



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
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RESOURCES
COMMITTEE

21 April 2021

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on Monday 26th April 2021 at 7pm online via Zoom.

Residents are very welcome to ask questions or speak to Councillors about any matter relevant to the meeting at the start of the meeting in the usual way. Please email 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 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 accept the minutes of the Resources Committee meeting held on Monday 1st March 2021 received at the Full Council [meeting held on the 15th March 2021](#).



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 11th March 2021

[Previously circulated](#)

5. Action Report

[Appendix A](#)

6. Budgets

6.1. To receive and discuss the budget reports from 2020/21 and 2021/22

[Appendix B](#)

6.2. Review of inventory of land and assets including buildings and office equipment

[Appendix C](#)

6.3. Review of the council's and/or staff subscriptions to other bodies

[Appendix D](#)

7. Financial Risk Assessment

To review and confirm the Council's Financial Risk Assessment

[Appendix E](#)

8. Report to show fund transfers within the Council's banking arrangements

To review and confirm the report.

[Appendix F](#)

9. CCLA Investments

9.1.1. To receive correspondence related to Ethical and Responsible Investments

[Appendix G](#)

9.1.2. To receive correspondence related to current financial risks

[Appendix H](#)

10. Compliments and Complaints

To receive compliments and complaints and responses provided

[Appendix I](#)

11. Climate Emergency Action Plan

To receive and discuss the Resources Committee's section of the Climate Emergency Action Plan

[Appendix J](#)

12. Carbon Footprint Audit

To receive and discuss a written report from the Committee Clerk

[R/142/20](#)

13. Induction Plan for New Members

To receive and note a report from the Town Clerk

[R/143/20](#)

14. Chair's Announcements

15. Date of next meeting: Monday 5th July 2021

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	Agenda	Agenda
Resources	658/19	Staffing Handbook	Updated AGREED. To be reviewed in 12 months time.	Town Clerk	To be reviewed again in January 2022	Jan-22
Resources	175/20	Land and Assets	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	On the agenda	Agenda
Resources	942/20	Pension Review	Why Town Councils paid 27.1% of salaries towards the scheme which was the same as other parish councils but different to many other organisations who are members of the scheme.	Town Clerk	Buckingham Town Council is contributing 25.1%, as shown on page 27 of the report https://www.buckingham-tc.gov.uk/wp-content/uploads/2020/12/annual-report-19-20.pdf . Everyone organisation reaches its own agreement of the required level each three years (different town councils have different levels, for example). The rate reflects the risks and liabilities each organisation faces from its pension holders.	26th April

INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES				
PAGE No	CODE	COST CENTRE	AMOUNT	EXPLANATION
1	4018	102	-£2,053.00	Overspend
1	4027	102	-£260.00	Overspend
1	4030	102	-£319.00	overspend and overcharge - awaiting refund
1	4052	102	-£2,544.00	Community centre recharges 2019/2020 came in new financial year - not accrued for and this year
2	4022	104	-£867.00	additional premiums plus Community centre recharge
3	4503	132	-£1,658.00	The Covid 19 budget, which was created during year, was overspent. However the Contingencies budget was underspent by c. £8,000.
4	4033	205	-£462.00	overspend - the 205 cost centre is underspent overall, and the budgets within the cost centre have been adjusted for the new financial year
4	4035	205	-£860.00	overspend - the 205 cost centre is underspent overall, and the budgets within the cost centre have been adjusted for the new financial year
5	4709	249	-£1,031.00	repairs/cleaning required after flooding - potentially split with shop mobility
5	4159	250	-£1,304.00	Overspend variable electric costs
5	4161	250	-£3,034.00	Overspend in budget due to unexpected numerous fire and intruder alarm call out costs. This has resulted in the

Appendix B

				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.
5	4162	250	-£821.00	overspend
11	9033	901	-£2,685.00	Income has not yet been received for 2018-2019 or 2019-2020. Once income is received it will show on the
				I & E as a separate income line. The total of the income line less the expenditure line will leave you with the
				balance available to spend.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
RESOURCES						
101 PERSONNEL COSTS						
4000 WAGES & SALARIES ADMIN	127,711	144,908	17,197		17,197	88.1%
4003 APPRENTICESHIP	7,841	9,500	1,659		1,659	82.5%
4005 ERS NATIONAL INS	12,598	19,445	6,847		6,847	64.8%
4006 ERS PENSION CONT	31,733	35,368	3,635		3,635	89.7%
4007 STAFF TRAVEL	125	1,100	975		975	11.3%
4008 OCCUPATIONAL HEALTH	67	1,231	1,164		1,164	5.4%
4025 HR ADVICE	4,326	4,325	(1)		(1)	100.0%
4026 STAFF & RECRUITMENT	0	1,000	1,000		1,000	0.0%
PERSONNEL COSTS :- Indirect Expenditure	184,400	216,877	32,477	0	32,477	85.0%
Net Expenditure	(184,400)	(216,877)	(32,477)			
102 OFFICE EXPENSES						
1010 CHAMBER HIRE	(213)	1,400	1,613			(15.2%)
1012 PHOTOCOPIER USE	32	40	8			79.4%
OFFICE EXPENSES :- Income	(181)	1,440	1,621			(12.6%)
4010 STATIONERY	1,645	2,400	755		755	68.5%
4011 POSTAGE	218	500	282		282	43.5%
4012 PHOTOCOPIER	1,968	1,796	(172)		(172)	109.6%
4013 EQUIPMENT PURCHASE	118	1,100	982		982	10.7%
4015 ADVERTISEMENT	0	513	513		513	0.0%
4017 SUBSCRIPTIONS	3,757	4,200	443		443	89.5%
4018 TELEPHONE	7,183	5,130	(2,053)		(2,053)	140.0%
4019 HIRE OF HALL	(84)	257	341		341	(32.7%)
4021 HOSPITALITY	16	400	384		384	4.0%
4023 TRAINING	4,808	6,500	1,692	300	1,392	78.6%
4027 COMPUTER SOFTWARE	11,718	11,458	(260)		(260)	102.3%
4030 PAYROLL	1,619	1,300	(319)		(319)	124.6%
4032 PUBLICITY	5,760	6,500	740		740	88.6%
4038 COMPUTER EQUIP/MAINT	1,617	3,500	1,883		1,883	46.2%
4041 WEB SITE PROVISION & OPERATION	2,496	2,400	(96)		(96)	104.0%
4043 PROTECTIVE CLOTHING / UNIFORM	1,081	1,000	(81)		(81)	108.1%
4052 HEAT LIGHT POWER	3,558	821	(2,737)		(2,737)	433.4%
4055 ALARM	91	564	473		473	16.1%
4156 BUCKINGHAM CENTRE RENT	5,500	13,000	7,500		7,500	42.3%
4225 RATES	2,794	2,833	39		39	98.6%
OFFICE EXPENSES :- Indirect Expenditure	55,864	66,172	10,308	300	10,008	84.9%
Net Income over Expenditure	(56,044)	(64,732)	(8,688)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
103 COUNCILLORS						
4020 MAYOR'S DUTIES	1,800	1,800	0		0	100.0%
4029 MAYOR'S CIVIC	0	1,550	1,550		1,550	0.0%
4044 COUNCILLORS MILEAGE / EXPS	0	616	616		616	0.0%
4045 COUNCILLORS ALLOWANCE	7,605	9,981	2,376		2,376	76.2%
4236 ELECTION COSTS	0	500	500		500	0.0%
4269 COUNCILLOR TRAINING	371	1,500	1,129		1,129	24.8%
COUNCILLORS :- Indirect Expenditure	9,776	15,947	6,171	0	6,171	61.3%
Net Expenditure	(9,776)	(15,947)	(6,171)			
104 LEGAL REQUIREMENTS						
4014 AUDIT FEE	3,580	5,785	2,205		2,205	61.9%
4016 LEGAL COSTS	1,180	2,000	820		820	59.0%
4022 INSURANCE	17,367	16,500	(867)		(867)	105.3%
LEGAL REQUIREMENTS :- Indirect Expenditure	22,127	24,285	2,159	0	2,159	91.1%
Net Expenditure	(22,127)	(24,285)	(2,159)			
120 GRANTS (PREV 137)						
4077 OLD GAOL FUNDING	3,000	3,000	0		0	100.0%
4081 CAB GRANT	5,346	5,346	0		0	100.0%
4086 YOUTH CENTRE GRANT	5,200	5,200	0		0	100.0%
GRANTS (PREV 137) :- Indirect Expenditure	13,546	13,546	0	0	0	100.0%
Net Expenditure	(13,546)	(13,546)	0			
125 COMMEMORATIVE ITEMS						
4501 CIVIC AWARD	215	816	601		601	26.3%
4504 REMEMBERANCE WREATH	19	26	8		8	71.2%
4505 MAYORS SALVER	215	220	5		5	97.7%
COMMEMORATIVE ITEMS :- Indirect Expenditure	449	1,062	614	0	614	42.2%
Net Expenditure	(449)	(1,062)	(614)			
130 ADMIN RESERVES						
1176 PRECEPT	903,930	903,930	0			100.0%
1190 INTEREST RECEIVED	533	3,000	2,467			17.8%
ADMIN RESERVES :- Income	904,463	906,930	2,467			99.7%
Net Income	904,463	906,930	2,467			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>131 GRANTS</u>						
4084 COMMUNITY CENTRE CAPITAL	5,000	5,000	0		0	100.0%
4087 ANNUAL GRANTS	10,766	12,866	2,100		2,100	83.7%
GRANTS :- Indirect Expenditure	<u>15,766</u>	<u>17,866</u>	<u>2,100</u>	<u>0</u>	<u>2,100</u>	<u>88.2%</u>
Net Expenditure	<u>(15,766)</u>	<u>(17,866)</u>	<u>(2,100)</u>			
<u>132 FUTURE PLANNING</u>						
4500 FUTURE PLANNING	415	8,500	8,085		8,085	4.9%
4503 COVID-19 EXPENSES	6,658	5,000	(1,658)		(1,658)	133.2%
FUTURE PLANNING :- Indirect Expenditure	<u>7,074</u>	<u>13,500</u>	<u>6,426</u>	<u>0</u>	<u>6,426</u>	<u>52.4%</u>
Net Expenditure	<u>(7,074)</u>	<u>(13,500)</u>	<u>(6,426)</u>			
<u>304 BUCKINGHAM TOWN YOUTH COUNCIL</u>						
4237 YOUTH COUNCIL BUDGET	0	1,000	1,000		1,000	0.0%
4238 YOUTH COUNCIL ADMIN	0	100	100		100	0.0%
BUCKINGHAM TOWN YOUTH COUNCIL :- Indirect Expenditure	<u>0</u>	<u>1,100</u>	<u>1,100</u>	<u>0</u>	<u>1,100</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(1,100)</u>	<u>(1,100)</u>			
RESOURCES :- Income	904,282	908,370	4,088			99.6%
Expenditure	309,000	370,355	61,355	300	61,055	83.5%
Movement to/(from) Gen Reserve	<u>595,282</u>					
<u>ENVIRONMENT</u>						
<u>201 ENVIRONMENT</u>						
3995 NI ENVIRONMENT	16,269	16,106	(163)		(163)	101.0%
3996 PENSION ERS ENVIRONMENT	51,664	46,384	(5,280)		(5,280)	111.4%
4004 WAGES & SALARIES ENVIRONMENT	200,607	199,640	(967)		(967)	100.5%
4068 COMMUNITY SERVICE	0	759	759		759	0.0%
4112 ENVIRONMENT EQUIPMENT	4,862	6,000	1,138		1,138	81.0%
ENVIRONMENT :- Indirect Expenditure	<u>273,401</u>	<u>268,889</u>	<u>(4,512)</u>	<u>0</u>	<u>(4,512)</u>	<u>101.7%</u>
Net Expenditure	<u>(273,401)</u>	<u>(268,889)</u>	<u>4,512</u>			
<u>202 ROUNDABOUTS</u>						
1051 ROUNDABOUT NO 1 ABBOT FIRE	2,222	2,180	(42)			101.9%
1052 ROUNDABOUT NO 2 ELLA	1,192	1,660	468			71.8%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1053 ROUNDABOUT NO 3 SEASONS INNS	1,955	1,908	(47)			102.5%
1054 ROUNDABOUT NO 4 R & B	2,492	2,372	(120)			105.1%
1056 ROUNDABOUT NO 6 THE VET CENTRE	2,655	2,603	(52)			102.0%
1057 ROUNDABOUT NO 7 RING ROAD	1,353	1,328	(25)			101.9%
ROUNDABOUTS :- Income	<u>11,869</u>	<u>12,051</u>	<u>182</u>			<u>98.5%</u>
4108 ROUNDABOUT	90	1,300	1,211		1,211	6.9%
ROUNDABOUTS :- Indirect Expenditure	<u>90</u>	<u>1,300</u>	<u>1,211</u>	<u>0</u>	<u>1,211</u>	<u>6.9%</u>
Net Income over Expenditure	<u>11,780</u>	<u>10,751</u>	<u>(1,029)</u>			
<u>203 MAINTENANCE</u>						
4082 ALLOTMENTS	2,000	2,000	0		0	100.0%
MAINTENANCE :- Indirect Expenditure	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>
Net Expenditure	<u>(2,000)</u>	<u>(2,000)</u>	<u>0</u>			
<u>204 DEVOLVED SERVICES EXPENSES</u>						
1017 DEV SERVS NON CARRIAGEWAY INC	20,381	20,353	(28)			100.1%
DEVOLVED SERVICES EXPENSES :- Income	<u>20,381</u>	<u>20,353</u>	<u>(28)</u>			<u>100.1%</u>
4124 DEVOLVED NON-CARRIAGEWAY	1,567	9,000	7,433		7,433	17.4%
DEVOLVED SERVICES EXPENSES :- Indirect Expenditure	<u>1,567</u>	<u>9,000</u>	<u>7,433</u>	<u>0</u>	<u>7,433</u>	<u>17.4%</u>
Net Income over Expenditure	<u>18,814</u>	<u>11,353</u>	<u>(7,461)</u>			
<u>205 GROUNDS MAINTENANCE</u>						
4033 WASTE DISPOSAL	2,262	1,800	(462)		(462)	125.7%
4035 MACHINERY	2,360	1,500	(860)		(860)	157.3%
4036 FUEL (MOWER)	2,006	2,300	294		294	87.2%
4037 SUNDRIES	1,449	1,480	31		31	97.9%
4063 VEHICLE HIRE AND RUNNING COSTS	8,239	13,500	5,261		5,261	61.0%
GROUNDS MAINTENANCE :- Indirect Expenditure	<u>16,317</u>	<u>20,580</u>	<u>4,263</u>	<u>0</u>	<u>4,263</u>	<u>79.3%</u>
Net Expenditure	<u>(16,317)</u>	<u>(20,580)</u>	<u>(4,263)</u>			
<u>248 DEPOT</u>						
4013 EQUIPMENT PURCHASE	770	2,500	1,730		1,730	30.8%
4055 ALARM	488	410	(78)		(78)	119.0%
4225 RATES	4,142	4,200	58		58	98.6%
4601 REPAIRS& MAINTENANCE FUND	454	800	346		346	56.7%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4602 ELECTRICITY	917	2,000	1,083		1,083	45.9%
4603 WATER	812	1,000	188		188	81.2%
DEPOT :- Indirect Expenditure	7,582	10,910	3,328	0	3,328	69.5%
Net Expenditure	(7,582)	(10,910)	(3,328)			
<u>249 PUBLIC TOILETS</u>						
1085 SHOP MOBILITY INCOME	181	100	(81)			181.0%
PUBLIC TOILETS :- Income	181	100	(81)			181.0%
4225 RATES	0	1,000	1,000		1,000	0.0%
4602 ELECTRICITY	0	1,026	1,026		1,026	0.0%
4603 WATER	0	2,565	2,565		2,565	0.0%
4608 SHOP MOBILITY	323	1,026	703		703	31.5%
4612 CONTRACTOR CHARGE	9,579	11,593	2,014		2,014	82.6%
4709 MAINTENANCE	1,544	513	(1,031)		(1,031)	300.9%
PUBLIC TOILETS :- Indirect Expenditure	11,446	17,723	6,277	0	6,277	64.6%
Net Income over Expenditure	(11,265)	(17,623)	(6,358)			
<u>250 LACE HILL</u>						
1026 LACE HILL COMMUNITY CENTRE	10,266	43,251	32,985			23.7%
1027 SOLAR INCOME	0	507	507			0.0%
LACE HILL :- Income	10,266	43,758	33,492			23.5%
4050 LACE HILL PLAYING FIELDS	0	500	500		500	0.0%
4118 SOLAR PANELS	0	715	715		715	0.0%
4158 LACE HILL GAS	2,811	4,000	1,189		1,189	70.3%
4159 LACE HILL ELECTRICITY	3,264	1,960	(1,304)		(1,304)	166.5%
4160 LACE HILL WATER	297	1,250	953		953	23.8%
4161 LACE HILL REPAIRS & MAINT	6,534	3,500	(3,034)		(3,034)	186.7%
4162 LACE HILL CONTRACTOR CHARGE	4,571	3,750	(821)		(821)	121.9%
4163 LACE HILL ALARM	485	513	28		28	94.5%
4164 LACE HILL EQUIPMENT PURCHASE	1,232	2,500	1,268	1,090	178	92.9%
4225 RATES	9,731	9,850	120		120	98.8%
LACE HILL :- Indirect Expenditure	28,924	28,538	(386)	1,090	(1,476)	105.2%
Net Income over Expenditure	(18,658)	15,220	33,878			
<u>251 CHANDOS PARK</u>						
1030 BOWLS INCOME	282	564	282			50.0%
1035 TENNIS COURT RENT	303	641	339			47.2%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1046 LAF FUNDING INCOME	(2,928)	0	2,928			0.0%
CHANDOS PARK :- Income	(2,343)	1,205	3,548			(194.5%)
4601 REPAIRS& MAINTENANCE FUND	2,811	6,320	3,509	90	3,419	45.9%
4602 ELECTRICITY	93	513	420		420	18.0%
4603 WATER	1,096	1,539	443		443	71.2%
CHANDOS PARK :- Indirect Expenditure	4,000	8,372	4,372	90	4,282	48.8%
Net Income over Expenditure	(6,343)	(7,167)	(824)			
<u>252 BOURTON PARK</u>						
4601 REPAIRS& MAINTENANCE FUND	7,859	9,905	2,046	910	1,136	88.5%
4708 PLAY EQUIPMENT	13,966	13,966	0		0	100.0%
BOURTON PARK :- Indirect Expenditure	21,825	23,871	2,046	910	1,136	95.2%
Net Expenditure	(21,825)	(23,871)	(2,046)			
<u>253 CEMETERY</u>						
1041 BURIAL FEES	20,554	18,000	(2,554)			114.2%
CEMETERY :- Income	20,554	18,000	(2,554)			114.2%
4225 RATES	408	400	(8)		(8)	101.9%
4265 NEW CEM MAINTENANCE	0	50	50		50	0.0%
4601 REPAIRS& MAINTENANCE FUND	6,968	22,705	15,737	1,295	14,442	36.4%
4602 ELECTRICITY	328	450	122		122	72.9%
4617 MEMORIAL TESTING	0	2,052	2,052		2,052	0.0%
4619 NEW CEM REPAYMENTS	0	37,108	37,108		37,108	0.0%
4620 EXPENSES RE BURIAL DUTIES	3,946	6,669	2,723		2,723	59.2%
CEMETERY :- Indirect Expenditure	11,650	69,434	57,785	1,295	56,490	18.6%
Net Income over Expenditure	8,904	(51,434)	(60,338)			
<u>254 CHANDOS PARK TOILETS</u>						
4612 CONTRACTOR CHARGE	11,094	16,638	5,544		5,544	66.7%
4709 MAINTENANCE	93	1,026	933		933	9.1%
CHANDOS PARK TOILETS :- Indirect Expenditure	11,187	17,664	6,477	0	6,477	63.3%
Net Expenditure	(11,187)	(17,664)	(6,477)			
<u>255 RAILWAY WALK & CASTLE HILL</u>						
4120 FRIENDS OF GROUPS	402	1,026	624		624	39.1%
4709 MAINTENANCE	94	513	419		419	18.3%
RAILWAY WALK & CASTLE HILL :- Indirect Expenditure	495	1,539	1,044	0	1,044	32.2%
Net Expenditure	(495)	(1,539)	(1,044)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>256 STORAGE PREMISES</u>						
4066 GRENVILLE GARAGE RENT	599	667	68		68	89.7%
STORAGE PREMISES :- Indirect Expenditure	599	667	68	0	68	89.7%
Net Expenditure	(599)	(667)	(68)			
<u>258 CEMETERY LODGE</u>						
1061 CEMETERY LODGE RENTAL INCOME	7,698	10,804	3,106			71.3%
CEMETERY LODGE :- Income	7,698	10,804	3,106			71.3%
4034 PWLB REPAYMENTS INCL INTEREST	4,702	4,702	(0)		(0)	100.0%
4609 CEMETERY LODGE MAINT	766	3,500	2,734		2,734	21.9%
CEMETERY LODGE :- Indirect Expenditure	5,469	8,202	2,733	0	2,733	66.7%
Net Income over Expenditure	2,229	2,602	373			
<u>260 CCTV</u>						
4100 CCTV ONGOING COSTS	1,402	1,642	240		240	85.4%
CCTV :- Indirect Expenditure	1,402	1,642	240	0	240	85.4%
Net Expenditure	(1,402)	(1,642)	(240)			
<u>261 COMMUNITY CENTRE STRUCTURAL RE</u>						
1078 NEW HOMES BONUS	66,303	106,729	40,426			62.1%
COMMUNITY CENTRE STRUCTURAL RE :- Income	66,303	106,729	40,426			62.1%
4085 STRUCTURAL REPAIRS	1,969	2,000	31		31	98.4%
4091 CHAMBER WORKS	66,302	1,000	(65,302)		(65,302)	6630.2%
COMMUNITY CENTRE STRUCTURAL RE :- Indirect Expenditure	68,271	3,000	(65,271)	0	(65,271)	2275.7%
Net Income over Expenditure	(1,968)	103,729	105,697			
<u>262 PARKS GENERAL</u>						
4101 SEATS AND BINS	0	1,026	1,026		1,026	0.0%
4102 DOG BINS	3,501	4,500	999		999	77.8%
4106 PLAY AREA MAINTENANCE	1,521	5,013	3,492		3,492	30.3%
4122 TREE WORKS	4,520	11,796	7,276		7,276	38.3%
4270 BRIDGES	0	1,000	1,000	1,000	0	100.0%
4275 PLAY AREA REPLACEMENT FUND	0	1,000	1,000		1,000	0.0%
PARKS GENERAL :- Indirect Expenditure	9,542	24,335	14,793	1,000	13,793	43.3%
Net Expenditure	(9,542)	(24,335)	(14,793)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
ENVIRONMENT :- Income	134,909	213,000	78,091			63.3%
Expenditure	475,766	517,666	41,900	4,385	37,515	92.8%
Movement to/(from) Gen Reserve	<u>(340,857)</u>					
<u>TOWN CENTRE & EVENTS</u>						
<u>301 TOWN CENTRE & EVENTS</u>						
1013 HANGING BASKETS	0	410	410			0.0%
1028 LACE HILL EVENTS INCOME	0	1,026	1,026			0.0%
1029 GOOD ENDINGS FAIR INCOME	(48)	1,000	1,048			(4.8%)
1062 COMMUNITY FAIR - TABLE INCOME	0	205	205			0.0%
1066 COMEDY NIGHT INCOME	0	3,078	3,078			0.0%
1069 CHARTER FAIR INCOME	0	6,843	6,843			0.0%
1086 FIREWORK DISPLAY INCOME	0	100	100			0.0%
1087 CHRISTMAS LIGHT INCOME	0	100	100			0.0%
TOWN CENTRE & EVENTS :- Income	<u>(48)</u>	<u>12,762</u>	<u>12,810</u>			<u>(0.4%)</u>
3997 NI TC & E	3,680	5,960	2,280		2,280	61.7%
3998 PENSION ERS TC & E	13,093	12,608	(485)		(485)	103.8%
3999 WAGES & SALARIES TC & E	57,648	60,567	2,919		2,919	95.2%
4042 EVENTS EQUIPMENT	0	560	560		560	0.0%
4079 FAIR TRADE PROMOTION	0	410	410		410	0.0%
4094 YOUTH PROJECT	3,000	3,000	0		0	100.0%
4104 TOWN IN BLOOM	3,815	10,750	6,935	284	6,651	38.1%
4107 PRIDE OF PLACE	0	257	257		257	0.0%
4115 RIVER RINSE	165	165	0		0	100.0%
4126 GOOD ENDINGS FAIR	(71)	1,000	1,071		1,071	(7.1%)
4166 LACE HILL EVENTS	0	1,026	1,026		1,026	0.0%
4201 CHRISTMAS LIGHTS	10,355	11,286	931		931	91.8%
4202 FIREWORK DISPLAY	64	5,130	5,066	633	4,433	13.6%
4203 COMMUNITY FAIR	0	410	410		410	0.0%
4205 CHRISTMAS PARADE	0	3,900	3,900		3,900	0.0%
4208 SPRING FAIR	0	500	500		500	0.0%
4210 PANCAKE RACE	0	80	80		80	0.0%
4211 BAND JAM	0	3,591	3,591		3,591	0.0%
4212 CHRISTMAS LIGHT SWITCH ON	0	2,500	2,500	1,600	900	64.0%
4213 DOG SHOW	475	495	20		20	96.0%
4216 MAY DAY EVENT	0	50	50		50	0.0%
4220 MUSIC IN THE MARKET	0	3,591	3,591		3,591	0.0%
4230 SCOUT PARADE	0	50	50		50	0.0%
4241 COMEDY NIGHT EXPENDITURE	0	3,078	3,078		3,078	0.0%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4243 CHARTER FAIR EXPENDITURE	0	10,254	10,254	2,459	7,795	24.0%
4260 TWINNING	0	2,000	2,000		2,000	0.0%
TOWN CENTRE & EVENTS :- Indirect Expenditure	92,224	143,218	50,994	4,975	46,019	67.9%
Net Income over Expenditure	(92,272)	(130,456)	(38,184)			
302 STREET MARKET						
1005 STREET MARKET	15,181	14,500	(681)			104.7%
1006 FLEA MARKET	2,183	4,500	2,317			48.5%
STREET MARKET :- Income	17,364	19,000	1,636			91.4%
4017 SUBSCRIPTIONS	358	450	92		92	79.6%
4225 RATES	2,121	3,078	957		957	68.9%
4235 MARKET INFRASTRUCTURE & PROMOT	985	1,500	515		515	65.7%
STREET MARKET :- Indirect Expenditure	3,464	5,028	1,564	0	1,564	68.9%
Net Income over Expenditure	13,900	13,972	72			
303 SPECIAL EVENTS						
1020 FOOD FAIR INCOME	0	513	513			0.0%
1083 FRINGE INCOME	0	3,078	3,078			0.0%
SPECIAL EVENTS :- Income	0	3,591	3,591			0.0%
4221 FRINGE	899	6,000	5,101	335	4,766	20.6%
4242 FOOD FAIR	362	513	151		151	70.5%
4244 REMEMBRANCE FLAGS	0	600	600		600	0.0%
4273 ONE OFF EVENTS	698	1,500	802		802	46.5%
SPECIAL EVENTS :- Indirect Expenditure	1,959	8,613	6,654	335	6,320	26.6%
Net Income over Expenditure	(1,959)	(5,022)	(3,063)			
305 TOURIST INFORMATION CENTRE						
1084 TIC INCOME	1,766	33,000	31,234			5.4%
TOURIST INFORMATION CENTRE :- Income	1,766	33,000	31,234			5.4%
4253 TIC TICKETS AND PRODUCE	2,785	30,780	27,995		27,995	9.0%
4255 HERITAGE APP EXPENDITURE	4,134	6,344	2,210	39	2,172	65.8%
4274 TOURISM WEBSITE	14	2,500	2,486		2,486	0.6%
TOURIST INFORMATION CENTRE :- Indirect Expenditure	6,933	39,624	32,691	39	32,653	17.6%
Net Income over Expenditure	(5,167)	(6,624)	(1,457)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
306 ACCESSIBILITY						
4254 ACCESS ABLE	0	3,488	3,488		3,488	0.0%
4266 ACCESSIBILITY COSTS	0	500	500		500	0.0%
ACCESSIBILITY :- Indirect Expenditure	<u>0</u>	<u>3,988</u>	<u>3,988</u>	<u>0</u>	<u>3,988</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(3,988)</u>	<u>(3,988)</u>			
TOWN CENTRE & EVENTS :- Income	19,082	68,353	49,271			27.9%
Expenditure	104,579	200,471	95,892	5,349	90,544	54.8%
Movement to/(from) Gen Reserve	<u>(85,497)</u>					
PLANNING						
601 PLANNING						
3992 WAGES & SALARIES PLANNING	31,533	31,252	(281)		(281)	100.9%
3993 NI PLANNING	1,878	4,313	2,435		2,435	43.5%
3994 PENSION ERS PLANNING	3,010	4,000	990		990	75.2%
4624 NEIGHBOURHOOD PLAN	30	1,800	1,770		1,770	1.7%
PLANNING :- Indirect Expenditure	<u>36,450</u>	<u>41,365</u>	<u>4,915</u>	<u>0</u>	<u>4,915</u>	<u>88.1%</u>
Net Expenditure	<u>(36,450)</u>	<u>(41,365)</u>	<u>(4,915)</u>			
PLANNING :- Income	0	0	0			0.0%
Expenditure	36,450	41,365	4,915	0	4,915	88.1%
Movement to/(from) Gen Reserve	<u>(36,450)</u>					
EARMARKED RESERVES						
901 EARMARKED RESERVES						
1089 FLOOD RELIEF INCOME	17,676	17,676	(0)			100.0%
EARMARKED RESERVES :- Income	<u>17,676</u>	<u>17,676</u>	<u>(0)</u>			<u>100.0%</u>
9001 YOUTH COUNCIL	0	1,000	1,000		1,000	0.0%
9002 CEMETERY DEVELOPMENT	0	55,728	55,728		55,728	0.0%
9004 SOLAR PANEL LACE HILL	0	28,076	28,076		28,076	0.0%
9006 SPEED WATCH	0	598	598		598	0.0%
9010 FLOOD RELIEF FUND	16,850	17,676	826		826	95.3%
9012 CHRISTMAS LIGHTS	0	295	295		295	0.0%
9013 YOUTH PROJECTS	0	3,000	3,000		3,000	0.0%
9015 CHARTER FAIRS	0	4,136	4,136		4,136	0.0%
9025 PLAY AREA REPLACEMENT	0	30,121	30,121		30,121	0.0%
9027 GREEN BUCKINGHAM GROUP	0	226	226		226	0.0%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9029 CIRCULAR WALK MAINT	0	5,399	5,399		5,399	0.0%
9030 TOURISM LEAFLETS	0	2,404	2,404		2,404	0.0%
9033 ECONOMIC DEVELOPMENT GRP	0	(2,685)	(2,685)		(2,685)	0.0%
9035 PARKS DEVELOPMENT	0	1,405	1,405		1,405	0.0%
9036 ELECTION COSTS	0	5,094	5,094		5,094	0.0%
9040 PARK RUN	0	89	89		89	0.0%
9045 ACCESS FOR ALL	0	251	251		251	0.0%
9046 PLANNING DISPLAY EQUIPMENT	1,572	1,848	276		276	85.1%
9048 BUCKINGHAM ACTION GROUP	0	1,283	1,283		1,283	0.0%
9049 NEIGHBOURHOOD PLAN	0	20,000	20,000		20,000	0.0%
9050 BRIDGE REPAIRS	0	60,959	60,959	60,959	(0)	100.0%
9051 OFFICE DEVELOPMENT / FURNITURE	7,937	12,000	4,063		4,063	66.1%
9052 DEPOT EQUIPMENT PURCHASE	2,830	5,000	2,170		2,170	56.6%
9053 AEDs	0	420	420		420	0.0%
9054 LACE HILL REPAIRS & MAINTENANC	0	5,000	5,000		5,000	0.0%
9055 RIVER RINSE	0	245	245		245	0.0%
9061 COVID BOUNCE BACK EVENTS	1,320	10,000	8,680		8,680	13.2%
9064 HOLOCAUST MEMORIAL	0	1,000	1,000		1,000	0.0%
EARMARKED RESERVES :- Indirect Expenditure	<u>30,508</u>	<u>270,568</u>	<u>240,060</u>	<u>60,959</u>	<u>179,100</u>	<u>33.8%</u>
Net Income over Expenditure	<u>(12,832)</u>	<u>(252,892)</u>	<u>(240,060)</u>			
EARMARKED RESERVES :- Income	17,676	17,676	(0)			100.0%
Expenditure	30,508	270,568	240,060	60,959	179,100	33.8%
Movement to/(from) Gen Reserve	<u>(12,832)</u>					
Grand Totals:- Income	1,075,949	1,207,399	131,450			89.1%
Expenditure	956,303	1,400,425	444,122	70,993	373,129	73.4%
Net Income over Expenditure	<u>119,645</u>	<u>(193,026)</u>	<u>(312,671)</u>			
Movement to/(from) Gen Reserve	<u>119,645</u>					

Asset/Ref code	Description	Serial Number	Location/Employee	Group	Supplier A/C	Purchase Price	Current insurance value
LND01	Brackley Road Cemetery		Brackley Road Buckingham	Deeds	2000	£1	£0
BLD01	Cemetery Lodge		Brackley Road Cemetery	Deeds	2000	£256,000	£256,000
INF36	Cemetery Lodge - Fixtures & Fittings		Brackley Road Cemetery	n/a	2010	£40,000	£40,000
BLD02	East Chapel		Brackley Road Cemetery	Deeds	2000	£213,000	£213,000
BLD03	West Chapel		Brackley Road Cemetery	Deeds	2000	£169,000	£169,000
LND02	Castle Hill		Castle Hill Buckingham	Covenant	13.07.1979	£0	£0
LND03	Railway Way		Railway Walk Buckingham (Chandos Road to A421)	Deeds Land Registry BM350932	26.07.1983	£0	£0
LND04	Ken Tagg Play Area		Meadway Buckingham	Deeds BM106608	2001	£0	£0
LND05	Bourton Park		Bourton Road Buckingham	Deeds	2000	£1	£0
LND06	Chandos Park		Chandos Road Buckingham	Deeds	2000	£1	£0
BLD04	Tennis Pavilion		Chandos Park	Deeds	2000	£63,000	£63,000
INF37	Tennis Pavilion Fixtures & Fittings		Chandos Park	n/a	n/a	£20,000	£20,000
BLD05	Bowls Pavilion		Chandos Park	Deeds	2000	£307,000	£307,000
INF38	Bowls Pavilion - Fixtures & Fittings		Chandos Park	n/a	n/a	£50,000	£50,000
BLD06	Chandos Park Toilets		Chandos Park	Deeds	2000	£189,000	£189,000
LND07	Otters Brook		Otters Brook Buckingham	Deeds Land Registry BM149628	06.09.1989	£0	£0
BLD07	Buckingham Community Centre		Cornwall's Meadow Buckingham		2018	£50,000	£50,000
BLD08	Town Council Offices Verney Close		Verney Close Buckingham	Tenancy At Will	2011	£0	£0
BLD10	Grenville Garage		Grenville Road, Buckingham	Tenancy At Will	2002	£0	£0
BLD11	War memorial		Castle Hill	LGA 1948 S133	n/a	£42,000	£42,000
BLD13	Lace Hill Sports & Community Centre		Lace Hill, MK18 7RR	Deeds		2016 £0	£1,900,000
BLD14	Depot, 12&17 Hillcrest Way		12&17 Hillcrest Way, Buckingham	Deeds		2016 £190,000	£190,000
BLD15	Toilet/Changing Places & Shop Mobility Unit		Cornwalls Meadow Car Park			2017 £163,669	
BLD16	Tourist Information Centre		Old Gaol	Memorandum Of Understanding		2018 £0	£0
	Lace Hill Play area and sports pitches		Lace Hill, MK18 7RR	Deeds		2016 £0	£0
Total Replacement/Insurance Value						£1,752,672	£3,489,000

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
12&17 Hillcrest Way, Buckingham				
BLD14	Depot, 12&17 Hillcrest Way	190,000.00	190,000.00	190,000.00
INF52	Internal Fire doors	2,216.00	2,216.00	2,216.00
MEQP40	Kohler Mulch Mower	520.00	520.00	520.00
MEQP41	Brushcutters x 2	815.00	815.00	815.00
TOTAL FOR 12&17 Hillcrest Way, Buckingham		193,551.00	193,551.00	193,551.00
Bourton Park				
ENV04	Bins X 11	1.00	1.00	2,420.00
ENV05	Dog bins X 5	1.00	1.00	500.00
INF12	Benches X 30	1.00	1.00	30,000.00
INF13	Picnic Tables X 16	1.00	1.00	16,000.00
INF18	Interpretation Board X 3	1.00	1.00	2,000.00
INF19	Otters Wood Art X 3	1.00	1.00	1,800.00
INF21	Gates X 4	1.00	1.00	16,000.00
INF14	Notice Boards X 3	1.00	1.00	6,000.00
INF20	Bridge X 6	1.00	1.00	180,000.00
INF51	Toddler park Secure Fencing	13,966.00	13,966.00	13,966.00
PEQP04	Senior Play Equipment X 21	100,540.00	100,540.00	100,540.00
PEQP05	Toddler Play Equipment X 6	1.00	1.00	50,000.00
TOTAL FOR Bourton Park		114,516.00	114,516.00	419,226.00
Bowls Club				
MEQP13	Dennis Mower & dsiks RT Machinery 5400 X 1	5,400.00	5,400.00	6,600.00
TOTAL FOR Bowls Club		5,400.00	5,400.00	6,600.00
Brackley Road Cemetery				
BLD02	East Chapel	213,000.00	213,000.00	213,000.00
BLD03	West Chapel	169,000.00	169,000.00	169,000.00
INF36	Cemetery Lodge - Fixtures & Fittings	40,000.00	40,000.00	40,000.00
INF50	Recycled Plastic Bins x 7	1,391.00	1,391.00	1,391.00
INF54	paving for G.O.R.	1,775.40	1,775.40	1,775.40
BLD16	Cemetery Lodge	256,000.00	256,000.00	0.00
TOTAL FOR Brackley Road Cemetery		681,166.40	681,166.40	425,166.40
Bypass				
SGN12	Town Entrance Signs X 7	1.00	1.00	7,000.00
TOTAL FOR Bypass		1.00	1.00	7,000.00
Castle Hill				
BLD11	War memorial	42,000.00	42,000.00	42,000.00
INF29	Bench X 7	1.00	1.00	7,000.00
TOTAL FOR Castle Hill		42,001.00	42,001.00	49,000.00
Cemerey				
ENV08	Bins - mesh green waste bins X 3	1.00	1.00	600.00
INF32	Memorial bench X 6	2,700.00	2,700.00	2,700.00
MEQP12	Cemetery Beir X 1	1.00	1.00	1,500.00
MEQP15	Burial Equipment X 1	2,478.00	2,478.00	2,478.00
TOTAL FOR Cemerey		5,180.00	5,180.00	7,278.00
Chamber (Including side Office & Toilet)				
BLD12	Main Fire Doors X 5	1.00	1.00	750.00
CER30	Large Wood Town Crest (Shield) Buckingham Swan X 1	1.00	1.00	1,000.00
CER13	Mace Case X 1	2,336.00	2,336.00	2,336.00
CER17	Mayors Robe X 1	1.00	1.00	695.00

Asset Code	Description	Original Cost	Current Value	Insurance Value
CER16	Mayors Chain X 1	1.00	1.00	4,000.00
CER14	Mace Barers Robes X 1	1.00	1.00	500.00
CER24	Signet Ring X 1	1.00	1.00	500.00
CER29	Town Clerks Wig X 1	1.00	1.00	600.00
CER28	Town Clerk's Robe X 1	1.00	1.00	795.00
CER31	Town Crier's Robe X 1	1.00	1.00	749.00
CER06	Copeland statues X 1	1.00	1.00	750.00
CER32	Bugle -The Rifles 10/5/2009 X 1	1.00	1.00	34,472.00
FRN29	Carpets X 3	1.00	1.00	500.00
FRN17	Large Boardroom Table X 1	1.00	1.00	10,000.00
FRN18	Chairman's Chair X 1	1.00	1.00	1,500.00
FRN30	Small two drawer table X 1	1.00	1.00	550.00
FRN20	Boardroom Chairs X 2	1.00	1.00	600.00
FRN19	Boardroom Chairs X 16	1.00	1.00	12,000.00
FRN22	Queen Ann Chairs X 8	1.00	1.00	3,000.00
INF01	Alarm System X 1	1.00	1.00	500.00
QEQP	Movable Screen Lift x 2	2,181.80	2,181.80	2,181.80
MISC10	Fire Extinguisher-red X 2	1.00	1.00	0.00
OEQP07	Interactive Wireless screens X 2	4,030.00	4,030.00	4,030.00
OEQP04	Projector - Epson EMP795 X 1	1,150.00	1,150.00	1,150.00
TOTAL FOR Chamber (Including side Office & Toilet)		9,717.80	9,717.80	83,158.80
Chandos Park				
BLD04	Tennis Pavilion	63,000.00	63,000.00	63,000.00
BLD06	Chandos Park Toilets	189,000.00	189,000.00	189,000.00
BLD05	Bowls Pavilion	307,000.00	307,000.00	307,000.00
ENV02	Waste Bins X 8	1.00	1.00	1,100.00
INF05	Bench - Wood and metal X 8	1.00	1.00	8,000.00
INF06	Picnic Bench X 4	1.00	1.00	4,000.00
INF11	Public Toilet Fixtures/Fittings X 1	1.00	1.00	2,000.00
INF07	Street Lights X 9	1.00	1.00	12,000.00
INF03	Information Board X 1	1.00	1.00	2,000.00
INF04	Notice Board (For posters) X 1	1.00	1.00	2,000.00
INF47	Tennis Pavilion Fixtures & Fittings	20,000.00	20,000.00	20,000.00
INF48	Bowls Pavilion - Fixtures & Fittings	50,000.00	50,000.00	50,000.00
PEQP02	Ken Liverseidge multi use games area X 1	50,000.00	50,000.00	50,000.00
PEQP01	Tennis Courts X 1	1.00	1.00	25,000.00
PEQP03	Play Equipment X 8	75,000.00	75,000.00	75,000.00
TOTAL FOR Chandos Park		754,008.00	754,008.00	810,100.00
Cornwall's Meadow Buckingham				
BLD15	Toilet/Changing Places & Shop Mobility Unit	163,669.00	163,669.00	163,669.00
BLD07	Buckingham Community Centre	50,000.00	50,000.00	50,000.00
TOTAL FOR Cornwall's Meadow Buckingham		213,669.00	213,669.00	213,669.00
Depot - Hillcrest Way				
INF46	Icicle Lights X Various	9,645.00	9,645.00	9,645.00
FRN42	Bespoke Mesh Enclosure X 1	585.00	585.00	585.00
INF35	Storage Racking X 1	1,057.00	1,057.00	1,057.00
MEQP01	Pressure Washer X 1	587.00	587.00	600.00
MEQP08	Plastic Barriers X 20	1.00	1.00	1,000.00
MEQP25	Dennis Guildford Gang set - mower X 1	2,750.00	2,750.00	2,750.00
MEQP24	Wessex Trailed Spreader 500mm Hitch - fertilizer spreader X 1	797.00	797.00	797.00
MEQP30	Logic LTA 160 Terr-ator Airator X 1	2,075.00	2,075.00	2,075.00
VEC05	Renault Kangoo X Various	13,995.00	13,995.00	13,995.00
VEC03	Mitsubishi L200 X 1	15,145.00	15,145.00	15,145.00

Asset Code	Description	Original Cost	Current Value	Insurance Value
MEQP37	Viking MB4RT push mowers X 7	2,730.00	2,730.00	2,730.00
MEQP14	Cordless Power Tools (set) X 3	1.00	1.00	700.00
MEQP34	Strimmers FS100 X 7	3,290.00	3,290.00	3,290.00
MEQP35	Strimmers FS360 X 2	1,140.00	1,140.00	1,140.00
MEQP38	Stihl MS 241 Chainsaw X 1	560.00	560.00	560.00
MEQP36	Husquvana LB553s Push mowers X 2	1,270.00	1,270.00	1,270.00
VEC04	Kubota ride-on mower - B031 X 1	12,495.00	12,495.00	12,495.00
VEC01	Quad Bike & Ifor Williams Trailer - Honda 4510 X 1	4,510.00	4,510.00	5,000.00
TOTAL FOR Depot - Hillcrest Way		72,633.00	72,633.00	74,834.00
Ken Tagg Play Area				
INF31	Brompton Picnic Unit X 1	848.00	848.00	848.00
INF23	Metal Entrance Gate X 1	1.00	1.00	2,000.00
PEQP11	Play Equipment X 6	1.00	1.00	500.00
PEQP07	Play Equipment X Various	30,585.00	30,585.00	30,585.00
TOTAL FOR Ken Tagg Play Area		31,435.00	31,435.00	33,933.00
Lace Hill Sports and Community Centre (LHSCC)				
EQP28	HP Probook X 1	539.00	539.00	539.00
INF38	Benches X 6	1.00	1.00	5,000.00
INF37	Bins X 2	1.00	1.00	1,900.00
FRN43	Changing room furniture - benches and hooks X 1	3,999.00	3,999.00	3,999.00
FRN46	Blinds X 3	515.00	515.00	515.00
INF33	A-max notice board 18xA4 X 1	567.00	567.00	567.00
INF49	Gates at Lace Hill Playground	3,097.00	3,097.00	3,097.00
INF53	Lighting	1,112.00	1,112.00	1,112.00
MEQP39	Numatic TGB 4045 Battery Powered Scrubber/Drier X 1	2,111.00	2,111.00	2,111.00
PEQP10	Play Equipment X 8	1.00	1.00	55,000.00
SGN16	LHSCC sign building external X 1	3,050.00	3,050.00	3,050.00
SGN14	Play Area sign X 1	724.00	724.00	724.00
PEQP8	24'x8' Aluminium socketed goals X 1	542.00	542.00	542.00
MISC22	Table bundle 19 tables and one trolley X 1	872.00	872.00	872.00
MISC27	Flexitable deluxe (folding) 1600 x 800 beech table X 10	1,490.00	1,490.00	1,490.00
MISC21	Mogo Chair Trolley X 4	745.00	745.00	745.00
MISC20	Prima Plus folding chair - Charcoal X 100	1,571.00	1,571.00	1,571.00
MISC28	Austin chair, chrome frame padded seat burgundy X 20	579.00	579.00	579.00
TOTAL FOR Lace Hill Sports and Community Centre (LHSCC)		21,516.00	21,516.00	83,413.00
Moreton Road				
MEQP06	Metal Barriers X 28	1.00	1.00	1,400.00
TOTAL FOR Moreton Road		1.00	1.00	1,400.00
Old Goal				
CER12	Mace X 1	1.00	1.00	50,000.00
CER18	Mayor's Robe, Original X 1	1.00	1.00	1,000.00
TOTAL FOR Old Goal		2.00	2.00	51,000.00
Otters Brook				
INF40	Benches X 2	1.00	1.00	1,800.00
PEQP06	Play Equipment x 8	1.00	1.00	75,000.00
TOTAL FOR Otters Brook		2.00	2.00	76,800.00
Railway Walk				
INF30	Noticeboard/Information Board X 1	1.00	1.00	2,000.00
TOTAL FOR Railway Walk		1.00	1.00	2,000.00

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
Skate Park				
BLD01	Youth Shelter X 1	3,000.00	3,000.00	3,000.00
TOTAL FOR Skate Park		3,000.00	3,000.00	3,000.00
Town Centre				
CER33	Cannon X 1	1.00	1.00	2,000.00
CER34	Swan Girl Statue X 1	1.00	1.00	20,000.00
INF24	Bench (North End Court) X 1	1.00	1.00	1,000.00
INF27	Feeder pillars X 11	1,763.00	1,763.00	16,000.00
INF26	Flower Beds (by post office) X	1.00	1.00	3,000.00
INF25	Concrete Flower Beds X 6	1.00	1.00	30,000.00
INF28	CCTV movable camara X 1	4,530.00	4,530.00	4,530.00
INF45	3 x information panels X 5	4,775.00	4,775.00	4,775.00
INF44	Cast Iron Bench - B027 X 1	665.00	665.00	665.00
INF43	Metal Bench - C050 (Moreton Road) X 1	56,165.00	561.65	561.65
INF42	Litterbin 50ltr - E015 X 1	53,430.00	534.30	534.30
ENV11	Bin next to ENV10 X 1	514.00	514.00	514.00
SGN18	Finger Post	1,320.00	1,320.00	1,320.00
SGN11	Finger Posts X 2	1.00	1.00	4,000.00
MISC31	13 x printed banners X 13	185,250.00	1,852.50	1,852.50
SGN17	Finger Posts, finials, fingers X 1	3,529.00	3,529.00	3,529.00
TOTAL FOR Town Centre		311,947.00	20,050.45	94,281.45
Various				
ENV09	Dog bins X 32	1.00	1.00	4,640.00
MISC32	10 x Plastic Otter sculptures	1,260.00	1,260.00	1,260.00
TOTAL FOR Various		1,261.00	1,261.00	5,900.00
Verney Close (Town Council Office)				
EQP03	Sharp Copier/Printer - MX3060 X 1	1.00	1.00	0.00
FRN05	Filling Cabinet (4 Draw) X 3	1.00	1.00	500.00
FRN08	Fire Safe X 1	1,000.00	1,000.00	1,000.00
EQP24	Netgear - ReadyNAS Duo Hub X 1	1.00	1.00	0.00
EQP23	Tendra Wireless Router X 1	1.00	1.00	0.00
FRN01	Curved work stations (with built in draws) X 8	1.00	1.00	2,500.00
FRN48	Partition and blinds	4,715.00	4,715.00	4,715.00
QEQP12	Dell Inspiron 15 5000 laptop	529.00	529.00	529.00
OEQP10	Inspiron 15 5000 Laptops x 4	2,186.68	2,186.68	2,168.68
OEQP09	2 x laptops (GSS, Admin) X 2	832.00	832.00	832.00
OEQP08	4 x laptops; TC, DTC, Planning & EM X 4	2,666.00	2,666.00	2,666.00
FRN47	Meeting room table and chairs	915.83	915.83	915.83
TOTAL FOR Verney Close (Town Council Office)		12,849.51	12,849.51	15,826.51
grenville Garage				
MEQP03	Yellow Road Information Signs X 8	1.00	1.00	640.00
MEQP04	Diverted Traffic Signs X 14	1.00	1.00	980.00
MEQP21	No waiting traffic cones X 100	676.00	676.00	676.00
MEQP05	Road Closed Signs X 18	1.00	1.00	1,260.00
MEQP02	Buckingham Town Council Traffic Cones X 130	1,105.00	1,105.00	1,105.00
TOTAL FOR grenville Garage		1,784.00	1,784.00	4,661.00
wgs				
MISC14	New Christmas Lights X 45	675.00	675.00	675.00
MISC13	Christmas Lights X Various	1.00	1.00	21,000.00
TOTAL FOR wgs		676.00	676.00	21,675.00

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
		TOTAL	2,476,317.71	2,184,421.16
			2,683,473.16	

Annual Subscriptions

Review of the council's and/or staff subscriptions to other bodies;

Transaction	Beneficiary	Amount
Cemeterey Subscription (ICCM)	Greenspaces Team	95
BMKALC	Town Council	2119.29
North Buck Parishes Planning Committee	Council	20
Bucks Playing Fields	Green Spaces	20
Horticulture Weekly	Green Spaces	249.17
SLCC Membership	Town Clerk	423
Information Commisioners Office	Council	35
Aylesbury Vale Associate Local Councils	Council	25
Tree Software Annual Subscription	Green Spaces	350
Friends of Buckingham Library	Council	50
Council Protection of rural England	Green Spaces	36
SLCC Membership	Deputy Town Clerk	281
NALC National Association Local Clerks	Town Clerk	243
NABMA	Council	369
ELAS (HR)	Council	4327.56
RBS (software)	Council	816
Website	Council	500
Domain names	Council	88
ClIr Email x 17 hosted	Council	331
Payroll Options	Council	2064
Arboreal Association	Green Spaces	144
Zoom x 2	Council	239.8
Rural Market Town	Council	150
RBS Making Tax Digital	Council	59
RBS Bookings	Council	296
RBS Assets	Council	165
RBS Cemetery	Council	290
Canva	Council	95
Squarespace	Council	300
Microshade	Council	8880.72
Total		23061.54

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 (with mitigation)	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 staff and work levels, including through the annual appraisal process. Any concerns	Review annually through appraisal process	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					regarding this to then be brought to Council	
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 provider assurance	Existing Procedures are adequate
	Loss of income through error or fraud	1	3	3	Fidelity Guarantee Insurance	Existing Procedures are adequate
RFO continually reviews controls and current procedures					Existing Procedures are adequate	
4. To ensure that all actions taken by the Town Council comply with all current Legislation	Non-compliance with legislation or practice result in Council being 'Ultra Vires'	1	3	3	RFO to keep apprised of developments and good practice and seek advice as needed, including through SLCC, BMKALC and NALC membership. Internal and external audit process.	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
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 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	4	3	12	Staffing arranged so that knowledge is distributed between RFO and at least two	Existing Procedures are

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	rules				other staff Use of common systems, including popular accounts system, and retention of detailed manuals.	adequate 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 Financial procedures ensure no individual has unique access to expenditure	7 Weekly reports 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
	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	Existing Procedures are

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					cloud server offsite.	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. VAT is applied to all mileage payments at the rate applicable at the time as advise by HMR&C	Existing Procedures are adequate
					VAT returns are lodged digitally on a quarterly basis in line with accepted procedures	Existing Procedures are adequate
					Procedures are inspected by HMR&C every three/four years and have been approved	Existing Procedures are adequate
	Payroll / Pension	1	3	3	Payroll is outsourced to a specialist company	Existing Procedures are adequate
					The Town Clerk authorises any overtime, mileage or special duty payments act, on a	Existing Procedures are

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					monthly basis	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 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	Cheques	1	3	3	Each cheque from the main account must be signed by 2 Councillors as detailed on the	Existing Procedures are

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
Finances					back mandates (which are amended when required to ensure that sufficient signatories are available at all times)	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 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	Existing Procedures are adequate

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

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

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for	Existing Procedures are adequate
12. Financial Administration	Records non-compliant or inadequate	1	3	3	Internal auditor reviews record keeping twice a year	Existing Procedures are adequate
					Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation	Existing Procedures are adequate
	Expenditure/income coded incorrectly	1	3	3	RFO checks nominal ledger every quarter	Existing Procedures are adequate
					Items are coded	Existing Procedures are adequate
	Standing Orders	1	3	3	The 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	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Incoming cash and cheque misappropriation	1	3	3	Individual receipts to be issued for all cash payments and for cheque payments on request	Existing Procedures are adequate
	Theft of funds	1	3	3	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons. Chair of Resources checks and signs bank reconciliation once a quarter.	Existing Procedures are adequate
					Cash and cheques stored securely and banked within 5 working days of receipt	Existing Procedures are adequate
	Incorrect entries by bank	1	3	3	Bank statements reconciled monthly	Existing Procedures are adequate
13. Ordering Procedure	Fraud / expenditure takes place without the correct authority	1	3	3	A comprehensive ordering system is established which ensures that all orders are requested in writing, correctly authorised by the RFO or approved by council & are within acceptable budget limits	Existing Procedures are adequate
					This system incorporates job numbers/minutes and RBS Omega codes so that any order can be traced from origin to finish across a variety of systems	Existing Procedures are adequate
14. Annual Budget & Precept Calculations	The annual budget and precept calculations	1	3	3	The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and Council members	Existing Procedures are adequate
					The RFO also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					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 incorporated within the budget and the RFO monitors invoices etc. against the budget schedule to confirm that they are within the	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					limits	
					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 member	1	3	3	Fidelity Guarantee cover is in place	Existing Procedures are adequate
	Property	2	4	8	Cover for buildings & contents	Existing Procedures are adequate
					All risks cover for selected items	Existing

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

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

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

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	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
	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	Venues are now in the process of re-opening. Overall, when the Council was restricted due to Covid 10 the Council saved more from cancellation of events and services than the cost of the total lost income.	Existing Procedures are adequate
	Loss of Income from markets	5	2	10		
	Unplanned budget deficit leading to a depletion of reserves below the minimum recommended	1	5	5	It currently seems that services will reopen during 2021, but if restrictions are repeated then it is likely the same situation would apply. The Town Clerk will continue to monitor the	

21.04.2021

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					likelihood of future restrictions.	

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**

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

19/04/2021

Buckingham Town Council

11:44

Cashbook transactions totalling £90,000.00 or more
for the period 01/04/2020 to 31/03/2021

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
2	FIXED TERM DEPOSIT	1	06/04/2020	S14975648-	CURRENT	102,585.41
2	FIXED TERM DEPOSIT	2	12/05/2020	s15167623-	CURRENT	100,008.77
2	FIXED TERM DEPOSIT	3	15/06/2020	742	CURRENT	290,025.42
1	CURRENT	3	19/06/2020	no 1	CCLA PUBLIC SECTOR DEP	100,000.00
1	CURRENT	3	25/06/2020	no 2	CCLA PUBLIC SECTOR DEP	100,000.00
1	CURRENT	3	26/06/2020	no 3	CCLA PUBLIC SECTOR DEP	100,000.00
1	CURRENT	3	30/06/2020	no 4	CCLA PUBLIC SECTOR DEP	100,000.00
1	CURRENT	4	01/07/2020	july t/f 1	CCLA PUBLIC SECTOR DEP	100,000.00
1	CURRENT	4	01/07/2020	july t/f 2	CCLA PUBLIC SECTOR DEP	100,000.00
3	CCLA PUBLIC SECTOR	12	09/03/2021	to current	CURRENT	100,000.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	CURRENT	1	06/04/2020	102,585.41
1	CURRENT	2	01/05/2020	451,965.00
1	CURRENT	2	12/05/2020	100,008.77
1	CURRENT	3	15/06/2020	290,025.42
3	CCLA PUBLIC SECTOR	3	19/06/2020	100,000.00
3	CCLA PUBLIC SECTOR	3	25/06/2020	100,000.00
3	CCLA PUBLIC SECTOR	3	26/06/2020	100,000.00
3	CCLA PUBLIC SECTOR	3	30/06/2020	100,000.00
3	CCLA PUBLIC SECTOR	4	01/07/2020	100,000.00
3	CCLA PUBLIC SECTOR	4	01/07/2020	100,000.00
1	CURRENT	6	30/09/2020	451,965.00
1	CURRENT	12	09/03/2021	100,000.00

CCLA INVESTMENT MANAGEMENT LIMITED

PSDF(20)P19

The Public Sector Deposit Fund Advisory Board*** For Noting Environmental & Social Governance Paper**

1. **Context:** CCLA's Ethical and Responsible Investment Team monitor existing and potential PSDF Money Market Fund counterparties' management of environmental, social, and governance (ESG) risk on regular basis. Further action is taken when appropriate including restricting possible counterparties.
2. **Introduction:** CCLA integrates corporate governance factors into our investment across all asset classes including deposit fund counterparties. As part of our wider ESG integration project, together, the E&RI and Investment Team have developed a new process to integrate these issues. This includes a bespoke corporate governance rating and a revised approach to considering corporate governance as part of the investment process, training for investment team members on corporate governance matters, increased co-ordination on stewardship and effective portfolio monitoring. A similar but more qualitative approach has been taken to
3. **Governance Methodology - Listed Counterparties:** The CCLA governance rating is a quantitative tool that analyses companies' corporate governance. The model scores constituent by decile and allocated an A-F Rating and 'High-Low Risk' categorization.
4. The rating is based upon data provided by Credit Suisse Holt and MSCI and scores companies on their approach to:
 - a) **Capital Stewardship:** This acts as a proxy for management quality and is based upon the Holt Operational Quality Percentile which measures companies' track record of generating cash and managing growth. It is given a 15% weighting in the governance score.
 - b) **Accounting:** The accounting pillar provides an overview of the quality of a companies' accounting. It includes 5 Holt data items (Cash Flow Overall, Expense Recognition, Revenue Recognition, Special Item and Accounting Quality Overall) and one MSCI data item (Home Market Accounting Percentile). Each data item is broken down into quintiles and are weighted equally in providing the pillar score. The pillar is given a 15% weighting in the governance score
 - c) **Board Composition:** This tests the ability of the board to act effectively. It is based upon MSCI's assessment methodology and uses their 'Board Composition Home Market Percentile'. This ensures that we are testing companies against governance norms in their home market. The pillar has a 35% weight in the governance score.
 - d) **Ownership:** whether the ownership structure of a company has the ability to compromise value creation for minority shareholders. It uses an amended MSCI Global Market Ownership Percentile and receives a 35% weight in governance score.
5. These pillars provide each company with a total score which corrects for the number of data points that are available.
6. Finally, the model provides an opportunity to integrate the outcomes of stewardship. Companies are awarded points from negative 15 (for the worst engagement response) to positive 15 (the best response) at intervals of 5. These points are awarded by the E&RI and Equity teams collectively at their quarterly review of stewardship activity.
7. The model then aggregates the score, corrects for the number of data points available and calculates the companies' decile (both overall and on each pillar), overall rating (A-F) and Risk Category (Low, Medium, High).

8. Any counterparty with a High-Risk Rating requires E&RI Team review and approval from both the Chief Investment Officer and the Head of Ethical and Responsible Investment before it is can be considered approved.
9. Internal Approval: two counterparties which were previously approved are Graded E (high risk) and have been reviewed under the new process: **Credit Agricole SA** and **ABN Amro Bank NV**.
10. Each has a controlling shareholder which has resulted in a downgrading under the new system. A review has been prepared for each and an upgrade has been applied as the controlling entities are a national governance and a co-operative society, neither of which are consider controversial as controlling entities. These reviews have been agreed by both the Chief Investment Officer and the Head of Ethical & Responsible Investment.
11. A third counter party, **JPMorgan Chase (JPM)**, scores above the required minimum, but has previously received a high-risk rating. Previous engagement has focused on the need for a truly independent Lead Independent Director. During the year the incumbent announced his intention to retire from the post, though not the board. The board is yet to identify the new Lead Independent Director.
12. Due to previous internal audit failures and associated money laundering issues a point deduction has been applied to **Danske Bank**. As a result of the deduction the Bank is not considered an approved counter party.

13. FinCEN Files

14. Several counter parties have been named in the recent leaked FinCen file report, FinCEN is the US Financial Crimes Enforcement Network, a section of the US Treasury responsible for combating financial crime. Concerns about transactions made in US dollars need to be sent to FinCEN, even if they took place outside the US. We are currently reviewing our counter-parties exposure to the report and will formulate engagement strategies as appropriate.

15. Our approach to climate change

16. Climate change poses one of the greatest threats to our planet's environment and communities. Like all asset classes deposit fund counter parties are subject to CCLA's Climate Change policy. The E&RI team is currently expanding our monitoring counter parties' exposure to financing climate change. It is likely the approach will be based on Task Force on Climate-related Financial Disclosures (TCFD) reporting. TCFD is currently developing a voluntary, consistent climate-related financial risk disclosures for use by companies in providing information to investors, lenders, insurers, and other stakeholders. As a member of the Powering Past Coal Alliance (PPCA), a coalition of national and sub-national governments, businesses and organisations working to advance the transition from coal power generation to clean energy, we are reviewing each counter-parties exposure to financing coal fired power stations.

17. Our approach to Social and Environmental issue

18. The Social and Environmental section of the review draws on our sustainability assessment which takes a qualitative approach, incorporating data from both MSCI and FTSE. This part of the process is qualitative due to the diverse nature of sustainability issues affecting different industries as well as the complex nature of such risks. Sustainability risks are considered through the lens of 'financial materiality'.
19. The severity of sustainability risks is assessed based on the likelihood and potential impact that the risks could have on the value and reputation of the company and are reviewed and agreed on an annual basis. Each of the underlying themes is award a 'high', 'medium' or 'low' risk profile. Where a counter party has a combination of high and medium risk both the Investment Team and E&RI agree an action plan. This may include any of the following:
 - a) Discussion sustainability issues with the company and reconsider.

- b) Create an engagement action and review the progress regularly.
- c) Not proceeding with the company as a counter party.

20. **Methodology - Unlisted Counterparties:** Given the lack of supplier data for unlisted counterparties the number of criteria included within level one analysis has been expanded to include key factors considered within MSCI and FTSE's methodologies. This includes counterparties' environmental policy, approach to countering bribery, the separation of the roles of CEO/Chairman, the composition of key board committees, and assessing compliance against local market corporate governance norms. Level two criteria include social and environmental factors based upon CCLA client priorities. This includes each counterparties' approach to, providing finance to communities and SMEs, controlling environmental risk within lending and its approach to TCFD both in terms of support, reporting and target setting.
21. **Private Companies:** Landesbank Berlin remains restricted due to its poor ESG record and historic failure to respond to engagement.

Actions: the advisory board is asked to note the above approach to ESG integration within counterparties.

David Ellis
Governance and ESG Data Lead
22nd September 2020

Frequently Asked Questions

Negative Yields and their impact on the PSDF

What is yield?

- Yield is a measure of return. It is a daily calculation which represents the level of interest which the PSDF pays to its clients.

How is the yield calculated?

- Yield is calculated daily. It represents the level of interest that the PSDF generates and is expressed as a percentage of its total investment holdings.

What is a Negative Yield Environment?

- It is a situation that may arise whereby the PSDF is unable to pay interest to its clients, as a result of the investments held in the PSDF not generating enough income to cover fees and expenses.

How is a Negative Yield Environment related to the Bank of England Base Rate?

- Further changes in the Base Rate could result in a Negative Yield Environment, but it is possible that yields may reduce even without a change in Base Rate. See CCLA's low interest rate paper for further details <https://www.ccla.co.uk/with-your-cash-reserves-now-earning-less-extra-prudence-is-required>

Why are you making this change? Why are you doing this?

- We believe in putting our clients first and communicating in a timely manner. We have done this to enable us to implement changes to the PSDF quickly to allow clients to continue to invest in the PSDF should a Negative Yield Environment occur. If we didn't make these changes, we would be unable to continue to operate the Fund.

Should negative rates occur, where does the money we lose go?

- Low interest rates are a national monetary policy decision made by the Bank of England, designed to support the economy.
- In this instance, the PSDF would effectively be paying to put your money with a financial institution, CCLA does not profit from this activity.

What are other financial institutions and banks doing?

- Other Sterling Money Market Funds are taking a similar approach.
- Banks are also reducing their interest rates on cash deposit accounts and we expect they will be in a similar position. It is quite possible banks will start charging for current account services.
- CCLA is not the only fund provider doing this, all fund providers will be making sure they have arrangements to support their clients and continue to manage their clients' money.

How would the PSDF operate in a Negative Yield Environment?

What will happen to interest payments?

- They would stop.

Am I going to lose money (is my capital at risk)?

- If there is not enough income to pay expenses of the PSDF, those expenses may be paid out of capital therefore it is possible you may get back less than you put in (this would be the same for other cash type investment vehicles).

How quickly can I get my money back?

- Same day, if you let us know by 11.30am on a business day, provided we have received your instruction signed in accordance with your mandate.

Can we put money back in future if we have taken all our money out?

- Yes, the account will remain open and you can put money back into the PSDF.

Will my account stay open if I take all my money out?

If the account is unused for an extended period, then you may need to submit new forms to use the account once again.

What are your fees?

- Our management fee is 0.08% p.a. and is deducted before declaring the daily yield.

Have you reduced your fees?

- We have not reduced our fees since 2015 as our net yield remains competitive within the market.

What does this mean for statements and reports?

- Yields and share prices will continue to be available daily on CCLA's website www.ccla.co.uk and by calling 0800 022 3505.

Who can I speak to?

- If you have any questions on the contents of this FAQ sheet or would like additional information, please contact Mark Davies on 0207 489 6045 or by email to mark.davies@ccla.co.uk or alternatively Kelly Watson on 0207 489 6105 or by email to kelly.watson@ccla.co.uk

Additional Information

Why are yields so low?

- Against a backdrop of deep recession and continued pressure on businesses and individuals, the Government and the Bank of England have undertaken a number of initiatives to support economic activity and ensure that financial markets continue to function efficiently. These initiatives have included quantitative easing on a substantial scale and a reduction in the Official Bank Rate to 0.1%. The economic recovery however remains far from complete, and although borrowing costs have been reduced already, further reductions in official interest rates are possible. Indeed, the Bank of England has begun a process to review the potential implications for the UK of a regime of negative interest rates.
In a Negative Yield Environment, the Fund will be unable to maintain a stable share price for income share classes and maintain distributions because of the impact of negative income flows.

What does a Negative Yield Environment mean for the PSDF and my investment and distributions?

- There will not be an impact on the rating of the Fund. The Fund will continue to follow the Money Market Fund Regulation and prioritise security and liquidity.
- In this environment, it is difficult to maintain a stable share price for income share classes and maintain distributions because of the impact of negative income flows. Accumulation share classes overcome this problem because returns generated by the Fund, whether positive or negative, are reflected in the share price.
- Currently the Fund issues income shares only. In a Negative Yield Environment, the Fund could not maintain income paying shares and a stable share price as negative income would be deducted from capital. This inability to maintain a constant price for the income shares would affect the Fund's Low Volatility Net Asset Value ("LVNAV") fund classification, meaning that the Fund would no longer be an eligible investment for a significant number of Shareholders.
- For this reason, accumulation share classes have been created to mitigate disruption for Shareholders and this approach is consistent with that being undertaken by the wider money market fund industry. The accumulation share classes will use historic pricing, rather than the forward pricing methodology used for existing income shares. Historic pricing is where the price used is determined at the valuation point on the previous dealing day. This will allow CCLA to continue to provide same day liquidity to Shareholders.
- Should the move to an accumulation share class happen mid-month, the Shareholders will still receive a distribution at the start of the following month, for the income earned until the point of switch.
- As stated above, holders of accumulation Shares will not receive a monthly dividend. Shareholders should also be aware that, in a negative interest rate environment, the value of their shares may fluctuate, and they may realise less than they invested. Please note, for those Shareholders who have already opted to reinvest their income back into the Fund, this election will cease once the move to an accumulation Share class completes.

The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund.

PUBLIC SECTOR DEPOSIT FUND

	Income Share Class	Accumulation Share Class
SHARE PRICING	Stable price*	Fluctuating price – changes daily to reflect accumulation of negative/positive income
NAV	Priced to two decimal places	Priced to four decimal places
EFFECT IN POSITIVE YIELD ENVIRONMENT	Income is distributed on a monthly basis	Income is accrued and reflected by an equivalent increase in the daily price
EFFECT IN NEGATIVE YIELD ENVIRONMENT	Not possible to maintain a stable price and distribute negative income	Income is accrued and reflected by an equivalent decrease in the daily price

* Assuming mark-to-market price stays within +/- 20bps collar.

What happens if we return to a Positive Yield Environment?

- We will continue to monitor the Negative Yield Environment and keep under review our decision to implement the Negative Yield Response Measure. If we consider that yields have become sustainably positive for a continuous period of 3 months, we will consider whether it is in the best interests of Shareholders to reverse the conversion and make available the income share classes again. We will endeavour to give you as much notice as practicable of the conversion back to the income share classes.

Compliments Complaints
6 Monthly Review

Appendix I

Date	Who received compliment/complaint	Location of Issue	Details of compliment/complaint	Who is responsible for area	Action Required	Outcome/ Follow up
01/03/2021	LS	Newsletter	Thanks and congratulations to all involved in your Spring Issue – it's a Jolly Good Read and good to know of all the great things going on in our community.	CSG	Message passed on to Committee	replied by email



Buckingham Town Council
Climate Emergency Action Plan Update
April 2021

At Full Council on the 15th July 2019 Members AGREED:

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

and for

Local Councils that have declared a climate emergency tend to do so to provide leadership and help educate their communities about both the threat of and solutions to the climate crisis. This should then act to harness “people power” to make that change possible at all levels, especially driving higher levels of government to act and ultimately force them to pull the economic and legislative levers needed to reverse global warming and restore a safe climate.

This action plan sets locally determined actions with measures to deliver the objectives both within the Council and across the town. The actions are measurable with targets that hold the Council to account. This Climate Emergency Action Plan is an overarching pledge that identifies the following priority areas of change:

Objectives

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

Buckingham Town Council Climate Emergency Action Plan

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.				
	Action	Measure	Responsibility	Update
1.	Creation of a Climate Emergency webpage to enable discussion, idea sharing and extend public awareness of the issues.	Number of visitors per year	Resources Committee	Page created on the Town Council's website and has generated 124 page visits during the last year and, 114 unique page visits. Social media content planning sessions allow for a regular programme of environmental campaigns and initiatives.
2.	Information can be made available in Buckingham library and on notice boards to maximise public awareness and access to information	Number of contacts made	Resources Committee	It is hoped we can arrange something with the Buckingham library, once business return to normal – Autumn 2021.
5.	Encourage the formation of Local Climate Action Groups.	One formed	Resources Committee	To be created following first public meeting (date to be confirmed).
6.	Host a public meeting on the issue.	One per year	Resources Committee	Delayed by lockdown. In consultation with the Town Council's Climate

				Champions on a suitable way forward.
Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat				
	Action	Measure	Responsibility	Updates
7.	Implement an Energy Audit of all Council buildings, operations and vehicles	Actions implemented	Resources Committee	Carbon footprint Audit providers to be investigated and options to be presented to Resources Committee on the 26 th April 2021.
12.	Install renewable energy generation on Council owned buildings	Installation of Photovoltaic Panels on all the Lace Hill Centre, The Community Centre and the new cemetery building (once constructed).	Full Council and Resources Committee	Quotes are currently being sought for Lace Hill. The Community Centre panels will then be pursued once the current vaccination programme is ended. The new cemetery design will take account of solar and other reusable energy.

Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water				
	Action	Measure	Responsibility	Update
	Investigate possibilities of rainwater harvesting for all new town council buildings and use the water for planters and hanging baskets	One per new build (owned by BTC)	Resources Committee	To be considered within the construction design stage of the new cemetery buildings.
16.	Promote the installation of the water bottle refill station in Chandos Park and the national refill initiative	Number of interactions through Social Media	Environment Committee and Resources Committee	COMPLETE Water bottle refill station installed and positively received.
17.	Actions implemented to eliminate the use of single-use plastics within Council offices/buildings and continue to promote Plastic-free Buckingham	No purchases of single use plastics	Resources Committee	The Council no longer purchases single use plastic items for events and for use within its offices. The plastic-free message was promoted as part of the 'Rubbish Campaign' and launch of the water bottle refill station in Chandos Park.
18.	Implement waste education and promotional campaigns	Number of interactions through social media and with groups including schools	Resources Committee	Officers have been continuing to promote what the Council is doing to address climate change. Social media content planning sessions allow for a regular programme of

				environmental campaigns and initiatives.
19.	Request a carbon footprint of any Town Council investment and seek to reduce this by switching to investments supporting renewable energy projects and eco-enhancements.	Measure and publish low carbon emission certification	Resources Committee	To be considered at Resources Committee 26 th April 2021
20.	Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available.	Consideration of a procurement strategy	Resources Committee	Wherever possible sustainable materials will always be sourced. The most recent example being the 7 new recycled plastic litter bins for the Brackley Road cemetery.
21.	Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.		Resources Committee	From 2021/21 each applicant must state how their organisation is working to reduce the environmental impact of their project.
Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.				
	Action	Measure	Responsibility	Updates

Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.				
	Action	Measure	Responsibility	Updates
28.	Finalise Flood Plans with local partners	Number of contacts established	Environment & Resources Committee	Additional properties have been added to the list of vulnerable addresses.
29.	Advise residents on steps to increase resilience	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	A number of volunteers have come forward and investigation is underway to determine the appropriate policies, procedures, insurance and training for volunteer flood wardens.
30.	Promote the community flood warden scheme	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	Initial meetings have been held between Buckinghamshire Council and the Town Council to discuss how to ensure a coordinated response to future flood plans. Flooding advice has been added to the town council website. All properties at risk will be written to each year with details of the Council's plan and sources of support.

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 26th April 2021

Contact Officer: Nina Stockill, Committee Clerk

Carbon Footprint Audit

1. Recommendations

- 1.1. For officers to research options and prices for commissioning an eco-audit to be brought back to the Resources Committee on the 5th July 2021 for decision.

2. Background

- 2.1. In July 2019 Buckingham Town Council adopted a Climate Emergency Action Plan including a commitment to audit its own carbon emissions:

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

- 2.2. An important part of the transition to becoming carbon neutral is to understand what we do to generate greenhouse gas emissions and what we can do to minimise them. On the basis that ‘what gets measured gets managed’, the first step to reducing our carbon footprint is to measure it.
- 2.3. There are direct benefits to organisations from measuring and reporting as from lower energy and resource costs, a better understanding of their exposure to the risks of climate change and a demonstration of local leadership which will help strengthen green credentials in an increasingly environmentally conscious community.
- 2.4. What is a carbon footprint? The carbon dioxide released into the atmosphere is a harmful gas that is instrumental in adding to the greenhouse effect. This greenhouse effect is what contributes to problems such as global warming and climate change. A carbon footprint is related to or associated with the activities of a person or group of persons in a community, an organisation or in a particular industry and their impacts on their immediate environment and largely the ecosystem.
- 2.5. Calculating a proper carbon footprint, taking into account all of factors that contribute towards our carbon footprint is a considerable task. However, it is important to understand our organisation’s carbon footprint and to be aware of all the sources of carbon produced via our operations. Looking at

our carbon footprint may enable us to identify ways to reduce costs and consumption, identify wastes and impacts of supply chain and ultimately improve processes and reduce the impact that our organisation has on the environment and its contribution to global warming.

3. Online Carbon Calculators

- 3.1. Online carbon calculators have been developed by a wide variety of bodies including non-government organisations, commercial companies, government agencies, universities and media groups. The accuracy of an online carbon calculator depends on the type and quality of the data input.
- 3.2. The initial process of gathering relevant information and data input process can be labour intensive and, in some instances, it is not easy to understand the calculations. Carbon calculators vary widely in the aspects of your carbon footprint they work out, and the level of accuracy they offer.
- 3.3. Online calculators are free to use and will provide a brief report on emissions from your buildings and transport.

4. Eco Audits

- 4.1. An eco-audit is a process whereby a consultant assesses our current environmental performance, noting what good practices are already in place and devising a detailed plan to improve the carbon footprint.
- 4.2. The process normally involves a site visit and walkabout, with whoever is responsible for facilities management, meetings with staff and managers and individual meetings with key decision makers. You would then receive a full detailed report, covering your current environmental performance and a list of recommendations on how to improve it.
- 4.3. Included in the package is a return eco-audit update visit a year later. This is to help staff and management maintain positive momentum and to answer any queries that may have arisen during the first year of implementation.
- 4.4. Eco-audits can be tailored to an organisation's structures and are designed to help improve environmental good practice for an organisation's operations, and can also help Councils draw up a strategic plan to help transform local communities into being environmentally sustainable. Their approach aims to discover what an organisation is doing well already rather than to find fault and to help the process of improving environmental performance constructively.
- 4.5. Areas covered by an Eco-Audit can include:
 - Heating
 - Thermal Imaging
 - Electricity Use
 - Waste/Recycling
 - Purchasing Policies
 - Management Systems
 - Water Use
 - Transport
 - Potential for Renewable Energies
 - Carbon Footprint Calculation

5. Options

- 5.1. Other town councils who have carried out online calculations and eco audits have been spoken to in the preparation of this report, including West Bletchley Town Council and Congleton. Their feedback was that while online calculators can be completed by council staff, their benefit is limited, because the information they provide is limited, and staff are unlikely to have the expertise to properly analyse the data collected to provide helpful recommendations. Eco audits do cost money, but they are likely to produce more detailed results, and in other places have resulted in practical recommendations which have been implemented. It is therefore proposed to seek detailed costs for an eco-audit for Buckingham Town Council, and to provide these for decision by the next meeting of the Resources Committee.

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 26th April 2021

Contact Officer: Paul Hodson, Town Clerk

New Councillor Induction

1. Recommendations

- 1.1. It is recommended that Members note the report

2. Background

- 2.1. Five Town Councillors are not standing for re-election this year, meaning that there will be a significant number of new councillors elected. The office team are preparing an induction programme to assist new councillors in taking up their roles. The programme will also be available to existing councillors.

3. Induction Pack

- 3.1. A draft induction pack is attached for comment.

4. Induction Sessions

- 4.1. An initial induction session will be held on Monday 10th May in the evening. There will then be a programme of weekly sessions on Wednesday evenings at 7pm, focussing on each of the committee's remits. The sessions will be delivered over Zoom. They will be led by the Town Clerk, supported by relevant officers.
- Planning Committee Induction Wednesday 12th May
 - Communications Strategy Group Induction Wednesday 19th May
 - Environment Committee Induction Wednesday 26th May
 - Town Centre & Events Committee Induction Wednesday 9th June
 - Resources Committee Induction Wednesday 16th June
 - Economic Development Working Group Induction Wednesday 23rd June

5. Other Training

- 5.1. The Buckinghamshire and Milton Keynes Association of Local Councils (BMKALC) will be offering a range of training for new councillors. Details will be circulated once this is published.