



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
VERNEY CLOSE, BUCKINGHAM. MK18 1JP

Telephone/Fax: (01280) 816 426

Email: office@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Think Mask, Think Lateral Flow Test

RESOURCES
COMMITTEE

03 November 2021

Councillor,

You are summoned to a meeting of the **Resources Committee** meeting of Buckingham Town Council to be held on Monday 8th November 2021 at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes.

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

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 5th July 2021.

[Copy previously circulated](#)



Twinned with Mouvaux, France;  Neukirchen-Vluyn, Germany 

Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.

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

4. Minutes of Communications Strategy Group

To receive the minutes of the Communications Strategy Group meeting held on Wednesday 1st September 2021 [Copy previously circulated](#)

5. Budgets

5.1. To receive and agree the budget reports:

5.1.1. Highlight Report of main budget variations [Appendix A](#)

5.1.2. Summary Income and Expenditure Report [Appendix B](#)

5.1.3. Detailed Income and Expenditure Report [Appendix C](#)

5.1.4. Purchase Ledger from 8th – 31st October 2021 [Appendix D](#)

5.1.5. Direct Debits and Standing Orders; to resolve to approve the variable direct debits

used by the Council in line with Financial Regulation 6.7. [Appendix E](#)

5.2. To receive and discuss a written report from the Town Clerk proposing budget changes for 2022/23 [R/66/21](#)

6. Policies Review

To review and amend or confirm the following policies and procedures of Buckingham Town Council:

6.1. Council Chamber Hire Conditions [Appendix F](#)

6.2. Community Engagement Strategy [Appendix G](#)

7. Interim Internal Audit Report

To receive and discuss the internal audit report [Appendix H](#)

7.1. Cover Letter [Appendix I](#)

7.2. Interim Summary Report [Appendix J](#)

7.3. Interim Observations with Town Clerk summary [Appendix K](#)

8. Town Council Office Arrangements

To receive and discuss a written report from the Town Clerk [R/67/21](#)

9. Climate Emergency Action Plan

To review the updated Climate Emergency Action Plan [Appendix L](#)

10. Committee Calendar

10.1 To receive, agree and recommend to Full council the updated calendar of committee dates for 2022 [Appendix M](#)

10.2 To review, agree and recommend to Full Council the calendar of committee dates for 2023 [Appendix N](#)

11. Action Report

[Appendix O](#)

12. Chair's Announcements

13. Date of next meeting

COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

14. 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.

15. Staffing

To receive and discuss a written report from the Town Clerk [R/68/21](#)

16. Purchase of Estates Vehicle

[R/69/21](#)

To receive and discuss a written report from the Estates Manager

17. Website Rebuild and Maintenance contract

[R/70/21](#)

To receive and discuss a written report from the Communications Clerk

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

INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES

PAGE No	CODE	COST CENTRE	AMOUNT	EXPLANATION
2	4501	125	-£260.00	Overspend, new awards added after precept decided
3	4503	132	-£1,498.00	Overspend, van required for longer and covid measures still in place for office/chamber etc
4	4033	205	-£1,264.00	overspend, rental / emptying of recycling wheelie bins
5	4265	253	-£2,885.00	overspend due to cost of new garden of rest. Offset by other underspends within the cost centre.
6	4225	253	-£63.00	Actual rates amount not notified until after Precept was set, resulting in underbudgeting
8	4094	301	-£10.00	Basketball coaching - slight increase in cost, not precepted for
8	4243	301	-£1,170.00	Bollard removal not invoiced in previous year still on as a committed item as we are awaiting an invoice, plus this years bollard removal
9	4278	303	-£9.00	overspend - last minute price increases due to covid cancellations etc
11	9033	901	-£2,685.00	Income not received from AVDC 2018/2019, 2019/2020 (re: original project - Destination Buckingham)

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Buckingham Town Council

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Summary Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
RESOURCES							
101 PERSONNEL COSTS	Expenditure	99,326	209,093	109,767		109,767	47.5%
102 OFFICE EXPENSES	Income	2	1,462	1,460			0.1%
	Expenditure	41,120	75,482	34,362	5,155	29,207	61.3%
	Net Income over Expenditure	<u>(41,118)</u>	<u>(74,020)</u>	<u>(32,902)</u>			
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(41,118)</u>					
103 COUNCILLORS	Expenditure	415	16,517	16,102	141	15,961	3.4%
104 LEGAL REQUIREMENTS	Expenditure	16,044	24,896	8,852		8,852	64.4%
120 GRANTS (PREV 137)	Expenditure	13,546	13,649	103		103	99.2%
125 COMMEMORATIVE ITEMS	Expenditure	1,088	1,300	213		213	83.7%
130 ADMIN RESERVES	Income	903,999	905,930	1,931			99.8%
131 GRANTS	Expenditure	14,935	19,935	5,000		5,000	74.9%
132 FUTURE PLANNING	Expenditure	8,043	10,515	2,472	1,789	683	93.5%
304 BUCKINGHAM TOWN YOUTH	Expenditure	0	1,117	1,117		1,117	0.0%
	RESOURCES Income	<u>904,001</u>	<u>907,392</u>	<u>3,391</u>			<u>99.6%</u>
	Expenditure	<u>194,517</u>	<u>372,504</u>	<u>177,987</u>	<u>7,085</u>	<u>170,902</u>	<u>54.1%</u>
	Net Income over Expenditure	<u>709,484</u>					
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>709,484</u>					
ENVIRONMENT							
201 ENVIRONMENT	Expenditure	136,580	272,035	135,455	189	135,266	50.3%
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	2,030	2,030	0		0	100.0%
204 DEVOLVED SERVICES EXPENSES	Income	20,381	20,353	(28)			100.1%
	Expenditure	3,234	8,500	5,266		5,266	38.0%
	Movement to/(from) Gen Reserve	<u>17,147</u>					
205 GROUNDS MAINTENANCE	Expenditure	9,685	21,083	11,398	2,246	9,152	56.6%
248 DEPOT	Expenditure	5,128	9,641	4,513		4,513	53.2%
249 PUBLIC TOILETS	Income	0	102	102			0.0%
	Expenditure	5,225	13,445	8,220		8,220	38.9%
	Movement to/(from) Gen Reserve	<u>(5,225)</u>					

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
250	LACE HILL						
	Income	20,248	44,636	24,388			45.4%
	Expenditure	17,706	32,155	14,449	1,195	13,253	58.8%
	Movement to/(from) Gen Reserve	<u>2,541</u>					
251	CHANDOS PARK						
	Income	0	1,223	1,223			0.0%
	Expenditure	1,202	5,022	3,820	420	3,400	32.3%
	Movement to/(from) Gen Reserve	<u>(1,202)</u>					
252	BOURTON PARK						
	Expenditure	2,476	6,910	4,434	2,717	1,717	75.2%
253	CEMETERY						
	Income	14,900	18,270	3,370			81.6%
	Expenditure	11,742	53,945	42,203	935	41,268	23.5%
	Movement to/(from) Gen Reserve	<u>3,159</u>					
254	CHANDOS PARK TOILETS						
	Expenditure	5,284	11,414	6,130	34	6,096	46.6%
255	RAILWAY WALK & CASTLE HILL						
	Expenditure	0	2,041	2,041		2,041	0.0%
256	STORAGE PREMISES						
	Expenditure	349	677	328		328	51.6%
258	CEMETERY LODGE						
	Income	5,641	10,966	5,325			51.4%
	Expenditure	2,451	7,072	4,621		4,621	34.7%
	Movement to/(from) Gen Reserve	<u>3,190</u>					
260	CCTV						
	Expenditure	538	1,667	1,129	450	679	59.3%
261	COMMUNITY CENTRE						
	Expenditure	377	3,045	2,668	30	2,637	13.4%
262	PARKS GENERAL						
	Expenditure	3,670	27,712	24,042	110	23,933	13.6%
	ENVIRONMENT Income	<u>70,035</u>	<u>107,303</u>	<u>37,268</u>			65.3%
	Expenditure	<u>207,678</u>	<u>479,714</u>	<u>272,036</u>	<u>8,326</u>	<u>263,710</u>	45.0%
	Movement to/(from) Gen Reserve	<u>(137,642)</u>					
TOWN CENTRE & EVENTS							
301	TOWN CENTRE & EVENTS						
	Income	7,147	11,735	4,588			60.9%
	Expenditure	54,503	152,362	97,859	16,713	81,146	46.7%
	Movement to/(from) Gen Reserve	<u>(47,356)</u>					
302	STREET MARKET						
	Income	15,252	18,218	2,966			83.7%
	Expenditure	2,490	5,104	2,614		2,614	48.8%
	Movement to/(from) Gen Reserve	<u>12,762</u>					
303	SPECIAL EVENTS						
	Income	2,109	3,645	1,536			57.9%
	Expenditure	6,731	10,305	3,574		3,574	65.3%
	Movement to/(from) Gen Reserve	<u>(4,622)</u>					
305	TOURIST INFORMATION CENTRE						
	Income	4,432	33,995	29,563			13.0%
	Expenditure	7,077	35,162	28,085	693	27,393	22.1%
	Movement to/(from) Gen Reserve	<u>(2,645)</u>					
306	ACCESSIBILITY						
	Expenditure	0	2,513	2,513		2,513	0.0%
	TOWN CENTRE & EVENTS Income	<u>28,939</u>	<u>67,593</u>	<u>38,654</u>			42.8%
	Expenditure	<u>70,800</u>	<u>205,446</u>	<u>134,646</u>	<u>17,406</u>	<u>117,240</u>	42.9%
	Movement to/(from) Gen Reserve	<u>(41,861)</u>					

		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	18,155	39,741	21,586		21,586	45.7%
	PLANNING Income	0	0	0			0.0%
	Expenditure	18,155	39,741	21,586	0	21,586	45.7%
	Movement to/(from) Gen Reserve	(18,155)					
<u>EARMARKED RESERVES</u>							
901	EARMARKED RESERVES Expenditure	43,616	491,773	448,157	53,621	394,536	19.8%
	EARMARKED RESERVES Income	0	0	0			0.0%
	Expenditure	43,616	491,773	448,157	53,621	394,536	19.8%
	Movement to/(from) Gen Reserve	(43,616)					
Grand Totals:-							
	Income	1,002,976	1,082,288	79,312			92.7%
	Expenditure	534,766	1,589,178	1,054,412	86,438	967,974	39.1%
	Net Income over Expenditure	468,210	(506,890)	(975,100)			
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	468,210					

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Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

RESOURCES101 PERSONNEL COSTS

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 WAGES & SALARIES ADMIN	71,540	155,000	83,460		83,460	46.2%
4005 ERS NATIONAL INS	6,408	13,139	6,731		6,731	48.8%
4006 ERS PENSION CONT	16,970	33,000	16,030		16,030	51.4%
4007 STAFF TRAVEL	82	1,300	1,218		1,218	6.3%
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	99,326	209,093	109,767	0	109,767	47.5%
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Net Expenditure

(99,326)	(209,093)	(109,767)
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102 OFFICE EXPENSES

1010 CHAMBER HIRE	0	1,421	1,421			0.0%
1012 PHOTOCOPIER USE	2	41	39			4.6%

OFFICE EXPENSES :- Income

2	1,462	1,460			0.1%
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4010 STATIONERY	1,205	2,400	1,195	573	622	74.1%
4011 POSTAGE	568	508	(60)		(60)	111.9%
4012 PHOTOCOPIER	1,032	1,823	791		791	56.6%
4013 EQUIPMENT PURCHASE	38	1,117	1,079	363	716	35.9%
4015 ADVERTISEMENT	0	650	650		650	0.0%
4017 SUBSCRIPTIONS	3,712	4,263	551		551	87.1%
4018 TELEPHONE	4,739	6,598	1,859		1,859	71.8%
4019 HIRE OF HALL	0	261	261		261	0.0%
4021 HOSPITALITY	69	406	337		337	16.9%
4023 TRAINING	4,175	10,300	6,125	1,864	4,261	58.6%
4027 COMPUTER SOFTWARE	7,382	10,500	3,118		3,118	70.3%
4030 PAYROLL	1,132	1,700	568		568	66.6%
4032 PUBLICITY	4,010	7,598	3,588	2,316	1,272	83.3%
4038 COMPUTER EQUIP/MAINT	1,968	3,553	1,585		1,585	55.4%
4041 WEB SITE PROVISION & OPERATION	935	5,000	4,065		4,065	18.7%
4043 PROTECTIVE CLOTHING / UNIFORM	375	1,500	1,125	38	1,087	27.5%
4052 HEAT LIGHT POWER	86	833	747		747	10.3%
4055 ALARM	0	572	572		572	0.0%
4156 BUCKINGHAM CENTRE RENT	6,901	11,400	4,499		4,499	60.5%
4225 RATES	2,794	4,500	1,706		1,706	62.1%

OFFICE EXPENSES :- Indirect Expenditure	41,120	75,482	34,362	5,155	29,207	61.3%
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Net Income over Expenditure

(41,118)	(74,020)	(32,902)
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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
103 COUNCILLORS						
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	23	500	477		477	4.6%
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	392	1,523	1,131	141	990	35.0%
COUNCILLORS :- Indirect Expenditure	415	16,517	16,102	141	15,961	3.4%
Net Expenditure	(415)	(16,517)	(16,102)			
104 LEGAL REQUIREMENTS						
4014 AUDIT FEE	(325)	4,896	5,221		5,221	(6.6%)
4016 LEGAL COSTS	0	2,000	2,000		2,000	0.0%
4022 INSURANCE	16,369	18,000	1,631		1,631	90.9%
LEGAL REQUIREMENTS :- Indirect Expenditure	16,044	24,896	8,852	0	8,852	64.4%
Net Expenditure	(16,044)	(24,896)	(8,852)			
120 GRANTS (PREV 137)						
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	13,546	13,649	103	0	103	99.2%
Net Expenditure	(13,546)	(13,649)	(103)			
125 COMMEMORATIVE ITEMS						
4501 CIVIC AWARD	1,088	828	(260)		(260)	131.3%
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	1,088	1,300	213	0	213	83.7%
Net Expenditure	(1,088)	(1,300)	(213)			
130 ADMIN RESERVES						
1176 PRECEPT	903,930	903,930	0			100.0%
1190 INTEREST RECEIVED	69	2,000	1,931			3.5%
ADMIN RESERVES :- Income	903,999	905,930	1,931			99.8%
Net Income	903,999	905,930	1,931			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
131 GRANTS						
4084 COMMUNITY CENTRE CAPITAL	0	5,000	5,000		5,000	0.0%
4087 ANNUAL GRANTS	14,935	14,935	0		0	100.0%
GRANTS :- Indirect Expenditure	14,935	19,935	5,000	0	5,000	74.9%
Net Expenditure	(14,935)	(19,935)	(5,000)			
132 FUTURE PLANNING						
4500 FUTURE PLANNING	5,530	9,500	3,970	1,789	2,182	77.0%
4503 COVID-19 EXPENSES	2,513	1,015	(1,498)		(1,498)	247.6%
FUTURE PLANNING :- Indirect Expenditure	8,043	10,515	2,472	1,789	683	93.5%
Net Expenditure	(8,043)	(10,515)	(2,472)			
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)			
RESOURCES :- Income	904,001	907,392	3,391			99.6%
Expenditure	194,517	372,504	177,987	7,085	170,902	54.1%
Movement to/(from) Gen Reserve	709,484					
ENVIRONMENT						
201 ENVIRONMENT						
3995 NI ENVIRONMENT	8,332	15,766	7,434		7,434	52.8%
3996 PENSION ERS ENVIRONMENT	25,035	45,000	19,965		19,965	55.6%
4004 WAGES & SALARIES ENVIRONMENT	101,174	197,000	95,826		95,826	51.4%
4068 COMMUNITY SERVICE	0	6,769	6,769		6,769	0.0%
4112 ENVIRONMENT EQUIPMENT	1,863	7,000	5,137		5,137	26.6%
4168 DEFIBRILLATORS	176	500	324	189	135	73.0%
ENVIRONMENT :- Indirect Expenditure	136,580	272,035	135,455	189	135,266	50.3%
Net Expenditure	(136,580)	(272,035)	(135,455)			
202 ROUNDABOUTS						
1051 ROUNDABOUT NO 1 ABBOT FIRE	2,268	2,211	(57)			102.6%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	2,030	2,030	0		0	100.0%
MAINTENANCE :- Indirect Expenditure	2,030	2,030	0	0	0	100.0%
Net Expenditure	(2,030)	(2,030)	0			
<u>204 DEVOLVED SERVICES EXPENSES</u>						
1017 DEV SERVS NON CARRIAGEWAY INC	20,381	20,353	(28)			100.1%
DEVOLVED SERVICES EXPENSES :- Income	20,381	20,353	(28)			100.1%
4124 DEVOLVED NON-CARRIAGEWAY	3,234	8,500	5,266		5,266	38.0%
DEVOLVED SERVICES EXPENSES :- Indirect Expenditure	3,234	8,500	5,266	0	5,266	38.0%
Net Income over Expenditure	17,147	11,853	(5,294)			
<u>205 GROUNDS MAINTENANCE</u>						
4033 WASTE DISPOSAL	2,763	1,827	(936)	329	(1,264)	169.2%
4035 MACHINERY	907	2,000	1,093		1,093	45.3%
4036 FUEL (MOWER)	641	1,035	394		394	61.9%
4037 SUNDRIES	917	2,518	1,601	88	1,513	39.9%
4063 VEHICLE HIRE AND RUNNING COSTS	4,457	13,703	9,246	49	9,197	32.9%
4122 TREE WORKS	0	0	0	1,780	(1,780)	0.0%
GROUNDS MAINTENANCE :- Indirect Expenditure	9,685	21,083	11,398	2,246	9,152	56.6%
Net Expenditure	(9,685)	(21,083)	(11,398)			
<u>248 DEPOT</u>						
4013 EQUIPMENT PURCHASE	0	2,000	2,000		2,000	0.0%
4055 ALARM	0	416	416		416	0.0%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4225 RATES	4,142	4,263	121		121	97.2%
4601 REPAIRS& MAINTENANCE FUND	234	812	578		578	28.8%
4602 ELECTRICITY	551	1,400	849		849	39.4%
4603 WATER	201	750	549		549	26.8%
DEPOT :- Indirect Expenditure	5,128	9,641	4,513	0	4,513	53.2%
Net Expenditure	(5,128)	(9,641)	(4,513)			
<u>249 PUBLIC TOILETS</u>						
1085 SHOP MOBILITY INCOME	0	102	102			0.0%
PUBLIC TOILETS :- Income	0	102	102			0.0%
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	5,225	10,883	5,658		5,658	48.0%
4709 MAINTENANCE	0	521	521		521	0.0%
PUBLIC TOILETS :- Indirect Expenditure	5,225	13,445	8,220	0	8,220	38.9%
Net Income over Expenditure	(5,225)	(13,343)	(8,118)			
<u>250 LACE HILL</u>						
1026 LACE HILL COMMUNITY CENTRE	20,248	44,376	24,128			45.6%
1027 SOLAR INCOME	0	260	260			0.0%
LACE HILL :- Income	20,248	44,636	24,388			45.4%
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	1,141	4,060	2,919		2,919	28.1%
4159 LACE HILL ELECTRICITY	1,834	1,989	155		155	92.2%
4160 LACE HILL WATER	112	750	638		638	14.9%
4161 LACE HILL REPAIRS & MAINT	2,753	3,553	800	85	715	79.9%
4162 LACE HILL CONTRACTOR CHARGE	2,036	3,806	1,770		1,770	53.5%
4163 LACE HILL ALARM	0	521	521		521	0.0%
4164 LACE HILL EQUIPMENT PURCHASE	101	3,628	3,527	1,110	2,417	33.4%
4225 RATES	9,731	9,998	268		268	97.3%
LACE HILL :- Indirect Expenditure	17,706	32,155	14,449	1,195	13,253	58.8%
Net Income over Expenditure	2,541	12,481	9,940			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<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	185	3,201	3,016	420	2,596	18.9%
4602 ELECTRICITY	330	521	191		191	63.3%
4603 WATER	687	1,300	613		613	52.9%
CHANDOS PARK :- Indirect Expenditure	1,202	5,022	3,820	420	3,400	32.3%
Net Income over Expenditure	(1,202)	(3,799)	(2,597)			
<u>252 BOURTON PARK</u>						
4601 REPAIRS& MAINTENANCE FUND	2,476	6,910	4,434	2,717	1,717	75.2%
BOURTON PARK :- Indirect Expenditure	2,476	6,910	4,434	2,717	1,717	75.2%
Net Expenditure	(2,476)	(6,910)	(4,434)			
<u>253 CEMETERY</u>						
1041 BURIAL FEES	14,900	18,270	3,370			81.6%
CEMETERY :- Income	14,900	18,270	3,370			81.6%
4225 RATES	469	406	(63)		(63)	115.4%
4265 NEW CEM MAINTENANCE	7,885	5,000	(2,885)		(2,885)	157.7%
4601 REPAIRS& MAINTENANCE FUND	1,816	4,319	2,503	935	1,568	63.7%
4602 ELECTRICITY	101	457	356		356	22.1%
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	1,471	5,000	3,529		3,529	29.4%
CEMETERY :- Indirect Expenditure	11,742	53,945	42,203	935	41,268	23.5%
Net Income over Expenditure	3,159	(35,675)	(38,834)			
<u>254 CHANDOS PARK TOILETS</u>						
4612 CONTRACTOR CHARGE	5,225	10,373	5,148		5,148	50.4%
4709 MAINTENANCE	59	1,041	982	34	948	8.9%
CHANDOS PARK TOILETS :- Indirect Expenditure	5,284	11,414	6,130	34	6,096	46.6%
Net Expenditure	(5,284)	(11,414)	(6,130)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>255 RAILWAY WALK & CASTLE HILL</u>						
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)			
<u>256 STORAGE PREMISES</u>						
4066 GRENVILLE GARAGE RENT	349	677	328		328	51.6%
STORAGE PREMISES :- Indirect Expenditure	349	677	328	0	328	51.6%
Net Expenditure	(349)	(677)	(328)			
<u>258 CEMETERY LODGE</u>						
1061 CEMETERY LODGE RENTAL INCOME	5,641	10,966	5,325			51.4%
CEMETERY LODGE :- Income	5,641	10,966	5,325			51.4%
4034 PWLB REPAYMENTS INCL INTEREST	2,351	4,072	1,721		1,721	57.7%
4609 CEMETERY LODGE MAINT	100	3,000	2,900		2,900	3.3%
CEMETERY LODGE :- Indirect Expenditure	2,451	7,072	4,621	0	4,621	34.7%
Net Income over Expenditure	3,190	3,894	704			
<u>260 CCTV</u>						
4100 CCTV ONGOING COSTS	538	1,667	1,129	450	679	59.3%
CCTV :- Indirect Expenditure	538	1,667	1,129	450	679	59.3%
Net Expenditure	(538)	(1,667)	(1,129)			
<u>261 COMMUNITY CENTRE STRUCTURAL RE</u>						
4085 STRUCTURAL REPAIRS	0	2,030	2,030		2,030	0.0%
4091 CHAMBER WORKS	377	1,015	638	30	607	40.2%
COMMUNITY CENTRE STRUCTURAL RE :- Indirect Expenditure	377	3,045	2,668	30	2,637	13.4%
Net Expenditure	(377)	(3,045)	(2,668)			
<u>262 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	1,426	5,088	3,662	110	3,552	30.2%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4122 TREE WORKS	1,230	13,203	11,973		11,973	9.3%
4270 BRIDGES	1,000	2,015	1,015		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	3,670	27,712	24,042	110	23,933	13.6%
Net Expenditure	(3,670)	(27,712)	(24,042)			
ENVIRONMENT :- Income	70,035	107,303	37,268			65.3%
Expenditure	207,678	479,714	272,036	8,326	263,710	45.0%
Movement to/(from) Gen Reserve	(137,642)					
TOWN CENTRE & EVENTS						
301 TOWN CENTRE & EVENTS						
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	7,013	6,946	(67)			101.0%
TOWN CENTRE & EVENTS :- Income	7,147	11,735	4,588			60.9%
3997 NI TC & E	1,841	5,234	3,393		3,393	35.2%
3998 PENSION ERS TC & E	6,532	13,412	6,880		6,880	48.7%
3999 WAGES & SALARIES TC & E	29,295	71,826	42,531		42,531	40.8%
4042 EVENTS EQUIPMENT	0	568	568	268	300	47.2%
4079 FAIR TRADE PROMOTION	0	416	416		416	0.0%
4094 YOUTH PROJECT	2,430	3,045	615	625	(10)	100.3%
4104 TOWN IN BLOOM	4,567	11,195	6,628	200	6,428	42.6%
4107 PRIDE OF PLACE	0	261	261		261	0.0%
4115 RIVER RINSE	180	416	236	216	20	95.2%
4166 LACE HILL EVENTS	21	1,041	1,020	272	748	28.1%
4201 CHRISTMAS LIGHTS	1,600	11,455	9,855	3,761	6,094	46.8%
4202 FIREWORK DISPLAY	633	5,840	5,207	4,280	927	84.1%
4203 COMMUNITY FAIR	0	416	416		416	0.0%
4205 CHRISTMAS PARADE	0	3,959	3,959		3,959	0.0%
4210 PANCAKE RACE	0	81	81		81	0.0%
4211 BAND JAM	3,511	3,645	134	88	46	98.7%
4212 CHRISTMAS LIGHT SWITCH ON	0	4,138	4,138		4,138	0.0%
4213 DOG SHOW	469	502	33		33	93.4%
4216 MAY DAY EVENT	0	51	51		51	0.0%
4220 MUSIC IN THE MARKET	3,423	4,153	730	330	400	90.4%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	6,673	(1,170)	121.3%
4260 TWINNING	0	2,030	2,030		2,030	0.0%
TOWN CENTRE & EVENTS :- Indirect Expenditure	54,503	152,362	97,859	16,713	81,146	46.7%
Net Income over Expenditure	(47,356)	(140,627)	(93,271)			
<u>302 STREET MARKET</u>						
1005 STREET MARKET	12,261	14,718	2,457			83.3%
1006 FLEA MARKET	2,991	3,500	509			85.5%
STREET MARKET :- Income	15,252	18,218	2,966			83.7%
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	12,762	13,114	352			
<u>303 SPECIAL EVENTS</u>						
1020 FOOD FAIR INCOME	0	521	521			0.0%
1083 FRINGE INCOME	2,109	3,124	1,015			67.5%
SPECIAL EVENTS :- Income	2,109	3,645	1,536			57.9%
4221 FRINGE	5,040	6,425	1,385		1,385	78.4%
4242 FOOD FAIR	0	521	521		521	0.0%
4244 FLAGS	433	609	176		176	71.1%
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	1,259	1,250	(9)		(9)	100.7%
SPECIAL EVENTS :- Indirect Expenditure	6,731	10,305	3,574	0	3,574	65.3%
Net Income over Expenditure	(4,622)	(6,660)	(2,038)			
<u>305 TOURIST INFORMATION CENTRE</u>						
1084 TIC INCOME	4,432	33,995	29,563			13.0%
TOURIST INFORMATION CENTRE :- Income	4,432	33,995	29,563			13.0%
4253 TIC TICKETS AND PRODUCE	4,932	31,240	26,308	654	25,654	17.9%
4255 HERITAGE APP EXPENDITURE	2,145	2,922	777	39	738	74.7%
4274 TOURISM WEBSITE	0	1,000	1,000		1,000	0.0%
TOURIST INFORMATION CENTRE :- Indirect Expenditure	7,077	35,162	28,085	693	27,393	22.1%
Net Income over Expenditure	(2,645)	(1,167)	1,478			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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)			
TOWN CENTRE & EVENTS :- Income	28,939	67,593	38,654			42.8%
Expenditure	70,800	205,446	134,646	17,406	117,240	42.9%
Movement to/(from) Gen Reserve	(41,861)					
PLANNING						
601 PLANNING						
3992 WAGES & SALARIES PLANNING	15,719	31,877	16,158		16,158	49.3%
3993 NI PLANNING	931	1,864	933		933	49.9%
3994 PENSION ERS PLANNING	1,505	4,000	2,495		2,495	37.6%
4624 NEIGHBOURHOOD PLAN	0	2,000	2,000		2,000	0.0%
PLANNING :- Indirect Expenditure	18,155	39,741	21,586	0	21,586	45.7%
Net Expenditure	(18,155)	(39,741)	(21,586)			
PLANNING :- Income	0	0	0			0.0%
Expenditure	18,155	39,741	21,586	0	21,586	45.7%
Movement to/(from) Gen Reserve	(18,155)					
EARMARKED RESERVES						
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	22,047	28,076	6,029		6,029	78.5%
9006 SPEED WATCH	0	598	598		598	0.0%
9010 FLOOD RELIEF FUND	0	826	826		826	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%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	11,180	60,959	49,779	49,779	(0)	100.0%
9051 OFFICE DEVELOPMENT / FURNITURE	591	12,000	11,409	3,842	7,566	36.9%
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	8,197	8,680	483		483	94.4%
9062 GRANTS	0	280	280		280	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	1,600	87,000	85,400		85,400	1.8%
EARMARKED RESERVES :- Indirect Expenditure	43,616	491,773	448,157	53,621	394,536	19.8%
Net Expenditure	(43,616)	(491,773)	(448,157)			
EARMARKED RESERVES :- Income	0	0	0			0.0%
Expenditure	43,616	491,773	448,157	53,621	394,536	19.8%
Movement to/(from) Gen Reserve	(43,616)					
Grand Totals:- Income	1,002,976	1,082,288	79,312			92.7%
Expenditure	534,766	1,589,178	1,054,412	86,438	967,974	39.1%
Net Income over Expenditure	468,210	(506,890)	(975,100)			
Movement to/(from) Gen Reserve	468,210					

01/11/2021

Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/10/2021	2021-37		AMAZON	A035	18.74	3.75	22.49	4013	102	18.74	phone tripod
04/10/2021	2021-222		AMAZON	A035	24.98	5.00	29.98	4091	261	24.98	butler trays
06/10/2021	2021-4149		AMAZON	A035	7.77	1.56	9.33	4112	201	7.77	survival blankets (1st aid kit
13/10/2021	2021-25284		AMAZON	A035	11.62	2.32	13.94	4013	102	11.62	paper towels
04/10/2021	2021-40446		AMAZON	A035	35.74	7.15	42.89	4091	261	35.74	clothes rail, PH Office
05/10/2021	2021-690015		AMAZON	A035	28.32	5.66	33.98	4091	261	28.32	airtight jars (TCS)
05/10/2021	2021-789257		AMAZON	A035	12.49	2.50	14.99	4091	261	12.49	rubber coated hangers
06/10/2021	CIAEUI		AMAZON	A035	16.25	3.25	19.50	4503	132	16.25	antibac wipes
13/10/2021	MOVAEUI		AMAZON	A035	4.13	0.82	4.95	4013	102	4.13	fire action signs
31/10/2021	OVERPAY		AMAZON	A035	0.67	0.00	0.67	4112	201	0.67	overpayment
31/10/2021	OVERPAY A/C		AMAZON	A035	-0.67	0.00	-0.67	4112	201	-0.67	overpayment on account
13/10/2021	PXAEUI		AMAZON	A035	3.32	0.66	3.98	4013	102	3.32	dishcloths
19/10/2021	25251		AYLESBURY FIRE	A058	259.48	51.90	311.38	4161	250	259.48	fault on fire panel
01/10/2021	2505005511		BUCKS COUNCIL	B006	5,250.00	0.00	5,250.00	4156	102	5,250.00	buck centre rental apr - sept
08/10/2021	155594		BROWNS	B031	33.54	6.71	40.25	4035	205	33.54	filter, spark plug,
01/10/2021	309479		BROWNS	B031	27.08	5.42	32.50	4112	201	27.08	battery charger
01/10/2021	309586		BROWNS	B031	6.57	1.31	7.88	4037	205	6.57	inner tube
06/10/2021	6906		COX	C041	263.00	52.60	315.60	4601	253	263.00	top soil
01/10/2021	20850		DRIVE ELECTRIC	D001	295.40	59.08	354.48	4503	132	295.40	june - aug rental
11/10/2021	0001		E-ON	E006	26.97	1.35	28.32	4602	248	26.97	unit 17
01/10/2021	H1A51CC025		E-ON	E006	3,075.73	615.15	3,690.88	4159	250	3,075.73	LHSCC
31/10/2021	H1A51CC025CRED		E-ON	E006	-3,075.73	-615.15	-3,690.88	4159	250	-3,075.73	credit mispost invoice
04/10/2021	3724		FORTEM	F005	210.00	42.00	252.00	4041	102	210.00	SSI Cert renew, hosting.supp
01/10/2021	15298000		FORD LEASE	F051	340.01	68.00	408.01	4063	205	340.01	vehicle rental
01/10/2021	21465		GANDERTON	G008	267.84	53.57	321.41	4063	205	267.84	fuel
01/10/2021	480159		GRUNDON	G050	108.37	21.67	130.04	4033	205	108.37	wheelie bins LH
01/10/2021	480160		GRUNDON	G050	221.92	44.38	266.30	4033	205	221.92	wheelie bins depot
01/10/2021	480161		GRUNDON	G050	310.00	62.00	372.00	4211	301	280.00	wheelie bins band jam

01/11/2021

Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4211	301	30.00	wheelie bins band jam
05/10/2021	11189		HEALTH	H011	1,741.67	348.33	2,090.00	4612	249	870.84	maintenance
								4612	254	870.83	maintenance
06/10/2021	1028166		MAINSTREAM	M061	5.44	1.09	6.53	4018	102	5.44	816426
06/10/2021	1028167		MAINSTREAM	M061	0.96	0.19	1.15	4018	102	0.96	816801
06/10/2021	1028168		MAINSTREAM	M061	0.86	0.17	1.03	4018	102	0.86	812872
06/10/2021	1028570		MAINSTREAM	M061	51.90	10.38	62.28	4018	102	51.90	817433
06/10/2021	15156		MICROSHADE	M063	764.56	152.91	917.47	4027	102	764.56	hosting
31/10/2021	91605		OAKPARK	O060	486.05	97.20	583.25	4100	260	486.05	cctv annual maint (Cornwalls)
31/10/2021	91686		OAKPARK	O060	52.02	10.40	62.42	4100	260	52.02	cctv annual maint
01/10/2021	113220		PARAGON	P008	76.60	15.32	91.92	4036	205	13.50	mower fuel
								4037	205	18.60	tarp, cable ties
								4112	201	44.50	socket set, hi vis
01/10/2021	113221		PARAGON	P008	87.30	17.46	104.76	4036	205	87.30	red diesel
01/10/2021	33012		SPURCROFT CIVIC	S012	812.50	162.50	975.00	4501	125	487.50	Scrolls - honorary Freepersons
								4501	125	325.00	Scrolls - honorary Freepersons
01/10/2021	72756		SOCIETY OF LONDON	S013	47.00	0.00	47.00	4253	305	47.00	TIC sold theatre gift cards
01/10/2021	1202017908		SCREWFIX	S044	51.17	1.24	52.41	4043	102	51.17	safety boots size 12, multimet
08/10/2021	BT300921-1		STEWKLEY	S057	707.49	0.00	707.49	4124	204	707.49	devolved mowing
08/10/2021	BT300921-2		STEWKLEY	S057	109.62	0.00	109.62	4004	201	109.62	plant watering
11/10/2021	249273205/21		TOTAL	T049	29.00	1.45	30.45	4052	102	29.00	feeder pillar
11/10/2021	249273216/21		TOTAL	T049	144.05	7.20	151.25	4602	251	144.05	chandos toilets elec
01/10/2021	837495		VIKING DIRECT	V001	19.75	3.95	23.70	4010	102	19.75	stat
01/10/2021	7056111		VIKING DIRECT	V001	31.55	6.31	37.86	4010	102	31.55	stat
01/10/2021	7333101		VIKING DIRECT	V001	186.44	37.29	223.73	4010	102	186.44	toners
01/10/2021	7660396		VIKING DIRECT	V001	63.37	12.67	76.04	4010	102	60.01	oyster paper
								4010	102	3.36	oyster paper
06/10/2021	7696788		VIKING DIRECT	V001	25.75	5.15	30.90	4010	102	22.47	duplicate books
								4010	102	3.28	duplicate books

01/11/2021

Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/10/2021	7696789		VIKING DIRECT	V001	33.23	6.65	39.88	4010	102	29.95	7696789/10111846/STATIONERY
								4010	102	3.28	stat
19/10/2021	7762006		VIKING DIRECT	V001	27.84	5.57	33.41	4010	102	24.56	7762006/10111857/STATIONERY
								4010	102	3.28	stat
06/10/2021	52322		VAUGHTONS	V003	73.58	14.72	88.30	4010	102	73.58	Councillor name badges
06/10/2021	243068		WESTRONICS	W007	343.00	68.60	411.60	9051	901	343.00	relocate handset (intercom)
08/10/2021	510328916		ZURICH	Z001	127.21	0.00	127.21	4022	104	127.21	insurance
TOTAL INVOICES					<u>13,883.45</u>	<u>1,489.41</u>	<u>15,372.86</u>			<u>13,883.45</u>	

SCHEDULE OF DIRECT DEBITS / STANDING ORDERS

SUPPLIER	DESCRIPTION OF SERVICE	SITE	MONTHLY / QRTLY AMOUNT OR V FOR VARIABLE	M OR Q
PAYROLL OPTIONS	Monthly payroll processing	Office	V	M
BUCKS COUNCIL RATES	Rates	Cemetery & Chapels	£52.00	M
BUCKS COUNCIL RATES	Rates	Market	£212.00	M
BUCKS COUNCIL RATES	Rates	Office	£279.00	M
BUCKS COUNCIL RATES	Rates	Unit 12 & 17	£345.00	M
BUCKS COUNCIL RATES	Rates	LHSCC	£811.00	M
GRENKE LEASING	lease of photocopier	Office	£166.79	Q
PHS	provision/cleaning of mats and sanitary waste bins	LHSCC	V	Q
GRUNDON	Wheelie bins	LHSCC & Unit	V	M
EON	Electricity	various	V	M
TOTAL	Electricity	various	V	M
OPUS	Gas	LHSCC	V	M
BRITISH TELECOM	Mobile rental	LHSCC	V	M
PLUSNET / PLAN	Internet & Mobile	Chamber & Staff mobiles	V	M
SQUARESPACE	Design platform	TIC	V	M
MAINSTREAM	landlines, phones and network	Office / LHSCC	V	M
NAMESCO	Domain names	Various	V	Q
VALE OF AYLESBURY HOUSING TRUST	Rental of Grenville Garage	Grenville Road	£49.87	M

**BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 8th NOVEMBER 2021**

Contact Officer: Paul Hodson, Town Clerk

Proposed budget changes for 2022/23

1. Recommendations

1.1. It is recommended that:

- 1.1.1. The full budget proposals for 2022/23 are developed using the approach outlined in Section 4, including the use of 4.9% as the general increase.
- 1.1.2. The proposed significant changes to the Resources Budget for 2022 23 outlined in Section 6 are included in the full budget proposal
- 1.1.3. Any underspends in the codes listed under section 7 are transferred to an appropriate ear-marked reserve

2. Background

2.1. This is being discussed because

3. Budget Setting Process

- 3.1. This year each committee will receive two reports regarding next year's budget. The first report (this one) will recommend any significant changes to the current budget. The second report, to be provided for the following meeting, will propose a full five-year budget, based on the changes already agreed, and including any RPI and salary increases. This enables Councillors to focus on key changes first, to enable officers to incorporate those into the final draft budget.
- 3.2. The Environment and Town Centre & Events Committees have already agreed their recommended significant budget changes.
- 3.3. It is not possible to know the precise impact of these on the overall budget at this stage. Buckinghamshire Council will provide the Council Tax Base figure for Buckingham for 2022/23 on 6th December 2021. This information is based on the figures available to Buckinghamshire Council on 30th November. Until the Council Tax Base is known, it is not possible to calculate the actual impact of any proposed budget on Council Tax payers.

4. Proposed Approach

- 4.1. The Town Council's approach to budget setting in recent years has been to use the RPI reported in September as the basis for budget setting. This

ensures that the budget set is sufficient to meet cost rises in the coming year. At present, some costs are significantly higher than a year ago; fuel costs have increased significantly, the cost of materials for the Green Spaces Team have increased and it is likely that inflation will increase in the coming year.

4.2. It is therefore proposed to base most of the budget on the rate of RPI reported in September 2021, i.e. 4.9%.

4.3. The Town Council pays staff using the National Joint Council for Local Government Services pay scale and agreed annual increases. The agreed inflationary increase for all staff for 2022/23 has not yet been set. In fact, the increase for 2021/22 has yet to be agreed. the current offer for 2021/22 is for an increase of 1.75%, whereas the Council assumed an increase of 1.1%. This means that the forecast increase for 2022/23 needs to take account of the 1.75% increase for 2021/22. In addition, the Council's required National Insurance contribution will increase from 13.8% to 15.05%. The requirement for salaries is for the Council to correctly forecast the increase which will be agreed nationally. It is proposed to assume that this will be 4.9%, in addition to the National Insurance increase. The Council would only pay the actually agreed amount.

4.4. Staff appraisals were carried out by line managers in line with staff contracts during October 2020. Where staff have performed satisfactorily, salaries will rise by one increment point, and by an additional increment point where exemplary performance has been delivered. Staff already at the top of their range are only eligible for the inflationary increase. These figures will also be included in the budgeted figure.

5. Proposed significant changes to the Resources Budget for 2022 23

Centre	Code	Item	2021 2022	2022 2023	Explanation
102	4011	Postage	£508	£730	To include the costs of posting agenda papers.
102	4018	Telephone	£6,598	£7,200	Increased cost from new mobile contract
102	4027	Computer Software	£10,500	£12,500	To account for new ICT contract
103	4045	Councillors Allowance	£10,094	£9,500	Revised list of eligible Members (one member is co-opted so not eligible)
		TOTALS	£27,700	£29,930	

6. Ear-Marked Reserves

1.2. It is proposed that any underspend in the following codes is transferred to relevant ear-marked reserves:

Centre	Code	Item
102	4023	Training
102	4038	Computer equipment
102	4225	Rates
104	4016	Legal Costs

Buckingham Council Chamber

November 2021 Hire Rates

	Council Chamber	
	Weekday Hourly Rate	Weekend Hourly Rate
Concessions (Community)	£9.50	£12.50
Adult / Commercial	£12.50	£17.00

Book 10 hours / sessions and get 10 for the price of 9.

Additional charges may apply for Bank Holiday bookings, Christmas and New Year.
Please enquire for further information

Anyone hirer wishing to make use of the Prowise screens will be charged an additional one-off induction cost of 1 hour. For example, for a community group weekday booking: £9.50



Hire Agreement

The Buckingham Town Council Chamber ("The Premises") is owned and operated by Buckingham Town Council. The facilities available for hire are:

- Council Chamber
- Small kitchen
- Accessible bathroom

Other associated facilities that can be hired in addition include:

- 2x Prowise screens

This agreement is made between:

Buckingham Town Council, Buckingham Centre, Verney Close, Buckingham MK18 1JP
("The Council")

And **The "Hirer":**

Company Name

Purpose of Hire

Will the hire require a temporary events notice? ☐ Yes ☐ No

Contact Name

Address:

Contact Number(s)

Email Address:

The Hirer is permitted to use:

☐ Council Chamber ☐ Small Kitchen ☐ Accessible Bathroom ☐ Prowise Screens

Duration of Hire:

Date From: Date to:

Day(s) and Time(s):

Fee & Deposit:

Fee:

Damage Deposit:

Do special conditions apply? Yes ☐ No ☒ If yes, please see special conditions attached



Buckingham Town Council supports Plastic Free Buckingham and encourages all hirers to use catering and party supplies made from sustainable materials. Please visit our website for more information and guidance www.buckingham-tc/buckingham/plastic-free-buckingham

@plasticfreebuckingham  



Terms of Hire

1. All hires will be agreed by Buckingham Town Council ("The Council"). The Council reserves the right to refuse a booking if it is deemed inappropriate. Any disputes will be taken to the Buckingham Town Council Environment Committee.
2. The person signing this agreement shall be deemed the Hirer. The Hirer must be 18 years of age or older.
3. The Hirer will pay the damage deposit upon signing this agreement to secure the arrangement, by either cheque or bank transfer. The deposit will be refunded within 28 days of the termination of the period of hire, provided that no damage or loss has been caused to the premises or contents.
4. Hire Rates are subject to change by The Council. Rates are separated into two categories; Local Community Rates – use of the facilities by local community groups within the MK18 postcode area who are not for profit organisations; Adult Rates – non local community over 18 groups, or those using for commercial purposes.
5. The Hirer will pay the fee agreed in full. If the agreement is for a 'private hire' or a one off event, the fee will be paid in advance of the event. If the agreement is for a 'long term hire', the fee will be calculated for a period of at least ten hires. A payment schedule for the long term hire will be agreed on an individual basis. If the long term hire period is altered, this will result in the fee being altered due to compliance with these rules. Further information on these rules can be found at www.nalc.gov.uk. Hires for the sports pitches or courts that do not meet the long term hire period, will be charged at a rate that includes VAT.
6. All cheques should be made payable to Buckingham Town Council. Bank transfer payments should be made to Buckingham Town Council Account Number 00051660 Sort code 30-91-39.
7. Where necessary, additional hire conditions may be issued to The Hirer, depending on the use or specifics of the agreed hire. These special conditions shall form part of the hire agreement and shall be subject to these terms and conditions.
8. The contract and hire rate will be reviewed on at least an annual basis; but in respect of long term hires (ten-week block booking) at the end of each ten hire period.
9. The facilities are normally available between 7am and 11pm. Bookings required outside of this time will be considered on an individual basis dependent on the proposed use. The premises must be booked for the actual time that they are to be used, which must include preparation, clearing up and the actual function.
10. The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers / performers. The maximum permitted numbers are 25 people in the Council Chamber.
11. The Council Chamber is not suitable for activities involving under 16s. The hirer agrees not to have children on the premises during their booking.
12. The Hirer will be issued with an induction sheet providing information about fire safety, accident reporting, key holder policy, code of conducts, rules around signing in and out sheet/register etc. The Hirer must make themselves familiar with this information and ensure they operate within the policies, when on the premises.



13. At the end of the hire, the Hirer is responsible for leaving the premises and surrounding areas in a clean, tidy and functional condition, replacing any equipment or furniture in its original position, and securing the premises, unless directed otherwise.
14. The Hirer shall only use the permitted facilities, including the car park and surrounding areas, for the purposes agreed, and shall not sub-let or use the facilities for any unlawful purposes, or in any unlawful way. The Hirer will not bring, or allow, anything into the premises that may endanger the premises or its users.
15. Where equipment is available as part of the hire, such as plates, cups etc. these may be used. However, these must be washed, cleaned, dried and returned to their original location after use. Any consumables such as tea, coffee, milk, sugar are to be supplied by the Hirer.
16. The Hirer is responsible for making sure that the premises are not left unattended or insecure at any time during or at the end of the hire period. The Hirer agrees to be present at all times during the hire and to be responsible for supervision of the premises, its' fabric and contents; the care of those using the premises under their hire; the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements.
17. The Hirer shall be respectful of the allocated disabled parking spaces and ensure that they are utilised by blue badge holders only.
18. No activity that might constitute a risk to Health and Safety, the premises or its surroundings shall be carried out.
19. Smoking (including e-cigarettes) in all parts of the premises (including the toilet) is strictly forbidden.
20. The Hirer must make themselves aware of the fire safety procedure, and is responsible for ensuring that this information is passed to all present during the hire and that all aspects of the procedure are adhered to. The Hirer is responsible for ensuring that all fire exits are in good working order and routes are free from obstructions; there are no obvious fire hazards, or tripping or slipping hazards. In the event of a fire emergency, the Hirer is responsible for alerting the emergency services and evacuating the building.
21. The Hirer must report all accidents involving injury to the public to Buckingham Town Council as soon as possible. Any failure of equipment that either belongs to the premises, or has been brought in by the Hirer must also be reported as soon as possible.
24. The premises are not licenced premises; pre-recorded music is not allowed.
22. If The Council agrees to hire the premises for a licensable event, it will be the Hirers responsibility to apply for a Temporary Events Notice. A temporary event notice (TEN) is required if you wish to hold an event, involving less than 500 people, at which one or more licensable activities will take place, such as serving or selling alcohol, providing late-night refreshments, or putting on regulated entertainment.
23. If a TEN is granted, a copy is to be provided to The Council in advance of the event; and no activities are to occur on the premises or in the surrounding area during the period of hire, which contravene the TEN.
24. The Hirer will not allow the consumption, serving or selling of alcohol on the premises, unless the relevant licence has been issued, and unless The Council has given explicit consent on receipt of the relevant licence.



25. The Hirer shall ensure that, in order to avoid disturbing neighbours and to avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk, or to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way must be asked to leave the premises. No illegal drugs may be brought onto the premises.
26. Amplified sound must be contained within the building and the Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.
27. The Hirer shall ensure that nothing is done on, or in relation to, the premises in contravention of the Law relating to gaming, betting and lotteries.
28. The Hirer, and those using the facilities in their charge, must not make any alterations or additions including attaching anything to the walls, floors or ceilings without prior written permission from The Council, nor must they in any way damage any part of the building, furniture, equipment etc. If any permission is granted, the Hirer must remove all articles at the end of the hiring unless otherwise agreed. Any unauthorised articles left on the premises will be disposed of. The Hirer will make good, to the satisfaction of The Council, any damage caused by such installation and removal.
29. The Council reserves the right to charge the Hirer for any loss or damage caused to the premises or equipment therein.
30. The Council will not be responsible or liable for, or in respect of, any damage to or loss of any property, placed or left in the premises, including property stored in the shared storage areas. Property left in the storage areas must be by prior agreement, and only agreed items may be stored.
31. The Hirer must ensure that any electrical appliances brought into the premises are certified as safe and in good working order, and have a valid test certificate (i.e. PAT); and are used in a safe manner and at owners' risk. Use must be supervised at all times, and no electrical appliances are to be left operational when the premises are unoccupied.
32. No naked flames, in the form of candles, gas cookers, incense burners etc. are permitted on the premises. The Hirer shall ensure that no unauthorised heating appliances shall be brought onto the premises. Portable Liquefied Propane Gas (LPG) heating appliances will not be used.
33. The Hirer shall have sufficient, relevant insurance to carry out the activities they have hired the premises for. The Hirer will be liable for:
 - a. the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises or the contents of the premises during their hire period;
 - b. all claims, losses, damages and costs made against or incurred by The Council, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer on a full indemnity basis, and;
 - c. All claims, losses, damages and costs made against or incurred by The Council, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and the Hirer will fully indemnify The Council against such liabilities.
34. The Council is insured against any claims arising out of its own negligence.
35. If responsible for vulnerable adults on the premises, in accordance with the codes of conduct, the Hirer



must adopt controls and practices to ensure protection at all times. The use of video, photographic and mobile phone imaging equipment is prohibited within the toilet areas.

36. The Hirer shall, if selling goods on the premises, comply with trading laws and any code of practice used in connection with such sales.
37. The Hirer shall, if preparing, serving or selling food, observe all relevant Food Health and Hygiene Legislation and Regulations. In particular, dairy products, meat and seafood on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The Premises are provided with a refrigerator. Food may only be stored on the Premises with the prior written permission of The Council. The Hirer must provide a copy of their food hygiene certificate.
38. The Hirer shall ensure that no unauthorised heating or cooking appliances are used in the Premises. No form of Barbecue or other portable cooking appliance will be authorised.
39. The Hirer shall ensure that no animals, except service animals, are brought into the Premises. No animals of any kind are to enter the kitchen at any time.
40. The Hirer shall be responsible for taking away all rubbish produced as a result of the Hire at the end of each session. The Hirer may be charged if rubbish is not appropriately disposed of.
41. A private Hirer (one-off booking) may cancel the hire in writing up to 7 days before the hire date commencement and in such case the Hirer shall be entitled to a refund of any deposit already paid. A private Hirer providing less than 7 days' notice of cancellation shall be charged the full fee.
42. a) A long term Hirer (ten-week block booking) must provide 28 days' notice to cancel the booking, and all outstanding fees must be paid up to the date of the termination.
b) A long term Hirer (year on year booking) must provide 3 months' notice to cancel the booking, and all outstanding fees must be paid up to the date of the termination.
43. Refunds will only be given in exceptional circumstances, and requests should be made in writing to Buckingham Town Council, Buckingham Centre, Verney Close, Buckingham MK18 1JP.
44. The Council reserves the right to cancel the hire agreement at any time if the facilities are required for purposes of national or local importance (such as council meetings, emergencies such as shelter) not anticipated at the time of hire. Where possible, seven days' notice of any such cancellation will be given, and any fee will be returned to the Hirer.
45. The Council reserves the right to cancel the hire agreement at any time if the facilities are not being used for the purpose in which they were hired; if a complaint is received about the Hirer and their use of the facility, or if there is damage to the premises or contents as a result of the hire which deem it necessary to cease the hire.
46. The Council reserves the right to cancel the hire agreement at any time if there is repeated failure to pay the required fee on time, or the facility is not being used.
47. This hire agreement constitutes permission only to use the premises, and confers no tenancy or other right of occupation to the Hirer and in particular for long term hirer bookings (ten-week block booking and year on year bookings) this does not confer any rights under the Landlord and Tenant Act 1954. If required, the Hirer may be asked to swear a statutory declaration to this effect.

In signing this agreement, you, the Hirer, are accepting responsibility for your use of the premises



during the period of occupation.

On behalf of the Hirer:

I have read and understood, and I agree to the conditions of Hire for the Buckingham Town Council Chamber.

Name:

Date:

A duly authorised representative of the Hirer / Hiring Organisation

Signature:

On behalf of Buckingham Town Council:

Name:

Position:

A duly authorised representative on behalf of Buckingham Town Council

Signature:

Date:



Hire Agreement Special Conditions

The following special conditions apply to the hire agreed for **Organisation Name** in the agreement issued on **Date**

The special conditions of hire are:

(Input amendments or additional procedures here)

	<p>Buckingham Town Council</p> <p>COMMUNITY ENGAGEMENT STRATEGY</p>	<p>Date Agreed:</p> <p>Minute Number:</p> <p>Prepared by: Mr P Hodson</p> <p>Version: 1.2</p>
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1. Aims and Objectives

The Town Council exists to serve the community of Buckingham and the Town Council believes it can operate more effectively by engaging the community in its decision making and the provision of its services to those residents. The Town Council also considers it necessary to develop and maintain dialogue with residents and their representative groups.

This strategy is part of the Council's commitment to creating and maintaining effective working relationships with all sectors of the community, based on trust, openness and constructive challenge.

To achieve this, the Town Council therefore aims to:

- Represent and promote the interests of Buckingham and all its people in all forums
- Pay particular attention to the needs of our young people, other minority and vulnerable groups
- Provide the best possible amenities and services by the efficient use of available resources
- Actively involve local people in decisions affecting activities and assets in the area
- Promote equality of opportunity and oppose discrimination
- Be open and accountable in all it does
- Support development which is environmentally, socially and economically sound and sustainable

In order to achieve these aims, the Council will:

- Work closely with residents, students, businesses and community groups
- Engage with as many people as possible who want to participate in decision making, monitoring services and planning for the future
- Ensure, that through the use of a wide range of approaches to public involvement and community engagement, we actively encourage the involvement of residents, to capture their views and learn their concerns and effectively use those views as an integral part of the decision-making process
- Ensure that residents have the opportunities to be heard at every stage, and the capacity to be effective citizens

The outcomes the Council hopes to achieve are:

- Improved communication with the local community
- A better understanding among the community of the role of the Town Council and of its councillors
- Local people actively contributing to decision making
- Improved satisfaction with local public services

2. Defining the Community

The Council considers the community of Buckingham to consist of:

- All residents of the town
- All users of the Town Council's services
- All those who work and study within the town
- All those who own businesses within the town
- All young people who live and/or go to school within the town
- All local voluntary organisations, clubs and societies
- Any group or organisation that represent some or any of the above sections of the community

Additionally, the Council recognises that there are certain bodies that are crucial to the quality of life in Buckingham and aims to maintain excellent working relationships with these bodies, including: the Police, NHS, the other tiers of local government and other Town and Parish Councils in Aylesbury Vale and surrounding areas.

3. Provision of Information to the Community

Information is provided by the Town Council to the community in a number of ways, including:

- The Town Council offices at Verney Close, Buckingham, open Tuesday to Friday, and can provide a wide range of information both on Council services and other Buckingham activities and issues
- The Town Council's website www.buckingham-tc.gov.uk contains copies of Council documents, such as agendas, minutes, details of Councillors, and provides information both on the work of the Town Council and on other services, local events, local groups and organisations
- The Town Council Notice boards outside the Council Chamber and in the library are used to display agendas for Council meetings and contact details for local Councillors as well as other information of interest to the local community.

Additionally, various Notice boards around the town display local events •

The Town Council's Newsletter, published quarterly and delivered to households. This is also available from the Town Council offices, the local library, the Tourist

Information Centre and on the Town Council website

- The Town Council publishes an Annual Report which summarises its activities over the preceding year and its accounts. It is available at the Annual Town meeting and from the Town Council offices, or the Town Council website
- All meetings of the Town Council and its committees and sub-committees are open to the public and a period is set aside at the beginning of each meeting for public questions relating to items on the agenda. Public questions may also be asked on matters which are not on the agenda, provided that notice has been given to the Clerk at least three working days before the date of the meeting
- All Council meetings are streamed to YouTube using Zoom. This means that members of the public may attend the public session and address councillors virtually if they are not able to be present physically. Recordings of meetings on YouTube remain available to be viewed after meetings
- Public meetings, called to gauge public opinion about important issues affecting the town such as major planning applications or future plans
- Questionnaires, sometimes used to ask local people's opinions about specific matters; these are distributed to local residents or associations
- Social media channels including Facebook, Twitter and Instagram

4. Opportunities for Formal Representations to the Council

Formal representations to the Council may be made at any time in writing to the Town Clerk.

5. Involvement in Partnerships

The Town Council often works in partnership with other organisations such as the District Council, County Council (and Buckinghamshire Council once in place), Youth Council, Police and local schools. It is represented on the following local organisations:

- Access For All
- Aylesbury Vale Association of Local Councils
- Buckingham & Gawcott Charitable Trust
- Buckingham & Villages Community Board
- Buckingham Community Wildlife Project
- Buckingham General Charities
- Buckingham Youth Centre
- Christmas Parade Committee
- Citizen's Advice
- Dementia Action Alliance
- North Bucks. Parishes Planning Consortium
- Pontio
- River Wardens

- Tree Wardens
- Twinning Association

6. Role of Council members and Officers

Council Members (councillors) are the elected decision makers of the Town Council. Their contact details are available from the Town Council offices and on the Town Council website. Members of the public are welcome to contact Councillors to raise any issues.

The Council's officers are staff who are employed to carry out the day to day functions of the Council and make sure that its services are provided for the local community. The Town Clerk is the Proper Officer for the Council which means the Clerk has overall responsibility for the provision of Council services.

ACTION PLAN

<i>Item</i>	<i>Task</i>	<i>Responsibility</i>	<i>Status</i>
Mayor	Mayor to fulfill a civic role and encourage community organisations to invite the Mayor to events	Mayor and Staff	Ongoing
Minutes	Ensure copies of minutes are available, both as hard copy and electronically, for residents and community groups, including a copy on the Town Council Notice board	Staff	Ongoing
Annual Report	Ensure Report is available both as a hard copy and electronically for residents and community organisations and a summary included in the newsletter	Staff	Ongoing
Office Opening Hours	Publicise office opening hours in newsletter, on website and Notice boards	Staff	Ongoing
Annual Town Meeting	Publicise the meeting widely and liaise with stakeholders to encourage good attendance	Staff & members	Annually

Appendix G

Public Forum	Encourage residents to raise any matters of interest or concern via the public participation element of all Full Council and Committee meetings	Staff & members	Ongoing
Notice Boards	Regularly update notice boards with council and community activities	Staff	Ongoing
Website	Maintain website with information on council services and activities	Staff & members	Ongoing
Newsletter	Produce and deliver a newsletter quarterly	Staff & members	Quarterly
Youth Council	Co-ordinate and support Buckingham Town Youth Council	Staff & members	Ongoing
Businesses	Engage with businesses and business organisations including through the Economic Development Working Group	Staff & members	Ongoing
Local Democracy	Encourage residents to both vote at and stand for the Town Council in local council elections	Staff & members	Ongoing
Press	Liaise regularly with the press sending details of Council meetings and Council activities, including through the fortnightly update and regular press releases	Staff	Ongoing

Buckingham Town Council

Financial Year 2021-22



IAC Audit and Consultancy Ltd

Interim Internal Audit Observations

Visit date: 11- October -2021

B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Is use of Debit/Credit card covered in Financial Regulations?	<i>The Councils Financial Regulations do not refer to the use of Debit/Credit cards.</i>	The Council to update its Financial Regulations to include specific reference to the use of Credit/Debit cards. The Council may wish to adopt the relevant provisions of NALC Model Financial Regulations.	Medium	
2	Is expenditure on Credit / Debit Card subject to independent review and scrutiny?	<i>Expenditure on Debit/Credit cards is not subject to regular independent review and approval.</i> <i>It is understood that the Council review expenditure on the 2 Debit Cards annually.</i> <i>It is also current practice invoices paid by Debit cards are not checked as reviewed as required by the Council part 5.3 Financial Regulations.</i>	The Council to put in place a process for the regular review and approval of expenditure on cards. This review should be evidenced by dated signature of the person conducting the review on the appropriate card statement and/or invoice.	High	
3	Has the Council formally Minuted confirmation of bank signatory arrangements?	<i>From a review of records it was not possible to verify when the Council reviewed and confirmed the bank signatory arrangements.</i>	Council to formally review and, if appropriate, approve the bank signatory arrangements.	Medium	
4	Do electronic bank payments require two authorisers?	<i>Electronic bank payments may be made on a sole authoriser basis.</i> <i>It is current practice that invoices for payment are batch uploaded onto the online banking system and paid via Direct Debit. However it is also current practice to make one off payments on a sole authoriser basis.</i>	The Council to review the controls in place in respect of online bank payments and consider the introduction of dual authorisation of payments. The Council to note the high level of risk associated with single authorisation of such payments and ensure that it has robust controls in place in respect of such payments. The Council must ensure that it has in place 'safe and efficient' arrangements in accordance with paragraphs 1.15.3 to 1.15.6 of The Practitioners Guide 2021.	High	

E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Is there is an investment policy in place? (obtain copy)	<i>The Council Investment Strategy is not in line with the latest 4.20 Practitioner's Guide issued in March 2021.</i>	The Council Investment Strategy should be reviewed and updated in line with the 4.20 Practitioner's Guide issued March 2021.	High	



Paul Hodson
Town Clerk
Buckingham Town Council
The Buckingham Centre
Verney Close
Buckingham
MK18 1JP

22 October 2021

Report on audit visit carried out on 11 October 2021

Dear Paul,

An audit visit was carried out by Paula Sakalla on Monday 11 October 2021 as part of the annual internal audit coverage of the Council. The audit was undertaken using our standard IAC Audit Checklist, used for all Local Councils, which has 187 items. A total of 127 items were tested during this audit (including items that were examined and tested as part of the pre-audit process). The balance of 60 items will be checked during the Year End audit visit.

Areas subject to audit were;

Accounting system and records, Payment system, Risk and insurance, Budget and precept setting and monitoring, Billing, income collection and VAT, Petty cash, Payroll, Assets and investments, Bank reconciliations, Accounting Statements, Exercise of Public Rights, Publication of the Annual Governance and Accountability Return.

Of the 127 items tested a Positive response was obtained in respect of 99 tests. 4 Negative responses were returned, of which 0 were classed as Non Compliances, 2 as High, 2 as Medium, 0 as Low and 0 as Advisory. (24 items on the standard checklist were not applicable to your Council).

5 Observations and associated Recommendations, in respect of Payment system, Billing, income collection and VAT, were raised as set out in detail in the attached Internal Audit Observation report. Our findings were discussed with the Clerk during the audit visit.

A detailed breakdown of our audit testing and Responses is set out in our Internal Audit Summary and I would encourage Councillors to review this in order that they may have greater understanding of the scope of the audit and the areas tested.

I would like to express my thanks for the assistance provided to us during our audit.

Yours sincerely,



Kevin Rose ACMA
Director

Buckingham Town Council

Interim Audit Date: 11/10/2021



Internal Audit Summary 2021-22

Year End Audit Date

Internal Control Objective		Negative Analysis					Responses				Recommendations
		Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
A	Appropriate accounting records have been properly kept throughout the financial year.	0	0	0	0	0	5	0	0	0	0
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	0	2	2	0	0	29	4	0	5	4
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	0	0	0	0	0	8	0	1	2	0
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	0	0	0	0	0	11	0	1	3	0
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	0	0	0	0	0	13	0	6	3	1
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	0	0	0	0	0	9	0	0	0	0
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	0	0	0	0	0	1	0	0	22	0
H	Asset and investments registers were complete and accurate and properly maintained.	0	0	0	0	0	1	0	0	9	0
I	Periodic bank account reconciliations were properly carried out during the year.	0	0	0	0	0	7	0	0	9	0
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	0	0	0	0	2	0	0	7	0
K	If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered"	0	0	0	0	0	0	0	3	0	0
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.	0	0	0	0	0	0	0	7	0	0

Internal Control Objective		Negative Analysis					Responses				Recommendations
		Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
M	<i>The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	0	0	0	0	0	5	0	0	0	0
N	<i>The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).</i>	0	0	0	0	0	7	0	1	0	0
O	<i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	0	0	0	0	0	0	0	5	0	0
Total		<u>0</u>	<u>2</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>98</u>	<u>4</u>	<u>24</u>	<u>60</u>	<u>5</u>

11/10

Interim audit observations

Visit date:

2021

B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Test	Observation	Recommendation	Priority	Town Clerk's Comments
1	Is use of Debit/Credit card covered in Financial Regulations?	<i>The Councils Financial Regulations do not refer to the use of Debit/Credit cards.</i>	The Council to update its Financial Regulations to include specific reference to the use of Credit/Debit cards. The Council may wish to adopt the relevant provisions of NALC Model Financial Regulations.	Medium	Revised Financial Regulations to be proposed to the Resources Committee to be held on 10th January 2022, including the insertion of paragraph 6.18: 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.
2	Is expenditure on Credit / Debit Card subject to independent review and scrutiny?	<i>Expenditure on Debit/Credit cards is not subject to regular independent review and approval.</i> <i>It is understood that the Council review expenditure on the 2 Debit Cards annually.</i> <i>It is also current practice invoices paid by Debit cards are not checked as reviewed.</i>	The Council to put in place a process for the regular review and approval of expenditure on cards. This review should be evidenced by dated signature of the person conducting the review on the appropriate card statement and/or invoice.	High	Councillors already review payments made on debit cards when the Chair of Resources checks the bank statements (which show debit card payments) when they authorise the bank reconciliation. Lloyds do not provide specific statements for debit cards because these payments are recorded within the bank statement.

3	Has the Council formally Minuted confirmation of bank signatory arrangements?	<i>From a review of records it was not possible to verify when the Council reviewed and confirmed the bank signatory arrangements.</i>	Council to formally review and, if appropriate, approve the bank signatory arrangements.	Medium	Town Clerk to update the bank signatory arrangements with the new Committee Chairs.
4	Do electronic bank payments require two authorisers?	<i>Electronic bank payments may be made on a sole authoriser basis.</i> <i>It is current practice invoices for payment are batch uploaded onto the online banking system and paid via Direct Debit. However it is also current practice to make one off payments on a sole authoriser basis.</i>	The Council to review the controls in place in respect of online bank payments and consider the introduction of dual authorisation of payments. The Council to note the high level of risk associated with single authorisation of such payments and ensure that it has robust controls in place in respect of such payments. The Council must ensure that it has in place 'safe and efficient' arrangements in accordance with paragraphs 1.15.3 to 1.15.6 of The Practitioners Guide 2021.	High	Councillor signatories will be given access to the bank account solely with permission to approve payments set up by the Finance Officer. Signatories will receive a list of invoices with the original invoices to authorise before the BACs payments are arranged online for the signatories to approve. As with the current signing of cheques, any two signatories will be able to sign. Where possible signatories will sign invoices and authorise online payments before or after a Council meeting.

E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Is there is an investment policy in place? (obtain copy)	<i>The Council Investment Strategy is not in line with the latest Practitioner Guide issued in March 2021.</i>	The Council Investment Strategy should be reviewed and updated in line with the Practitioner Guide issued March 2021.	High	The Resources Committee will receive a proposed revised asesment strategy for consideration at its meeting to be held on 14th March 2022.

**BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 8th NOVEMBER 2021**

Contact Officer: Paul Hodson, Town Clerk

Town Council Office Arrangements

1. Recommendations

1.1. It is recommended that Members agree the proposed changes to the public description of the office's hours.

2. Current Office Hours

2.1. The Town Council's officer hours are publicly listed as:

- Monday: Appointments only
- Tuesday: 11am – 5pm
- Wednesday: 10am – 5pm
- Thursday: 10am – 5pm
- Friday: 10am – 3pm
- (Closed Weekends and Bank Holidays)

2.2. These hours mirror those when the library is open, i.e. when it is possible for a member of the public to walk into the building and ask the library staff to arrange for someone from the Town Council to talk to them. The late start on Tuesday dates from when staff meetings were held on Tuesday mornings. Team meetings are now held on Wednesday mornings from 10:30 to 11:50, this being the only time that works for all roles involved.

2.3. The current listing gives the impression that the Town Council office only functions during the limited hours described. In reality, the office is staffed and the phone will be answered between 9am and 5pm Monday to Thursday and 9am to 3pm on Friday.

3. Proposed Changes

3.1. It is proposed to amend the public statement of the Council's office hours to say:

- Monday: Appointments only
- Tuesday: 10am – 5pm
- Wednesday: 12am – 5pm
- Thursday: 10am – 5pm
- Friday: 10am – 3pm
- (Closed Weekends and Bank Holidays)

Town Council staff are available to answer phone calls made to the office number, 01280 816426 on:

Monday: 9am to 5pm

Tuesday: 9am to 5pm

Wednesday: 9am to 10am & 12am to 5pm

Thursday: 9am to 5pm

Friday: 9am to 3pm

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. Monthly 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	To be created following first public meeting (date to be confirmed).
5.	Encourage the formation of Local Climate Action Groups.	One formed	Climate Champions	To be created following first public meeting (date to be confirmed).
6.	Host a public meeting on the issue.	One per year	Climate Champions	Plans in place to arrange a Climate Change themed Annual Town Meeting, subject to

				approval by Full Council
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	Eco Audit consultant survey will take place October 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	Greenway Solar Panels commissioned and installed 55 Trina Solar Vertex S 380W all black split cell mono photovoltaic (solar) panels at the Lace Hill Sports and Community Centre
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
14	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. Resources 5/7/21 all Town Council owned buildings are considered for retrofitting rainwater harvesting for watering the town's planters and hanging baskets.
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 eco-enhancements.	Measure and publish low carbon emission certification	Resources Committee	To be considered within the forthcoming Eco Audit commissioned by Resources.
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. July 2021: Full Council adopted a Sustainable Purchasing and Procurement Policy
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. 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.
29.	Advise residents on steps to increase resilience	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	
30.	Promote the community flood warden scheme	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	

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

2023		Meeting	Clerk	Meeting	Clerk	Meeting	Clerk
	2	Bank Holiday					
Jan	9	Interim	Nina	Planning	Nina		
	16	Resources	Nina				
	23	Precept	Nina				
	30	Planning	Louise				
Feb	6	Environment	Nina				
	13	TC&E	Nina				
	20	Interim (Informal Precedes)	Nina	Planning	Nina		
	27	Resources	Nina				
Mar	6						
	13	Full Council	Nina				
	20	Planning	Nina			Annual Town Meeting Thurs 25th March	
	27	Environment	Nina				
Apr	3	TC&E	Nina				
	10	Easter Monday BH					
	17	Interim	Nina	Planning	Nina		
	24	Resources	Nina				
May	1	Early Spring BH					
	8	Planning	Louise				
	15						
	22	ASM & Full Council	Nina			Mayor Making Friday 26th May	
	25	Planning	Louise				
	29	Late Spring BH					
June	5	Environment	Nina				
	12	TC&E	Nina				
	19	Interim	Nina	Planning	Nina		
	26	Resources	Nina				
July	3						
	10	Full Council	Nina				
	17	Planning	Nina				
	24	Environment	Nina				
	31	TC&E	Nina				
Aug	7	School Summer Holidays					
	14						
	21	Planning	Nina				
	28	Late Summer BH					
Sept	4	Resources	Nina				
	11	Full Council	Nina				
	18	Planning	Louise				
	25	Environment	Nina				
Oct	2	TC&E	Nina				
	9	Interim	Nina	Planning	Nina		
	16	Resources	Nina				
	23						
	30	Full Council	Nina				
Nov	6	Planning	Louise				
	13	Environment	Nina				
	20	TC&E	Nina				
	27	Resources	Nina				
Dec	4						
	11	Full Council	Nina				
	18	Planning	Louise				
	25					Christmas BH	

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	Jan-22
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	209/21	Climate Emergency Action Plan	Members AGREED TO RECOMMEND that all Town Council owned buildings are considered for retrofitting rainwater harvesting to be used for watering the town's planters and hanging baskets. ACTION TOWN CLERK/ESTATES MANAGER	Town Clerk	Currently being investigated by the Estates Team	Agenda