



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
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RESOURCES
COMMITTEE

30 June 2021

Councillor,

You are summoned to a meeting of the **Resources Working Group** of Buckingham Town Council to be held on Monday 5th July 2021 online via Zoom after a meeting of the Staffing (Confidential Matters) Working Group.

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. Election of Chair

To elect a Chair of the Committee for 2021-22

2. Election of Vice Chair

To elect a Vice Chair of the Committee for 2021-22

3. Apologies for Absence

Members are asked to receive and accept apologies from Members.

4. 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.



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.

5. Minutes of last meeting

To receive and agree minutes of the Resources Committee meeting held on [Monday 26th April 2021 received at the Full Council meeting held on 17th May 2021](#)

6. Minutes of Communications Strategy Group

To receive and note the minutes of the Communications Strategy Group meeting held on the [22nd April 2021](#)

7. Budgets

To receive and discuss the budget reports

[Appendix A](#)

8. Action Report

[Appendix B](#)

9. Updated Climate Emergency Action Plan

To review and discuss the updated Action Plan

[Appendix C](#)

10. Community Grants

To receive and discuss a written report from the Communications Clerk

[R/21/21](#)

11. Sustainable Purchasing and Procurement Policy

To receive and recommend to adopt a Sustainable Purchasing and Procurement Policy

[Appendix D](#)

12. Internal audit report and action updates

To receive and discuss a report from the Town Clerk

[Appendix E](#)

13. Chair's Announcements

14. Date of next meeting: Monday 20th September 2021

15. COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

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

16. Cemetery Design

To receive and discuss a written report from the Estates Manager

[R/22/21](#)

17. Eco Audits

To receive and discuss a written report from the Greenspaces Administrator

[R/23/21](#)

18. Lace Hill Solar Panels

To receive and discuss a written report from the Deputy Town Clerk

[R/24/21](#)

19. ICT for the Council Chamber

To receive and discuss a written report from the Deputy Town Clerk

[R/25/21](#)

To:

Cllr. Mrs. G. Collins
Cllr. M. Gateley (Town Mayor)
Cllr. J. Harvey
Cllr. H. Mordue
Cllr. Mrs. O'Donoghue

Cllr. A. Ralph
Cllr. R. Stuchbury
Cllr. M. Try

30/06/2021

Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 PERSONNEL COSTS						
4000 WAGES & SALARIES ADMIN	23,935	155,000	131,065		131,065	15.4%
4005 ERS NATIONAL INS	2,136	13,139	11,003		11,003	16.3%
4006 ERS PENSION CONT	5,365	33,000	27,635		27,635	16.3%
4007 STAFF TRAVEL	44	1,300	1,256		1,256	3.4%
4008 OCCUPATIONAL HEALTH	0	1,249	1,249		1,249	0.0%
4025 HR ADVICE	4,325	4,390	65		65	98.5%
4026 STAFF & RECRUITMENT	0	1,015	1,015		1,015	0.0%
PERSONNEL COSTS :- Indirect Expenditure	<u>35,805</u>	<u>209,093</u>	<u>173,288</u>	<u>0</u>	<u>173,288</u>	<u>17.1%</u>
Net Expenditure	<u>(35,805)</u>	<u>(209,093)</u>	<u>(173,288)</u>			
102 OFFICE EXPENSES						
1010 CHAMBER HIRE	0	1,421	1,421			0.0%
1012 PHOTOCOPIER USE	0	41	41			0.0%
OFFICE EXPENSES :- Income	<u>0</u>	<u>1,462</u>	<u>1,462</u>			<u>0.0%</u>
4010 STATIONERY	301	2,400	2,099		2,099	12.5%
4011 POSTAGE	0	508	508		508	0.0%
4012 PHOTOCOPIER	321	1,823	1,502		1,502	17.6%
4013 EQUIPMENT PURCHASE	0	1,117	1,117		1,117	0.0%
4015 ADVERTISEMENT	0	650	650		650	0.0%
4017 SUBSCRIPTIONS	2,325	4,263	1,938		1,938	54.5%
4018 TELEPHONE	1,887	6,598	4,711		4,711	28.6%
4019 HIRE OF HALL	0	261	261		261	0.0%
4021 HOSPITALITY	0	406	406		406	0.0%
4023 TRAINING	1,416	10,300	8,884	378	8,506	17.4%
4027 COMPUTER SOFTWARE	4,034	10,500	6,466		6,466	38.4%
4030 PAYROLL	273	1,700	1,427		1,427	16.0%
4032 PUBLICITY	1,868	7,598	5,730	4,318	1,413	81.4%
4038 COMPUTER EQUIP/MAINT	609	3,553	2,944		2,944	17.1%
4041 WEB SITE PROVISION & OPERATION	508	5,000	4,492		4,492	10.2%
4043 PROTECTIVE CLOTHING / UNIFORM	292	1,500	1,208		1,208	19.5%
4052 HEAT LIGHT POWER	0	833	833		833	0.0%
4055 ALARM	0	572	572		572	0.0%
4156 BUCKINGHAM CENTRE RENT	1,651	11,400	9,749		9,749	14.5%
4225 RATES	2,794	4,500	1,706		1,706	62.1%
OFFICE EXPENSES :- Indirect Expenditure	<u>18,278</u>	<u>75,482</u>	<u>57,204</u>	<u>4,696</u>	<u>52,508</u>	<u>30.4%</u>
Net Income over Expenditure	<u>(18,278)</u>	<u>(74,020)</u>	<u>(55,742)</u>			

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>103 COUNCILLORS</u>						
4020 MAYOR'S DUTIES	0	1,827	1,827		1,827	0.0%
4029 MAYOR'S CIVIC	0	1,573	1,573		1,573	0.0%
4044 COUNCILLORS MILEAGE / EXPS	0	500	500		500	0.0%
4045 COUNCILLORS ALLOWANCE	0	10,094	10,094		10,094	0.0%
4236 ELECTION COSTS	0	1,000	1,000		1,000	0.0%
4269 COUNCILLOR TRAINING	38	1,523	1,485	234	1,251	17.9%
COUNCILLORS :- Indirect Expenditure	<u>38</u>	<u>16,517</u>	<u>16,479</u>	<u>234</u>	<u>16,245</u>	<u>1.6%</u>
Net Expenditure	<u>(38)</u>	<u>(16,517)</u>	<u>(16,479)</u>			
<u>104 LEGAL REQUIREMENTS</u>						
4014 AUDIT FEE	(365)	4,896	5,261		5,261	(7.5%)
4016 LEGAL COSTS	0	2,000	2,000		2,000	0.0%
4022 INSURANCE	16,242	18,000	1,758		1,758	90.2%
LEGAL REQUIREMENTS :- Indirect Expenditure	<u>15,877</u>	<u>24,896</u>	<u>9,019</u>	<u>0</u>	<u>9,019</u>	<u>63.8%</u>
Net Expenditure	<u>(15,877)</u>	<u>(24,896)</u>	<u>(9,019)</u>			
<u>120 GRANTS (PREV 137)</u>						
4077 OLD GAOL FUNDING	3,000	3,000	0		0	100.0%
4081 CAB GRANT	5,346	5,449	103		103	98.1%
4086 YOUTH CENTRE GRANT	5,200	5,200	0		0	100.0%
GRANTS (PREV 137) :- Indirect Expenditure	<u>13,546</u>	<u>13,649</u>	<u>103</u>	<u>0</u>	<u>103</u>	<u>99.2%</u>
Net Expenditure	<u>(13,546)</u>	<u>(13,649)</u>	<u>(103)</u>			
<u>125 COMMEMORATIVE ITEMS</u>						
4501 CIVIC AWARD	0	828	828		828	0.0%
4504 REMEMBERANCE WREATH	0	26	26		26	0.0%
4505 MAYORS SALVER	0	223	223		223	0.0%
4506 BARDIC GIFT	0	223	223		223	0.0%
COMMEMORATIVE ITEMS :- Indirect Expenditure	<u>0</u>	<u>1,300</u>	<u>1,300</u>	<u>0</u>	<u>1,300</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(1,300)</u>	<u>(1,300)</u>			
<u>130 ADMIN RESERVES</u>						
1176 PRECEPT	451,965	910,817	458,852			49.6%
1190 INTEREST RECEIVED	35	2,000	1,965			1.7%
ADMIN RESERVES :- Income	<u>452,000</u>	<u>912,817</u>	<u>460,817</u>			<u>49.5%</u>
Net Income	<u>452,000</u>	<u>912,817</u>	<u>460,817</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>131 GRANTS</u>						
4084 COMMUNITY CENTRE CAPITAL	0	5,000	5,000		5,000	0.0%
4087 ANNUAL GRANTS	14,935	13,115	(1,820)		(1,820)	113.9%
GRANTS :- Indirect Expenditure	14,935	18,115	3,180	0	3,180	82.4%
Net Expenditure	(14,935)	(18,115)	(3,180)			
<u>132 FUTURE PLANNING</u>						
4500 FUTURE PLANNING	895	9,500	8,605		8,605	9.4%
4503 COVID-19 EXPENSES	1,373	1,015	(358)		(358)	135.3%
FUTURE PLANNING :- Indirect Expenditure	2,268	10,515	8,247	0	8,247	21.6%
Net Expenditure	(2,268)	(10,515)	(8,247)			
<u>201 ENVIRONMENT</u>						
3995 NI ENVIRONMENT	2,713	15,766	13,053		13,053	17.2%
3996 PENSION ERS ENVIRONMENT	8,229	45,000	36,771		36,771	18.3%
4004 WAGES & SALARIES ENVIRONMENT	33,124	197,000	163,876		163,876	16.8%
4068 COMMUNITY SERVICE	0	6,769	6,769		6,769	0.0%
4112 ENVIRONMENT EQUIPMENT	1,040	7,000	5,960	139	5,821	16.8%
4168 DEFIBRILLATORS	176	500	324		324	35.2%
ENVIRONMENT :- Indirect Expenditure	45,283	272,035	226,752	139	226,614	16.7%
Net Expenditure	(45,283)	(272,035)	(226,752)			
<u>202 ROUNDABOUTS</u>						
1051 ROUNDABOUT NO 1 ABBOT FIRE	2,268	2,211	(57)			102.6%
1052 ROUNDABOUT NO 2 ELLA	0	1,178	1,178			0.0%
1053 ROUNDABOUT NO 3 SEASONS INNS	0	1,934	1,934			0.0%
1054 ROUNDABOUT NO 4 R & B	2,530	2,465	(65)			102.6%
1056 ROUNDABOUT NO 6 THE VET CENTRE	2,694	2,626	(68)			102.6%
1057 ROUNDABOUT NO 7 RING ROAD	1,374	1,339	(35)			102.6%
ROUNDABOUTS :- Income	8,866	11,753	2,887			75.4%
4108 ROUNDABOUT	0	1,320	1,320		1,320	0.0%
ROUNDABOUTS :- Indirect Expenditure	0	1,320	1,320	0	1,320	0.0%
Net Income over Expenditure	8,866	10,433	1,567			
<u>203 MAINTENANCE</u>						
4082 ALLOTMENTS	0	2,030	2,030		2,030	0.0%
MAINTENANCE :- Indirect Expenditure	0	2,030	2,030	0	2,030	0.0%
Net Expenditure	0	(2,030)	(2,030)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<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	603	8,500	7,897		7,897	7.1%
DEVOLVED SERVICES EXPENSES :- Indirect Expenditure	<u>603</u>	<u>8,500</u>	<u>7,897</u>	<u>0</u>	<u>7,897</u>	<u>7.1%</u>
Net Income over Expenditure	<u>19,778</u>	<u>11,853</u>	<u>(7,925)</u>			
<u>205 GROUNDS MAINTENANCE</u>						
4033 WASTE DISPOSAL	930	1,827	897		897	50.9%
4035 MACHINERY	0	2,000	2,000		2,000	0.0%
4036 FUEL (MOWER)	166	1,035	869		869	16.0%
4037 SUNDRIES	124	2,518	2,394		2,394	4.9%
4063 VEHICLE HIRE AND RUNNING COSTS	2,153	13,703	11,550	49	11,501	16.1%
GROUNDS MAINTENANCE :- Indirect Expenditure	<u>3,373</u>	<u>21,083</u>	<u>17,710</u>	<u>49</u>	<u>17,661</u>	<u>16.2%</u>
Net Expenditure	<u>(3,373)</u>	<u>(21,083)</u>	<u>(17,710)</u>			
<u>248 DEPOT</u>						
4013 EQUIPMENT PURCHASE	0	2,000	2,000		2,000	0.0%
4055 ALARM	0	416	416		416	0.0%
4225 RATES	4,142	4,263	121		121	97.2%
4601 REPAIRS& MAINTENANCE FUND	210	812	602		602	25.9%
4602 ELECTRICITY	284	1,400	1,116		1,116	20.3%
4603 WATER	130	750	620		620	17.4%
DEPOT :- Indirect Expenditure	<u>4,766</u>	<u>9,641</u>	<u>4,875</u>	<u>0</u>	<u>4,875</u>	<u>49.4%</u>
Net Expenditure	<u>(4,766)</u>	<u>(9,641)</u>	<u>(4,875)</u>			
<u>249 PUBLIC TOILETS</u>						
1085 SHOP MOBILITY INCOME	0	102	102			0.0%
PUBLIC TOILETS :- Income	<u>0</u>	<u>102</u>	<u>102</u>			<u>0.0%</u>
4602 ELECTRICITY	0	500	500		500	0.0%
4603 WATER	0	500	500		500	0.0%
4608 SHOP MOBILITY	0	1,041	1,041		1,041	0.0%
4612 CONTRACTOR CHARGE	1,742	10,883	9,141		9,141	16.0%
4709 MAINTENANCE	0	521	521		521	0.0%
PUBLIC TOILETS :- Indirect Expenditure	<u>1,742</u>	<u>13,445</u>	<u>11,703</u>	<u>0</u>	<u>11,703</u>	<u>13.0%</u>
Net Income over Expenditure	<u>(1,742)</u>	<u>(13,343)</u>	<u>(11,601)</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>250 LACE HILL</u>						
1026 LACE HILL COMMUNITY CENTRE	6,781	44,376	37,595			15.3%
1027 SOLAR INCOME	0	260	260			0.0%
LACE HILL :- Income	6,781	44,636	37,855			15.2%
4050 LACE HILL PLAYING FIELDS	0	3,500	3,500		3,500	0.0%
4118 SOLAR PANELS	0	350	350		350	0.0%
4158 LACE HILL GAS	327	4,060	3,733		3,733	8.0%
4159 LACE HILL ELECTRICITY	924	1,989	1,065		1,065	46.4%
4160 LACE HILL WATER	50	750	700		700	6.6%
4161 LACE HILL REPAIRS & MAINT	1,834	3,553	1,719	85	1,634	54.0%
4162 LACE HILL CONTRACTOR CHARGE	1,843	3,806	1,963		1,963	48.4%
4163 LACE HILL ALARM	0	521	521		521	0.0%
4164 LACE HILL EQUIPMENT PURCHASE	0	3,628	3,628	1,090	2,538	30.0%
4225 RATES	9,731	9,998	268		268	97.3%
LACE HILL :- Indirect Expenditure	14,707	32,155	17,448	1,175	16,273	49.4%
Net Income over Expenditure	(7,926)	12,481	20,407			
<u>251 CHANDOS PARK</u>						
1030 BOWLS INCOME	0	572	572			0.0%
1035 TENNIS COURT RENT	0	651	651			0.0%
CHANDOS PARK :- Income	0	1,223	1,223			0.0%
4601 REPAIRS& MAINTENANCE FUND	95	3,201	3,106		3,106	3.0%
4602 ELECTRICITY	88	521	433		433	16.8%
4603 WATER	390	1,300	910		910	30.0%
CHANDOS PARK :- Indirect Expenditure	572	5,022	4,450	0	4,450	11.4%
Net Income over Expenditure	(572)	(3,799)	(3,227)			
<u>252 BOURTON PARK</u>						
4601 REPAIRS& MAINTENANCE FUND	925	6,910	5,986		5,986	13.4%
BOURTON PARK :- Indirect Expenditure	925	6,910	5,986	0	5,986	13.4%
Net Expenditure	(925)	(6,910)	(5,986)			
<u>253 CEMETERY</u>						
1041 BURIAL FEES	5,710	18,270	12,560			31.3%
CEMETERY :- Income	5,710	18,270	12,560			31.3%
4225 RATES	469	406	(63)		(63)	115.4%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4265 NEW CEM MAINTENANCE	7,421	5,000	(2,421)		(2,421)	148.4%
4601 REPAIRS& MAINTENANCE FUND	37	4,319	4,282	1,295	2,987	30.8%
4602 ELECTRICITY	72	457	385		385	15.9%
4617 MEMORIAL TESTING	0	2,083	2,083		2,083	0.0%
4619 NEW CEM REPAYMENTS	0	36,680	36,680		36,680	0.0%
4620 EXPENSES RE BURIAL DUTIES	386	5,000	4,614		4,614	7.7%
CEMETERY :- Indirect Expenditure	8,385	53,945	45,560	1,295	44,265	17.9%
Net Income over Expenditure	(2,676)	(35,675)	(32,999)			
254 CHANDOS PARK TOILETS						
4612 CONTRACTOR CHARGE	1,742	10,373	8,631		8,631	16.8%
4709 MAINTENANCE	3	1,041	1,038		1,038	0.3%
CHANDOS PARK TOILETS :- Indirect Expenditure	1,745	11,414	9,669	0	9,669	15.3%
Net Expenditure	(1,745)	(11,414)	(9,669)			
255 RAILWAY WALK & CASTLE HILL						
4120 FRIENDS OF GROUPS	0	1,041	1,041		1,041	0.0%
4709 MAINTENANCE	0	1,000	1,000		1,000	0.0%
RAILWAY WALK & CASTLE HILL :- Indirect Expenditure	0	2,041	2,041	0	2,041	0.0%
Net Expenditure	0	(2,041)	(2,041)			
256 STORAGE PREMISES						
4066 GRENVILLE GARAGE RENT	150	677	527		527	22.1%
STORAGE PREMISES :- Indirect Expenditure	150	677	527	0	527	22.1%
Net Expenditure	(150)	(677)	(527)			
258 CEMETERY LODGE						
1061 CEMETERY LODGE RENTAL INCOME	2,537	10,966	8,429			23.1%
CEMETERY LODGE :- Income	2,537	10,966	8,429			23.1%
4034 PWLB REPAYMANTS INCL INTEREST	0	4,072	4,072		4,072	0.0%
4609 CEMETERY LODGE MAINT	0	3,000	3,000		3,000	0.0%
CEMETERY LODGE :- Indirect Expenditure	0	7,072	7,072	0	7,072	0.0%
Net Income over Expenditure	2,537	3,894	1,357			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>260</u> <u>CCTV</u>						
4100 CCTV ONGOING COSTS	0	1,667	1,667		1,667	0.0%
CCTV :- Indirect Expenditure	0	1,667	1,667	0	1,667	0.0%
Net Expenditure	0	(1,667)	(1,667)			
<u>261</u> <u>COMMUNITY CENTRE STRUCTURAL RE</u>						
4085 STRUCTURAL REPAIRS	0	2,030	2,030		2,030	0.0%
4091 CHAMBER WORKS	230	1,015	785		785	22.6%
COMMUNITY CENTRE STRUCTURAL RE :- Indirect Expenditure	230	3,045	2,815	0	2,815	7.5%
Net Expenditure	(230)	(3,045)	(2,815)			
<u>262</u> <u>PARKS GENERAL</u>						
4101 SEATS AND BINS	13	1,041	1,028		1,028	1.3%
4102 DOG BINS	0	4,350	4,350		4,350	0.0%
4106 PLAY AREA MAINTENANCE	594	5,088	4,495		4,495	11.7%
4122 TREE WORKS	1,230	13,203	11,973		11,973	9.3%
4270 BRIDGES	0	2,015	2,015	1,000	1,015	49.6%
4275 PLAY AREA REPLACEMENT FUND	0	1,015	1,015		1,015	0.0%
4276 TREE WARDENS	0	1,000	1,000		1,000	0.0%
PARKS GENERAL :- Indirect Expenditure	1,837	27,712	25,875	1,000	24,875	10.2%
Net Expenditure	(1,837)	(27,712)	(25,875)			
<u>301</u> <u>TOWN CENTRE & EVENTS</u>						
1013 HANGING BASKETS	133	416	283			32.0%
1028 LACE HILL EVENTS INCOME	0	1,041	1,041			0.0%
1062 COMMUNITY FAIR - TABLE INCOME	0	208	208			0.0%
1066 COMEDY NIGHT INCOME	0	3,124	3,124			0.0%
1069 CHARTER FAIR INCOME	0	6,946	6,946			0.0%
TOWN CENTRE & EVENTS :- Income	133	11,735	11,602			1.1%
3997 NI TC & E	614	5,234	4,620		4,620	11.7%
3998 PENSION ERS TC & E	2,151	13,412	11,261		11,261	16.0%
3999 WAGES & SALARIES TC & E	9,619	71,826	62,207		62,207	13.4%
4042 EVENTS EQUIPMENT	0	568	568		568	0.0%
4079 FAIR TRADE PROMOTION	0	416	416		416	0.0%
4094 YOUTH PROJECT	0	3,045	3,045	2,430	615	79.8%
4104 TOWN IN BLOOM	2,931	11,195	8,264	60	8,204	26.7%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4107 PRIDE OF PLACE	0	261	261		261	0.0%
4115 RIVER RINSE	0	416	416		416	0.0%
4166 LACE HILL EVENTS	0	1,041	1,041		1,041	0.0%
4201 CHRISTMAS LIGHTS	0	11,455	11,455		11,455	0.0%
4202 FIREWORK DISPLAY	633	5,840	5,207		5,207	10.8%
4203 COMMUNITY FAIR	0	416	416		416	0.0%
4205 CHRISTMAS PARADE	0	3,959	3,959		3,959	0.0%
4208 SPRING FAIR	0	508	508		508	0.0%
4210 PANCAKE RACE	0	81	81		81	0.0%
4211 BAND JAM	0	3,645	3,645		3,645	0.0%
4212 CHRISTMAS LIGHT SWITCH ON	1,600	4,138	2,538		2,538	38.7%
4213 DOG SHOW	0	502	502		502	0.0%
4216 MAY DAY EVENT	0	51	51		51	0.0%
4220 MUSIC IN THE MARKET	0	3,645	3,645		3,645	0.0%
4230 SCOUT PARADE	0	51	51		51	0.0%
4241 COMEDY NIGHT EXPENDITURE	0	3,124	3,124		3,124	0.0%
4243 CHARTER FAIR EXPENDITURE	0	5,503	5,503	2,459	3,044	44.7%
4260 TWINNING	0	2,030	2,030		2,030	0.0%
TOWN CENTRE & EVENTS :- Indirect Expenditure	17,548	152,362	134,814	4,948	129,866	14.8%
Net Income over Expenditure	(17,415)	(140,627)	(123,212)			
302 STREET MARKET						
1005 STREET MARKET	5,710	14,718	9,008			38.8%
1006 FLEA MARKET	1,129	3,500	2,371			32.3%
STREET MARKET :- Income	6,839	18,218	11,379			37.5%
4017 SUBSCRIPTIONS	369	457	88		88	80.7%
4225 RATES	2,121	3,124	1,003		1,003	67.9%
4235 MARKET INFRASTRUCTURE & PROMOT	0	1,523	1,523		1,523	0.0%
STREET MARKET :- Indirect Expenditure	2,490	5,104	2,614	0	2,614	48.8%
Net Income over Expenditure	4,349	13,114	8,765			
303 SPECIAL EVENTS						
1020 FOOD FAIR INCOME	0	521	521			0.0%
1083 FRINGE INCOME	0	3,124	3,124			0.0%
SPECIAL EVENTS :- Income	0	3,645	3,645			0.0%
4221 FRINGE	3,060	6,425	3,365	1,200	2,165	66.3%
4242 FOOD FAIR	0	521	521		521	0.0%
4244 REMEMBRANCE FLAGS	433	609	176	165	12	98.1%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4273 ONE OFF EVENTS	0	1,000	1,000		1,000	0.0%
4277 WAR MEMORIAL CENTENARY	0	500	500		500	0.0%
4278 CELEBRATE BUCKINGHAM DAY	415	1,250	835	730	105	91.6%
SPECIAL EVENTS :- Indirect Expenditure	3,907	10,305	6,398	2,095	4,303	58.2%
Net Income over Expenditure	(3,907)	(6,660)	(2,753)			
304 BUCKINGHAM TOWN YOUTH COUNCIL						
4237 YOUTH COUNCIL BUDGET	0	1,015	1,015		1,015	0.0%
4238 YOUTH COUNCIL ADMIN	0	102	102		102	0.0%
BUCKINGHAM TOWN YOUTH COUNCIL :- Indirect Expenditure	0	1,117	1,117	0	1,117	0.0%
Net Expenditure	0	(1,117)	(1,117)			
305 TOURIST INFORMATION CENTRE						
1084 TIC INCOME	756	33,995	33,239			2.2%
TOURIST INFORMATION CENTRE :- Income	756	33,995	33,239			2.2%
4253 TIC TICKETS AND PRODUCE	1,484	31,240	29,756		29,756	4.8%
4255 HERITAGE APP EXPENDITURE	2,130	2,922	792	39	753	74.2%
4274 TOURISM WEBSITE	0	1,000	1,000		1,000	0.0%
TOURIST INFORMATION CENTRE :- Indirect Expenditure	3,614	35,162	31,548	39	31,509	10.4%
Net Income over Expenditure	(2,858)	(1,167)	1,691			
306 ACCESSIBILITY						
4254 ACCESS ABLE	0	2,000	2,000		2,000	0.0%
4266 ACCESSIBILITY COSTS	0	513	513		513	0.0%
ACCESSIBILITY :- Indirect Expenditure	0	2,513	2,513	0	2,513	0.0%
Net Expenditure	0	(2,513)	(2,513)			
601 PLANNING						
3992 WAGES & SALARIES PLANNING	5,248	31,877	26,629		26,629	16.5%
3993 NI PLANNING	310	1,864	1,554		1,554	16.6%
3994 PENSION ERS PLANNING	502	4,000	3,498		3,498	12.5%
4624 NEIGHBOURHOOD PLAN	0	2,000	2,000		2,000	0.0%
PLANNING :- Indirect Expenditure	6,060	39,741	33,681	0	33,681	15.2%
Net Expenditure	(6,060)	(39,741)	(33,681)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
901 EARMARKED RESERVES						
9001 YOUTH COUNCIL	0	1,000	1,000		1,000	0.0%
9002 CEMETERY DEVELOPMENT	0	97,886	97,886		97,886	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%
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	45,121	45,121		45,121	0.0%
9027 GREEN BUCKINGHAM GROUP	0	226	226		226	0.0%
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	5,594	5,594		5,594	0.0%
9040 PARK RUN	0	89	89		89	0.0%
9045 ACCESS FOR ALL	0	251	251		251	0.0%
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	0	12,000	12,000		12,000	0.0%
9052 DEPOT EQUIPMENT PURCHASE	0	15,000	15,000		15,000	0.0%
9053 AEDs	0	420	420		420	0.0%
9054 LACE HILL REPAIRS & MAINTENANC	0	25,000	25,000		25,000	0.0%
9055 RIVER RINSE	0	250	250		250	0.0%
9057 CEMETERY LODGE REPAIRS	0	10,000	10,000		10,000	0.0%
9058 BOWLS CLUB PAVILLION REPAIRS	0	8,000	8,000		8,000	0.0%
9059 MAKING GOOD/BOUNDARY REPAIRS B	0	45,000	45,000		45,000	0.0%
9060 RIVER WARDENS	0	1,575	1,575		1,575	0.0%
9061 COVID BOUNCE BACK EVENTS	(285)	8,680	8,965	325	8,640	0.5%
9062 GRANTS	0	2,100	2,100		2,100	0.0%
9063 TWINNING	0	2,000	2,000		2,000	0.0%
9064 HOLOCAUST MEMORIAL	0	1,000	1,000		1,000	0.0%
9065 PURCHASE CEMETERY & ALLOTMENT	0	87,000	87,000		87,000	0.0%
EARMARKED RESERVES :- Indirect Expenditure	(285)	492,767	493,052	61,284	431,768	12.4%
Net Expenditure	285	(492,767)	(493,052)			
Grand Totals:- Income	504,002	1,089,175	585,173			46.3%
Expenditure	218,398	1,588,352	1,369,954	76,953	1,293,001	18.6%
Net Income over Expenditure	285,604	(499,177)	(784,781)			
Movement to/(from) Gen Reserve	285,604					

30/06/2021

Buckingham Town Council

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Summary Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
RESOURCES							
101 PERSONNEL COSTS	Expenditure	35,805	209,093	173,288		173,288	17.1%
102 OFFICE EXPENSES	Income	0	1,462	1,462			0.0%
	Expenditure	18,278	75,482	57,204	4,696	52,508	30.4%
	Net Income over Expenditure	<u>(18,278)</u>	<u>(74,020)</u>	<u>(55,742)</u>			
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(18,278)</u>					
103 COUNCILLORS	Expenditure	38	16,517	16,479	234	16,245	1.6%
104 LEGAL REQUIREMENTS	Expenditure	15,877	24,896	9,019		9,019	63.8%
120 GRANTS (PREV 137)	Expenditure	13,546	13,649	103		103	99.2%
125 COMMEMORATIVE ITEMS	Expenditure	0	1,300	1,300		1,300	0.0%
130 ADMIN RESERVES	Income	452,000	912,817	460,817			49.5%
131 GRANTS	Expenditure	14,935	18,115	3,180		3,180	82.4%
132 FUTURE PLANNING	Expenditure	2,268	10,515	8,247		8,247	21.6%
304 BUCKINGHAM TOWN YOUTH	Expenditure	0	1,117	1,117		1,117	0.0%
	RESOURCES Income	<u>452,000</u>	<u>914,279</u>	<u>462,279</u>			<u>49.4%</u>
	Expenditure	<u>100,748</u>	<u>370,684</u>	<u>269,936</u>	<u>4,930</u>	<u>265,007</u>	<u>28.5%</u>
	Net Income over Expenditure	<u>351,252</u>					
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>351,252</u>					
ENVIRONMENT							
201 ENVIRONMENT	Expenditure	45,283	272,035	226,752	139	226,614	16.7%
202 ROUNDABOUTS	Income	8,866	11,753	2,887			75.4%
	Expenditure	0	1,320	1,320		1,320	0.0%
	Movement to/(from) Gen Reserve	<u>8,866</u>					
203 MAINTENANCE	Expenditure	0	2,030	2,030		2,030	0.0%
204 DEVOLVED SERVICES EXPENSES	Income	20,381	20,353	(28)			100.1%
	Expenditure	603	8,500	7,897		7,897	7.1%
	Movement to/(from) Gen Reserve	<u>19,778</u>					
205 GROUNDS MAINTENANCE	Expenditure	3,373	21,083	17,710	49	17,661	16.2%
248 DEPOT	Expenditure	4,766	9,641	4,875		4,875	49.4%
249 PUBLIC TOILETS	Income	0	102	102			0.0%
	Expenditure	1,742	13,445	11,703		11,703	13.0%
	Movement to/(from) Gen Reserve	<u>(1,742)</u>					

Continued over page

Summary Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
250	LACE HILL						
	Income	6,781	44,636	37,855			15.2%
	Expenditure	14,707	32,155	17,448	1,175	16,273	49.4%
	Movement to/(from) Gen Reserve	<u>(7,926)</u>					
251	CHANDOS PARK						
	Income	0	1,223	1,223			0.0%
	Expenditure	572	5,022	4,450		4,450	11.4%
	Movement to/(from) Gen Reserve	<u>(572)</u>					
252	BOURTON PARK						
	Expenditure	925	6,910	5,986		5,986	13.4%
253	CEMETERY						
	Income	5,710	18,270	12,560			31.3%
	Expenditure	8,385	53,945	45,560	1,295	44,265	17.9%
	Movement to/(from) Gen Reserve	<u>(2,676)</u>					
254	CHANDOS PARK TOILETS						
	Expenditure	1,745	11,414	9,669		9,669	15.3%
255	RAILWAY WALK & CASTLE HILL						
	Expenditure	0	2,041	2,041		2,041	0.0%
256	STORAGE PREMISES						
	Expenditure	150	677	527		527	22.1%
258	CEMETERY LODGE						
	Income	2,537	10,966	8,429			23.1%
	Expenditure	0	7,072	7,072		7,072	0.0%
	Movement to/(from) Gen Reserve	<u>2,537</u>					
260	CCTV						
	Expenditure	0	1,667	1,667		1,667	0.0%
261	COMMUNITY CENTRE						
	Expenditure	230	3,045	2,815		2,815	7.5%
262	PARKS GENERAL						
	Expenditure	1,837	27,712	25,875	1,000	24,875	10.2%
	ENVIRONMENT Income	<u>44,274</u>	<u>107,303</u>	<u>63,029</u>			<u>41.3%</u>
	Expenditure	<u>84,316</u>	<u>479,714</u>	<u>395,398</u>	<u>3,657</u>	<u>391,741</u>	<u>18.3%</u>
	Movement to/(from) Gen Reserve	<u>(40,042)</u>					
TOWN CENTRE & EVENTS							
301	TOWN CENTRE & EVENTS						
	Income	133	11,735	11,602			1.1%
	Expenditure	17,548	152,362	134,814	4,948	129,866	14.8%
	Movement to/(from) Gen Reserve	<u>(17,415)</u>					
302	STREET MARKET						
	Income	6,839	18,218	11,379			37.5%
	Expenditure	2,490	5,104	2,614		2,614	48.8%
	Movement to/(from) Gen Reserve	<u>4,349</u>					
303	SPECIAL EVENTS						
	Income	0	3,645	3,645			0.0%
	Expenditure	3,907	10,305	6,398	2,095	4,303	58.2%
	Movement to/(from) Gen Reserve	<u>(3,907)</u>					
305	TOURIST INFORMATION CENTRE						
	Income	756	33,995	33,239			2.2%
	Expenditure	3,614	35,162	31,548	39	31,509	10.4%
	Movement to/(from) Gen Reserve	<u>(2,858)</u>					
306	ACCESSIBILITY						
	Expenditure	0	2,513	2,513		2,513	0.0%
	TOWN CENTRE & EVENTS Income	<u>7,728</u>	<u>67,593</u>	<u>59,865</u>			<u>11.4%</u>
	Expenditure	<u>27,559</u>	<u>205,446</u>	<u>177,887</u>	<u>7,082</u>	<u>170,805</u>	<u>16.9%</u>
	Movement to/(from) Gen Reserve	<u>(19,831)</u>					

Summary Income & Expenditure by Budget Heading 30/06/2021

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>PARTNERSHIPS</u>						
PARTNERSHIPS Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	0					
<u>PLANNING</u>						
601 PLANNING Expenditure	6,060	39,741	33,681		33,681	15.2%
PLANNING Income	0	0	0			0.0%
Expenditure	6,060	39,741	33,681	0	33,681	15.2%
Movement to/(from) Gen Reserve	(6,060)					
Grand Totals:- Income	504,002	1,089,175	585,173			46.3%
Expenditure	218,683	1,095,585	876,902	15,669	861,233	21.4%
Net Income over Expenditure	285,319	(6,410)	(291,729)			
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	285,319					

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	To be reviewed again in January 2022	Oct-21
Resources	658/19	Staffing Handbook	Updated AGREED. To be reviewed in 12 months time.	Town Clerk	To be reviewed again in October 2021	Jan-22

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 gauge public interest 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	On Agenda
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	On Agenda
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. Most recently the #QuickLitterPick initiative and Litter poster competition with Bourton Meadow Primary School
19.	Request a carbon footprint of any Town Council investment and seek to reduce this by switching to investments supporting renewable energy projects and	Measure and publish low carbon emission	Resources Committee	On agenda

	eco-enhancements.	certification		
20.	Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available.	Consideration of a procurement strategy	Resources Committee	'Local suppliers' agenda item
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.
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. A number of volunteers have come forward and investigation is underway to determine the appropriate policies, procedures, insurance and training for volunteer flood wardens.
29.	Advise residents on steps to increase resilience	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	Initial meetings have been held between Buckinghamshire
30.	Promote the community flood warden scheme	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	

				<p>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.</p>
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**BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 5th JULY 2021**

Contact Officer: Louise Stubbs, Communications Clerk

Buckingham Grants 2021 Update

1. Recommendations

It is **RECOMMENDED** that Members recommend the following changes to be made to the grants application forms, for both one-year and four year applications:

- Application forms to ask for applicants' website address
- Application forms to ask for applicants' social media handles
- Letters discussing post-project photographs to ask for these photographs to include people, if possible.

2. Background

After a thorough review in 2020, changes were made to the grants application process. These have started with the 2021-2022 one year grant applications and will continue to be implemented with the beginning of the new four year grants systems, in October 2021.

The new grants policy included a number of changes designed to tackle identified areas for improvement within the grant system.

3. Improving the number of first time applicants receiving funds

From report R/46/20: *"It was concerning to members that first time applicants are less likely to receive funding than regular applicants. Supporting applicants to provide the correct information with a clear grants policy, and support from Town Council officers were felt to be the most effective approach."*

There were three applicants for 2021 one year grants who had not applied for funding in the last four years: Florence Nightingale Hospice Charity, Stowe Sub Aqua Club and Buckingham Area Rural Transport. Two of these organisations utilised the additional officer support available to clarify their applications and improve their chances of making a successful application.

All three organisations were granted funding. This is an improvement on the previous year, when three of ten new groups to apply for funding were unsuccessful.

There were notably less applications for grant funding for 2021 than usual. This was due to Coronavirus. Several groups told us they were not applying due to uncertainty about ongoing restrictions on meeting.

4. Improving public knowledge of grants

Actions were taken to significantly improve the content, search engine optimisation and layout of the grants page on our website. What was a single grants applications page has been expanded to include pages focusing on:

- How to apply
- Past projects
- Other kinds of support for local groups
- Other local funding

Laying out the pages in this way gives applicants more detailed information about who can apply, what has been successfully granted funding in the past and other ways groups can secure funding if Town Council grants aren't suitable. This year there has been a rise in the number of visits to the website pages, but less applicants than usual, with 15 applications for one year grants, compared to 19 applications received at the end of 2019 for 2020 grants.

This could be a good indicator that the information on the website is clear and that less applications were received for projects that could not be funded by the Town Council.

A 'supported by Buckingham Town Council' text and logo image has been created for use by successful grants applicants. This was funded from the Publicity budget, 102/4032, and has been used by several applicants on their website or print publications. The success of this approach will be reviewed at the end of the 2021-2022 grant award period, however this change was greeted very positively by grant awardees.

In 2021 the Town Council also held its first Cheque Day – this was an opportunity for grant awardees to meet the Mayor of Buckingham and receive an oversized cheque in person, with publicity photographs being taken. Of 16 grant holders (long term and one year) for 2021, 13 attended or asked for a cheque to be posted to them to take their own photographs.

This exercise was extremely successful, with grant awardees appreciating the opportunity to talk to the Mayor about their projects as well as having copies of the cheques and photographs for use on their own social media, newsletters or on display in their group properties. The photographs were printed over two pages in the local paper.

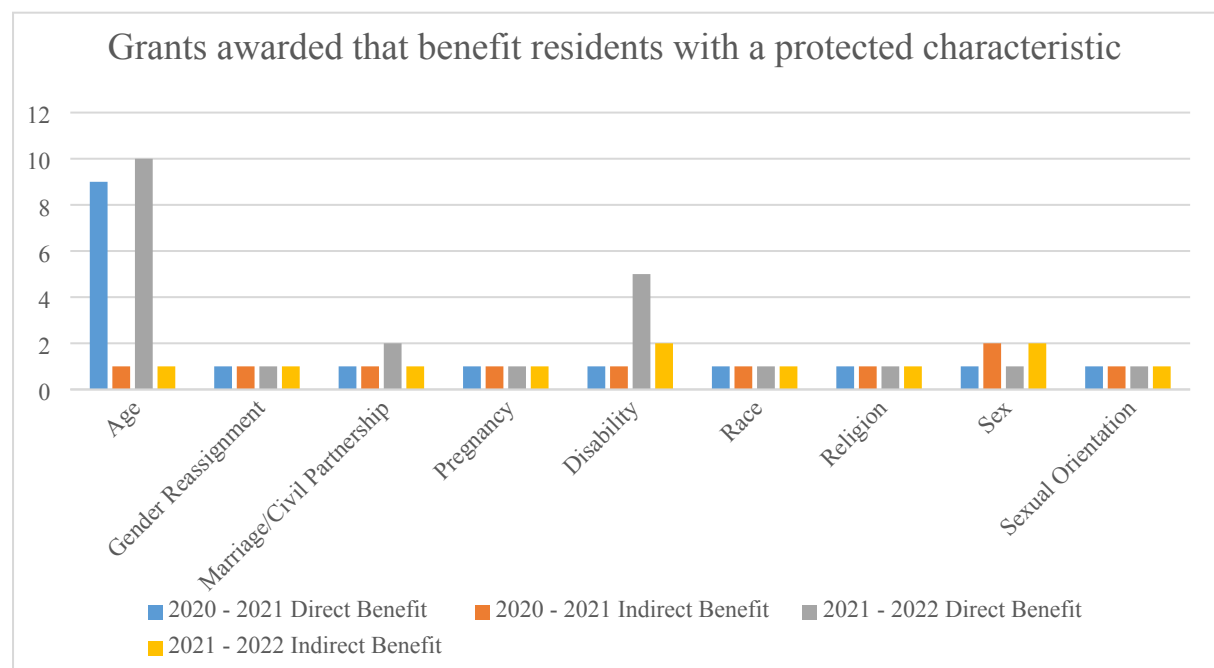
5. Equality and Diversity of grants

As part of a drive to improve the diversity of applications being received by Buckingham Town Council, two steps were taken.

The website pages were reworked in September and October 2020 to include images and reports from past projects. Due to the use of photographs from previous projects not all of the imagery was as diverse as we would like. It's hoped that this will improve in 2022 as we enter the second year of requirement for

organisations to send end of project photographs to the Council, appropriately cleared for media use.

The second change was to talk about diversity of the grants policy and application forms. This increased the number of applicants who spoke about the impact their projects have on people with a protected characteristic. This year, several applicants spoke specifically about the access or activities their group provides to disabled people or support for children or older people. This included groups that had previously applied before but had not mentioned the impact on people with disabilities in their applications previously. The analysis also highlights areas where we are still receiving very few applications.



6. Environmental Impact of grants

As part of Buckingham Town Council's commitment to addressing the climate emergency, the reworked grant application forms asked how organisations applying for a grant were working to reduce the environmental impact of their project.

Almost all of the applications considered the environmental impact of their project. Several groups mentioned plans they had undertaken to reduce single use waste including plastic cups, unnecessary paper waste and encouraging recycling. Reducing transport miles was the most popular response, mentioned in nearly a third of applications, including sourcing local building supplies. One Bowls Club told us they had deliberately applied for funding for LED lighting, when other lighting could have been used, because our grants policy had highlighted the importance of the climate emergency to the Town Council.

Answer given	2021
Reduction of transport miles for products/service	4
Non-specific commitment towards improving environmental impact	3
Reduction in use of single use paper	2
reduction in use of single use plastic	2
Use of public transport	2
Changes to building fabric to improve energy efficiency	2
Save water/electricity	2
No response	1
Education of future generations	1
Recycling	1
Sustainably sourced materials	1

7. Grants application schedule 2022-2023 and 2022-2026

October 2021	Grants applications open, this will be advertised in the Buckingham Town Matters newsletter, on the Town Council website and social media.
November 2021	Grant applications close by 12 noon on the specified day. A completed grant application form and a copy of the accounts must be received by the Council by the deadline to be considered a valid application.
November 2021 to January 2022	Four year grant applicants will be asked to create a grant award agreement with the Council.
January 2022	The budget for grants will be set at the Precept meeting of Full Council.
January 2022	Members of the Resources Committee will decide which grants applications should be awarded funding.
February 2022	Applicants are notified if their grant application has been successful or not.
May 2022	Successful grant applicants will receive their funding by bank transfer. Four year grant holders will be asked to provide statements for a joint press release with the Town Council
June 2022	Grant cheque award day photo opportunity
March 2023	One year grant holders will be asked to complete an end of grant monitoring form. Four year grant holders will be asked to complete an annual monitoring form.
May 2023	Four year grant holders will receive their next payment. (and so on until the end of the four year grant period)

8. Continuing changes

In order to continue to build on the success so far, it is **RECOMMENDED** the following changes are made to the grants application forms, for both one-year and four year applications:

- Application forms to ask for applicants' website address
- Application forms to ask for applicants' social media handles
- Letters discussing post-project photographs to ask for these photographs to include people, if possible.

Buckingham Town Council Sustainable Purchasing and Procurement Policy

1. Summary

Buckingham Town Council's Climate Emergency Action Plan includes a commitment to Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available (Action 20)

The Council recognises the impact that our contracts may have on the environment and that the Council can influence sustainable practices and policy in our area. This policy and procedure explains how the Council will aim to incorporate sustainable procurement into tendering procedures and contracts.

Sustainable Procurement is a process whereby organisations meet their needs for goods, services and works in a way that achieves value for money on a Whole Life Cost (WLC) basis. Sustainable procurement not only focuses on benefits to the organisation; but also to society and the economy, whilst minimising damage to the environment. It encompasses environmental sustainability, social value, ethics and equality.

Buckingham Town Council is committed to ensuring that sustainability is embedded throughout every level of the organisation and its operations.

A holistic approach is required when implementing a process to govern purchasing decisions. It is not enough just to consider what a product is made of and so the decision needs to be based on a lifecycle assessment.

2. General Approach

Although this will differ depending on the product being considered, the usual assessment considerations will be as follows:

SOURCING MATERIALS – IMPACT – Natural resource depletion, habitat damage

MANUFACTURE – IMPACT – Greenhouse gas emissions, Contamination of water supply, Effect on air quality

PACKAGING – IMPACT – Natural resource depletion, habitat damage, Greenhouse gas emission, increased landfill

TRANSPORT – IMPACT – Greenhouse gas emission, Effect on local air quality, Increase demand for petroleum

DISPOSAL – IMPACT – Habitat damage, visual intrusion, Increased burden on landfill

3. Questions to be considered

It would be impossible to completely eliminate all of the above impacts when selecting a product, but the aim is to try to make a purchase which removes as many as possible.

Making a purchasing decision can be broken down to several easy to follow steps and centre on the following principle:

Does the Council really need to buy the product at all? Does the Council have to buy new or does the product already exist within the organisation or local community? Could it be borrowed instead of bought?

If the product really does have to be bought, then the following steps will apply:

- I. Buy locally wherever possible. Local can either mean distributed from a local supplier or manufactured locally. A local distributor may have had the products they sell brought in from elsewhere but at least buying from them restricts the amount of miles that this product has travelled. Better still is a product made locally as this is likely to have less associated transport, be made using local ingredients and be sourced sustainably
- II. Check the credentials of the manufacturer or product. The Ethical Consumer website may be able to assist with this
- III. Check whether the manufacturer or product is associated with known environmental issues
- IV. Check whether the product requires certification. A number of sustainable products require certain standards or certification (such as FSC timber). If the product you are considering requires this, make sure that your purchasing choice does actually have the certification.
- V. Does the product require excessive transport in delivery? If it is not available locally, the closest option should be sought.
- VI. End of life options: can the product be recycled when it is no longer needed? If not try and find an alternative that can.

4. Fairtrade

Wherever possible, the Council will prefer Fairtrade products.

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

12/05/2021

Further to our Internal Audit of your Council for the financial year 2020/21 I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of Control Objective K, L and O and we are required to explain why we have done this.

- *The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from limited assurance review in 2019/20.*
- *The reason for the Not Covered response for Objective L is that it is not applicable to your Council as your 'annual turnover' exceeds £25,000.*
- *The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.*

I have also emailed you an Internal Audit summary of our audit testing which you may find useful. This sets out the number of tests that we have carried out and the number of positive and negative responses. Care should be taken when using this Summary as these tests are not given a weighting to reflect their relative importance and the Summary must therefore be considered in conjunction with our Internal Audit Observations.

I have made some Observations in respect of the year end audit which I would be grateful if you could draw to the Council's attention in due course. If the Council should have any queries regarding any points raised please do not hesitate to contact me.

I would like to express our thanks for the assistance you provided to us during the course of the audit.

Yours sincerely,



Kevin Rose ACMA
Director

Buckingham Town Council

Financial Year 2020-21



Visit date: 7 May 2020

Year End Internal Audit Observations

Box G Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	Signed copies of the Clerk and Deputy Clerk contracts of employment were not available.	<i>The Clerk & Deputy Clerk contracts provided as unsigned.</i>	he Council must ensure that Contracts of employment are signed and retained on file at the Councils offices. These should be available for audit review.	High	
2	The Council does not issue increment letters to staff confirming increase in salaries.	<i>9 November 2020 Resources Committee Meeting report reference RC/66/20 reviewed and approved the NJC 2.7% wage increase backdated to 1 April 2020. This was put to 23 November 2020 Full Council Meeting minute reference 809/20 for formal approval. It was noted that the Council does not issue Increment Letters when salaries are reviewed and scale points are increased.</i>	The Council should ensure that Increment Letters are issued when scale points increase are awarded.	High	

Client	Buckingham Town Council	
Clerk:	Paul Hodson	
	Name	Date
Prior Year Audit Signed	Auditing Solutions Ltd no IAR on web.	6 May 2020
Pre Audit	Paula Sakalla	16 October 2020
Visit 1 Auditor:	Paula Sakalla/Kevin Rose	20 October 2020
Year End Auditor	Paula Sakalla	7 May 2020
Reviewed by	Kevin Rose	12 May 2021

Complete
Yes
Yes
Yes
Yes
No

Internal Audit Summary 2020-21

Year End Audit



Negative Analysis

Annual Return – Compliance with Requirements		Not checked	Not applicable	Positive	Negative	Statutory Non-Compliance	High	Medium	Low
Box A	Appropriate accounting records have been kept properly throughout the year.	0	0	4	1	0	0	0	0
Box B	This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	2	2	37	0	0	0	0	0
Box C	This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	1	1	9	0	0	0	0	0
Box D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	0	4	19	1	0	0	0	0
Box E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	0	5	17	1	0	0	0	0
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	0	0	9	0	0	0	0	0
Box G	Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	0	1	16	0	2	0	0	0
Box H	Asset and investments registers were complete and accurate and properly maintained.	2	2	5	0	0	0	0	0
Box I	Periodic and year-end bank account reconciliations were properly carried out.	0	3	13	0	0	0	0	0
Box J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	0	1	7	0	0	0	0	0
Box K	IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt.	0	2	0	0	0	0	0	0
Box L	If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	(Not Applicable)							
Box M	During summer 2020 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.	0	0	4	0	0	0	0	0
Box N	The authority has complied with the publication requirements for 2019/20 AGAR.	(see Testing Box D)							
Box O	Trust funds (including charitable) – The council met its responsibilities as a trustee.	0	5	0	0	0	0	0	0

Total

5	26	140	3	2	0	0	0
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Visit date: 20 October 2020

Interim Internal Audit Observations

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

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

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

Buckingham Town Council

Financial Year 2020-21

Visit date:

7 May 2021

Year End Internal Audit Observations

Box G Salaries to employees and allowances to members were paid in accordance with this smaller authority's

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments by the Town Clerk
1	Signed copies of the Clerk and Deputy Clerk contracts of employment were not available.	<i>The Clerk & Deputy Clerk contracts provided as unsigned.</i>	The Council must ensure that Contracts of employment are signed and retained on file at the Councils offices. These should be	High	The auditor checked unsigned copies of both contracts, and confirmed that the salaries paid are correct. Signed copies of
2	The Council does not issue increment letters to staff confirming increase in salaries.	<p><i>9 November 2020 Resources Committee Meeting report reference RC/66/20 reviewed and approved the NJC 2.7% wage increase backdated to 1 April 2020. This was put to 23 November 2020 Full Council Meeting minute reference 809/20 for formal approval.</i></p> <p><i>It was noted that the Council does not issue Increment Letters when salaries are reviewed and scale points are increased.</i></p>	The Council should ensure that Increment Letters are issued when scale points increase are awarded.	High	Increments were made correctly in 2020. Increment letters have now been issued for 2021 range increases, and further letters will be issued when the inflationary increase is agreed nationally.