



# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,  
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RESOURCES  
COMMITTEE

22 December 2020

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on Monday 4<sup>th</sup> January 2021 at 7pm online via Zoom.

Residents are very welcome to ask questions or speak to Councillors at the start of the meeting in the usual way. Please email [committeeclerk@buckingham-tc.gov.uk](mailto:committeeclerk@buckingham-tc.gov.uk) or call 01280 816426 for the password to take part.

The meeting can be watched live on the Town Council's YouTube channel here:  
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

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 and accept apologies from Members.

### 2. Declarations of Interest

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

### 3. Minutes of last meeting

To receive and agree the minutes of the Resources Committee meeting held on Monday 9th November 2020 received at the Full Council meeting held on 23<sup>rd</sup> November 2020.

[Copy previously circulated](#)



Twinned with Mouvaux, France; Neukirchen Vluyn, Germany

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.

**4. Minutes of Communications Strategy Group**

To receive the minutes of the Communications Strategy Group meeting held on the [26<sup>th</sup> November 2020](#).

**5. Action Report**

[Appendix A](#)

**6. Annual Grants**

To receive and discuss a written report from the Communications Clerk

[R/91/20](#)

**7. Budgets**

7.1. To receive and discuss the budget reports

[Appendix B](#)

7.2. To receive and discuss the revised budget forecast

[R/92/20](#)

7.3. To receive and discuss a written report proposing the draft budget for 2021/22, the revised draft five-year budget and the proposed ear-marked reserves

[R/93/20](#)

**8. Staffing Handbook**

8.1. To receive and discuss a report from the Deputy Town Clerk

[R/94/20](#)

8.2. To agree to adopt the proposed Parental Bereavement Leave Policy

[Appendix C](#)

**9. Pensions Review**

To receive and discuss a written report from the Town Clerk

[R/95/20](#)

**10. Financial & Management Risk Assessment**

To receive and discuss a revised version of the Council's Financial and Management Risk Assessment

[Appendix D](#)

**11. Internal Audit Updated Action List**

To receive and discuss the updated action list

[Appendix E](#)

**12. External Audit Report and Certificate**

To receive and discuss the External Audit Report

[Appendix F](#)

**13. Direct Debits and Standing Orders**

To receive and approve an updated list of Standing Orders and Direct Debits (including expanded abbreviations)

[Appendix G](#)

**14. Committee Calendar 2021 & 2022**

To receive and discuss the Committee calendar for 2020 and an updated version of the 2021 calendar to account for the Parish elections on the 7<sup>th</sup> May 2021.

[Appendix H](#)

**15. Chair's Announcements**

**16. Date of next meeting: Thursday** 18<sup>th</sup> February 2021 (Extra Ordinary meeting to decide annual grant awards)

**17. CONFIDENTIAL SESSION**

**18. 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.

## 19. Staffing

### 19.1. **Appraisal Feedback**

To receive and discuss a report from the Town Clerk

[R/96/20](#)

### 19.2. **Office Apprentice**

To receive and discuss a report from the Deputy Town Clerk

[R/97/20](#)

### 19.3. **Town Centre Manager**

To receive and discuss a report from the Deputy Town Clerk

[R/98/20](#)

## To:

Cllr. Mrs. G. Collins (Town Mayor)  
Cllr. J. Harvey  
Cllr. P. Hirons  
Cllr. A. Mahi  
Cllr. H. Mordue

Cllr. T. Bloomfield  
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	800/18	Compliments, Complaints and FOI requests	Members AGREED for a six monthly report.	Town Clerk		Mar-21
Resources	658/19	Staffing Handbook	Updated AGREED. To be reviewed in 12 months time.	Town Clerk	To be reviewed again in January 2021	Agenda
Resources	663/19	Pension fund	Town Clerk to investigate the security and liability of the Town Council's Pension Fund.	Town Clerk		Agenda
Resources	175/20	Land and Assests	Members discussed the likely current value of the current land and assets of the Town Council. The Town Clerk AGREED to review whether it was time to carry out fresh valuations.	Town Clerk		Mar-21

**BUCKINGHAM TOWN COUNCIL  
RESOURCES COMMITTEE  
MONDAY 4<sup>th</sup> JANUARY 2021**

**Contact Officer: Mrs. L. Stubbs, Communications Clerk**

**Grants Underspend 2020 - 2021**

**1. Recommendations**

- 1.1 It is **RECOMMENDED** that the grants underspend of up to £2,100 be moved to earmarked reserves and added to the 2021 – 2022 Grants budget.

**2. Background**

- 2.1 Due to Coronavirus some recipients of 2020-2021 grants were not able to continue with their projects and declined their grants.
- 2.2 All grant recipients who had not been able to continue with their original plans were offered a chance to put in a change of grant use application, these were reviewed and new amounts awarded at the 21<sup>st</sup> September 2020 Resources Committee meeting.
- 2.3 There are three grant recipients who could still request a change of use for their funding, with £2,100 of the original grants budget currently unclaimed. It is likely that this remaining funding will not be claimed by 31<sup>st</sup> March 2021, as the situation remains much the same for many grants recipients.
- 2.4 It is **RECOMMENDED** that the grants underspend of up to £2,100 be moved to earmarked reserves and added to the 2021 – 2022 Grants budget.

INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES				
PAGE No	CODE	COST CENTRE	AMOUNT	EXPLANATION
1	4052	102	-£1,178.00	Community centre recharges 2019/2020 came in new financial year - not accrued for
3	4503	132	-£14.00	overspend
4	4035	205	-£101.00	overspend
5	4161	250	-£2,286.00	Overspend in budget due to unexpected numerous fire and intruder alarm call out costs. This has resulted in the
				requirement to have supplied and fitted a new Loop Control Panel costing £1519.10 and new inspection door
				costing £1116.00 which were not budgeted for.
6	4225	253	-£8.00	changes to rate costs because of pandemic - resulted in some increases and some decreases
7	4091	261	-£721.00	Design / inspection works fee, carried out before lockdown - upfront 10% paid - to be claimed back via NHB
				ref income code 1078 261
8	4126	301	£1,071.00	Increase to budget due to refund of hall hire to BTC but less refunds given back to stall holders
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.

21/12/2020

Buckingham Town Council

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## PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 9

Order by Supplier A/c

## 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
01/12/2020	8141044		ANGLIAN WATER	A015	39.70	2.39	42.09	4603	248	39.70	water unit 17
01/12/2020	3PPT		AMAZON	A035	23.32	4.66	27.98	4043	102	23.32	balaclava x 2
01/12/2020	2020-18811		AMAZON	A035	18.70	3.74	22.44	4027	102	18.70	galaxy tab case
01/12/2020	2020-31352		AMAZON	A035	15.82	3.16	18.98	4112	201	15.82	timer switch
01/12/2020	2020-480843877		AMAZON	A035	196.57	0.00	196.57	4043	102	196.57	safety boots x 3
01/12/2020	169		DIGITAL BARIERS	D018	450.00	90.00	540.00	4100	260	450.00	169/10111696/CCTV ONGOING
01/12/2020	H190A2E8BF		E-ON	E006	45.26	2.26	47.52	4602	253	45.26	elec chapel b
01/12/2020	100032114		GENPOWER	G007	374.99	75.00	449.99	4112	201	374.99	pressure washer
02/12/2020	13526		GM TYRES	G013	278.33	55.67	334.00	4063	205	278.33	lawn master tyres
03/12/2020	10425		HEALTH	H011	1,741.67	348.33	2,090.00	4612	254	870.83	maint
								4612	249	870.84	maint
01/12/2020	130382		JANITORIAL DIRECT	J013	163.04	32.60	195.64	4112	201	163.04	cleaning general
01/12/2020	131459		JANITORIAL DIRECT	J013	27.65	5.53	33.18	9051	901	27.65	waste baskets x 5
21/12/2020	993197		MAINSTREAM	M061	75.00	15.00	90.00	4018	102	75.00	maint
21/12/2020	993198		MAINSTREAM	M061	18.44	3.69	22.13	4018	102	18.44	816426
21/12/2020	993199		MAINSTREAM	M061	0.61	0.12	0.73	4018	102	0.61	816801
21/12/2020	993200		MAINSTREAM	M061	0.36	0.07	0.43	4018	102	0.36	812872
21/12/2020	993219		MAINSTREAM	M061	32.94	6.59	39.53	4018	102	32.94	824596
21/12/2020	993654		MAINSTREAM	M061	0.54	0.11	0.65	4018	102	0.54	817433
21/12/2020	13849		MICROSHADE	M063	740.06	148.01	888.07	4027	102	740.06	hosting
05/12/2020	25904179		OPUS	O025	349.88	69.98	419.86	4158	250	349.88	gas lhscv nov - dec
01/12/2020	128763		PAYROLL OPTIONS	P057	127.21	25.44	152.65	4030	102	127.21	payroll
02/12/2020	199846		SLCC	S005	75.00	15.00	90.00	4023	102	75.00	conference feb 2021
01/12/2020	61218		TUDOR ENVIRONMENTAL	T002	41.85	8.37	50.22	4112	201	41.85	pruning saw
02/12/2020	478864		VIKING DIRECT	V001	-81.97	-16.39	-98.36	4010	102	-81.97	to cancel inv 394966
TOTAL INVOICES					4,754.97	899.33	5,654.30			4,754.97	

**RESOURCES****101 PERSONNEL COSTS**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 WAGES & SALARIES ADMIN	0	85,042	144,908	59,866		59,866	58.7%
4003 APPRENTICESHIP	0	5,423	9,500	4,077		4,077	57.1%
4005 ERS NATIONAL INS	0	8,383	19,445	11,062		11,062	43.1%
4006 ERS PENSION CONT	0	21,127	35,368	14,241		14,241	59.7%
4007 STAFF TRAVEL	0	94	1,100	1,006		1,006	8.6%
4008 OCCUPATIONAL HEALTH	0	67	1,231	1,164		1,164	5.4%
4025 HR ADVICE	0	4,326	4,325	(1)		(1)	100.0%
4026 STAFF & RECRUITMENT	0	0	1,000	1,000		1,000	0.0%

PERSONNEL COSTS :- Indirect Expenditure	0	124,462	216,877	92,415	0	92,415	57.4%
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Net Expenditure	0	(124,462)	(216,877)	(92,415)
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**102 OFFICE EXPENSES**

1010 CHAMBER HIRE	0	(213)	1,400	1,613			(15.2%)
1012 PHOTOCOPIER USE	0	7	40	33			17.5%

OFFICE EXPENSES :- Income	0	(206)	1,440	1,646			(14.3%)
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4010 STATIONERY	(77)	1,262	2,400	1,138		1,138	52.6%
4011 POSTAGE	0	218	500	282		282	43.5%
4012 PHOTOCOPIER	0	924	1,796	872		872	51.5%
4013 EQUIPMENT PURCHASE	0	0	1,100	1,100		1,100	0.0%
4015 ADVERTISEMENT	0	0	513	513		513	0.0%
4017 SUBSCRIPTIONS	0	3,023	4,200	1,177		1,177	72.0%
4018 TELEPHONE	128	2,304	5,130	2,827		2,827	44.9%
4019 HIRE OF HALL	0	(84)	257	341		341	(32.7%)
4021 HOSPITALITY	0	26	400	374		374	6.5%
4023 TRAINING	75	742	6,500	5,758		5,758	11.4%
4027 COMPUTER SOFTWARE	759	9,273	11,458	2,185		2,185	80.9%
4030 PAYROLL	127	1,076	1,300	224		224	82.8%
4032 PUBLICITY	0	4,261	6,500	2,239		2,239	65.6%
4038 COMPUTER EQUIP/MAINT	0	767	3,500	2,733		2,733	21.9%
4041 WEB SITE PROVISION & OPERATION	0	1,126	2,400	1,274		1,274	46.9%
4043 PROTECTIVE CLOTHING / UNIFORM	220	613	1,000	387		387	61.3%
4052 HEAT LIGHT POWER	0	1,999	821	(1,178)		(1,178)	243.5%
4055 ALARM	0	0	564	564		564	0.0%
4156 BUCKINGHAM CENTRE RENT	0	2,750	13,000	10,250		10,250	21.2%
4225 RATES	0	2,794	2,833	39		39	98.6%

OFFICE EXPENSES :- Indirect Expenditure	1,232	33,075	66,172	33,097	0	33,097	50.0%
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Net Income over Expenditure	(1,232)	(33,281)	(64,732)	(31,451)
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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>103 COUNCILLORS</b>							
4020 MAYOR'S DUTIES	0	1,800	1,800	0		0	100.0%
4029 MAYOR'S CIVIC	0	0	1,550	1,550		1,550	0.0%
4044 COUNCILLORS MILEAGE / EXPS	0	0	616	616		616	0.0%
4045 COUNCILLORS ALLOWANCE	0	0	9,981	9,981		9,981	0.0%
4236 ELECTION COSTS	0	0	500	500		500	0.0%
4269 COUNCILLOR TRAINING	0	241	1,500	1,259	166	1,093	27.1%
COUNCILLORS :- Indirect Expenditure	0	2,041	15,947	13,906	166	13,740	13.8%
Net Expenditure	0	(2,041)	(15,947)	(13,906)			
<b>104 LEGAL REQUIREMENTS</b>							
4014 AUDIT FEE	0	2,830	5,785	2,955		2,955	48.9%
4016 LEGAL COSTS	0	0	2,000	2,000		2,000	0.0%
4022 INSURANCE	0	17,367	16,500	(867)		(867)	105.3%
LEGAL REQUIREMENTS :- Indirect Expenditure	0	20,197	24,285	4,088	0	4,088	83.2%
Net Expenditure	0	(20,197)	(24,285)	(4,088)			
<b>120 GRANTS (PREV 137)</b>							
4077 OLD GAOL FUNDING	0	3,000	3,000	0		0	100.0%
4081 CAB GRANT	0	5,346	5,346	0		0	100.0%
4086 YOUTH CENTRE GRANT	0	5,200	5,200	0		0	100.0%
GRANTS (PREV 137) :- Indirect Expenditure	0	13,546	13,546	0	0	0	100.0%
Net Expenditure	0	(13,546)	(13,546)	0			
<b>125 COMMEMORATIVE ITEMS</b>							
4501 CIVIC AWARD	0	0	816	816	215	601	26.3%
4504 REMEMBRANCE WREATH	0	19	26	8		8	71.2%
4505 MAYORS SALVER	0	0	220	220	215	5	97.7%
COMMEMORATIVE ITEMS :- Indirect Expenditure	0	19	1,062	1,044	430	614	42.2%
Net Expenditure	0	(19)	(1,062)	(1,044)			
<b>130 ADMIN RESERVES</b>							
1176 PRECEPT	0	903,930	903,930	0			100.0%
1190 INTEREST RECEIVED	0	393	3,000	2,607			13.1%
ADMIN RESERVES :- Income	0	904,323	906,930	2,607			99.7%
Net Income	0	904,323	906,930	2,607			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>131 GRANTS</b>							
4084 COMMUNITY CENTRE CAPITAL	0	0	5,000	5,000		5,000	0.0%
4087 ANNUAL GRANTS	0	10,766	12,866	2,100		2,100	83.7%
GRANTS :- Indirect Expenditure	0	10,766	17,866	7,100	0	7,100	60.3%
Net Expenditure	0	(10,766)	(17,866)	(7,100)			
<b>132 FUTURE PLANNING</b>							
4500 FUTURE PLANNING	0	1,585	8,500	6,915		6,915	18.6%
4503 COVID-19 EXPENSES	290	5,014	5,000	(14)		(14)	100.3%
FUTURE PLANNING :- Indirect Expenditure	290	6,599	13,500	6,901	0	6,901	48.9%
Net Expenditure	(290)	(6,599)	(13,500)	(6,901)			
<b>304 BUCKINGHAM TOWN YOUTH COUNCIL</b>							
4237 YOUTH COUNCIL BUDGET	0	0	1,000	1,000		1,000	0.0%
4238 YOUTH COUNCIL ADMIN	0	0	100	100		100	0.0%
BUCKINGHAM TOWN YOUTH COUNCIL :- Indirect Expenditure	0	0	1,100	1,100	0	1,100	0.0%
Net Expenditure	0	0	(1,100)	(1,100)			
RESOURCES :- Income	0	904,118	908,370	4,252			99.5%
Expenditure	1,522	210,705	370,355	159,650	596	159,054	57.1%
Movement to/(from) Gen Reserve	(1,522)	693,413					
<b>ENVIRONMENT</b>							
<b>201 ENVIRONMENT</b>							
3995 NI ENVIRONMENT	0	10,638	24,798	14,160		14,160	42.9%
3996 PENSION ERS ENVIRONMENT	0	34,420	46,384	11,964		11,964	74.2%
4004 WAGES & SALARIES ENVIRONMENT	0	133,096	199,640	66,544		66,544	66.7%
4068 COMMUNITY SERVICE	0	0	6,669	6,669		6,669	0.0%
4112 ENVIRONMENT EQUIPMENT	618	2,461	6,000	3,539		3,539	41.0%
ENVIRONMENT :- Indirect Expenditure	618	180,615	283,491	102,876	0	102,876	63.7%
Net Expenditure	(618)	(180,615)	(283,491)	(102,876)			
<b>202 ROUNDABOUTS</b>							
1051 ROUNDABOUT NO 1 ABBOT FIRE	0	2,234	2,180	(54)			102.5%
1052 ROUNDABOUT NO 2 ELLA	0	1,192	1,660	468			71.8%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1053 ROUNDABOUT NO 3 SEASONS INNS	0	1,955	1,908	(47)			102.5%
1054 ROUNDABOUT NO 4 R & B	0	2,492	2,372	(120)			105.1%
1056 ROUNDABOUT NO 6 THE VET CENTRE	0	2,655	2,603	(52)			102.0%
1057 ROUNDABOUT NO 7 RING ROAD	0	1,353	1,328	(25)			101.9%
ROUNDABOUTS :- Income	0	11,881	12,051	170			98.6%
4108 ROUNDABOUT	0	90	1,300	1,211		1,211	6.9%
ROUNDABOUTS :- Indirect Expenditure	0	90	1,300	1,211	0	1,211	6.9%
Net Income over Expenditure	0	11,792	10,751	(1,041)			
<u>203 MAINTENANCE</u>							
4082 ALLOTMENTS	0	2,000	2,000	0		0	100.0%
MAINTENANCE :- Indirect Expenditure	0	2,000	2,000	0	0	0	100.0%
Net Expenditure	0	(2,000)	(2,000)	0			
<u>204 DEVOLVED SERVICES EXPENSES</u>							
1017 DEV SERVS NON CARRIAGEWAY INC	0	20,381	20,353	(28)			100.1%
DEVOLVED SERVICES EXPENSES :- Income	0	20,381	20,353	(28)			100.1%
4124 DEVOLVED NON-CARRIAGEWAY	0	1,202	9,000	7,798		7,798	13.4%
DEVOLVED SERVICES EXPENSES :- Indirect Expenditure	0	1,202	9,000	7,798	0	7,798	13.4%
Net Income over Expenditure	0	19,178	11,353	(7,825)			
<u>205 GROUNDS MAINTENANCE</u>							
4033 WASTE DISPOSAL	0	1,554	1,800	246		246	86.3%
4035 MACHINERY	0	1,601	1,500	(101)		(101)	106.7%
4036 FUEL (MOWER)	0	1,926	2,300	374		374	83.7%
4037 SUNDRIES	0	1,322	1,480	158		158	89.3%
4063 VEHICLE HIRE AND RUNNING COSTS	278	5,102	13,500	8,398		8,398	37.8%
GROUNDS MAINTENANCE :- Indirect Expenditure	278	11,505	20,580	9,075	0	9,075	55.9%
Net Expenditure	(278)	(11,505)	(20,580)	(9,075)			
<u>248 DEPOT</u>							
4013 EQUIPMENT PURCHASE	0	770	2,500	1,730		1,730	30.8%
4055 ALARM	0	0	410	410		410	0.0%
4225 RATES	0	4,142	4,200	58		58	98.6%
4601 REPAIRS& MAINTENANCE FUND	0	312	800	488		488	39.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4602 ELECTRICITY	0	706	2,000	1,294		1,294	35.3%
4603 WATER	40	412	1,000	588		588	41.2%
DEPOT :- Indirect Expenditure	40	6,342	10,910	4,568	0	4,568	58.1%
Net Expenditure	(40)	(6,342)	(10,910)	(4,568)			
<u>249 PUBLIC TOILETS</u>							
1085 SHOP MOBILITY INCOME	0	181	100	(81)			181.0%
PUBLIC TOILETS :- Income	0	181	100	(81)			181.0%
4225 RATES	0	0	1,000	1,000		1,000	0.0%
4602 ELECTRICITY	0	0	1,026	1,026		1,026	0.0%
4603 WATER	0	0	2,565	2,565		2,565	0.0%
4608 SHOP MOBILITY	0	0	1,026	1,026		1,026	0.0%
4612 CONTRACTOR CHARGE	871	6,967	11,593	4,626		4,626	60.1%
4709 MAINTENANCE	0	0	513	513		513	0.0%
PUBLIC TOILETS :- Indirect Expenditure	871	6,967	17,723	10,756	0	10,756	39.3%
Net Income over Expenditure	(871)	(6,786)	(17,623)	(10,837)			
<u>250 LACE HILL</u>							
1026 LACE HILL COMMUNITY CENTRE	0	9,089	43,251	34,162			21.0%
1027 SOLAR INCOME	0	0	507	507			0.0%
LACE HILL :- Income	0	9,089	43,758	34,669			20.8%
4050 LACE HILL PLAYING FIELDS	0	0	500	500		500	0.0%
4118 SOLAR PANELS	0	0	715	715		715	0.0%
4158 LACE HILL GAS	350	1,060	4,000	2,940		2,940	26.5%
4159 LACE HILL ELECTRICITY	0	1,905	1,960	55		55	97.2%
4160 LACE HILL WATER	0	297	1,250	953		953	23.8%
4161 LACE HILL REPAIRS & MAINT	0	5,786	3,500	(2,286)		(2,286)	165.3%
4162 LACE HILL CONTRACTOR CHARGE	0	2,642	3,750	1,108		1,108	70.4%
4163 LACE HILL ALARM	0	485	513	28		28	94.5%
4164 LACE HILL EQUIPMENT PURCHASE	0	0	2,500	2,500	1,112	1,388	44.5%
4225 RATES	0	9,731	9,850	120		120	98.8%
LACE HILL :- Indirect Expenditure	350	21,907	28,538	6,631	1,112	5,519	80.7%
Net Income over Expenditure	(350)	(12,817)	15,220	28,037			
<u>251 CHANDOS PARK</u>							
1030 BOWLS INCOME	0	282	564	282			50.0%
1035 TENNIS COURT RENT	0	0	641	641			0.0%
CHANDOS PARK :- Income	0	282	1,205	923			23.4%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4601 REPAIRS& MAINTENANCE FUND	0	2,308	6,320	4,012		4,012	36.5%
4602 ELECTRICITY	0	0	513	513		513	0.0%
4603 WATER	0	760	1,539	779		779	49.4%
CHANDOS PARK :- Indirect Expenditure	0	3,068	8,372	5,304	0	5,304	36.6%
Net Income over Expenditure	0	(2,786)	(7,167)	(4,381)			
<u>252 BOURTON PARK</u>							
4601 REPAIRS& MAINTENANCE FUND	0	5,984	8,995	3,011		3,011	66.5%
4708 PLAY EQUIPMENT	0	13,966	13,966	0		0	100.0%
BOURTON PARK :- Indirect Expenditure	0	19,950	22,961	3,011	0	3,011	86.9%
Net Expenditure	0	(19,950)	(22,961)	(3,011)			
<u>253 CEMETERY</u>							
1041 BURIAL FEES	264	11,618	18,000	6,382			64.5%
CEMETERY :- Income	264	11,618	18,000	6,382			64.5%
4225 RATES	0	408	400	(8)		(8)	101.9%
4265 NEW CEM MAINTENANCE	0	0	5,050	5,050		5,050	0.0%
4601 REPAIRS& MAINTENANCE FUND	0	554	4,013	3,459	1,295	2,164	46.1%
4602 ELECTRICITY	45	214	450	236		236	47.6%
4617 MEMORIAL TESTING	0	0	2,052	2,052		2,052	0.0%
4619 NEW CEM REPAYMENTS	0	0	37,108	37,108		37,108	0.0%
4620 EXPENSES RE BURIAL DUTIES	0	1,066	6,669	5,603		5,603	16.0%
CEMETERY :- Indirect Expenditure	45	2,242	55,742	53,500	1,295	52,205	6.3%
Net Income over Expenditure	219	9,377	(37,742)	(47,119)			
<u>254 CHANDOS PARK TOILETS</u>							
4612 CONTRACTOR CHARGE	871	7,610	16,638	9,028		9,028	45.7%
4709 MAINTENANCE	0	59	1,026	967		967	5.7%
CHANDOS PARK TOILETS :- Indirect Expenditure	871	7,669	17,664	9,995	0	9,995	43.4%
Net Expenditure	(871)	(7,669)	(17,664)	(9,995)			
<u>255 RAILWAY WALK &amp; CASTLE HILL</u>							
4120 FRIENDS OF GROUPS	0	0	1,026	1,026		1,026	0.0%
4709 MAINTENANCE	0	39	513	474		474	7.5%
RAILWAY WALK & CASTLE HILL :- Indirect Expenditure	0	39	1,539	1,500	0	1,500	2.5%
Net Expenditure	0	(39)	(1,539)	(1,500)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>256 STORAGE PREMISES</b>							
4066 GRENVILLE GARAGE RENT	0	399	667	268		268	59.8%
STORAGE PREMISES :- Indirect Expenditure	0	399	667	268	0	268	59.8%
Net Expenditure	0	(399)	(667)	(268)			
<b>258 CEMETERY LODGE</b>							
1061 CEMETERY LODGE RENTAL INCOME	0	5,109	10,804	5,695			47.3%
CEMETERY LODGE :- Income	0	5,109	10,804	5,695			47.3%
4034 PWLB REPAYMENTS INCL INTEREST	0	2,351	4,702	2,351		2,351	50.0%
4609 CEMETERY LODGE MAINT	0	666	3,500	2,834		2,834	19.0%
CEMETERY LODGE :- Indirect Expenditure	0	3,018	8,202	5,184	0	5,184	36.8%
Net Income over Expenditure	0	2,092	2,602	510			
<b>260 CCTV</b>							
4100 CCTV ONGOING COSTS	450	968	1,642	674		674	59.0%
CCTV :- Indirect Expenditure	450	968	1,642	674	0	674	59.0%
Net Expenditure	(450)	(968)	(1,642)	(674)			
<b>261 COMMUNITY CENTRE STRUCTURAL RE</b>							
1078 NEW HOMES BONUS	0	0	150,000	150,000			0.0%
COMMUNITY CENTRE STRUCTURAL RE :- Income	0	0	150,000	150,000			0.0%
4085 STRUCTURAL REPAIRS	0	700	2,000	1,300		1,300	35.0%
4091 CHAMBER WORKS	0	1,721	1,000	(721)		(721)	172.1%
COMMUNITY CENTRE STRUCTURAL RE :- Indirect Expenditure	0	2,421	3,000	579	0	579	80.7%
Net Income over Expenditure	0	(2,421)	147,000	149,421			
<b>262 PARKS GENERAL</b>							
4101 SEATS AND BINS	0	0	1,026	1,026		1,026	0.0%
4102 DOG BINS	0	0	4,500	4,500		4,500	0.0%
4106 PLAY AREA MAINTENANCE	0	1,229	5,013	3,784		3,784	24.5%
4122 TREE WORKS	0	4,520	11,796	7,276	1,230	6,046	48.7%
4270 BRIDGES	0	0	1,000	1,000		1,000	0.0%
4275 PLAY AREA REPLACEMENT FUND	0	0	1,000	1,000		1,000	0.0%
PARKS GENERAL :- Indirect Expenditure	0	5,749	24,335	18,586	1,230	17,356	28.7%
Net Expenditure	0	(5,749)	(24,335)	(18,586)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
ENVIRONMENT :- Income	264	58,541	256,271	197,730			22.8%
Expenditure	3,523	276,147	517,666	241,519	3,637	237,882	54.0%
Movement to/(from) Gen Reserve	<u>(3,258)</u>	<u>(217,606)</u>					
<b>TOWN CENTRE &amp; EVENTS</b>							
<b>301 TOWN CENTRE &amp; EVENTS</b>							
1013 HANGING BASKETS	0	0	410	410			0.0%
1028 LACE HILL EVENTS INCOME	0	0	1,026	1,026			0.0%
1029 GOOD ENDINGS FAIR INCOME	0	0	1,000	1,000			0.0%
1062 COMMUNITY FAIR - TABLE INCOME	0	0	205	205			0.0%
1066 COMEDY NIGHT INCOME	0	0	3,078	3,078			0.0%
1069 CHARTER FAIR INCOME	0	0	6,843	6,843			0.0%
1086 FIREWORK DISPLAY INCOME	0	0	100	100			0.0%
1087 CHRISTMAS LIGHT INCOME	0	0	100	100			0.0%
TOWN CENTRE & EVENTS :- Income	0	0	12,762	12,762			0.0%
3997 NI TC & E	0	2,433	5,960	3,527		3,527	40.8%
3998 PENSION ERS TC & E	0	8,629	12,608	3,979		3,979	68.4%
3999 WAGES & SALARIES TC & E	0	38,029	60,567	22,538		22,538	62.8%
4042 EVENTS EQUIPMENT	0	0	560	560		560	0.0%
4079 FAIR TRADE PROMOTION	0	0	410	410		410	0.0%
4094 YOUTH PROJECT	0	3,000	3,000	0		0	100.0%
4104 TOWN IN BLOOM	0	3,815	10,750	6,935		6,935	35.5%
4107 PRIDE OF PLACE	0	0	257	257		257	0.0%
4115 RIVER RINSE	0	165	165	0		0	100.0%
4126 GOOD ENDINGS FAIR	0	(71)	1,000	1,071		1,071	(7.1%)
4166 LACE HILL EVENTS	0	0	1,026	1,026		1,026	0.0%
4201 CHRISTMAS LIGHTS	0	10,176	11,286	1,110		1,110	90.2%
4202 FIREWORK DISPLAY	0	0	5,130	5,130		5,130	0.0%
4203 COMMUNITY FAIR	0	0	410	410		410	0.0%
4205 CHRISTMAS PARADE	0	0	3,900	3,900		3,900	0.0%
4208 SPRING FAIR	0	0	500	500		500	0.0%
4210 PANCAKE RACE	0	0	80	80		80	0.0%
4211 BAND JAM	0	0	3,591	3,591		3,591	0.0%
4212 CHRISTMAS LIGHT SWITCH ON	0	0	2,500	2,500		2,500	0.0%
4213 DOG SHOW	0	475	495	20		20	96.0%
4216 MAY DAY EVENT	0	0	50	50		50	0.0%
4220 MUSIC IN THE MARKET	0	0	3,591	3,591		3,591	0.0%
4230 SCOUT PARADE	0	0	50	50		50	0.0%
4241 COMEDY NIGHT EXPENDITURE	0	0	3,078	3,078		3,078	0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4243 CHARTER FAIR EXPENDITURE	0	0	10,254	10,254	7,254	3,000	70.7%
4260 TWINNING	0	0	2,000	2,000		2,000	0.0%
TOWN CENTRE & EVENTS :- Indirect Expenditure	0	66,651	143,218	76,567	7,254	69,313	51.6%
Net Income over Expenditure	0	(66,651)	(130,456)	(63,805)			
<u>302 STREET MARKET</u>							
1005 STREET MARKET	1,034	10,357	14,500	4,143			71.4%
1006 FLEA MARKET	64	2,119	4,500	2,381			47.1%
STREET MARKET :- Income	1,098	12,476	19,000	6,524			65.7%
4017 SUBSCRIPTIONS	0	358	450	92		92	79.6%
4225 RATES	0	2,121	3,078	957		957	68.9%
4235 MARKET INFRASTRUCTURE & PROMOT	0	750	1,500	750		750	50.0%
STREET MARKET :- Indirect Expenditure	0	3,229	5,028	1,799	0	1,799	64.2%
Net Income over Expenditure	1,098	9,247	13,972	4,725			
<u>303 SPECIAL EVENTS</u>							
1020 FOOD FAIR INCOME	0	0	513	513			0.0%
1083 FRINGE INCOME	0	0	3,078	3,078			0.0%
SPECIAL EVENTS :- Income	0	0	3,591	3,591			0.0%
4221 FRINGE	0	892	6,000	5,108		5,108	14.9%
4242 FOOD FAIR	0	332	513	181		181	64.6%
4244 REMEMBRANCE FLAGS	0	0	600	600		600	0.0%
4273 ONE OFF EVENTS	0	698	1,500	802		802	46.5%
SPECIAL EVENTS :- Indirect Expenditure	0	1,922	8,613	6,691	0	6,691	22.3%
Net Income over Expenditure	0	(1,922)	(5,022)	(3,100)			
<u>305 TOURIST INFORMATION CENTRE</u>							
1084 TIC INCOME	15	1,134	33,000	31,866			3.4%
TOURIST INFORMATION CENTRE :- Income	15	1,134	33,000	31,866			3.4%
4253 TIC TICKETS AND PRODUCE	20	2,954	30,780	27,826		27,826	9.6%
4255 HERITAGE APP EXPENDITURE	0	2,328	6,344	4,016	39	3,978	37.3%
4274 TOURISM WEBSITE	0	14	2,500	2,486		2,486	0.6%
TOURIST INFORMATION CENTRE :- Indirect Expenditure	20	5,295	39,624	34,329	39	34,290	13.5%
Net Income over Expenditure	(5)	(4,162)	(6,624)	(2,463)			



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>306 ACCESSIBILITY</b>							
4254 ACCESS ABLE	0	0	3,488	3,488		3,488	0.0%
4266 ACCESSIBILITY COSTS	0	0	500	500		500	0.0%
ACCESSIBILITY :- Indirect Expenditure	0	0	3,988	3,988	0	3,988	0.0%
Net Expenditure	0	0	(3,988)	(3,988)			
<b>TOWN CENTRE &amp; EVENTS :- Income</b>	1,113	13,610	68,353	54,743			19.9%
Expenditure	20	77,096	200,471	123,375	7,293	116,082	42.1%
Movement to/(from) Gen Reserve	1,093	(63,487)					
<b>PLANNING</b>							
<b>601 PLANNING</b>							
3992 WAGES & SALARIES PLANNING	0	21,036	31,252	10,216		10,216	67.3%
3993 NI PLANNING	0	1,252	4,313	3,061		3,061	29.0%
3994 PENSION ERS PLANNING	0	2,006	4,000	1,994		1,994	50.2%
4624 NEIGHBOURHOOD PLAN	0	30	1,800	1,770		1,770	1.7%
PLANNING :- Indirect Expenditure	0	24,325	41,365	17,040	0	17,040	58.8%
Net Expenditure	0	(24,325)	(41,365)	(17,040)			
<b>PLANNING :- Income</b>	0	0	0	0			0.0%
Expenditure	0	24,325	41,365	17,040	0	17,040	58.8%
Movement to/(from) Gen Reserve	0	(24,325)					
<b>EARMARKED RESERVES</b>							
<b>901 EARMARKED RESERVES</b>							
9001 YOUTH COUNCIL	0	0	1,000	1,000		1,000	0.0%
9002 CEMETERY DEVELOPMENT	0	0	55,728	55,728		55,728	0.0%
9004 SOLAR PANEL LACE HILL	0	0	28,076	28,076		28,076	0.0%
9006 SPEED WATCH	0	0	598	598		598	0.0%
9012 CHRISTMAS LIGHTS	0	0	295	295		295	0.0%
9013 YOUTH PROJECTS	0	0	3,000	3,000		3,000	0.0%
9015 CHARTER FAIRS	0	0	4,136	4,136		4,136	0.0%
9025 PLAY AREA REPLACEMENT	0	0	30,121	30,121		30,121	0.0%
9027 GREEN BUCKINGHAM GROUP	0	0	226	226		226	0.0%
9029 CIRCULAR WALK MAINT	0	0	5,399	5,399		5,399	0.0%
9030 TOURISM LEAFLETS	0	0	2,404	2,404		2,404	0.0%
9033 ECONOMIC DEVELOPMENT GRP	0	0	(2,685)	(2,685)		(2,685)	0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9035 PARKS DEVELOPMENT	0	0	1,405	1,405		1,405	0.0%
9036 ELECTION COSTS	0	0	5,094	5,094		5,094	0.0%
9040 PARK RUN	0	0	89	89		89	0.0%
9045 ACCESS FOR ALL	0	0	251	251		251	0.0%
9046 PLANNING DISPLAY EQUIPMENT	0	0	1,848	1,848	1,219	629	66.0%
9048 BUCKINGHAM ACTION GROUP	0	0	1,283	1,283		1,283	0.0%
9049 NEIGHBOURHOOD PLAN	0	0	20,000	20,000		20,000	0.0%
9050 BRIDGE REPAIRS	0	0	15,000	15,000		15,000	0.0%
9051 OFFICE DEVELOPMENT / FURNITURE	28	6,140	12,000	5,861	840	5,021	58.2%
9052 DEPOT EQUIPMENT PURCHASE	0	2,216	5,000	2,784	727	2,057	58.9%
9053 AEDs	0	0	420	420		420	0.0%
9054 LACE HILL REPAIRS & MAINTENANC	0	0	5,000	5,000		5,000	0.0%
9055 RIVER RINSE	0	0	245	245		245	0.0%
EARMARKED RESERVES :- Indirect Expenditure	28	8,356	195,933	187,578	2,786	184,792	5.7%
Net Expenditure	(28)	(8,356)	(195,933)	(187,578)			
EARMARKED RESERVES :- Income	0	0	0	0			0.0%
Expenditure	28	8,356	195,933	187,578	2,786	184,792	5.7%
Movement to/(from) Gen Reserve	(28)	(8,356)					
Grand Totals:- Income	1,377	976,268	1,232,994	256,726			79.2%
Expenditure	5,092	596,629	1,325,790	729,161	14,312	714,849	46.1%
Net Income over Expenditure	(3,715)	379,640	(92,796)	(472,436)			
Movement to/(from) Gen Reserve	(3,715)	379,640					

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	PERSONNEL COSTS	Expenditure	15,050	139,513	216,877		77,364	64.3%
102	OFFICE EXPENSES	Income	133	(73)	1,440			(5.1%)
		Expenditure	1,705	33,548	66,172		32,624	50.7%
	Net Income over Expenditure	<u>(1,572)</u>	<u>(33,621)</u>	<u>(64,732)</u>	<u>(31,111)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(1,572)</u>	<u>(33,621)</u>					
103	COUNCILLORS	Expenditure	0	2,041	15,947	166	13,740	13.8%
104	LEGAL REQUIREMENTS	Expenditure	0	20,197	24,285		4,088	83.2%
120	GRANTS (PREV 137)	Expenditure	0	13,546	13,546		0	100.0%
125	COMMEMORATIVE ITEMS	Expenditure	0	19	1,062	430	614	42.2%
130	ADMIN RESERVES	Income	0	904,323	906,930			99.7%
131	GRANTS	Expenditure	0	10,766	17,866		7,100	60.3%
132	FUTURE PLANNING	Expenditure	991	7,299	13,500		6,201	54.1%
201	ENVIRONMENT	Expenditure	27,782	207,780	269,799		62,019	77.0%
202	ROUNDBOUTS	Income	0	11,881	12,051			98.6%
		Expenditure	0	90	1,300		1,211	6.9%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>11,792</u>					
203	MAINTENANCE	Expenditure	0	2,000	2,000		0	100.0%
204	DEVOLVED SERVICES EXPENSES	Income	0	20,381	20,353			100.1%
		Expenditure	0	1,202	9,000		7,798	13.4%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>19,178</u>					
205	GROUNDS MAINTENANCE	Expenditure	1,654	12,880	20,580		7,700	62.6%
248	DEPOT	Expenditure	40	6,342	10,910		4,568	58.1%
249	PUBLIC TOILETS	Income	0	181	100			181.0%
		Expenditure	871	6,967	17,723		10,756	39.3%
	Movement to/(from) Gen Reserve	<u>(871)</u>	<u>(6,786)</u>					
250	LACE HILL	Income	88	9,178	43,758	34,580		21.0%
		Expenditure	1,867	23,424	28,538		5,114	82.1%
	Movement to/(from) Gen Reserve	<u>(1,779)</u>	<u>(14,246)</u>					
251	CHANDOS PARK	Income	0	282	1,205	923		23.4%
		Expenditure	13	3,080	8,372		5,292	36.8%
	Movement to/(from) Gen Reserve	<u>(13)</u>	<u>(2,798)</u>					
252	BOURTON PARK	Expenditure	0	19,950	22,961	233	2,778	87.9%
253	CEMETERY	Income	372	11,726	18,000			65.1%
		Expenditure	360	2,557	69,434	1,295	65,582	5.5%
	Movement to/(from) Gen Reserve	<u>12</u>	<u>9,170</u>					
254	CHANDOS PARK TOILETS	Expenditure	871	7,669	17,664		9,995	43.4%
255	RAILWAY WALK & CASTLE HILL	Expenditure	0	39	1,539		1,500	2.5%
256	STORAGE PREMISES	Expenditure	50	449	667		218	67.3%
		<u>=====</u>						
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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
258	CEMETERY LODGE							
	Income	688	5,798	10,804	5,007			53.7%
	Expenditure	0	3,018	8,202	5,184		5,184	36.8%
	Movement to/(from) Gen Reserve	<u>688</u>	<u>2,780</u>					
260	CCTV							
	Expenditure	450	968	1,642	674		674	59.0%
261	COMMUNITY CENTRE							
	Income	0	0	150,000	150,000			0.0%
	Expenditure	0	2,421	3,000	579		579	80.7%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,421)</u>					
262	PARKS GENERAL							
	Expenditure	3,501	9,249	24,335	15,086	1,230	13,856	43.1%
301	TOWN CENTRE & EVENTS							
	Income	0	0	12,762	12,762			0.0%
	Expenditure	6,467	73,118	143,218	70,100	7,254	62,846	56.1%
	Movement to/(from) Gen Reserve	<u>(6,467)</u>	<u>(73,118)</u>					
302	STREET MARKET							
	Income	1,098	12,476	19,000	6,524			65.7%
	Expenditure	0	3,229	5,028	1,799		1,799	64.2%
	Movement to/(from) Gen Reserve	<u>1,098</u>	<u>9,247</u>					
303	SPECIAL EVENTS							
	Income	0	0	3,591	3,591			0.0%
	Expenditure	0	1,922	8,613	6,691		6,691	22.3%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(1,922)</u>					
304	BUCKINGHAM TOWN YOUTH							
	Expenditure	0	0	1,100	1,100		1,100	0.0%
305	TOURIST INFORMATION CENTRE							
	Income	490	1,609	33,000	31,391			4.9%
	Expenditure	167	5,442	39,624	34,182	39	34,143	13.8%
	Movement to/(from) Gen Reserve	<u>323</u>	<u>(3,834)</u>					
306	ACCESSIBILITY							
	Expenditure	0	0	3,988	3,988		3,988	0.0%
601	PLANNING							
	Expenditure	3,033	27,357	41,365	14,008		14,008	66.1%
901	EARMARKED RESERVES							
	Expenditure	1,586	9,913	195,933	186,020	1,488	184,532	5.8%
Grand Totals:- Income		2,870	977,761	1,232,994	255,233			79.3%
Expenditure		66,457	657,993	1,325,790	667,797	12,135	655,661	50.5%
Net Income over Expenditure		<u>(63,587)</u>	<u>319,767</u>	<u>(92,796)</u>	<u>(412,563)</u>			
plus Transfer from EMR		0	0					
Movement to/(from) Gen Reserve		<u>(63,587)</u>	<u>319,767</u>					

**BUCKINGHAM TOWN COUNCIL**  
**RESOURCES COMMITTEE**  
**MONDAY 4<sup>th</sup> JANUARY 2021**

Contact Officer: Paul Hodson, Town Clerk

**Revised Budget Forecast for 2020/21**

**1. Recommendation**

1.1. It is recommended that Members note the report.

**2. Summary**

- 2.1. The budget forecast for 2020/21 has been reviewed in light of the most recent national restrictions. the updated forecast shows that the Covid 19 restrictions have impacted a number of Council services. These include:
- Reduced expenditure on Community Service work, which has yet to restart
  - Reduced income from hall hire, notably Lace Hill
  - Reduced income from the markets
  - Reduced expenditure on events, linked to some reduced income from events
  - Underspend on repaying the loan for the new cemetery, which has not yet been taken out
  - More accurate forecasting, which becomes possible at this stage in the financial year
- 2.2. Staff costs remain roughly as planned; the only staff member eligible for the furlough scheme is the Lace Hill Caretaker.
- 2.3. Costs directly attributable to Covid 19 are funded out of the Covid 19 budget. This includes PPE and the hire of the additional van.
- 2.4. There is still much uncertainty about the next few months. But the current forecast is that overall the budget will be **underspent** by £91,331.

### 3. Summary Revised Forecast

		2020/21 Proposed Budget	2020/21 Revised Forecast	Difference by Committee
<b>Resources</b>	Income	4,440	520	-3,920
	Expenditure	362,347	326,151	36,196
	<b>Net Expenditure</b>	357,907	325,631	32,276
<b>Environment</b>	Income	106,271	67,027	-39,245
	Expenditure	491,064	416,371	74,693
	<b>Net Expenditure</b>	384,793	349,345	35,449
<b>TC &amp; E</b>	Income	68,353	16,132	-52,221
	Expenditure	188,218	115,779	72,439
	<b>Net Expenditure</b>	119,865	99,647	20,218
<b>Planning</b>	Income	0	0	0
	Expenditure	41,365	37,976	3,389
	<b>Net Expenditure</b>	41,365	37,976	3,389
<b>TOTAL</b>	Income	179,064	83,679	<b>-95,386</b>
	Expenditure	1,082,994	896,278	<b>186,716</b>
	<b>Net Expenditure</b>	903,930	812,599	<b>91,331</b>

3.1. Forecast underspend

**£91,331**

#### 4. Revised Budget Forecast

4.1. Forecast changes are marked in red.

Centre	Code		2020/21 Budget	2020/21 Revised Forecast
101		PERSONNEL COSTS		
	4000	WAGES & SALARIES ADMIN	144,908	130,000
	4003	APPRENTICESHIP	9,500	9,500
	4005	ERS NATIONAL INS	19,445	13,000
	4006	ERS PENSION CONT	35,368	32,000
	4007	STAFF TRAVEL	1,100	300
	4008	OCCUPATIONAL HEALTH	1,231	400
	4025	HR ADVICE	4,325	4,325
	4026	STAFF & RECRUITMENT	1,000	200
		<b>Expenditure</b>	<b>216,877</b>	<b>189,725</b>
102		OFFICE EXPENSES		
	1010	CHAMBER HIRE	1,400	0
	1012	PHOTOCOPIER USE	40	20
		<b>Income</b>	<b>1,440</b>	<b>20</b>
	4010	STATIONERY	2,400	2,400
	4011	POSTAGE	500	300
	4012	PHOTOCOPIER	1,796	1,796
	4013	EQUIPMENT PURCHASE	1,100	1,100
	4015	ADVERTISMENT	513	513
	4017	SUBSCRIPTIONS	4,200	4,200
	4018	TELEPHONE	5,130	5,130
	4019	HIRE OF HALL	257	257
	4021	HOSPITALITY	400	400
	4023	TRAINING	6,500	5,500
	4027	COMPUTER SOFTWARE	10,000	10,000
	4030	PAYROLL	1,300	1,500
	4032	PUBLICITY	6,500	6,500
	4038	COMPUTER EQUIP/MAINT	3,500	3,500
	4041	WEB SITE PROVISION & OPERATION	2,400	1,500
	4043	PROTECTIVE CLOTHING / UNIFORM	1,000	1,000
	4052	HEAT LIGHT POWER	821	2,200
	4055	ALARM	564	564
	4156	BUCKINGHAM CENTRE RENT	13,000	10,000
	4225	RATES	2,833	4,000
		<b>Expenditure</b>	<b>64,714</b>	<b>62,360</b>

Centre	Code		2020/21 Budget	2020/21 Revised Forecast
103		COUNCILLORS		
	4020	MAYOR'S DUTIES	1,800	1,800
	4029	MAYOR'S CIVIC	1,550	1,550
	4044	COUNCILLORS MILEAGE / EXPS	616	200
	4045	COUNCILLORS ALLOWANCE	9,981	8,190
	4236	ELECTION COSTS	500	0
	4269	COUNCILLOR TRAINING	1,500	1,500
		<b>Expenditure</b>	<b>15,947</b>	<b>13,240</b>
104		LEGAL REQUIREMENTS		
	4014	AUDIT FEE	5,335	4,800
	4016	LEGAL COSTS	2,000	500
	4022	INSURANCE	16,500	17,367
		<b>Expenditure</b>	<b>23,835</b>	<b>22,667</b>
120		GRANTS (PREV 137)		
	4077	OLD GAOL FUNDING	3,000	3,000
	4081	CAB GRANT	5,346	5,346
	4086	YOUTH CENTRE GRANT	5,200	5,200
		<b>Expenditure</b>	<b>13,546</b>	<b>13,546</b>
125		COMMEMORATIVE ITEMS		
	4501	CIVIC AWARD	816	601
	4504	REMEMBERANCE WREATH	26	26
	4505	MAYORS SALVER	220	220
		<b>Expenditure</b>	<b>1,062</b>	<b>847</b>
130		ADMIN RESERVES		
	1190	INTEREST RECEIVED	3,000	500
		<b>Income</b>	<b>3,000</b>	<b>500</b>
131		GRANTS		



Centre	Code		2020/21 Budget	2020/21 Revised Forecast
	4084	COMMUNITY CENTRE CAPITAL	5,000	5,000
	4087	ANNUAL GRANTS	12,866	10,766
	4088	UNIVERSITY CIVIC PRIZES	0	0
		<b>Expenditure</b>	17,866	15,766
132		CONTINGENCIES		
	4503	COVID 19 EXPENSES	0	6,000
	4500	CONTINGENCIES	8,500	2,000
		<b>Expenditure</b>	8,500	8,000
201		ENVIRONMENT		
	3995	NI ENVIRONMENT	24,798	16,000
	3996	PENSION ERS ENVIRONMENT	46,384	51,600
			199,640	200,338
	4004	WAGES & SALARIES ENVIRONMENT		
	4068	COMMUNITY SERVICE	6,669	0
	4112	ENVIRONMENT EQUIPMENT	6,000	6,000
		<b>Expenditure</b>	283,491	273,938
202		ROUNDAABOUTS		
			2,180	2,180
	1051	ROUNDAABOUT NO 1 ABBOT FIRE		
	1052	ROUNDAABOUT NO 2 ELLA	1,660	1,660
			1,908	1,908
	1053	ROUNDAABOUT NO 3 SEASONS INNS		
	1054	ROUNDAABOUT NO 4 R & B	2,372	2,372
			2,603	2,603
	1056	ROUNDAABOUT NO 6 THE VET CENTRE		
			1,328	1,328
	1057	ROUNDAABOUT NO 7 RING ROAD		
		<b>Income</b>	12,051	12,051
	4108	ROUNDAABOUT	1,300	1,300
		<b>Expenditure</b>	1,300	1,300

Centre	Code		2020/21 Budget	2020/21 Revised Forecast
203		MAINTENANCE		
	4082	ALLOTMENTS	2,000	2,000
		<b>Expenditure</b>	2,000	2,000
204		DEVOLVED SERVICES EXPENSES		
	1017	DEV SERVS NON CARRIAGEWAY INC	20,353	20,353
		<b>Income</b>	20,353	20,353
	4124	DEVOLVED NON-CARRIAGEWAY	9,000	1,500
		<b>Expenditure</b>	9,000	1,500
205		GROUNDS MAINTENANCE		
	4033	WASTE DISPOSAL	1,800	1,800
	4035	MACHINERY	1,500	1,500
	4036	FUEL (MOWER)	2,300	2,300
	4037	SUNDRIES	1,200	1,200
	4063	VEHICLE HIRE AND RUNNING COSTS	13,500	13,500
		<b>Expenditure</b>	20,300	20,300
248		DEPOT		
	4013	EQUIPMENT PURCHASE	2,500	2,500
	4055	ALARM	410	410
	4225	RATES	4,200	4,200
			800	800
	4601	REPAIRS& MAINTENANCE FUND		
	4602	ELECTRICITY	2,000	1,500
	4603	WATER	1,000	750
		<b>Expenditure</b>	10,910	10,160
249		PUBLIC TOILETS		

<b>Centre</b>	<b>Code</b>		<b>2020/21 Budget</b>	<b>2020/21 Revised Forecast</b>
	1085	SHOP MOBILITY INCOME	100	20
		<b>Income</b>	100	20
	4225	RATES	1,000	500
	4602	ELECTRICITY	1,026	500
	4603	WATER	2,565	1,000
	4608	SHOP MOBILITY	1,026	500
	4612	CONTRACTOR CHARGE	10,722	10,722
	4709	MAINTENANCE	513	200
		<b>Expenditure</b>	16,852	13,422
250		LACE HILL		
			43,251	11,000
	1026	LACE HILL COMMUNITY CENTRE		
	1027	SOLAR INCOME	507	0
		<b>Income</b>	43,758	11,000
	4050	LACE HILL PLAYING FIELDS	500	200
	4118	SOLAR PANELS	715	0
	4158	LACE HILL GAS	4,000	1,500
	4159	LACE HILL ELECTRICITY	1,960	1,960
	4160	LACE HILL WATER	1,250	300
	4161	LACE HILL REPAIRS & MAINT	3,500	3,500
			3,750	3,750
	4162	LACE HILL CONTRACTOR CHARGE		
	4163	LACE HILL ALARM	513	513
			2,500	2,500
	4164	LACE HILL EQUIPMENT PURCHASE		
	4225	RATES	9,850	9,850
		<b>Expenditure</b>	28,538	24,073
251		CHANDOS PARK		
	1030	BOWLS INCOME	564	282
	1035	TENNIS COURT RENT	641	321
		<b>Income</b>	1,205	603
			3,065	3,065
	4601	REPAIRS& MAINTENANCE FUND		
	4602	ELECTRICITY	513	513
	4603	WATER	1,539	1,539

Centre	Code		2020/21 Budget	2020/21 Revised Forecast
		<b>Expenditure</b>	<b>5,117</b>	<b>5,117</b>
252		BOURTON PARK		
	4601	REPAIRS& MAINTENANCE FUND	<b>5,000</b>	<b>5,000</b>
		<b>Expenditure</b>	<b>5,000</b>	<b>5,000</b>
253		CEMETERY		
	1041	BURIAL FEES	<b>18,000</b>	<b>14,000</b>
		<b>Income</b>	<b>18,000</b>	<b>14,000</b>
	4225	RATES	<b>400</b>	<b>400</b>
	4265	NEW CEM MAINTENANCE	<b>5,050</b>	<b>0</b>
			<b>3,078</b>	<b>3,078</b>
	4601	REPAIRS& MAINTENANCE FUND		
	4602	ELECTRICITY	<b>450</b>	<b>450</b>
	4617	MEMORIAL TESTING	<b>2,052</b>	<b>2,052</b>
	4619	NEW CEM REPAYMENTS	<b>37,108</b>	<b>0</b>
	4620	EXPENSES RE BURIAL DUTIES	<b>6,669</b>	<b>3,000</b>
		<b>Expenditure</b>	<b>54,807</b>	<b>8,980</b>
254		CHANDOS PARK TOILETS		
	4612	CONTRACTOR CHARGE	<b>13,338</b>	<b>10,170</b>
	4709	MAINTENANCE	<b>1,026</b>	<b>1,026</b>
		<b>Expenditure</b>	<b>14,364</b>	<b>11,196</b>
255		RAILWAY WALK & CASTLE HILL		
	4120	FRIENDS OF GROUPS	<b>1,026</b>	<b>1,026</b>
	4709	MAINTENANCE	<b>513</b>	<b>513</b>
		<b>Expenditure</b>	<b>1,539</b>	<b>1,539</b>
256		STORAGE PREMISES		

Centre	Code		2020/21 Budget	2020/21 Revised Forecast
	4066	GRENVILLE GARAGE RENT	667	667
		<b>Expenditure</b>	667	667
258		CEMETERY LODGE		
	1061	CEMTERY LODGE RENTAL INCOME	10,804	9,000
		<b>Income</b>	10,804	9,000
			4,702	4,702
	4034	PWLB REPAYMANTS INCL INTEREST		
	4609	CEMETERY LODGE MAINT	3,500	3,500
			8,202	8,202
		<b>Expenditure</b>		
260		CCTV		
	4100	CCTV ONGOING COSTS	1,642	1,642
			1,642	1,642
		<b>Expenditure</b>		
261		COMMUNITY CENTRE STRUCTURAL RE		
	4085	STRUCTURAL REPAIRS	2,000	2,000
	4091	CHAMBER WORKS	1,000	1,000
			3,000	3,000
		<b>Expenditure</b>		
262		PARKS GENERAL		
	4101	SEATS AND BINS	1,026	1,026
	4102	DOG BINS	4,500	4,500
	4106	PLAY AREA MAINTENANCE	5,013	5,013
	4122	TREE WORKS	11,796	11,796
	4270	BRIDGES	1,000	1,000
			1,000	1,000
	4275	PLAY AREA REPLACEMENT FUND		
			24,335	24,335
		<b>Expenditure</b>		

Centre	Code		2020/21 Budget	2020/21 Revised Forecast
301		TOWN CENTRE & EVENTS		
	1013	HANGING BASKETS	410	0
	1028	LACE HILL EVENTS INCOME	1,026	0
	1029	GOOD ENDINGS FAIR INCOME	1,000	0
	1062	COMMUNITY FAIR - TABLE INCOME	205	0
	1066	COMEDY NIGHT INCOME	3,078	0
	1069	CHARTER FAIR INCOME	6,843	0
	1086	FIREWORK DISPLAY INCOME	100	0
	1087	CHRISTMAS LIGHT INCOME	100	0
			12,762	0
	3997	NI TC & E	5,960	3,700
	3998	PENSION ERS TC & E	12,608	12,577
	3999	WAGES & SALARIES TC & E	60,567	60,420
	4042	EVENTS EQUIPMENT	560	560
	4079	FAIR TRADE PROMOTION	410	410
	4094	YOUTH PROJECT	3,000	3,000
	4104	TOWN IN BLOOM	10,750	10,750
	4107	PRIDE OF PLACE	257	257
	4115	RIVER RINSE	410	165
	4126	GOOD ENDINGS FAIR	1,000	0
	4166	LACE HILL EVENTS	1,026	300
	4201	CHRISTMAS LIGHTS	11,286	10,176
	4202	FIREWORK DISPLAY	5,130	0
	4203	COMMUNITY FAIR	410	0
	4205	CHRISTMAS PARADE	3,900	0
	4208	SPRING FAIR	500	500
	4210	PANCAKE RACE	80	80
	4211	BAND JAM	3,591	0
	4212	CHRISTMAS LIGHT SWITCH ON	2,500	750
	4213	DOG AWARENESS	495	495
	4216	MAY DAY EVENT	50	0
	4220	MUSIC IN THE MARKET	3,591	0
	4230	SCOUT PARADE	50	0
	4241	COMEDY NIGHT EXPENDITURE	3,078	0
	4243	CHARTER FAIR EXPENDITURE	3,000	0
	4260	TWINNING	2,000	0
		<b>Expenditure</b>	<b>136,209</b>	<b>104,140</b>

<b>Centre</b>	<b>Code</b>		<b>2020/21 Budget</b>	<b>2020/21 Revised Forecast</b>
302		STREET MARKET		
	1005	STREET MARKET	14,500	12,000
	1006	FLEA MARKET	4,500	2,119
		<b>Income</b>	19,000	14,119
	4017	SUBSCRIPTIONS	450	450
	4225	RATES	3,078	3,078
	4235	MARKET INFRASTRUCTURE & PROMOT	1,500	750
		<b>Expenditure</b>	5,028	4,278
303		SPECIAL EVENTS		
	1020	FOOD FAIR INCOME	513	513
	1083	FRINGE INCOME	3,078	0
		<b>Income</b>	3,591	513
	4221	FRINGE	6,000	850
	4242	FOOD FAIR	513	513
	4244	REMEMBRANCE FLAGS	600	0
	4273	ONE OFF EVENTS	1,500	1,298
		<b>Expenditure</b>	8,613	2,661
304		BUCKINGHAM TOWN YOUTH COUNCIL		
	4237	YOUTH COUNCIL BUDGET	1,000	1,000
	4238	YOUTH COUNCIL ADMIN	100	0
		<b>Expenditure</b>	1,100	1,000
305		TOURIST INFORMATION CENTRE		
	1084	TIC INCOME	33,000	1,500
		<b>Income</b>	33,000	1,500
	4253	TIC TICKETS AND PRODUCE	30,780	3,000
	4274	TOURISM WEBSITE	2,500	200
		<b>Expenditure</b>	33,280	3,200

<b>Centre</b>	<b>Code</b>		<b>2020/21 Budget</b>	<b>2020/21 Revised Forecast</b>
306		ACCESSIBILITY		
	4254	ACCESS ABLE	<b>3,488</b>	<b>0</b>
	4266	ACCESSIBILITY COSTS	<b>500</b>	<b>500</b>
		<b>Expenditure</b>	<b>3,988</b>	<b>500</b>
601		PLANNING		
	3992	WAGES & SALARIES PLANNING	<b>31,252</b>	<b>31,176</b>
	3993	NI PLANNING	<b>4,313</b>	<b>2,000</b>
	3994	PENSION ERS PLANNING	<b>4,000</b>	<b>3,000</b>
	4624	NEIGHBOURHOOD PLAN	<b>1,800</b>	<b>1,800</b>



## BUCKINGHAM TOWN COUNCIL

## RESOURCES COMMITTEE

MONDAY 4<sup>th</sup> JANUARY 2021

Contact Officer: Paul Hodson, Town Clerk

**PROPOSED BUDGET AND PRECEPT FOR 2021/22 TO 2025/26****1. Recommendations**

That the 2021/22 budget as set out be recommended to Full Council;

- a) To recommend that the Council adopts the budgets attached and maintains the current precept of £903,930 at a cost of £173.27 per Band D household, an increase of £4.21 or 2.49% per year, i.e. just over 8p per week.
- b) To recommend the changes to ear-marked reserves listed.
- c) To recommend that the total funding requirement for 2021/22 to be levied on Buckinghamshire Council be set at £903,930.
- 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 actual budget and precept for the following year.
- e) To recommend that the Council's Reserves Policy is to hold between five and six months Net Revenue Expenditure as a General Reserve.

**2. Summary**

There has been a decrease in the base number of houses eligible for the Council Tax charge in the town of 129.96. This is due to a reduction from 5,346.84 to 5,216.88. This has been caused by a substantial increase in the number of houses claiming Council Tax benefit, which has more than cancelled out any increase caused by the building of new homes.

**3. Other Options**

The option of *maintaining the current charge of £169.16 per band D property* would lead to the total precept being reduced by £21,964.27 from £903,930 to £881,966. The charge to residents would remain the same as in 2020/21,

The cost of *increasing the precept* by the forecast RPI of 1.5%, i.e. to £917,489, would be £175.87 per band D household, an increase of £6.81 or 4.03%.

The Town Centre & Events and Environment Committees have each discussed their budgets twice, and the proposed budget includes their recommendations. The Ear-marked reserves proposed have been recommended by the relevant Committees.

A five-year budget has been provided. While Members are only asked to make a decision for the following year, it is recommended that any changes are made for the five-year budget as well as 2021/22, to ensure effective budgetary management.

The Council is facing a number of challenges in 2021, 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. The budget proposed would enable these challenges to be addressed effectively.

#### 4. Totals

	2019/20 Actual	2019/20 Budget	2020/21 Budget	2020/21 Forecast	2021/22	2019/20 Actual
Resources	289,310	317,823	362,907	328,501	365,805	289,310
Environment	322,048	359,712	384,793	345,045	366,896	322,048
TC & E	101,288	116,737	119,865	100,016	131,488	101,288
Planning	35,076	43,144	41,365	37,976	39,741	35,076
<b>TOTAL</b>	<b>747,722</b>	<b>837,416</b>	<b>908,930</b>	<b>811,538</b>	<b>903,930</b>	<b>747,722</b>

#### 5. Reserves

The estimated money in the Bank Accounts at 31st March 2021 is	£802,892
Officer Recommended Earmarked Reserves total	£403,987

Using Officer Recommended Earmarked Reserves would give a General Reserve of £398,377, equivalent to between five and six months of Net Revenue Expenditure (NRE).

In new guidance provided during 2019, the Joint Panel on Accountability and Governance (JPAG) now advise that *any authority with Net Revenue Expenditure (NRE) in excess of £200,000 should plan on 3 months equivalent General Reserve, although it is important that each authority adopt, as a General Reserve policy, the level appropriate to their size and situation and plan their Budget so as to ensure that the adopted level is maintained.*<sup>1</sup>

The Council now owns several buildings and pieces of land that may require unforeseen works, as demonstrated by the bridges in Bourton Park this year, so it is proposed to set a policy for the Council to hold between five and six months of Net Revenue Expenditure in General Reserves.

#### 6. Provisional Local Government Finance Settlement

The [provisional local government finance settlement](#) confirms the expectation that the Government will continue with no referendum principles for local councils in 2021-22. The relevant section is on page 12 of the consultation document:

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<sup>1</sup> Joint Panel on Accountability and Governance (JPAG), (2019). Governance and Accountability for Smaller Authorities in England

*3.5 Council tax referendum principles for town and parish councils 3.5.1 In 2018-19, the Government announced that it did not intend to set referendum principles for town and parish councils for three years. This was contingent on the sector taking all available steps to mitigate the need for council tax increases and the Government seeing clear evidence of restraint in the increases set by the sector. 3.5.2 In 2020-21, the average Band D parish precept increased by 4.0%. This was the lowest percentage point increase in parish precept since 2012-13 but remains in excess of the rate of inflation. 3.5.3 In expectation that parish and town councils continue to show restraint when setting council tax precept levels, the Government proposes to continue with no referendum principles for town and parish councils in 2021-22. The Government will take careful account of the increases set by parishes in 2021-22 when reviewing the matter ahead of next year's settlement.*

## **7. Approach**

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

The budget has been prepared assuming RPI of 1.5%, in line with the rise reported in September 2020. The exception to this is staff salaries. A 1.1% increase has been assumed for 2021/22, however this will be subject to the outcome of the national agreement once announced as usual.

## **8. Summary of Changes**

The changes which are proposed compared to this year's budget include the following:

- £3K increase in staff training budget to enable project management training for relevant staff
- £3K as agreed contribution for footpath to Lace Hill pitches
- Increase in the staffing budget to allow for the Tourist Information Centre Supervisor becoming full time, and Sunday opening during the summer
- New budget of £1,250 for the Voluntary and Community Sector event which is to be trialled in 2021

## **9. 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, in line with the Transparency Code. The Town Council pays staff using the National Joint Council for Local Government Services pay scale and agreed annual increases. The agreed inflationary increase for all staff for 2021/22 has not yet been set. An increase of 1.1% has been assumed.

Staff appraisals were carried out by line managers in line with staff contracts during October 2020. 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 2021/22

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

<b>Job Title</b>	<b>Budget</b>	<b>Range</b>	<b>2020/21 Pay Range (Full time equivalent)</b>	<b>Contracted hours</b>
Communications Clerk	Resources	7-12	£20,092 - £22,183	29
Committee Clerk	Resources	7-12	£20,092 - £22,183	16
Deputy Town Clerk	Resources	33-36	£36,922 - £39,880	37
Estates Administrator	Environment	7-12	£20,092 - £22,183	15
Estates Manager	Environment	29-32	£32,910 - £35,745	37
Events Coordinator	Town Centre & Events	7-12	£20,092 - £22,183	37
Finance Officer	Resources	13 - 20	£23,541-£25,991	24
Grounds Maintenance Person x a	Environment	7-12	£20,092 - £22,183	37
Grounds Maintenance Person x b	Environment	7-12	£20,092 - £22,183	37
Grounds Maintenance Person x c	Environment	7-12	£20,092 - £22,183	37
Grounds Maintenance Person x d	Environment	7-12	£20,092 - £22,183	37
Grounds Maintenance Supervisor	Environment	15-20	£23,541-£25,991	37
LHSCC Caretaker	Environment	1-5	£17,842 - £19,312	12
LHSCC Co-Ordinator	Environment	7-12	£20,092 - £22,183	27
Market Manager	Town Centre & Events	7-12	£20,092 - £22,183	10
Office Apprentice	Resources	Apprentice	£7,985	37
Planning Officer	Planning	7-12	£20,092 - £22,183	32
Shopmobility Officer	Town Centre & Events	18-23	£24,982 - £27,741	10
Tourist Information Centre Supervisor	Town Centre & Events	7-12	£20,092 - £22,183	37
Tourist Information Centre Assistant (P/T)	Town Centre & Events	5-6	£19,312 - £19,698	6.5
Tourist Information Centre Assistants (Zero Hrs)	Town Centre & Events	5-6	£18,795 - £19,171	0
Town Clerk	Resources	46 - 49	£50,541 - £54,323	37
Town Plan Officer	Planning	7-12	£20,092 - £22,183	20

## Appendix 2 Budget Summary

	2019/20 Actual	2019/20 Budget	2020/21 Budget	2020/21 Forecast	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Resources</b>									
Total Income	4,141	1,140	4,440	620	3,462	5,483	5,566	5,649	5,734
Total Overhead Expenditure	293,451	318,963	367,347	329,121	369,267	376,431	383,060	389,842	396,682
<b>Net Expenditure</b>	<b>289,310</b>	<b>317,823</b>	<b>362,907</b>	<b>328,501</b>	<b>365,805</b>	<b>370,948</b>	<b>377,494</b>	<b>384,193</b>	<b>390,948</b>
<b>Environment</b>									
Total Income	93,968	105,154	106,271	72,027	107,303	109,365	111,207	113,091	114,482
Total Overhead Expenditure	416,016	464,866	491,064	417,071	474,199	484,703	504,985	514,661	523,145
<b>Net Expenditure</b>	<b>322,048</b>	<b>359,712</b>	<b>384,793</b>	<b>345,045</b>	<b>366,896</b>	<b>375,338</b>	<b>393,778</b>	<b>401,570</b>	<b>408,663</b>
<b>Town Centre and Events</b>									
Total Income	54,213	66,970	68,353	16,513	67,593	69,607	69,636	71,681	71,742
Total Overhead Expenditure	155,501	183,707	188,218	116,529	199,081	205,169	207,741	212,370	215,025
<b>Net Expenditure</b>	<b>101,288</b>	<b>116,737</b>	<b>119,865</b>	<b>100,016</b>	<b>131,488</b>	<b>135,562</b>	<b>138,105</b>	<b>140,689</b>	<b>143,283</b>
<b>Planning</b>									
Total Overhead Expenditure	35,076	43,144	41,365	37,976	39,741	41,125	41,937	42,765	43,611
<b>Net Expenditure</b>	<b>35,076</b>	<b>43,144</b>	<b>41,365</b>	<b>37,976</b>	<b>39,741</b>	<b>41,125</b>	<b>41,937</b>	<b>42,765</b>	<b>43,611</b>
<b>Total</b>									
Total Income	152,322	173,264	179,064	89,160	178,358	184,455	186,409	190,421	191,958
Total Overhead Expenditure	900,044	1,010,680	1,087,994	900,698	1,082,288	1,107,428	1,137,723	1,159,638	1,178,463
<b>Net Expenditure</b>	<b>747,722</b>	<b>837,416</b>	<b>908,930</b>	<b>811,538</b>	<b>903,930</b>	<b>922,973</b>	<b>951,314</b>	<b>969,217</b>	<b>986,505</b>

## Appendix 3 Proposed Ear-Marked Reserves for 2020/21

Code	Budget	Est March 2021	Addition	New total	Minute No.
9001	YOUTH COUNCIL	1,000		1,000	
9002	CEMETERY DEVELOPMENT	55,728	42,158	97,886	
9004	SOLAR PANEL LACE HILL	28,076		28,076	
9006	SPEED WATCH	598		598	
9012	CHRISTMAS LIGHTS	295		0	
9013	YOUTH PROJECTS	3,000		3,000	
9015	CHARTER FAIRS	4,136		4,136	
9025	PLAY AREA REPLACEMENT	30,121	15,000	45,121	
9027	GREEN BUCKINGHAM	226		226	
9029	CIRCULAR WALK MAINT	5,399		5,399	
9030	TOURISM LEAFLETS	2,404		2,404	
9033	ECONOMIC DEVELOPMENT	-2,685		-2,685	
9035	PARKS DEVELOPMENT	1,405		1,405	
9036	ELECTION COSTS	5,094	500	5,594	
9040	PARK RUN	89		89	
9045	ACCESS FOR ALL	251		251	
9048	BUCKINGHAM ACTION	1,283		1,283	
9049	NEIGHBOURHOOD PLAN	20,000		20,000	
9050	BRIDGE REPAIRS	15,000	45,959	60,959	TBA
9051	OFFICE DEVELOPMENT /	12,000		12,000	
9052	DEPOT EQUIPMENT	5,000	10,000	15,000	
9053	AEDs	420		420	
9054	LACE HILL REPAIRS &	5,000	20,000	25,000	
TBA	CEMETERY LODGE REPAIRS		10,000	10,000	
TBA	BOWLS CLUB PAVILLION REPAIRS		8,000	8,000	
TBA	MAKING GOOD AND BOUNDARY REPAIRS - BRACKLEY RD CEMETERY		45,000	45,000	
TBA	RIVER RINSE		250	250	744.1/20
TBA	RIVER WARDENS			1,575	776/19
TBA	COVID BOUNCE BACK		10,000	10,000	
TBA	TWINNING		2,000	2,000	
	<b>TOTAL</b>	<b>193,840</b>	<b>208,867</b>	<b>403,987</b>	

18/12/2020

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Buckingham Town Council  
Annual Budget - By Centre (Actual YTD Month 9)

Note: Annual Budget

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>101</u>	<u>PERSONNEL COSTS</u>											
4000	WAGES & SALARIES ADMIN	136,484	119,335	0	0	144,908	0	144,908	85,042	155,000	0	0
4003	APPRENTICESHIP	0	0	0	0	9,500	0	9,500	5,423	0	0	0
4005	ERS NATIONAL INS	17,593	11,610	0	0	19,445	0	19,445	8,383	13,139	0	0
4006	ERS PENSION CONT	31,999	29,494	0	0	35,368	0	35,368	21,127	33,000	0	0
4007	STAFF TRAVEL	900	1,385	0	0	1,100	0	1,100	94	1,300	0	0
4008	OCCUPATIONAL HEALTH	1,200	0	0	0	1,231	0	1,231	67	1,249	0	0
4025	HR ADVICE	4,325	4,326	0	0	4,325	0	4,325	4,326	4,390	0	0
4026	STAFF & RECRUITMENT	750	0	0	0	1,000	0	1,000	0	1,015	0	0
	Overhead Expenditure	193,251	166,151	0	0	216,877	0	216,877	124,462	209,093	0	0
	Movement to/(from) Gen Reserve	(193,251)	(166,151)			(216,877)		(216,877)	(124,462)	(209,093)		
<u>102</u>	<u>OFFICE EXPENSES</u>											
1010	CHAMBER HIRE	600	1,409	0	0	1,400	0	1,400	-213	1,421	0	0
1012	PHOTOCOPIER USE	40	35	0	0	40	0	40	7	41	0	0
	Total Income	640	1,444	0	0	1,440	0	1,440	-206	1,462	0	0
4010	STATIONERY	1,800	2,002	0	0	2,400	0	2,400	1,262	2,400	0	0
4011	POSTAGE	500	426	0	0	500	0	500	218	508	0	0
4012	PHOTOCOPIER	1,500	2,023	0	0	1,796	0	1,796	924	1,823	0	0
4013	EQUIPMENT PURCHASE	800	866	0	0	1,100	0	1,100	0	1,117	0	0
4015	ADVERTISMENT	500	0	0	0	513	0	513	0	650	0	0
4017	SUBSCRIPTIONS	3,500	3,758	0	0	4,200	0	4,200	3,023	4,263	0	0
4018	TELEPHONE	5,000	7,344	0	0	5,130	0	5,130	2,304	6,598	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Annual Budget

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4019	HIRE OF HALL	250	128	0	0	257	0	257	-84	261	0	0
4021	HOSPITALITY	300	342	0	0	400	0	400	26	406	0	0
4023	TRAINING	10,550	10,092	0	0	6,500	0	6,500	742	10,000	0	0
4027	COMPUTER SOFTWARE	7,809	9,758	1,458	0	10,000	0	11,458	9,273	10,500	0	0
4030	PAYROLL	880	1,557	0	0	1,300	0	1,300	1,076	1,700	0	0
4032	PUBLICITY	6,000	5,995	0	0	6,500	0	6,500	4,261	7,598	0	0
4038	COMPUTER EQUIP/MAINT	2,000	3,384	0	0	3,500	0	3,500	767	3,553	0	0
4041	WEB SITE PROVISION & OPERATION	2,648	2,664	0	0	2,400	0	2,400	1,126	5,000	0	0
4043	PROTECTIVE CLOTHING / UNIFORM	1,100	649	0	0	1,000	0	1,000	613	1,500	0	0
4052	HEAT LIGHT POWER	800	78	0	0	821	0	821	1,999	833	0	0
4055	ALARM	550	178	0	0	564	0	564	0	572	0	0
4156	BUCKINGHAM CENTRE RENT	4,500	8,250	0	0	13,000	0	13,000	2,750	11,400	0	0
4225	RATES	0	0	0	0	2,833	0	2,833	2,794	4,500	0	0
	Overhead Expenditure	50,987	59,495	1,458	0	64,714	0	66,172	33,075	75,182	0	0
	Movement to/(from) Gen Reserve	(50,347)	(58,051)			(63,274)		(64,732)	(33,281)	(73,720)		
<u>103</u>	<u>COUNCILLORS</u>											
4020	MAYOR'S DUTIES	1,800	1,800	0	0	1,800	0	1,800	1,800	1,827	0	0
4029	MAYOR'S CIVIC	1,200	1,200	0	0	1,550	0	1,550	0	1,573	0	0
4044	COUNCILLORS MILEAGE / EXPS	600	189	0	0	616	0	616	0	500	0	0
4045	COUNCILLORS ALLOWANCE	7,308	7,186	0	0	9,981	0	9,981	0	10,094	0	0
4236	ELECTION COSTS	1,906	0	0	0	500	0	500	0	1,000	0	0
4269	COUNCILLOR TRAINING	0	0	0	0	1,500	0	1,500	241	1,523	0	0
	Overhead Expenditure	12,814	10,375	0	0	15,947	0	15,947	2,041	16,517	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Annual Budget

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		(12,814)	(10,375)			(15,947)		(15,947)	(2,041)	(16,517)		
<u>104</u>	<u>LEGAL REQUIREMENTS</u>											
4014	AUDIT FEE	5,200	1,980	450	0	5,335	0	5,785	2,830	4,896	0	0
4016	LEGAL COSTS	1,910	0	0	0	2,000	0	2,000	0	2,000	0	0
4022	INSURANCE	16,000	15,182	0	0	16,500	0	16,500	17,367	18,000	0	0
	Overhead Expenditure	23,110	17,162	450	0	23,835	0	24,285	20,197	24,896	0	0
Movement to/(from) Gen Reserve		(23,110)	(17,162)			(23,835)		(24,285)	(20,197)	(24,896)		
<u>120</u>	<u>GRANTS (PREV 137)</u>											
4077	OLD GAOL FUNDING	3,000	3,000	0	0	3,000	0	3,000	3,000	3,000	0	0
4081	CAB GRANT	5,176	5,176	0	0	5,346	0	5,346	5,346	5,449	0	0
4086	YOUTH CENTRE GRANT	5,200	5,200	0	0	5,200	0	5,200	5,200	5,200	0	0
	Overhead Expenditure	13,376	13,376	0	0	13,546	0	13,546	13,546	13,649	0	0
Movement to/(from) Gen Reserve		(13,376)	(13,376)			(13,546)		(13,546)	(13,546)	(13,649)		
<u>125</u>	<u>COMMEMORATIVE ITEMS</u>											
4501	CIVIC AWARD	585	645	0	0	816	0	816	0	828	0	0
4504	REMEMBRANCE WREATH	25	1	0	0	26	0	26	19	26	0	0
4505	MAYORS SALVER	180	215	0	0	220	0	220	0	223	0	0
4506	BARDIC GIFT	0	0	0	0	0	0	0	0	223	0	0
	Overhead Expenditure	790	861	0	0	1,062	0	1,062	19	1,300	0	0
Movement to/(from) Gen Reserve		(790)	(861)			(1,062)		(1,062)	(18)	(1,300)		

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Buckingham Town Council  
Annual Budget - By Centre (Actual YTD Month 9)  
Note: Annual Budget

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>130</u>	<u>ADMIN RESERVES</u>											
1176	PRECEPT	852,777	852,777	0	0	903,930	0	903,930	903,930	0	0	0
1190	INTEREST RECEIVED	500	2,697	0	0	3,000	0	3,000	393	2,000	0	0
	Total Income	853,277	855,474	0	0	906,930	0	906,930	904,323	2,000	0	0
	Movement to/(from) Gen Reserve	853,277	855,474			906,930		906,930	904,323	2,000		
<u>131</u>	<u>GRANTS</u>											
4084	COMMUNITY CENTRE CAPITAL	5,000	5,000	0	0	5,000	0	5,000	0	5,000	0	0
4087	ANNUAL GRANTS	12,135	12,135	0	0	12,866	0	12,866	10,766	13,115	0	0
4088	UNIVERSITY CIVIC PRIZES	150	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	17,285	17,135	0	0	17,866	0	17,866	10,766	18,115	0	0
	Movement to/(from) Gen Reserve	(17,285)	(17,135)			(17,866)		(17,866)	(10,766)	(18,115)		
<u>132</u>	<u>FUTURE PLANNING</u>											
4500	FUTURE PLANNING	7,500	8,898	0	0	8,500	0	8,500	1,585	9,500	0	0
4503	COVID-19 EXPENSES	0	0	0	0	5,000	0	5,000	5,014	1,015	0	0
	Overhead Expenditure	7,500	8,898	0	0	13,500	0	13,500	6,599	10,515	0	0
	Movement to/(from) Gen Reserve	(7,500)	(8,898)			(13,500)		(13,500)	(6,599)	(10,515)		
<u>201</u>	<u>ENVIRONMENT</u>											
3995	NI ENVIRONMENT	23,567	14,087	0	0	24,798	0	24,798	10,638	15,766	0	0
3996	PENSION ERS ENVIRONMENT	44,107	42,694	0	0	46,384	0	46,384	34,420	45,000	0	0
4004	WAGES & SALARIES ENVIRONMENT	185,719	184,643	0	0	199,640	0	199,640	133,096	197,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Annual Budget

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4068	COMMUNITY SERVICE	9,620	10,056	0	0	6,669	0	6,669	0	6,769	0	0
4101	SEATS AND BINS	1,000	313	0	0	0	0	0	0	0	0	0
4112	ENVIRONMENT EQUIPMENT	7,000	7,103	0	0	6,000	0	6,000	2,461	7,000	0	0
4118	SOLAR PANELS	795	0	0	0	0	0	0	0	0	0	0
4155	SOLAR PANEL LOAN REPAYMENT	44	0	0	0	0	0	0	0	0	0	0
4168	DEFIBRILLATORS	0	0	0	0	0	0	0	0	500	0	0
	Overhead Expenditure	271,852	258,896	0	0	283,491	0	283,491	180,615	272,035	0	0
	Movement to/(from) Gen Reserve	(271,852)	(258,896)			(283,491)		(283,491)	(180,615)	(272,035)		
<u>202</u>	<u>ROUNDAABOUTS</u>											
1051	ROUNDAABOUT NO 1 ABBOT FIRE	2,125	2,178	0	0	2,180	0	2,180	2,234	2,211	0	0
1052	ROUNDAABOUT NO 2 ELLA	1,618	1,161	0	0	1,660	0	1,660	1,192	1,178	0	0
1053	ROUNDAABOUT NO 3 SEASONS INNS	1,860	1,905	0	0	1,908	0	1,908	1,955	1,934	0	0
1054	ROUNDAABOUT NO 4 R & B	2,312	2,429	0	0	2,372	0	2,372	2,492	2,465	0	0
1056	ROUNDAABOUT NO 6 THE VET CENTRE	2,537	2,587	0	0	2,603	0	2,603	2,655	2,626	0	0
1057	ROUNDAABOUT NO 7 RING ROAD	1,294	1,319	0	0	1,328	0	1,328	1,353	1,339	0	0
	Total Income	11,746	11,580	0	0	12,051	0	12,051	11,881	11,753	0	0
4108	ROUNDAABOUT	1,500	481	0	0	1,300	0	1,300	90	1,320	0	0
	Overhead Expenditure	1,500	481	0	0	1,300	0	1,300	90	1,320	0	0
	Movement to/(from) Gen Reserve	10,246	11,099			10,751		10,751	11,792	10,433		
<u>203</u>	<u>MAINTENANCE</u>											
4063	VEHICLE HIRE AND RUNNING COSTS	26,800	21,801	0	0	0	0	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Annual Budget

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4082	ALLOTMENTS	2,000	2,000	0	0	2,000	0	2,000	2,000	2,030	0	0
4102	DOG BINS	4,500	3,501	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	33,300	27,302	0	0	2,000	0	2,000	2,000	2,030	0	0
	Movement to/(from) Gen Reserve	(33,300)	(27,302)			(2,000)		(2,000)	(2,000)	(2,030)		
<b>204</b>	<b><u>DEVOLVED SERVICES EXPENSES</u></b>											
1015	DEVOLVED OTHER INCOME	3,000	9,453	0	0	0	0	0	0	0	0	0
1017	DEV SERV NON CARRIAGEWAY INC	20,353	20,353	0	0	20,353	0	20,353	20,381	20,353	0	0
1019	DEVOLVED SERVICES INCOME	0	0	0	0	0	0	0	0	0	0	0
	Total Income	23,353	29,806	0	0	20,353	0	20,353	20,381	20,353	0	0
4124	DEVOLVED NON-CARRIAGEWAY	15,353	12,924	0	0	9,000	0	9,000	1,202	8,500	0	0
4127	DEVOLVED MINOR HIGHWAYS	100	9,425	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	15,453	22,349	0	0	9,000	0	9,000	1,202	8,500	0	0
	Movement to/(from) Gen Reserve	7,900	7,457			11,353		11,353	19,178	11,853		
<b>205</b>	<b><u>GROUNDS MAINTENANCE</u></b>											
4033	WASTE DISPOSAL	1,800	1,550	0	0	1,800	0	1,800	1,554	1,827	0	0
4035	MACHINERY	2,000	2,543	0	0	1,500	0	1,500	1,601	2,000	0	0
4036	FUEL (MOWER)	3,000	1,184	0	0	2,300	0	2,300	1,926	1,035	0	0
4037	SUNDRIES	1,500	1,736	280	0	1,200	0	1,480	1,322	2,518	0	0
4063	VEHICLE HIRE AND RUNNING COSTS	0	0	0	0	13,500	0	13,500	5,102	13,703	0	0
	Overhead Expenditure	8,300	7,013	280	0	20,300	0	20,580	11,505	21,083	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Annual Budget

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		(8,300)	(7,013)			(20,300)		(20,580)	(11,505)	(21,083)		
<u>248</u>	<u>DEPOT</u>											
4013	EQUIPMENT PURCHASE	6,000	852	0	0	2,500	0	2,500	770	2,000	0	0
4055	ALARM	400	479	0	0	410	0	410	0	416	0	0
4225	RATES	4,500	4,075	0	0	4,200	0	4,200	4,142	4,263	0	0
4601	REPAIRS& MAINTENANCE FUND	500	1,366	0	0	800	0	800	312	812	0	0
4602	ELECTRICITY	2,500	1,088	0	0	2,000	0	2,000	706	1,400	0	0
4603	WATER	1,500	482	0	0	1,000	0	1,000	412	750	0	0
	Overhead Expenditure	15,400	8,342	0	0	10,910	0	10,910	6,342	9,641	0	0
Movement to/(from) Gen Reserve		(15,400)	(8,342)			(10,910)		(10,910)	(6,342)	(9,641)		
<u>249</u>	<u>PUBLIC TOILETS</u>											
1085	SHOP MOBILITY INCOME	350	639	0	0	100	0	100	181	102	0	0
	Total Income	350	639	0	0	100	0	100	181	102	0	0
4225	RATES	0	0	0	0	1,000	0	1,000	0	0	0	0
4602	ELECTRICITY	1,000	0	0	0	1,026	0	1,026	0	500	0	0
4603	WATER	2,500	0	0	0	2,565	0	2,565	0	500	0	0
4608	SHOP MOBILITY	1,000	29	0	0	1,026	0	1,026	0	1,041	0	0
4612	CONTRACTOR CHARGE	10,450	9,579	871	0	10,722	0	11,593	6,967	10,883	0	0
4709	MAINTENANCE	500	40	0	0	513	0	513	0	521	0	0
	Overhead Expenditure	15,450	9,648	871	0	16,852	0	17,723	6,967	13,445	0	0
Movement to/(from) Gen Reserve		(15,100)	(9,010)			(16,752)		(17,623)	(6,786)	(13,343)		

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Annual Budget

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>250</u>	<u>LACE HILL</u>											
1026	LACE HILL COMMUNITY CENTRE	44,000	39,146	0	0	43,251	0	43,251	9,089	44,376	0	0
1027	SOLAR INCOME	0	0	0	0	507	0	507	0	260	0	0
	Total Income	44,000	39,146	0	0	43,758	0	43,758	9,089	44,636	0	0
4050	LACE HILL PLAYING FIELDS	9,320	1,175	0	0	500	0	500	0	3,500	0	0
4118	SOLAR PANELS	0	0	0	0	715	0	715	0	350	0	0
4158	LACE HILL GAS	5,000	2,671	0	0	4,000	0	4,000	1,060	4,060	0	0
4159	LACE HILL ELECTRICITY	-3,757	5,778	0	0	1,960	0	1,960	1,905	1,989	0	0
4160	LACE HILL WATER	2,500	597	0	0	1,250	0	1,250	297	750	0	0
4161	LACE HILL REPAIRS & MAINT	10,000	7,307	0	0	3,500	0	3,500	5,786	3,553	0	0
4162	LACE HILL CONTRACTOR CHARGE	3,500	3,235	0	0	3,750	0	3,750	2,642	3,806	0	0
4163	LACE HILL ALARM	500	91	0	0	513	0	513	485	521	0	0
4164	LACE HILL EQUIPMENT PURCHASE	3,000	225	0	0	2,500	0	2,500	0	2,538	0	0
4167	LACE HILL PLAY AREA	3,000	379	0	0	0	0	0	0	0	0	0
4225	RATES	9,600	9,575	0	0	9,850	0	9,850	9,731	9,998	0	0
	Overhead Expenditure	42,663	31,032	0	0	28,538	0	28,538	21,907	31,065	0	0
	Movement to/(from) Gen Reserve	1,337	8,114			15,220		15,220	(12,817)	13,571		
<u>251</u>	<u>CHANDOS PARK</u>											
1030	BOWLS INCOME	550	550	0	0	564	0	564	282	572	0	0
1035	TENNIS COURT RENT	625	625	0	0	641	0	641	0	651	0	0
1046	LAF FUNDING INCOME	0	2,928	0	0	0	0	0	0	0	0	0
	Total Income	1,175	4,103	0	0	1,205	0	1,205	282	1,223	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

## Note: Annual Budget

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4106	PLAY AREA MAINTENANCE	3,500	1,716	0	0	0	0	0	0	0	0	0
4122	TREE WORKS	2,000	32	0	0	0	0	0	0	0	0	0
4601	REPAIRS& MAINTENANCE FUND	2,500	1,348	3,255	0	3,065	0	6,320	2,308	3,111	0	0
4602	ELECTRICITY	500	373	0	0	513	0	513	0	521	0	0
4603	WATER	1,500	966	0	0	1,539	0	1,539	760	1,300	0	0
	Overhead Expenditure	10,000	4,435	3,255	0	5,117	0	8,372	3,068	4,932	0	0
	Movement to/(from) Gen Reserve	(8,825)	(332)			(3,912)		(7,167)	(2,786)	(3,709)		
<u>252</u>	<u>BOURTON PARK</u>											
4106	PLAY AREA MAINTENANCE	1,000	986	0	0	0	0	0	0	0	0	0
4122	TREE WORKS	7,000	2,615	0	0	0	0	0	0	0	0	0
4601	REPAIRS& MAINTENANCE FUND	4,000	3,224	3,995	0	5,000	0	8,995	5,984	6,000	0	0
4708	PLAY EQUIPMENT	10,000	3,097	13,966	0	0	0	13,966	13,966	0	0	0
	Overhead Expenditure	22,000	9,922	17,961	0	5,000	0	22,961	19,950	6,000	0	0
	Movement to/(from) Gen Reserve	(22,000)	(9,922)			(5,000)		(22,961)	(19,950)	(6,000)		
<u>253</u>	<u>CEMETERY</u>											
1041	BURIAL FEES	17,000	12,002	0	0	18,000	0	18,000	11,618	18,270	0	0
	Total Income	17,000	12,002	0	0	18,000	0	18,000	11,618	18,270	0	0
4225	RATES	1,000	349	0	0	400	0	400	408	406	0	0
4265	NEW CEM MAINTENANCE	0	0	0	0	5,050	0	5,050	0	5,000	0	0
4601	REPAIRS& MAINTENANCE FUND	3,000	2,576	935	0	3,078	0	4,013	554	3,124	0	0
4602	ELECTRICITY	400	269	0	0	450	0	450	214	457	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Annual Budget

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4617	MEMORIAL TESTING	2,000	0	0	0	2,052	0	2,052	0	2,083	0	0
4619	NEW CEM REPAYMENTS	28,728	0	0	0	37,108	0	37,108	0	36,680	0	0
4620	EXPENSES RE BURIAL DUTIES	6,500	2,680	0	0	6,669	0	6,669	1,066	5,000	0	0
4621	NEW CEMETERY PLANNING	7,000	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	48,628	5,874	935	0	54,807	0	55,742	2,242	52,750	0	0
	Movement to/(from) Gen Reserve	(31,628)	6,128			(36,807)		(37,742)	9,377	(34,480)		
<u>254</u>	<u>CHANDOS PARK TOILETS</u>											
4612	CONTRACTOR CHARGE	13,000	11,560	3,300	0	13,338	0	16,638	7,610	10,373	0	0
4709	MAINTENANCE	1,000	136	0	0	1,026	0	1,026	59	1,041	0	0
	Overhead Expenditure	14,000	11,696	3,300	0	14,364	0	17,664	7,669	11,414	0	0
	Movement to/(from) Gen Reserve	(14,000)	(11,696)			(14,364)		(17,664)	(7,669)	(11,414)		
<u>255</u>	<u>RAILWAY WALK &amp; CASTLE HILL</u>											
4120	FRIENDS OF GROUPS	1,000	402	0	0	1,026	0	1,026	0	1,041	0	0
4122	TREE WORKS	1,500	350	0	0	0	0	0	0	0	0	0
4709	MAINTENANCE	500	76	0	0	513	0	513	39	1,000	0	0
	Overhead Expenditure	3,000	828	0	0	1,539	0	1,539	39	2,041	0	0
	Movement to/(from) Gen Reserve	(3,000)	(828)			(1,539)		(1,539)	(39)	(2,041)		
<u>256</u>	<u>STORAGE PREMISES</u>											
4066	GRENVILLE GARAGE RENT	650	610	0	0	667	0	667	399	677	0	0
	Overhead Expenditure	650	610	0	0	667	0	667	399	677	0	0

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Buckingham Town Council  
Annual Budget - By Centre (Actual YTD Month 9)  
Note: Annual Budget

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		(650)	(610)			(667)		(667)	(399)	(677)		
<u>257</u>	<u>KEN TAGG PLAYGROUND</u>											
4106	PLAY AREA MAINTENANCE	500	79	0	0	0	0	0	0	0	0	0
4122	TREE WORKS	250	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	750	79	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(750)	(79)			0		0	0	0		
<u>258</u>	<u>CEMETERY LODGE</u>											
1061	CEMETERY LODGE RENTAL INCOME	10,530	9,074	0	0	10,804	0	10,804	5,109	10,966	0	0
	Total Income	10,530	9,074	0	0	10,804	0	10,804	5,109	10,966	0	0
4034	PWLB REPAYMENTS INCL INTEREST	4,702	4,702	0	0	4,702	0	4,702	2,351	4,072	0	0
4609	CEMETERY LODGE MAINT	6,850	2,205	0	0	3,500	0	3,500	666	3,000	0	0
	Overhead Expenditure	11,552	6,908	0	0	8,202	0	8,202	3,018	7,072	0	0
Movement to/(from) Gen Reserve		(1,022)	2,166			2,602		2,602	2,092	3,894		
<u>259</u>	<u>OTTERS BROOK</u>											
4106	PLAY AREA MAINTENANCE	500	606	0	0	0	0	0	0	0	0	0
4122	TREE WORKS	400	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	900	606	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(900)	(606)			0		0	0	0		
<u>260</u>	<u>CCTV</u>											

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Annual Budget

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4100	CCTV ONGOING COSTS	1,600	1,387	0	0	1,642	0	1,642	968	1,667	0	0
	Overhead Expenditure	1,600	1,387	0	0	1,642	0	1,642	968	1,667	0	0
	Movement to/(from) Gen Reserve	(1,600)	(1,387)			(1,642)		(1,642)	(968)	(1,667)		
<u>261</u>	<u>COMMUNITY CENTRE STRUCTURAL RE</u>											
1078	NEW HOMES BONUS	0	43,271	0	0	150,000	0	150,000	0	0	0	0
	Total Income	0	43,271	0	0	150,000	0	150,000	0	0	0	0
4085	STRUCTURAL REPAIRS	4,000	50,411	0	0	2,000	0	2,000	700	2,030	0	0
4091	CHAMBER WORKS	0	0	0	0	1,000	0	1,000	1,721	1,015	0	0
	Overhead Expenditure	4,000	50,411	0	0	3,000	0	3,000	2,421	3,045	0	0
	Movement to/(from) Gen Reserve	(4,000)	(7,140)			147,000		147,000	(2,421)	(3,045)		
<u>262</u>	<u>PARKS GENERAL</u>											
4101	SEATS AND BINS	0	0	0	0	1,026	0	1,026	0	1,041	0	0
4102	DOG BINS	0	0	0	0	4,500	0	4,500	0	4,350	0	0
4106	PLAY AREA MAINTENANCE	0	0	0	0	5,013	0	5,013	1,229	5,088	0	0
4122	TREE WORKS	0	0	0	0	11,796	0	11,796	4,520	11,973	0	0
4270	BRIDGES	0	0	0	0	1,000	0	1,000	0	1,015	0	0
4275	PLAY AREA REPLACEMENT FUND	0	0	0	0	1,000	0	1,000	0	1,015	0	0
4276	TREE WARDENS	0	0	0	0	0	0	0	0	1,000	0	0
	Overhead Expenditure	0	0	0	0	24,335	0	24,335	5,749	25,482	0	0
	Movement to/(from) Gen Reserve	0	0			(24,335)		(24,335)	(5,749)	(25,482)		

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Annual Budget

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>301</u>	<u>TOWN CENTRE &amp; EVENTS</u>											
1013	HANGING BASKETS	400	500	0	0	410	0	410	0	416	0	0
1028	LACE HILL EVENTS INCOME	1,000	779	0	0	1,026	0	1,026	0	1,041	0	0
1029	GOOD ENDINGS FAIR INCOME	1,000	810	0	0	1,000	0	1,000	0	0	0	0
1033	ICE RINK INCOME	8,000	0	0	0	0	0	0	0	0	0	0
1062	COMMUNITY FAIR - TABLE INCOME	200	180	0	0	205	0	205	0	208	0	0
1066	COMEDY NIGHT INCOME	3,000	1,312	0	0	3,078	0	3,078	0	3,124	0	0
1069	CHARTER FAIR INCOME	6,670	6,876	0	0	6,843	0	6,843	0	6,946	0	0
1086	FIREWORK DISPLAY INCOME	100	0	0	0	100	0	100	0	0	0	0
1087	CHRISTMAS LIGHT INCOME	100	25	0	0	100	0	100	0	0	0	0
	Total Income	20,470	10,482	0	0	12,762	0	12,762	0	11,735	0	0
3997	NI TC & E	5,446	3,214	0	0	5,960	0	5,960	2,433	5,234	0	0
3998	PENSION ERS TC & E	11,620	10,842	0	0	12,608	0	12,608	8,629	13,412	0	0
3999	WAGES & SALARIES TC & E	55,096	56,718	0	0	60,567	0	60,567	38,029	71,826	0	0
4042	EVENTS EQUIPMENT	1,000	845	0	0	560	0	560	0	568	0	0
4079	FAIR TRADE PROMOTION	400	385	0	0	410	0	410	0	416	0	0
4094	YOUTH PROJECT	3,000	3,198	0	0	3,000	0	3,000	3,000	3,045	0	0
4104	TOWN IN BLOOM	7,000	7,209	0	0	10,750	0	10,750	3,815	10,911	0	0
4107	PRIDE OF PLACE	250	188	0	0	257	0	257	0	261	0	0
4115	RIVER RINSE	400	165	0	-245	410	0	165	165	416	0	0
4119	ICE RINK	8,000	0	0	0	0	0	0	0	0	0	0
4126	GOOD ENDINGS FAIR	1,000	221	0	0	1,000	0	1,000	-71	0	0	0
4166	LACE HILL EVENTS	1,000	963	0	0	1,026	0	1,026	0	1,041	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Annual Budget

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4201	CHRISTMAS LIGHTS	11,000	11,085	0	0	11,286	0	11,286	10,176	11,455	0	0
4202	FIREWORK DISPLAY	5,000	4,224	0	0	5,130	0	5,130	0	5,207	0	0
4203	COMMUNITY FAIR	400	221	0	0	410	0	410	0	416	0	0
4205	CHRISTMAS PARADE	3,900	3,531	0	0	3,900	0	3,900	0	3,959	0	0
4208	SPRING FAIR	530	146	0	0	500	0	500	0	508	0	0
4210	PANCAKE RACE	75	51	0	0	80	0	80	0	81	0	0
4211	BAND JAM	3,500	3,491	0	0	3,591	0	3,591	0	3,645	0	0
4212	CHRISTMAS LIGHT SWITCH ON	1,500	1,298	0	0	2,500	0	2,500	0	2,538	0	0
4213	DOG SHOW	495	508	0	0	495	0	495	475	502	0	0
4216	MAY DAY EVENT	50	0	0	0	50	0	50	0	51	0	0
4220	MUSIC IN THE MARKET	3,500	3,474	0	0	3,591	0	3,591	0	3,645	0	0
4230	SCOUT PARADE	50	0	0	0	50	0	50	0	51	0	0
4241	COMEDY NIGHT EXPENDITURE	3,000	1,725	0	0	3,078	0	3,078	0	3,124	0	0
4243	CHARTER FAIR EXPENDITURE	7,345	750	7,254	0	3,000	0	10,254	0	3,045	0	0
4260	TWINNING	2,000	0	0	0	2,000	0	2,000	0	2,030	0	0
Overhead Expenditure		136,557	114,451	7,254	-245	136,209	0	143,218	66,651	147,387	0	0
Movement to/(from) Gen Reserve		(116,087)	(103,970)			(123,447)		(130,456)	(66,651)	(135,652)		
<u>302</u>	<u>STREET MARKET</u>											
1005	STREET MARKET	14,000	15,273	0	0	14,500	0	14,500	10,357	14,718	0	0
1006	FLEA MARKET	5,000	3,751	0	0	4,500	0	4,500	2,119	3,500	0	0
Total Income		19,000	19,024	0	0	19,000	0	19,000	12,476	18,218	0	0
4017	SUBSCRIPTIONS	330	358	0	0	450	0	450	358	457	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

## Note: Annual Budget

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4225	RATES	3,000	2,087	0	0	3,078	0	3,078	2,121	3,124	0	0
4235	MARKET INFRASTRUCTURE & PROMOT	1,500	960	0	0	1,500	0	1,500	750	1,523	0	0
	Overhead Expenditure	4,830	3,405	0	0	5,028	0	5,028	3,229	5,104	0	0
	Movement to/(from) Gen Reserve	14,170	15,619			13,972		13,972	9,247	13,114		
<b>303</b>	<b><u>SPECIAL EVENTS</u></b>											
1020	FOOD FAIR INCOME	500	580	0	0	513	0	513	0	521	0	0
1083	FRINGE INCOME	3,000	2,818	0	0	3,078	0	3,078	0	3,124	0	0
	Total Income	3,500	3,398	0	0	3,591	0	3,591	0	3,645	0	0
4221	FRINGE	6,000	7,419	0	0	6,000	0	6,000	892	6,090	0	0
4242	FOOD FAIR	500	21	0	0	513	0	513	332	521	0	0
4244	REMEMBRANCE FLAGS	420	219	0	0	600	0	600	0	609	0	0
4273	ONE OFF EVENTS	0	0	0	0	1,500	0	1,500	698	1,000	0	0
4277	WAR MEMORIAL CENTENARY	0	0	0	0	0	0	0	0	500	0	0
4278	VCSE DAY	0	0	0	0	0	0	0	0	1,250	0	0
	Overhead Expenditure	6,920	7,659	0	0	8,613	0	8,613	1,922	9,970	0	0
	Movement to/(from) Gen Reserve	(3,420)	(4,261)			(5,022)		(5,022)	(1,922)	(6,325)		
<b>304</b>	<b><u>BUCKINGHAM TOWN YOUTH COUNCIL</u></b>											
4237	YOUTH COUNCIL BUDGET	0	0	0	0	1,000	0	1,000	0	1,015	0	0
4238	YOUTH COUNCIL ADMIN	0	0	0	0	100	0	100	0	102	0	0
	Overhead Expenditure	0	0	0	0	1,100	0	1,100	0	1,117	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Annual Budget

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		0	0			(1,100)		(1,100)	0	(1,117)		
<u>305</u>	<u>TOURIST INFORMATION CENTRE</u>											
1084	TIC INCOME	32,000	21,309	0	0	33,000	0	33,000	1,134	33,995	0	0
1088	HERITAGE APP INCOME	10,000	10,000	0	0	0	0	0	0	0	0	0
	Total Income	42,000	31,309	0	0	33,000	0	33,000	1,134	33,995	0	0
4253	TIC TICKETS AND PRODUCE	30,000	22,929	0	0	30,780	0	30,780	2,954	31,240	0	0
4255	HERITAGE APP EXPENDITURE	10,000	3,656	6,344	0	0	0	6,344	2,328	750	0	0
4274	TOURISM WEBSITE	0	0	0	0	2,500	0	2,500	14	1,000	0	0
	Overhead Expenditure	40,000	26,585	6,344	0	33,280	0	39,624	5,295	32,990	0	0
Movement to/(from) Gen Reserve		2,000	4,725			(280)		(6,624)	(4,162)	1,005		
<u>306</u>	<u>ACCESSIBILITY</u>											
4254	ACCESS ABLE	3,400	3,400	0	0	3,488	0	3,488	0	2,000	0	0
4266	ACCESSIBILITY COSTS	0	0	0	0	500	0	500	0	513	0	0
	Overhead Expenditure	3,400	3,400	0	0	3,988	0	3,988	0	2,513	0	0
Movement to/(from) Gen Reserve		(3,400)	(3,400)			(3,988)		(3,988)	0	(2,513)		
<u>601</u>	<u>PLANNING</u>											
3992	WAGES & SALARIES PLANNING	30,341	30,341	0	0	31,252	0	31,252	21,036	31,877	0	0
3993	NI PLANNING	4,187	1,806	0	0	4,313	0	4,313	1,252	1,864	0	0
3994	PENSION ERS PLANNING	7,616	2,929	0	0	4,000	0	4,000	2,006	4,000	0	0
4624	NEIGHBOURHOOD PLAN	1,000	0	0	0	1,800	0	1,800	30	2,000	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Annual Budget

	<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	43,144	35,076	0	0	41,365	0	41,365	24,325	39,741	0	0
Movement to/(from) Gen Reserve	(43,144)	(35,076)			(41,365)		(41,365)	(24,325)	(39,741)		
Total Budget Income	1,047,041	1,070,752	0	0	1,232,994	0	1,232,994	976,268	178,358	0	0
Expenditure	1,074,962	941,847	42,108	-245	1,087,994	0	1,129,857	588,273	1,082,288	0	0
Movement to/(from) Gen Reserve	(27,921)	128,905			145,000		103,137	387,995	(903,930)		



18/12/2020

## Buckingham Town Council

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## Forward Budget Detail - By Centre

*Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE*

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
<b>101 PERSONNEL COSTS</b>							
4000	WAGES & SALARIES ADMIN	144,908	155,000	158,100	161,262	164,487	167,777
4003	APPRENTICESHIP	9,500	0	0	0	0	0
4005	ERS NATIONAL INS	19,445	13,139	13,402	13,670	13,943	14,222
4006	ERS PENSION CONT	35,368	33,000	33,660	34,333	35,020	35,720
4007	STAFF TRAVEL	1,100	1,300	1,320	1,339	1,359	1,380
4008	OCCUPATIONAL HEALTH	1,231	1,249	1,268	1,287	1,307	1,326
4025	HR ADVICE	4,325	4,390	4,456	4,523	4,590	4,659
4026	STAFF & RECRUITMENT	1,000	1,015	1,030	1,046	1,061	1,077
	Total Overhead Expenditure	216,877	209,093	213,236	217,460	221,767	226,161
<b>102 OFFICE EXPENSES</b>							
4010	STATIONERY	2,400	2,400	2,436	2,473	2,510	2,547
4011	POSTAGE	500	508	515	523	531	539
4012	PHOTOCOPIER	1,796	1,823	1,850	1,878	1,906	1,935
4013	EQUIPMENT PURCHASE	1,100	1,117	1,133	1,150	1,167	1,185
4015	ADVERTISMENT	513	650	660	670	680	690
4017	SUBSCRIPTIONS	4,200	4,263	4,327	4,392	4,458	4,525
4018	TELEPHONE	5,130	6,598	6,696	6,797	6,899	7,002
4019	HIRE OF HALL	257	261	265	269	273	277
4021	HOSPITALITY	400	406	412	418	425	431
4023	TRAINING	6,500	10,000	10,150	10,302	10,457	10,614
4027	COMPUTER SOFTWARE	11,458	10,500	10,658	10,817	10,980	11,144
4030	PAYROLL	1,300	1,700	1,726	1,751	1,778	1,804
4032	PUBLICITY	6,500	7,598	7,711	7,827	7,945	8,064
4038	COMPUTER EQUIP/MAINT	3,500	3,553	3,606	3,660	3,715	3,770
4041	WEB SITE PROVISION &	2,400	5,000	5,075	5,151	5,228	5,307
4043	PROTECTIVE CLOTHING /	1,000	1,500	1,523	1,545	1,569	1,592
4052	HEAT LIGHT POWER	821	833	846	859	871	884
4055	ALARM	564	572	581	590	599	608
4156	BUCKINGHAM CENTRE RENT	13,000	11,400	11,571	11,745	11,921	12,100
4225	RATES	2,833	4,500	4,568	4,636	4,706	4,776
	Total Overhead Expenditure	66,172	75,182	76,309	77,453	78,618	79,794
1010	CHAMBER HIRE	1,400	1,421	1,442	1,464	1,486	1,508
1012	PHOTOCOPIER USE	40	41	41	42	42	43
	Total Income	1,440	1,462	1,483	1,506	1,528	1,551
<b>103 COUNCILLORS</b>							
4020	MAYOR'S DUTIES	1,800	1,827	1,854	1,882	1,910	1,939
4029	MAYOR'S CIVIC	1,550	1,573	1,597	1,621	1,645	1,670
4044	COUNCILLORS MILEAGE /	616	500	508	515	523	531
4045	COUNCILLORS ALLOWANCE	9,981	10,094	10,246	10,399	10,555	10,714
4236	ELECTION COSTS	500	1,000	1,750	1,750	1,776	1,803
4269	COUNCILLOR TRAINING	1,500	1,523	1,545	1,569	1,592	1,616

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*Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE*

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
	Total Overhead Expenditure	15,947	16,517	17,500	17,736	18,001	18,273
104	LEGAL REQUIREMENTS						
4014	AUDIT FEE	5,785	4,896	4,969	5,044	5,120	5,196
4016	LEGAL COSTS	2,000	2,000	2,030	2,060	2,091	2,123
4022	INSURANCE	16,500	18,000	18,270	18,544	18,822	19,105
	Total Overhead Expenditure	24,285	24,896	25,269	25,648	26,033	26,424
120	GRANTS (PREV 137)						
4077	OLD GAOL FUNDING	3,000	3,000	3,500	3,553	3,606	3,660
4081	CAB GRANT	5,346	5,449	5,591	5,736	5,885	5,973
4086	YOUTH CENTRE GRANT	5,200	5,200	5,750	5,836	5,924	6,013
	Total Overhead Expenditure	13,546	13,649	14,841	15,125	15,415	15,646
125	COMMEMORATIVE ITEMS						
4501	CIVIC AWARD	816	828	841	853	866	879
4504	REMEMBRANCE WREATH	26	26	27	27	28	28
4505	MAYORS SALVER	220	223	227	230	233	237
4506	BARDIC GIFT	0	223	226	230	233	237
	Total Overhead Expenditure	1,062	1,300	1,321	1,340	1,360	1,381
130	ADMIN RESERVES						
1176	PRECEPT	903,930	0	0	0	0	0
1190	INTEREST RECEIVED	3,000	2,000	4,000	4,060	4,121	4,183
	Total Income	906,930	2,000	4,000	4,060	4,121	4,183
131	GRANTS						
4084	COMMUNITY CENTRE	5,000	5,000	5,000	5,000	5,000	5,000
4087	ANNUAL GRANTS	12,866	13,115	13,312	13,511	13,714	13,920
	Total Overhead Expenditure	17,866	18,115	18,312	18,511	18,714	18,920
132	FUTURE PLANNING						
4500	FUTURE PLANNING	8,500	9,500	9,643	9,787	9,934	10,083
4503	COVID-19 EXPENSES	5,000	1,015	0	0	0	0
	Total Overhead Expenditure	13,500	10,515	9,643	9,787	9,934	10,083
201	ENVIRONMENT						
3995	NI ENVIRONMENT	24,798	15,766	16,081	16,403	16,731	17,066
3996	PENSION ERS	46,384	45,000	45,900	46,818	47,754	48,709
4004	WAGES & SALARIES	199,640	197,000	200,940	204,959	209,058	213,239
4068	COMMUNITY SERVICE	6,669	6,769	6,871	6,974	7,078	7,184
4112	ENVIRONMENT EQUIPMENT	6,000	7,000	8,000	8,120	8,242	8,365
4168	DEFIBRILLATORS	0	500	510	520	531	541

*Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE*

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
	Total Overhead Expenditure	283,491	272,035	278,302	283,794	289,394	295,104
202 ROUNDABOUTS							
4108	ROUNDABOUT	1,300	1,320	1,339	1,359	1,380	1,400
	Total Overhead Expenditure	1,300	1,320	1,339	1,359	1,380	1,400
1051	ROUNDABOUT NO 1 ABBOT	2,180	2,211	2,244	2,277	2,312	2,346
1052	ROUNDABOUT NO 2 ELLA	1,660	1,178	1,196	1,214	1,232	1,251
1053	ROUNDABOUT NO 3	1,908	1,934	1,963	1,992	2,022	2,052
1054	ROUNDABOUT NO 4 R & B	2,372	2,465	2,502	2,540	2,578	2,617
1056	ROUNDABOUT NO 6 THE	2,603	2,626	2,665	2,705	2,746	2,787
1057	ROUNDABOUT NO 7 RING	1,328	1,339	1,359	1,379	1,400	1,421
	Total Income	12,051	11,753	11,929	12,107	12,290	12,474
203 MAINTENANCE							
4082	ALLOTMENTS	2,000	2,030	2,060	2,091	2,123	2,155
	Total Overhead Expenditure	2,000	2,030	2,060	2,091	2,123	2,155
204 DEVOLVED SERVICES EXPENSES							
4124	DEVOLVED NON-	9,000	8,500	8,628	8,757	8,888	9,022
	Total Overhead Expenditure	9,000	8,500	8,628	8,757	8,888	9,022
1017	DEV SERVS NON	20,353	20,353	20,353	20,353	20,353	20,353
	Total Income	20,353	20,353	20,353	20,353	20,353	20,353
205 GROUNDS MAINTENANCE							
4033	WASTE DISPOSAL	1,800	1,827	1,854	1,882	1,910	1,939
4035	MACHINERY	1,500	2,000	2,030	2,060	2,091	2,123
4036	FUEL (MOWER)	2,300	1,035	1,051	1,066	1,082	1,099
4037	SUNDRIES	1,480	2,518	2,556	2,594	2,633	2,673
4063	VEHICLE HIRE AND	13,500	13,703	13,908	23,000	23,345	23,695
	Total Overhead Expenditure	20,580	21,083	21,399	30,602	31,061	31,529
248 DEPOT							
4013	EQUIPMENT PURCHASE	2,500	2,000	2,030	2,060	2,091	2,123
4055	ALARM	410	416	422	429	435	442
4225	RATES	4,200	4,263	4,327	4,392	4,458	4,525
4601	REPAIRS& MAINTENANCE	800	812	824	837	849	862
4602	ELECTRICITY	2,000	1,400	1,421	1,442	1,464	1,486
4603	WATER	1,000	750	761	773	784	796
	Total Overhead Expenditure	10,910	9,641	9,785	9,933	10,081	10,234
249 PUBLIC TOILETS							
4225	RATES	1,000	0	0	0	0	0

*Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE*

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4602	ELECTRICITY	1,026	500	508	515	523	531
4603	WATER	2,565	500	508	515	523	531
4608	SHOP MOBILITY	1,026	1,041	1,057	1,073	1,089	1,105
4612	CONTRACTOR CHARGE	11,593	10,883	11,046	11,212	11,380	11,551
4709	MAINTENANCE	513	521	529	536	544	553
	Total Overhead Expenditure	17,723	13,445	13,648	13,851	14,059	14,271
1085	SHOP MOBILITY INCOME	100	102	103	105	106	108
	Total Income	100	102	103	105	106	108
250 LACE HILL							
4050	LACE HILL PLAYING FIELDS	500	3,500	515	523	531	539
4118	SOLAR PANELS	715	350	737	748	759	771
4158	LACE HILL GAS	4,000	4,060	4,121	4,183	4,245	4,309
4159	LACE HILL ELECTRICITY	1,960	1,989	2,019	2,050	2,080	2,111
4160	LACE HILL WATER	1,250	750	761	773	784	796
4161	LACE HILL REPAIRS & MAINT	3,500	3,553	3,606	3,660	3,715	3,770
4162	LACE HILL CONTRACTOR	3,750	3,806	3,863	3,921	3,980	4,040
4163	LACE HILL ALARM	513	521	529	536	544	553
4164	LACE HILL EQUIPMENT	2,500	2,538	2,576	2,614	2,653	2,693
4225	RATES	9,850	9,998	10,148	10,300	10,454	10,611
	Total Overhead Expenditure	28,538	31,065	28,875	29,308	29,745	30,193
1026	LACE HILL COMMUNITY	43,251	44,376	45,530	46,714	47,929	48,648
1027	SOLAR INCOME	507	260	534	548	562	570
	Total Income	43,758	44,636	46,064	47,262	48,491	49,218
251 CHANDOS PARK							
4601	REPAIRS& MAINTENANCE	6,320	3,111	3,158	3,205	3,253	3,302
4602	ELECTRICITY	513	521	529	536	544	553
4603	WATER	1,539	1,300	1,320	1,339	1,359	1,380
	Total Overhead Expenditure	8,372	4,932	5,007	5,080	5,156	5,235
1030	BOWLS INCOME	564	572	581	590	599	608
1035	TENNIS COURT RENT	641	651	660	670	680	691
	Total Income	1,205	1,223	1,241	1,260	1,279	1,299
252 BOURTON PARK							
4601	REPAIRS& MAINTENANCE	8,995	6,000	6,090	6,181	6,274	6,368
4708	PLAY EQUIPMENT	13,966	0	0	0	0	0
	Total Overhead Expenditure	22,961	6,000	6,090	6,181	6,274	6,368
253 CEMETERY							
4225	RATES	400	406	1,200	1,218	1,236	1,255
4265	NEW CEM MAINTENANCE	5,050	5,000	5,000	8,500	10,000	10,150

*Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE*

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4601	REPAIRS& MAINTENANCE	4,013	3,124	3,171	3,219	3,267	3,316
4602	ELECTRICITY	450	457	464	471	478	485
4617	MEMORIAL TESTING	2,052	2,083	2,114	2,146	2,178	2,211
4619	NEW CEM REPAYMENTS	37,108	36,680	36,680	36,680	36,680	36,680
4620	EXPENSES RE BURIAL	6,669	5,000	5,075	5,151	5,228	5,307
	Total Overhead Expenditure	55,742	52,750	53,704	57,385	59,067	59,404
1041	BURIAL FEES	18,000	18,270	18,544	18,822	19,105	19,391
	Total Income	18,000	18,270	18,544	18,822	19,105	19,391
254 CHANDOS PARK TOILETS							
4612	CONTRACTOR CHARGE	16,638	10,373	10,529	10,687	10,847	11,010
4709	MAINTENANCE	1,026	1,041	1,057	1,073	1,089	1,105
	Total Overhead Expenditure	17,664	11,414	11,586	11,760	11,936	12,115
255 RAILWAY WALK & CASTLE HILL							
4120	FRIENDS OF GROUPS	1,026	1,041	1,057	1,073	1,089	1,105
4709	MAINTENANCE	513	1,000	1,015	1,030	1,046	1,061
	Total Overhead Expenditure	1,539	2,041	2,072	2,103	2,135	2,166
256 STORAGE PREMISES							
4066	GRENVILLE GARAGE RENT	667	677	687	697	708	719
	Total Overhead Expenditure	667	677	687	697	708	719
258 CEMETERY LODGE							
4034	PWLB REPAYMENTS INCL	4,702	4,072	4,072	4,072	4,072	4,072
4609	CEMETERY LODGE MAINT	3,500	3,000	3,045	3,091	3,137	3,184
	Total Overhead Expenditure	8,202	7,072	7,117	7,163	7,209	7,256
1061	CEMETERY LODGE RENTAL	10,804	10,966	11,131	11,298	11,467	11,639
	Total Income	10,804	10,966	11,131	11,298	11,467	11,639
260 CCTV							
4100	CCTV ONGOING COSTS	1,642	1,667	1,692	1,717	1,743	1,769
	Total Overhead Expenditure	1,642	1,667	1,692	1,717	1,743	1,769
261 COMMUNITY CENTRE STRUCTURAL RE							
4085	STRUCTURAL REPAIRS	2,000	2,030	3,500	3,553	3,606	3,660
4091	CHAMBER WORKS	1,000	1,015	1,030	1,046	1,061	1,077
	Total Overhead Expenditure	3,000	3,045	4,530	4,599	4,667	4,737
1078	NEW HOMES BONUS	150,000	0	0	0	0	0
	Total Income	150,000	0	0	0	0	0

*Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE*

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
<b>262 PARKS GENERAL</b>							
4101	SEATS AND BINS	1,026	1,041	1,057	1,073	1,089	1,105
4102	DOG BINS	4,500	4,350	4,415	4,481	4,549	4,617
4106	PLAY AREA MAINTENANCE	5,013	5,088	5,165	5,242	5,321	5,400
4122	TREE WORKS	11,796	11,973	13,000	13,195	13,393	13,594
4270	BRIDGES	1,000	1,015	1,030	1,046	1,061	1,077
4275	PLAY AREA REPLACEMENT	1,000	1,015	2,500	2,538	2,576	2,614
4276	TREE WARDENS	0	1,000	1,015	1,030	1,046	1,061
	Total Overhead Expenditure	24,335	25,482	28,182	28,605	29,035	29,468
<b>301 TOWN CENTRE &amp; EVENTS</b>							
3997	NI TC & E	5,960	5,234	5,339	5,445	5,554	5,665
3998	PENSION ERS TC & E	12,608	13,412	13,680	13,954	14,233	14,518
3999	WAGES & SALARIES TC & E	60,567	71,826	73,263	74,728	76,222	77,747
4042	EVENTS EQUIPMENT	560	568	577	586	594	603
4079	FAIR TRADE PROMOTION	410	416	422	429	435	442
4094	YOUTH PROJECT	3,000	3,045	3,091	3,137	3,184	3,232
4104	TOWN IN BLOOM	10,750	10,911	11,075	11,241	11,410	11,581
4107	PRIDE OF PLACE	257	261	265	269	273	277
4115	RIVER RINSE	165	416	422	429	435	442
4126	GOOD ENDINGS FAIR	1,000	0	1,000	0	1,000	0
4166	LACE HILL EVENTS	1,026	1,041	1,057	1,073	1,089	1,105
4201	CHRISTMAS LIGHTS	11,286	11,455	11,627	11,802	11,979	12,158
4202	FIREWORK DISPLAY	5,130	5,207	5,285	5,364	5,445	5,526
4203	COMMUNITY FAIR	410	416	422	429	435	442
4205	CHRISTMAS PARADE	3,900	3,959	4,018	4,078	4,139	4,201
4208	SPRING FAIR	500	508	515	523	531	539
4210	PANCAKE RACE	80	81	82	84	85	86
4211	BAND JAM	3,591	3,645	3,700	3,755	3,811	3,869
4212	CHRISTMAS LIGHT SWITCH	2,500	2,538	2,576	2,614	2,653	2,693
4213	DOG SHOW	495	502	510	518	525	533
4216	MAY DAY EVENT	50	51	52	52	53	54
4220	MUSIC IN THE MARKET	3,591	3,645	3,700	3,755	3,811	3,869
4230	SCOUT PARADE	50	51	52	52	53	54
4241	COMEDY NIGHT	3,078	3,124	3,171	3,219	3,267	3,316
4243	CHARTER FAIR	10,254	3,045	3,091	3,137	3,184	3,232
4260	TWINNING	2,000	2,030	2,060	2,091	2,123	2,155
	Total Overhead Expenditure	143,218	147,387	151,052	152,764	156,523	158,339
1013	HANGING BASKETS	410	416	422	429	435	442
1028	LACE HILL EVENTS INCOME	1,026	1,041	1,057	1,073	1,089	1,105
1029	GOOD ENDINGS FAIR	1,000	0	1,000	0	1,000	0
1062	COMMUNITY FAIR - TABLE	205	208	211	214	218	221
1066	COMEDY NIGHT INCOME	3,078	3,124	3,171	3,219	3,267	3,316
1069	CHARTER FAIR INCOME	6,843	6,946	7,050	7,156	7,263	7,372

*Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE*

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
1086	FIREWORK DISPLAY INCOME	100	0	0	0	0	0
1087	CHRISTMAS LIGHT INCOME	100	0	0	0	0	0
	Total Income	12,762	11,735	12,911	12,091	13,272	12,456
302 STREET MARKET							
4017	SUBSCRIPTIONS	450	457	464	471	478	485
4225	RATES	3,078	3,124	3,171	3,219	3,267	3,316
4235	MARKET INFRASTRUCTURE	1,500	1,523	1,545	1,569	1,592	1,616
	Total Overhead Expenditure	5,028	5,104	5,180	5,259	5,337	5,417
1005	STREET MARKET	14,500	14,718	14,938	15,162	15,390	15,621
1006	FLEA MARKET	4,500	3,500	3,553	3,606	3,660	3,715
	Total Income	19,000	18,218	18,491	18,768	19,050	19,336
303 SPECIAL EVENTS							
4221	FRINGE	6,000	6,090	6,181	6,274	6,368	6,464
4242	FOOD FAIR	513	521	529	536	544	553
4244	REMEMBRANCE FLAGS	600	609	618	627	637	646
4273	ONE OFF EVENTS	1,500	1,000	1,015	1,030	1,046	1,061
4277	WAR MEMORIAL CENTENARY	0	500	0	0	0	0
4278	VCSE DAY	0	1,250	1,269	1,288	1,307	1,327
	Total Overhead Expenditure	8,613	9,970	9,612	9,755	9,902	10,051
1020	FOOD FAIR INCOME	513	521	529	536	544	553
1083	FRINGE INCOME	3,078	3,124	3,171	3,219	3,267	3,316
	Total Income	3,591	3,645	3,700	3,755	3,811	3,869
304 BUCKINGHAM TOWN YOUTH COUNCIL							
4237	YOUTH COUNCIL BUDGET	1,000	1,015	1,030	1,046	1,061	1,077
4238	YOUTH COUNCIL ADMIN	100	102	103	105	106	108
	Total Overhead Expenditure	1,100	1,117	1,133	1,151	1,167	1,185
305 TOURIST INFORMATION CENTRE							
4253	TIC TICKETS AND PRODUCE	30,780	31,240	31,710	32,186	32,669	33,159
4255	HERITAGE APP	6,344	750	761	773	784	796
4274	TOURISM WEBSITE	2,500	1,000	1,523	1,546	1,569	1,593
	Total Overhead Expenditure	39,624	32,990	33,994	34,505	35,022	35,548
1084	TIC INCOME	33,000	33,995	34,505	35,022	35,548	36,081
	Total Income	33,000	33,995	34,505	35,022	35,548	36,081
306 ACCESSIBILITY							
4254	ACCESS ABLE	3,488	2,000	3,672	3,767	3,865	3,923
4266	ACCESSIBILITY COSTS	500	513	526	540	554	562

## Forward Budget Detail - By Centre

*Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE*

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
	Total Overhead Expenditure	3,988	2,513	4,198	4,307	4,419	4,485
601	PLANNING						
3992	WAGES & SALARIES	31,252	31,877	32,515	33,165	33,828	34,505
3993	NI PLANNING	4,313	1,864	2,500	2,550	2,601	2,653
3994	PENSION ERS PLANNING	4,000	4,000	4,080	4,162	4,245	4,330
4624	NEIGHBOURHOOD PLAN	1,800	2,000	2,030	2,060	2,091	2,123
	Total Overhead Expenditure	41,365	39,741	41,125	41,937	42,765	43,611
	Total Budget Expenditure :	1,129,857	1,082,288	1,107,428	1,137,723	1,159,638	1,178,463
	Income :	0	0	0	0	0	0
	Net Expenditure	1,129,857	1,082,288	1,107,428	1,137,723	1,159,638	1,178,463



**BUCKINGHAM TOWN COUNCIL  
RESOURCES COMMITTEE  
MONDAY 4th January 2021**

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](#).
- 1.2. It is recommended that Members AGREE for the Council to adopt the proposed Parental Leave Bereavement Policy

**2. Background**

- 2.1. The [staff handbook](#) has been in use for just over two years now and has worked well. It is now due for its annual review. ELAS's senior law consultant has reviewed the full document and recommends requires that the handbook requires two changes. Once adopted the handbook would conform to all current legislation and best practice.

**3. Proposed Changes**

- 3.1. The Council now requires a Parental Leave Bereavement Policy. The attached draft policy has been provided by ELAS and amended only to clarify the Council's name, relevant officer and to include only the pension details which are relevant to the Town Council. It is proposed to agree the
- 3.2. The annual leave entitlement has been increased from 21 to 22 days, in line with the agreement reached by the National Joint Council (NJC) during 2020. Page 55 of the Staff Handbook has been amended to reflect this change. This is to comply with the change made to the Green Book, which governs Town Council staff contracts.
- 3.3. No other changes are required.
- 3.4. A copy of the current Staff Handbook can be viewed at:  
<https://www.buckingham-tc.gov.uk/wp-content/uploads/2020/12/HANDBOOK-1.5-December-2021.doc>



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

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## **PARENTAL BEREAVEMENT LEAVE POLICY**

### **1. Introduction**

This document sets out the Town Council's policy on parental bereavement leave and pay. The Town Council implements the parental bereavement leave rights set out in legislation. [Our separate bereavement policy also highlights other steps that the Town Council will take to support employees during times of bereavement.]

### **2. Entitlement to parental bereavement leave**

In order to qualify for the right to take parental bereavement leave, you must be an employee who is the bereaved parent of a child under the age of 18 who has died, including a child stillborn after at least 24 weeks of pregnancy. References in this policy to the death of a child therefore include a child who is stillborn after at least 24 weeks of pregnancy and the date of death is taken to be the date the child is stillborn.

To qualify as a bereaved parent, at the date of the child's death, you must be one of the following:

- the child's parent
- the child's natural parent, where the child has been adopted but there is a court order for the child to have contact with you as the natural parent
- a person with whom the child has been placed for adoption by a UK adoption agency, or under a fostering for adoption scheme, provided that the placement has not been disrupted or terminated
- a person living with the child, following the child's entry into Great Britain from overseas in connection with or for the purposes of adoption, and who has received official notification in respect of the child
- an intended parent of the child under a surrogacy arrangement where it was expected that the court would make a parental order under sections 54 or 54A of the Human Fertilisation and Embryology Act 2008
- the child's parent in fact, i.e. a person who, for a continuous period of at least four weeks ending with the date of the child's death, was living with the child in their own home and had day-to-day responsibility for the child's care, e.g. a guardian – it does not include a paid carer, nor does it apply if the child's parent, or anyone with legal parental responsibility for the child, is also living in that home with the child
- the partner of any of the above – for these purposes, a partner means a person (whether of a different sex or the same sex) who lives with the child and the parent in an enduring family relationship, but who is not the parent's parent, grandparent, sister, brother, aunt or uncle.

### **3. Notification of parental bereavement leave**

You are required to inform the Town Council of your intention to take parental bereavement leave, specifying:

- the date of the child's death



- the date on which you choose your period of parental bereavement leave to start
- whether you intend that period of parental bereavement leave to be one or two weeks.

The length of notice that you must give to the Town Council depends on how long after the child's death your parental bereavement leave is due to start:

- for parental bereavement leave commencing within the period of 56 days beginning with the date of the child's death, you must notify the Town Council before you are due to start work on the day you want your leave to begin (and, if this is not reasonably practicable, you must give notice as soon as is reasonably practicable)
- for parental bereavement leave commencing after the end of the period of 56 days beginning with the date of the child's death (but within the period of 56 weeks beginning with the date of the child's death), you must give the Town Council at least one week's notice, i.e. you must give notice at least one week before your leave is due to start.

Your parental bereavement leave will then begin on the date specified in your notice, unless you subsequently cancel your leave. However, where you have already started work on a particular day and you give notice of your intention to begin parental bereavement leave on that same day, your leave will officially start the next day.

You are permitted to cancel a period of parental bereavement leave. For parental bereavement leave that is due to commence within the period of 56 days beginning with the date of the child's death, you can cancel it by giving the Town Council notice no later than the time you would have been due to start work (had you not been taking leave) on the day you previously notified that leave would start. For parental bereavement leave that is due to commence after the end of the period of 56 days beginning with the date of the child's death, you can cancel it by giving the Town Council notice at least one week before the day the leave was due to commence. A period of parental bereavement leave cannot, however, be cancelled once it has already commenced.

Notice to take, or cancel, parental bereavement leave does not need to be given in writing; informal notification, such as a telephone call or an e-mail, will suffice. However, you are required to complete and sign a self-certification form as evidence of your entitlement to statutory parental bereavement pay. A parental bereavement leave and pay form can be obtained from the Deputy Town Clerk and once completed it should be returned to your line manager. You can use this form to provide the required information for both leave and pay purposes. If necessary, this form can be completed after your return from parental bereavement leave, particularly where leave has been taken immediately after the child's death, but in any event it must be returned to your line manager before the end of the period of 28 days beginning with the first day of the period in respect of which any statutory parental bereavement pay is to be paid to you (see Statutory parental bereavement pay below), unless this is not reasonably practicable, in which case you must return this form as soon as is reasonably practicable.

#### **4. Parental bereavement leave**

Assuming you are eligible, you are entitled to take either one whole week, two consecutive weeks or two separate weeks of parental bereavement leave. It cannot be taken as odd days. If you take two separate weeks, these can be taken at different times. For example, you might choose to take one week off at the time of the child's death and then take the second week off around the time of the child's birthday or the anniversary of their death.



You can choose to take your parental bereavement leave at any time within the period of 56 weeks beginning with the date of the child's death and it can start on any day of the week.

If you are eligible to take parental bereavement leave as a result of the death of more than one child, you are entitled to parental bereavement leave in respect of each child.

During the period of parental bereavement leave, your contract of employment continues in force and you are entitled to receive all your contractual benefits, except for salary. In particular, any benefits-in-kind will continue, contractual annual leave entitlement will continue to accrue and pension contributions will continue to be made.

Your period of parental bereavement leave will count towards your pensionable service and benefits will continue to accrue as set out in the pension scheme rules. Your pension contributions will be based on the amount of actual pay you are receiving whilst the Town Council's contributions will be based on the salary that you would have received had you not taken parental bereavement leave (i.e. it will continue to make any employer contributions that it usually makes). Salary will be replaced by statutory parental bereavement pay if you are eligible to receive it.

### **5. Statutory parental bereavement pay (SPBP)**

SPBP is payable for up to two weeks of parental bereavement leave and you can choose for SPBP to be paid in respect of a single period of either one or two weeks or discontinuous periods of one week each.

You are entitled to SPBP if:

- you are a bereaved parent (see Entitlement to parental bereavement leave above)
- you have been continuously employed by the Town Council in employed earner's employment for at least 26 weeks ending with the week immediately before the one in which the child died, and you are still in employment on the day on which the child died
- your average weekly earnings in the eight weeks ending with the week immediately before the one in which the child died are not less than the lower earnings limit for National Insurance contributions.

You must also provide the Town Council with information about, and evidence of, your entitlement to SPBP. You must give the Town Council written notice of the week(s) in respect of which SPBP payments are to be made to you, and you must do this before the end of the period of 28 days beginning with the first day of the period in respect of which SPBP payments are to be made to you, unless this is not reasonably practicable, in which case you must give the notice as soon as is reasonably practicable. In addition, as evidence of entitlement, you must, at the same time, provide the Town Council with the following information in writing:

- your name
- the date of the child's death
- a declaration that you meet one of the statutory criteria of being a bereaved parent.

The parental bereavement leave and pay form can be used to provide all the information and evidence that you need to supply for SPBP purposes.

The weekly rate of SPBP is paid at a rate set by the government for the relevant tax year, or 90% of your average weekly earnings if this is lower than the government's set weekly rate.

SPBP is treated as earnings and is therefore subject to PAYE and National Insurance deductions.

SPBP can start from any day of the week in accordance with the date you start your parental bereavement leave.



## **6. Your rights on return to work**

On resuming work after parental bereavement leave, you are generally entitled to return to the same job on the same terms and conditions of employment as if you had not been absent.

If, however, you took parental bereavement leave consecutively either with a period of parental leave of more than four weeks, or with other statutory family-related leave in relation to the same child where the total amount of statutory leave taken in relation to that child was more than 26 weeks, your right is to return to the same job or, if it is not reasonably practicable for you to return to that job, to another job which is both suitable and appropriate for you to do in the circumstances.

In either case, your seniority, pension and similar rights will be the same as they would have been if you had not been absent and your terms and conditions will not be less favourable than those which would have applied if you had not been absent.

## **7. Interaction with other statutory rights and policies**

If you are entitled to parental bereavement leave under the terms of this policy and you also have the statutory right to take reasonable unpaid time off to deal with a family emergency (time off for dependants), any time off taken as parental bereavement leave is in addition to time off available under that statutory right. For example, if you take one whole week of parental bereavement leave immediately on the death of the child but then you want to take odd days off for arranging and attending the child's funeral, you may choose to use time off for dependants for those odd days rather than using your second whole week of parental bereavement leave.

[If you are entitled to parental bereavement leave under the terms of this policy and the Town Council also grants you an equivalent right to [compassionate/bereavement] leave under the terms of its [leaves of absence/bereavement] policy, you cannot exercise the two rights separately, but you may, in taking the leave for which the two rights provide, take advantage of whichever right is, in any particular respect, the more favourable.]

**BUCKINGHAM TOWN COUNCIL**  
**RESOURCES COMMITTEE**  
**MONDAY 4<sup>th</sup> JANUARY 2021**

**Contact Officer: Mr Paul Hodson, Town Clerk**

**Pension Scheme**

**1. Recommendations**

- 1.1 It is **RECOMMENDED** that the Council continues its membership of the Buckinghamshire Local Government Pension Scheme.

**2. Background**

- 2.1 The Committee previously agreed for the Town Clerk to investigate the security and liability of the Town Council's Pension Fund (minute no. **663/19**).
- 2.2 The Council is a member of the Buckinghamshire Local Government Pension Schemes (LGPS). The Scheme has provided its annual report for 2019/20, a supplementary note to say it was too soon to amend this in the light of Covid 19, and an updated risk assessment from October 2020. These three documents are included as electronic appendices.

**3. Risks**

- 3.1 The report risk RS-PI-02 Significant Downturn in a Particular Sector shows an increase in risk following the coronavirus pandemic. The risk notes that financial markets have been volatile and that although markets have recovered to their 31 December 2019 valuations, the medium and long term economic impact is unknown.
- 3.2 On page 48 risk RS-PI-04 Public Sector Cuts acknowledges that coronavirus has had an impact on the public sector finances. If there are Medium Term Financial Plan staff savings then there will be an impact on administration team workloads. Other employers in the Fund may also be reducing their workforce in response to COVID related budget pressures which could have an ensuing impact on Pension Fund income.

**4. Options**

- 4.1 The Council could seek to join a different pension scheme. There is no evidence that any other scheme would provide better security than the current scheme. The current scheme requires higher contributions than other available options, but also provides substantially higher rewards to staff. Staff contracts

currently include a commitment to provide membership of the LGPS. Any change to the pension scheme would require staff contracts to be amended, with the associated consultation, and would mean a reduction in the benefits received by staff.

- 4.2 The risk of other fund members reducing their contributions due to staff reductions, while significant, is lower than would be the case in a fund whose members were not largely public sector organisations.
- 4.3 For these reasons it is recommended that the Town Council continues its membership of the Buckinghamshire LGPS.

## **5. Appendices**

### **5.1 [Pension fund Annual Report](https://www.buckingham-tc.gov.uk/wp-content/uploads/2020/12/annual-report-19-20.pdf)**

<https://www.buckingham-tc.gov.uk/wp-content/uploads/2020/12/annual-report-19-20.pdf>

### **5.2 [Pension Fund Post-Covid Balance Sheet](https://www.buckingham-tc.gov.uk/wp-content/uploads/2020/12/covid-19-post-balance-sheet-2018_19-annual-report.pdf)**

[https://www.buckingham-tc.gov.uk/wp-content/uploads/2020/12/covid-19-post-balance-sheet-2018\\_19-annual-report.pdf](https://www.buckingham-tc.gov.uk/wp-content/uploads/2020/12/covid-19-post-balance-sheet-2018_19-annual-report.pdf)

### **5.3 [Pension fund Risk Register](https://www.buckingham-tc.gov.uk/wp-content/uploads/2020/12/Pension-Fund-Risk-Register.pdf)**

<https://www.buckingham-tc.gov.uk/wp-content/uploads/2020/12/Pension-Fund-Risk-Register.pdf>

# 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 / REVISE
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
					Town Clerk to formally monitor and review	Review annually



RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					staff and work levels, including through the annual appraisal process. Any concerns regarding this to then be brought to Council	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	Employer's 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 in addition to reviewing annual performance and setting annual objectives and where appropriate plans put in place to support career progression.	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 provide assurance	Existing Procedures are adequate
	Loss of income through error or fraud	1	3	3	Fidelity Guarantee Insurance	Existing Procedures are adequate
					RFO continually reviews 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 appraised 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
					Town Clerk 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
					Legal insurance in place	Existing Procedures are

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
						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
	Lack of budgetary overview/overspend against budget	1	3	3	Quarterly review of nominal ledger	Quarterly review
					Monthly review of income and expenditure	Monthly review
					Seven week review by Resources Committee	7 Weekly reports

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Lack of finance to meet unbudgeted, urgent commitments ( with safety or other critical implications)	2	3	6	Contingency included in budget	By annual resolution of Full Council
					Further Reserves of equivalent to at least three more month`s spend available for use within 24 hours	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	Existing Procedures are adequate
					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
	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	Existing Procedures are adequate
					All cheques issued from the main account are authorised and signed by 2 Councillors with retrospective approval by the Resources Committee. (Approval is given by email by at 2 councillors where cheque signing is not possible)	Existing Procedures are adequate
					Documents are retained for 12 years	Existing Procedures are adequate
	VAT not accurately managed	1	3	3	The RBS Omega system incorporates a VAT schedule which is an accepted package that allows differentiation between tax rates etc. and is itemised in a full report relating back to the original item within the accounts.	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					VAT is applied to all mileage payments at the rate applicable at the time as advise by HMR&C	
					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 Town Clerk authorises any overtime, mileage or special duty payments act, on a monthly basis	Existing Procedures are adequate
					Hard copies linked to payroll 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
					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

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
						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 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
	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

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
						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 and 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
	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

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	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
	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	1	2	2	All cash collected at events is collected by	Existing



RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	events				appointed staff and volunteers in approved charity buckets which are allocated at the start of the event	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
					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

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
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 Town 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 of accounts and other financial returns	2	3	6	Programme of meetings to meet statutory deadlines RFO and Deputy Town Clerk check meeting dates each year against statutory requirements	Existing Procedures are adequate
	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	Existing Procedures are

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					request	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
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	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					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	
					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
					Minutes are recorded at each stage to substantiate the budget development	Existing Procedures are adequate
					The final budget is discussed by a Precept meeting of Full Council in January. The Principal Authority is immediately advised of the precept for the coming year once agreed	Existing Procedures are adequate
	Loss of income due to a reduction in the Council Tax base	2	1	2	The base has been reduced for 2021/22, however a budget has been proposed which will allow for all services to be continued and the current reserves to be maintained.	
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	Existing

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					incorporated within the budget and the RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits	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
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	1	3	3	Fidelity Guarantee cover is in place	Existing

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	member					Procedures are adequate
	Property	2	4	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
					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 All office staff have laptops and can access all files from home or other sites	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					Use of cloud-based system, which is also backed up off site. 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
	Maintained	1	3	3	The asset list is circulated to staff on an annual basis to ensure that all items are correct	Existing Procedures are adequate
					The Town Council has a scheme for maintenance of assets	Existing Procedures are adequate
19. Internal Audit	Internal Audit	1	3	3	The Internal Auditor and scope of audit is	Existing

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					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.	Procedures are adequate
					The report is presented to Council for acceptance.	Existing Procedures are adequate
					The Council review the effectiveness of Internal Audit annually	Existing Procedures are adequate
20. External Audit	External Audit	1	3	3	The external auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements	Existing Procedures are adequate
					Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels	Existing Procedures are adequate
					The RFO completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor	Existing Procedures are adequate
					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



RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
						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
					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

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	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
23. Financial loss due to Covid 19 restrictions	Loss of income from the Lace Hill Sports and Community Centre	5	2	10	If restrictions last for 6 months the loss will be £24,000. The Caretaker will be furloughed for as long as that scheme is available. A flexible approach will be taken when opening is permitted to allow all possible bookings to take place.	Existing Procedures are adequate
	Loss of Income from markets	5	2	10	If restrictions last for 6 months the loss will be £8,500.	Existing Procedures are adequate
	Unplanned budget deficit leading to a depletion of reserves below the minimum recommended	1	5	5	The worst case scenario would be a total loss of income from the Lace Hill Centre and the markets for 12 months, costing £67,000. The Council could lose this and still have significantly more than the minimum reserves required. Lost income for 2021/22 will be offset by reduced costs, including the savings made by not holding major events. Each committee will receive a revised income and expenditure forecast at every meeting for the duration of the restrictions.	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

Buckingham Town  
Assessment Rating

Council - Risk  
Scale

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3  
2  
1

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

1                      2                      3                      4                      5

Moderate

5

Visit date: 20 October 2020

Interim Internal Audit Observations

<b>Box A</b>	Appropriate accounting records have been kept properly throughout the year.						
<b>No.</b>	<b>Audit Conclusion</b>		<b>Observation</b>	<b>Recommendation</b>	<b>Priority</b>	<b>Updated Town Clerk Comments</b>	
1	Council Minutes have not been signed in accordance with the Local Government Act 1972		<i>The Full Council meeting Minutes have not been signed due to COVID.</i>	The Council must ensure that Minutes are signed in accordance with the requirements of the Local Government Act 1972	Medium	Minutes were not signed during lockdown; All minutes now signed	
<b>Box D</b>	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and						
<b>No.</b>	<b>Audit Conclusion</b>		<b>Observation</b>	<b>Recommendation</b>	<b>Priority</b>	<b>Town Clerk Comments</b>	
1	Council Minutes do not record the value of the precept to be raised		<i>The Council did not record the total value of the Precept in the 13 January 2020 Full Council meeting Minute reference 672/19 for approval (the Minutes does state a Band D value). The precept value of £903,930 was recorded in the Council Agenda Pack BTC/142/19).</i>	The Council should ensure that the value of the precept to be raised is formally stated in the Minutes of the meeting at which the precept was set.	High	This will be done correctly for the 2021 Precept meeting.	
2	The Council have not received the External Audit Report for 2019-20.		<i>It is understood that the Council has not received the External Auditor Report for 2019-20.</i>	Council to review the External Auditor Report when received and a copy to be provided to the auditor.	High	Now received; published for the Resources Committee to review on 4th January 2021, to then be provided for Full Council on 25th January 2021.	
<b>Box E</b>	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately account						

No.	Audit Conclusion	Observation	Recommendation	Priority	Town Clerk Comments
1	Fees and charges have not been subject to review and approval by Council during the year.	<p><i>The Council fees &amp; charges include Markets, Cemetery, Hall Hire, Venue Hire of the Sports Centre. The Council also raise income through the 7 roundabouts whereby businesses can place their advertisements. The Council charges annually for these. There is no record of fees and charges for this additional income.</i></p> <p><i>Review of the Full Council meeting minutes the Council do not appear to review all fees and charges annually.</i></p>	The Council should establish a process for the regular review of fees and charges. The Council may wish to incorporate this into the annual budgeting process. The Council should also make available charges for businesses to advertise on the Council roundabouts.	Medium	<p>Fees and charges will be proposed in a single report for the Resources Committee on 18th February 2021, following discussion by the Environment and TCE Committees beforehand, before being agreed by Full Council on 15th March 2021.</p> <p>The Council has a list of companies wishing to advertise on the roundabouts.</p>
2	The Council raised a sales invoices to claim New Homes Bonus Grant without specific instructions confirming payment would be made against the project expenditure.	<p><i>Two sampled aged debtors of which one relates to a grant funding agreement with Aylesbury District Council (New Homes Bonus Grant) to fund Community Centre project. The Council raised a sales invoice in value of £43,271 although there is no specific written agreement that the District Council will pay this.</i></p> <p><i>The Council provided the supporting documentation for the project spend during the interim review along with the Grant application, the Community Centre Project Plan.</i></p> <p><i>The second aged debtor is with a company that advertise on one of the Council 7 roundabouts for the value of £2346 (incl VAT). The Sales invoice was raised 30 April 2020. It is understood that the Finance Officer will be sending out a reminder shortly.</i></p>	The Council to contact Buckinghamshire Council (Aylesbury District Council) requesting specific confirmation that the Grant will be paid against the Council expenditure for the Community Centre project.	High	This invoice has now been paid by Buckinghamshire Council.

						Appendix E
<b>Box F</b>	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.					
<b>No.</b>	<b>Audit Conclusion</b>		<b>Observation</b>	<b>Recommendation</b>	<b>Priority</b>	<b>Town Clerk Comments</b>
1	The Council did not include the cash floats of £50 on the Council accounts at year end.		<p><i>There are two cash floats of £25 on two of the Council sites. Petty cash float at the Council office is £250. Finance Officer verified petty cash in the tin £17.67 during the Interim Audit visit along with the supporting receipts. The opening balance was £92.17. The Council did not include the two £25 cash floats.</i></p> <p><i>Part 6.17.a) of the Council Financial Regulations state that the Petty Cash value is £300. This value includes the £50 cash float for the Council two sites.</i></p>	<p>The Council must include the cash floats on the Council accounting system.</p> <p>The Council to update part 6.17.a) of the Financial Regulations clearly separating petty cash and cash floats.</p>	Medium	The petty cash is entered via the control account. A cheque is raised for £300.00 and from the office petty cash tin £25.00 is provided to the TIC and £25.00 to LHSCC when required. This is recorded in the account via a journal - showing it leaving the petty cash control account and entering the LHSCC or TIC nominal ledger code. So it is recorded in the accounts. At year end LHSCC and TIC present there petty cash records to show what they have spent and what they spent it on for filing but because it has already been costed to LHSCC and TIC it is not entered again.
<b>Box I</b>	Periodic and year-end bank account reconciliations were properly carried out.					
<b>No.</b>	<b>Audit Conclusion</b>		<b>Observation</b>	<b>Recommendation</b>	<b>Priority</b>	<b>Town Clerk Comments</b>
1	Reviews of bank reconciliation have not been dated.		<i>The Chair of the Resource Committee initials the bank reconciliations but does not date these.</i>	When bank reconciliations have been subject to review the date of the review should be written on the supporting voucher.	Medium	The date will be written on future reconciliation reviews.

## Section 3 – External Auditor Report and Certificate 2019/20

In respect of **BUCKINGHAM TOWN COUNCIL – BU0028**

### 1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

### 2 External auditor report 2019/20

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

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.:

- The smaller authority has not restated the 2018/19 figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.

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

None.

### 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

28/11/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



## SCHEDULE OF DIRECT DEBITS / STANDING ORDERS

SUPPLIER	DESCRIPTION OF SERVICE	SITE	MONTHLY / QRTLY AMOUNT OR V FOR VARIABLE	M OR Q
PAYROLL OPTIONS	Monthly payroll processing	Office	V	M
BUCKS COUNCIL RATES	Rates	Cemetery & Chapels	£41.00	M
BUCKS COUNCIL RATES	Rates	Market	£212.00	M
BUCKS COUNCIL RATES	Rates	Office	£279.00	M
BUCKS COUNCIL RATES	Rates	Unit 12 & 17	£414.00	M
BUCKS COUNCIL RATES	Rates	LHSCC	£973.00	M
GRENKE LEASING	lease of photocopier	Office	£166.79	Q
PHS	provision/cleaning of mats and sanitary waste bins	LHSCC	V	Q
GRUNDON	Wheelie bins	LHSCC & Unit	V	M
EON	Electricity	various	V	M
TOTAL	Electricity	various	V	M
OPUS	Gas	LHSCC	V	M
BRITISH TELECOM	Mobile rental	LHSCC	V	M
PLUSNET / PLAN	Internet & Mobile	Chamber & Staff mobiles	V	M
SQUARESPACE	Design platform	TIC	V	M
MAINSTREAM	landlines, phones and network	Office / LHSCC	V	M
NAMESCO	Domain names	Various	V	Q
VALE OF AYLESBURY HOUSING TRUST	Rental of Grenville Garage	Grenville Road	£49.87	M

2021		Meeting 1	Clerk	Meeting 2	Clerk	CIVIC / TOWN COUNCIL EVENTS	Clerk
All meetings start at 7pm unless specified otherwise							
Jan	4	Resources	Nina				
	11	Precept	Nina			CSG 14th January 2pm	Louise
	18	Planning	Louise				
	25	Full Council	Nina				
Feb	1	Planning	Louise				
	8	Town Centre & Events	Nina			EDWG 11th Feb	Nina
	15	Environment	Nina			School Half Term	
	18	Resources (Extraordinary)	Nina				
Informal	22	Interim	Nina	Planning	Nina		
Mar	1	Resources	Nina				
	8					CSG 11th March 2020 2pm	Louise
	15	Full Council	Nina			Annual Town Meeting Wed 17th March	Nina
	22	Planning	Nina				
	29	Environment	Nina				
Apr	5					Easter Monday BH	
	12	TC&E	Nina			School Easter Holiday	
	19	Interim	Nina	Planning	Nina	CSG 22nd April 2pm	Louise
	26	Resources	Nina				
May	3					Early May BH	
	10	Councillor Induction Workshop				Urgent planning applications can be considered at Full Council on the 17th May	
	17	Annual Statutory Meeting	Nina	Full	Nina		
	24	Planning	Nina				
	31					Late May BH	
June	7	Planning	Louise			Mayor Making Friday 4th June	
	14	Environment	Nina			CSG 10th June 2pm	Louise
	21	TC&E	Nina				
	28	Interim	Nina	Planning	Nina		
July	5	Resources	Nina				
	12	Full Council	Nina				
	19	Planning	Louise			EDWG 22nd July	Nina
	26	Environment	Nina			CSG 29th July 2pm	Louise
Aug	2					School Summer Holiday	
	9						
	16	Planning	Nina				
	23						
	30					Bank Holiday Monday	
Sept	6	TC&E	Nina			CSG 2nd September 2pm	Louise
	13	Interim	Nina	Planning	Nina		
	20	Resources	Nina				
	27						
Oct	4	Full Council	Nina				
	11	Planning	Louise			CSG 14th October 2pm	Louise
	18	Environment	Nina			EDWG 20th October	Nina
	25	TC&E	Nina				
Nov	1	Interim	Nina	Planning	Nina		
	8	Resources	Nina				
	15						
	22	Full Council	Nina			CSG 25th November 2pm	Louise
	29	Planning	Louise				
Dec	6	Environment	Nina				
	13	TC&E	Nina				
	20	Interim	Nina	Planning	Nina		
	27					Bank Holiday	

2022		Meeting 1	Clerk	Meeting 2	Clerk	CIVIC / TOWN COUNCIL EVENTS	Clerk
	3	Bank Holiday					
Jan	10	Resources	Nina				
	17	Precept	Nina				Louise
	24	Planning	Louise				
	31	Full Council	Nina				
Feb	7	Planning	Louise				
	14	Environment	Nina			EDWG 10th Feb	Nina
	21	TC&E	Nina				
	28	Resources (Extraordinary)	Nina				
Mar	7	Interim	Nina	Planning	Nina		
	14	Resources	Nina				
	21						Louise
	28	Full Council	Nina			Annual Town Meeting Wed 23rd March	Nina
Apr	4	Planning	Nina				
	11	TC&E	Nina			EDWG 14th April	
	18	Easter Monday BH					
	25	Environment	Nina				
May	2	Early Spring BH					
	9	Interim (Informal preceeds)	Nina	Planning	Nina		Louise
	16	Resources	Nina				
	23	Annual Statutory Meeting	Nina				
	30	Planning	Nina				
June	6	Full Council				Mayor Making Friday 10th June	
	13						
	20	Planning	Louise				
	27	Environment	Nina				Louise
July	4	TC&E	Nina				
	11	Interim	Nina	Planning	Nina		
	18	Resources	Nina			EDWG 21st July	Nina
	25						
Aug	1	School Summer Holidays					
	8						
	15	Planning	Nina				
	22						
Sept	5	Full Council	Nina				
	12	Planning	Louise				
	19	Environment	Nina				
	26	TC&E	Nina				Louise
Oct	3	Interim	Nina	Planning	Nina		
	10	Resources	Nina				
	17						
	24	Full Council	Nina				
Nov	31	Planning	Louise				Louise
	7	Environment	Nina			EDWG 20th October	Nina
	14	TC&E	Nina				
	21	Interim	Nina	Planning	Nina		
Dec	28	Resources	Nina				
	5						
	12	Full Council	Nina				Louise
	19	Planning	Louise				
	26					Christmas BH	