We Are

Buckingham Town Council is the most local tier of government in Buckingham. As well as providing services such as parks, play areas and other open spaces, we also run the Lace Hill Sports and Community Centre, Tourist Information Centre, Shopmobility and the Brackley Road Cemetery.

We take your privacy seriously, and this notice describes how we collect, store and use information you chose to share with us.

Respecting Your Privacy

We are committed to ensuring that your privacy is protected. When you provide us with information, it will only be used in accordance with our Data Protection Policy and the relevant Privacy Notice.

About This Policy

If you have any enquiries related to how we use your personal information or any particular aspects of our privacy policy you can contact us in writing to the Town Clerk, Buckingham Town Council, Verney Close, Buckingham, Buckinghamshire, MK18 1JP or you can email townclerk@Buckingham-tc.gov.uk.

We may change our privacy policy occasionally. You should check this page from time to time to ensure that you are happy with any changes. The current version of this privacy policy is effective from 31st January 2020.

Information We Collect and Process

The amount and type of information we record and process depends upon your relationship with us. We provide a wide variety of services, including allotments, room hires at the Town Hall, public meetings, Buckingham Cemetery, our town donations scheme, the Local Produce Market, responding to public enquiries and running events.

Each form where we collect personal information will contain a specific privacy notice that explains to you why we are collecting your data and how long we will hold it for. We outline below the different circumstances in which we collect data:

We collect and process personal information provided by people when they contact us to enquire about our services because it is necessary before entering into a contract with us.

We also collect and process personal information provided by people in the performance of public tasks, including running our cemetery service, and issuing Dangerous Vegetation notices.

In other cases, we collect and process personal information provided by people because it is necessary for the pursuit of our legitimate interests, including:

- The organisation of public events
- Acting as data processor to provide administrative support for community groups

Operating our Town Partners scheme

In other cases, we will specifically ask for your consent to process your information at the time that we collect it.



Sharing Information with Other Organisations and Companies

We will not sell, distribute or lease your personal information to third parties unless we have your consent or are required by law to do so.

We do act as a data processor for a number of voluntary organisations, and they may choose to share personal information with us to enable us to provide them with administrative support.

Use of Our Website

The following aspects of your privacy are related specifically to use of our web site:

www.Buckingham-tc.gov.uk.

Contact Us Form

If you submit an enquiry via our web site, you are asked to provide your name and email address. This information is stored within a database used to run the web site and is deleted once your enquiry with us has been concluded.

Cookies

Our website uses a technology called cookies for the following purposes:

- Tailoring the web site to you as an individual by remembering your preferences.
- Monitoring web site traffic and identifying which pages are being used. This allows us to improve our web site by better understanding how it is used.

We use third party cookies from Google to enable us to use Google Analytics. Google acts as a data processor for us and may store the information collected by the cookie on servers in the United States. Google is certified under the EU - U.S. framework, which is a legal mechanism to enable the transfer of personal data from the EEA to the US, where certified organisations guarantee to provide a level of protection in line with EU data protection law. By using the web site, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

Overall, cookies help us provide you with a better web site. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the web site.

Our web site is provided by Impact! which is based in the UK. Their web server logs basic details of the web browser, IP address and operating system of users visiting our web site. The web logs are kept on Impact!'s servers for two years.

Links to Other Web Sites

Our web site may contain links to other web sites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other web site.

Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy notice.

You should exercise caution and look at the privacy statement applicable to the web site in question.

Controlling Your Personal Information

Whenever you provide us with personal information we will use the details you provide in reference to that specific enquiry or sales transaction.

Information Requests

You have the right to request a copy of any personal information which we hold about you. We will respond to any such requests within 20 days.

Requesting a copy of your information is generally free of charge, although we reserve the right to charge for requests which are manifestly unfounded, excessive or repetitive.



If you would like a copy of the information we hold about you, contact us by post to the Town Clerk, Buckingham Town Council, Verney Close, Buckingham, Buckinghamshire, MK18 1JP S or you can email townclerk@Buckingham-tc.gov.uk.

Retention of Information

The length of time for which we retain your information will depend on the reason why we are processing your data. Individual policy notices are contained within forms, so that you can read about the retention period for the data at the point that you are providing us with the information.

Your Right to be Forgotten

You have the right to request erasure of your personal data. This is also known as the right to be forgotten. However, this right does not apply in all cases, such as when the data is being processed for a public task.

You may request that we delete your personal information either verbally or in writing and we will respond within one month.

Accuracy of Information

We want to keep your information up to date. If you believe that any information we have about you is incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have physical, electronic and managerial procedures to safeguard and secure the information we collect and process, both online and in person.

If - despite our security measures and safeguards - we detect a security breach, we will immediately assess the potential impact on the personal data we store and take the appropriate action

Complaints

In the unlikely event that we are unable to handle any requests or enquiries relating to your privacy to your satisfaction, details of the Council's Complaints Policy can be found on the Town Council's website.

	Person/Group responsible	Version	Date completed
Report written by	Paul Hodson	1.0	31/1/2020
Reviewed by	Claire Molyneux		31/1/2020
Agreed	Resources Committee		