



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
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RESOURCES
COMMITTEE

09 March 2022

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 14th March 2022 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. Members of the public can attend the meeting in person. The Council is trialling the use of video conferencing to enable the public and guests to address Council meetings virtually. If you would like to address the meeting in this way, please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for details.

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 and accept apologies from Members.

2. Declarations of Interest

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

3. Minutes of last meeting

To receive and accept the minutes of the Resources Committee meeting held on Monday 31st January 2022. [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

Minutes of the Communications Strategy Group meeting held on 2nd March 2022 to be presented at the next Resources Committee meeting.

5. Budgets

5.1. To receive and agree the budget reports:

5.1.1 Highlight Report of main budget variations

5.1.2 Summary Income and Expenditure Report

5.1.3 Detailed Income and Expenditure Report

5.1.4 Purchase Ledger from 1st November – 28th February

[Appendix A](#)

[Appendix B](#)

[Appendix C](#)

[Appendix D](#)

5.2. Fees and charges

To receive and discuss a written report from the Town Clerk

[R/124/21](#)

6. Action Report

To review and discuss the Action Report

[Appendix E](#)

7. Financial Regulations

To review and recommend for approval a revised version of the Financial Regulations. The only change is at 6.17 and is based on the NALC template. Changes are marked in red.

[Appendix F](#)

8. Approval of signatories

To agree that the following Councillors are signatories@

Councillor Gateley

Mayor

Councillor Stuchbury

Chair of Town Centre and Events Committee

Councillor Whyte

Chair of Environment Committee

Councillor O'Donoghue

Chair of Resources Committee

Councillor Cole

Chair of Planning Committee

9. Code of Conduct

To receive and discuss a written report from the Town Clerk and to decide whether to recommend a new Code of Conduct.

[R/125/21](#)

[Appendix G](#)

10. To review all compliments and complaints from the last six months

[Appendix H](#)

11. Media Policy Review

To review and agree the revised Media Policy.

[Appendix I](#)

12. Chair's Announcements

13. Date of next meeting: Monday, 16th May 2022.

COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

Attendees are encouraged to undertake a lateral flow test within 24 hours prior to attendance of any Council meeting. Consideration should be given to the wearing of face coverings to reduce the risk to individuals and others.
Email: office@buckingham-tc.gov.uk

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.

14. Insurance Renewal

To receive and discuss a written report from the Town Clerk and to decide whether to renew the current policy for one year.

[R/126/21](#)
[Appendix J](#)

15. Debtors

To receive and agree to write-off a list of long-term debtors.

[Appendix K](#)

16. Cemetery Lodge Review of Income

To receive and discuss a written report from the Estates Manager.

[R/127/21](#)

To:

Cllr. Mrs. G. Collins
Cllr. M. Gateley - Town Mayor
Cllr. J. Harvey – Vice Chair
Cllr. H. Mordue

Cllr. Mrs. O'Donoghue - Chair
Cllr. A. Ralph
Cllr. R. Stuchbury
Cllr. M. Try

PAGE No	CODE	COST CENTRE	AMOUNT	EXPLANATION
	4018	102	-£902.00	overspend due to new mobile contract and expense of late closure of Mainstream contract
	4027	102	-£722.00	overspend due to additional users required for accounts and cemetery software, and new tree package
	4052	102	-£353.00	overspend due to utilities costs
2	4236	103	-£978.00	overspend due to increased charge rate for election costs by Buckinghamshire Council
2	4501	125	-£310.00	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	-£2,906.00	overspend, rental / emptying of recycling wheelie bins added during the year
4	4035	205	-£921.00	overspend - additional repairs to Kubota due to extended contract awaiting delivery of new vehicle
5	4159	250	-£1,819.00	overspend
5	4161	250	-£368.00	overspend due to faults with fire alarm
6	4265	253	-£2,885.00	overspend due to cost of new garden of rest. Offset by other underspends within the cost centre.
7	4034	258	-£630.00	Figures wrongly transposed on budget input, should have read 4702 not 4072
7	4091	261	-£4,262.00	Costs to be recharged to Buckinghamshire Council
8	4201	301	-£632.00	overspend due to fire panel faults and OHS call out
8	4243	301	-£1,066.00	plus this years bollard removal
9	4273	303	-£3,778.00	to be recharged to Bucks Council
9	4278	303	-£400.00	overspend - costs of cancellation of the original date
11	9033	901	-£2,685.00	Income not received from AVDC 2018/2019, 2019/2020 (re: original project - Destination Buckingham)

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Summary Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>RESOURCES</u>					
Income	904,418	907,392	2,974		
Expenditure	283,531	372,504	88,973	9,881	79,092
Net Income over Expenditure	620,886				
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	620,886				
<u>ENVIRONMENT</u>					
Income	95,294	107,303	12,009		
Expenditure	350,050	479,714	129,664	32,375	97,289
Movement to/(from) Gen Reserve	(254,756)				
<u>TOWN CENTRE & EVENTS</u>					
Income	47,164	67,593	20,429		
Expenditure	130,243	205,446	75,203	10,270	64,933
Movement to/(from) Gen Reserve	(83,079)				
<u>PARTNERSHIPS</u>					
Income	0	0	0		
Expenditure	0	0	0	0	0
Movement to/(from) Gen Reserve	0				
<u>PLANNING</u>					
Income	0	0	0		
Expenditure	30,171	39,741	9,570	0	9,570
Movement to/(from) Gen Reserve	(30,171)				
<u>EARMARKED RESERVES</u>					
Income	0	0	0		
Expenditure	90,386	491,773	401,387	57,562	343,826
Movement to/(from) Gen Reserve	(90,386)				

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Summary Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grand Totals:- Income	1,046,875	1,082,288	35,413		
Expenditure	884,381	1,589,178	704,797	110,088	594,709
Net Income over Expenditure	162,494	(506,890)	(669,384)		
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	162,494				

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Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
RESOURCES					
<u>101 Personnel costs</u>					
4000 Salaries Admin	118,496	155,000	36,504		36,504
4005 ERS National Insurance	10,680	13,139	2,459		2,459
4006 ERS Pension Cont	28,757	33,000	4,243		4,243
4007 Staff travel	180	1,300	1,120		1,120
4008 Occupational Health	0	1,249	1,249		1,249
4025 HR advice	4,325	4,390	65		65
4026 Staff & Recruitment	503	1,015	512		512
Personnel costs :- Indirect Expenditure	162,942	209,093	46,151	0	46,151
Net Expenditure	(162,942)	(209,093)	(46,151)		
<u>102 Office expenses</u>					
1010 Chamber hire	334	1,421	1,087		
1012 Photocopier use	(2)	41	43		
Office expenses :- Income	332	1,462	1,130		
4010 Stationery	1,848	2,400	552	429	123
4011 Postage	683	508	(175)		(175)
4012 Photocopier	1,429	1,823	394		394
4013 Equipment purchase	185	1,117	932	394	538
4015 Advertisements	293	650	357	356	0
4017 Subscriptions	3,177	4,263	1,086	972	114
4018 Telephones	7,500	6,598	(902)		(902)
4019 Hire of Community Hall	0	261	261	112	149
4021 Hospitality	199	406	207		207
4023 Training	6,810	10,300	3,491	2,767	724
4027 Software	11,222	10,500	(722)		(722)
4030 Payroll	1,498	1,700	202		202
4032 Publicity and newsletter	5,561	7,598	2,037	1,130	906
4038 Computer equipment	3,205	3,553	348		348
4041 Website	4,624	5,000	376	376	0
4043 Protective clothing	1,051	1,500	449	329	120
4052 Heat, light, power	1,186	833	(353)		(353)
4055 Alarm	93	572	479		479
4156 Buckingham Centre rent	6,901	11,400	4,499		4,499
4225 Rates	2,794	4,500	1,706		1,706
Office expenses :- Indirect Expenditure	60,260	75,482	15,222	6,866	8,355
Net Income over Expenditure	(59,929)	(74,020)	(14,091)		

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Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>103 Councillors</u>					
4020 Mayor's duties	0	1,827	1,827		1,827
4029 Mayor's civic	226	1,573	1,347	70	1,277
4044 Councillors' mileage / exp.	129	500	371		371
4045 Councillors' allowance	0	10,094	10,094		10,094
4236 Election costs	1,978	1,000	(978)		(978)
4269 Councillor training	435	1,523	1,088	675	413
Councillors :- Indirect Expenditure	2,769	16,517	13,748	745	13,003
Net Expenditure	(2,769)	(16,517)	(13,748)		
<u>104 Legal requirements</u>					
4014 Audit fees	2,060	4,896	2,836		2,836
4016 Legal costs	0	2,000	2,000		2,000
4022 Insurance	16,369	18,000	1,631		1,631
Legal requirements :- Indirect Expenditure	18,429	24,896	6,467	0	6,467
Net Expenditure	(18,429)	(24,896)	(6,467)		
<u>120 Long-term grants</u>					
4077 Old Gaol grant	3,000	3,000	0		0
4081 Citizens Advice grant	5,346	5,449	103		103
4086 Youth Centre grant	5,200	5,200	0		0
Long-term grants :- Indirect Expenditure	13,546	13,649	103	0	103
Net Expenditure	(13,546)	(13,649)	(103)		
<u>125 Commemorative items</u>					
4501 Civic award	1,138	828	(310)		(310)
4504 Remembrance wreath	17	26	9		9
4505 Mayor's salver	0	223	223		223
4506 Bardic gift	0	223	223		223
Commemorative items :- Indirect Expenditure	1,155	1,300	146	0	146
Net Expenditure	(1,155)	(1,300)	(146)		
<u>130 Admin reserves</u>					
1176 Precept	903,930	903,930	0		
1190 Interest received	156	2,000	1,844		
Admin reserves :- Income	904,086	905,930	1,844		
Net Income	904,086	905,930	1,844		

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Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>131 Grants</u>					
4084 Community Centre capital	0	5,000	5,000		5,000
4087 Annual grants	14,935	14,935	0		0
Grants :- Indirect Expenditure	14,935	19,935	5,000	0	5,000
Net Expenditure	(14,935)	(19,935)	(5,000)		
<u>132 Future planning / contingencie</u>					
4500 Future planning / contingencie	6,983	9,500	2,517	2,269	248
4503 Covid-19 expenses	2,513	1,015	(1,498)		(1,498)
Future planning / contingencie :- Indirect Expenditure	9,496	10,515	1,019	2,269	(1,250)
Net Expenditure	(9,496)	(10,515)	(1,019)		
<u>304 Youth Council</u>					
4237 Youth Council budget	0	1,015	1,015		1,015
4238 Youth Council admin	0	102	102		102
Youth Council :- Indirect Expenditure	0	1,117	1,117	0	1,117
Net Expenditure	0	(1,117)	(1,117)		
RESOURCES :- Income	904,418	907,392	2,974		
Expenditure	283,531	372,504	88,973	9,881	79,092
Movement to/(from) Gen Reserve	620,886				
ENVIRONMENT					
<u>201 Environment</u>					
3995 NI Environment	13,680	15,766	2,086		2,086
3996 Pensions ERS Environment	40,683	45,000	4,317		4,317
4004 Salaries environment	166,211	197,000	30,789		30,789
4068 Community Service	0	6,769	6,769	4,000	2,769
4112 Environment Equipment	4,057	7,000	2,943	9	2,933
4168 Defibrillators	405	500	95		95
Environment :- Indirect Expenditure	225,037	272,035	46,998	4,009	42,989
Net Expenditure	(225,037)	(272,035)	(46,998)		
<u>202 Roundabouts</u>					
1051 Roundabout no. 1	2,268	2,211	(57)		
1052 Roundabout no. 2	0	1,178	1,178		

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Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1053 Roundabout no. 3	0	1,934	1,934		
1054 Roundabout no. 4	2,530	2,465	(65)		
1056 Roundabout no. 5	2,694	2,626	(68)		
1057 Roundabout no. 6	1,374	1,339	(35)		
Roundabouts :- Income	8,866	11,753	2,887		
4108 Roundabout	0	1,320	1,320		1,320
Roundabouts :- Indirect Expenditure	0	1,320	1,320	0	1,320
Net Income over Expenditure	8,866	10,433	1,567		
<u>203 Maintenance</u>					
4082 Allotments	2,030	2,030	0		0
Maintenance :- Indirect Expenditure	2,030	2,030	0	0	0
Net Expenditure	(2,030)	(2,030)	0		
<u>204 Devolved services expenses</u>					
1017 Devolved services income	20,381	20,353	(28)		
Devolved services expenses :- Income	20,381	20,353	(28)		
4124 Devolved services	3,730	8,500	4,770	280	4,490
Devolved services expenses :- Indirect Expenditure	3,730	8,500	4,770	280	4,490
Net Income over Expenditure	16,650	11,853	(4,797)		
<u>205 Grounds maintenance</u>					
4033 Waste disposal	4,404	1,827	(2,577)	329	(2,906)
4035 Machinery	2,921	2,000	(921)		(921)
4036 Fuel (Mower)	721	1,035	314		314
4037 Sundries	1,924	2,518	594		594
4063 Vehicle hire and running costs	10,026	13,703	3,677	3,626	50
Grounds maintenance :- Indirect Expenditure	19,996	21,083	1,087	3,955	(2,868)
Net Expenditure	(19,996)	(21,083)	(1,087)		
<u>248 Depot</u>					
4013 Equipment purchase	0	2,000	2,000		2,000
4055 Alarm	497	416	(81)		(81)
4225 Rates	4,142	4,263	121		121
4601 Repairs & maintenance fund	289	812	523		523
4602 Electricity	855	1,400	545		545

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Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4603 Water	398	750	352		352
Depot :- Indirect Expenditure	6,182	9,641	3,459	0	3,459
Net Expenditure	(6,182)	(9,641)	(3,459)		
<u>249 C Meadow toilets & Shopmobilit</u>					
1085 Shopmobility income	0	102	102		
C Meadow toilets & Shopmobilit :- Income	0	102	102		
4602 Electricity	0	500	500		500
4603 Water	0	500	500		500
4608 Shopmobility	267	1,041	774	12	762
4612 Contractor charge	9,579	10,883	1,304		1,304
4709 MAINTENANCE	0	521	521		521
C Meadow toilets & Shopmobilit :- Indirect Expenditure	9,846	13,445	3,599	12	3,587
Net Income over Expenditure	(9,846)	(13,343)	(3,497)		
<u>250 Lace Hill</u>					
1026 Lace Hill Community Centre	33,111	44,376	11,265		
1027 Solar income	0	260	260		
Lace Hill :- Income	33,111	44,636	11,525		
4050 Lace Hill playing fields	2,999	3,500	501		501
4118 Solar panels	0	350	350		350
4158 Lace Hill gas	2,325	4,060	1,735		1,735
4159 Lace Hill electricity	3,808	1,989	(1,819)		(1,819)
4160 Lace Hill water	340	750	410		410
4161 Lace Hill repairs & Maintenanc	3,783	3,553	(230)	138	(368)
4162 Lace Hill contractor charge	3,023	3,806	783		783
4163 Lace Hill alarm	495	521	26		26
4164 Lace Hill equipment	2,382	3,628	1,246	1,123	124
4225 Rates	9,731	9,998	268		268
Lace Hill :- Indirect Expenditure	28,886	32,155	3,269	1,260	2,009
Net Income over Expenditure	4,225	12,481	8,256		
<u>251 Chandos Park</u>					
1030 Bowls income	572	572	0		
1035 TENNIS COURT RENT	651	651	0		
Chandos Park :- Income	1,223	1,223	0		

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Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4601 Repairs & maintenance fund	888	3,201	2,314	317	1,997
4602 Electricity	561	521	(40)		(40)
4603 Water	1,180	1,300	120		120
Chandos Park :- Indirect Expenditure	2,629	5,022	2,393	317	2,076
Net Income over Expenditure	(1,406)	(3,799)	(2,393)		
<u>252 Bourton Park</u>					
4601 Repairs & maintenance fund	5,831	6,910	1,079	434	645
Bourton Park :- Indirect Expenditure	5,831	6,910	1,079	434	645
Net Expenditure	(5,831)	(6,910)	(1,079)		
<u>253 Cemeteries</u>					
1041 Burial fees	23,472	18,270	(5,202)		
Cemeteries :- Income	23,472	18,270	(5,202)		
4225 Rates	469	406	(63)		(63)
4265 New cemetery maintenance	7,885	5,000	(2,885)		(2,885)
4601 Repairs & maintenance fund	2,855	4,319	1,464	965	499
4602 Electricity	148	457	309		309
4617 Memorial testing	0	2,083	2,083		2,083
4619 New cemetery repayments	0	36,680	36,680	20,683	15,997
4620 Expenses for burial duties	4,002	5,000	998		998
Cemeteries :- Indirect Expenditure	15,359	53,945	38,586	21,648	16,938
Net Income over Expenditure	8,113	(35,675)	(43,788)		
<u>254 Chandos Park toilets</u>					
4612 Contractor charge	9,579	10,373	794		794
4709 MAINTENANCE	225	1,041	816	34	782
Chandos Park toilets :- Indirect Expenditure	9,804	11,414	1,610	34	1,576
Net Expenditure	(9,804)	(11,414)	(1,610)		
<u>255 Railway Walk & Castle Hill</u>					
4120 Friends of Groups	402	1,041	639		639
4709 MAINTENANCE	0	1,000	1,000		1,000
Railway Walk & Castle Hill :- Indirect Expenditure	402	2,041	1,639	0	1,639
Net Expenditure	(402)	(2,041)	(1,639)		

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Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>256 Storage Premises</u>					
4066 Grenville garage rent	549	677	128		128
Storage Premises :- Indirect Expenditure	549	677	128	0	128
Net Expenditure	(549)	(677)	(128)		
<u>258 Cemetery Lodge</u>					
1061 Cemetery Lodge rental income	8,242	10,966	2,724		
Cemetery Lodge :- Income	8,242	10,966	2,724		
4034 PWLB repayments inc. interest	4,702	4,072	(630)		(630)
4609 Cemetery Lodge maintenance	200	3,000	2,800		2,800
Cemetery Lodge :- Indirect Expenditure	4,902	7,072	2,170	0	2,170
Net Income over Expenditure	3,340	3,894	554		
<u>260 CCTV</u>					
4100 CCTV maintenance	1,702	1,667	(35)		(35)
CCTV :- Indirect Expenditure	1,702	1,667	(35)	0	(35)
Net Expenditure	(1,702)	(1,667)	35		
<u>261 Community Centre</u>					
4085 Structural repairs	0	2,030	2,030		2,030
4091 Chamber	5,257	1,015	(4,242)	20	(4,262)
Community Centre :- Indirect Expenditure	5,257	3,045	(2,212)	20	(2,232)
Net Expenditure	(5,257)	(3,045)	2,212		
<u>262 Parks General</u>					
4101 Seats and bins	13	1,041	1,028	406	622
4102 Dog bins	0	4,350	4,350		4,350
4106 Play area maintenance	1,465	5,088	3,623		3,623
4122 Tree works	5,430	13,203	7,773		7,773
4270 Bridges	1,000	2,015	1,015		1,015
4275 Play area replacement fund	0	1,015	1,015		1,015
4276 Tree wardens	0	1,000	1,000		1,000
Parks General :- Indirect Expenditure	7,908	27,712	19,804	406	19,398
Net Expenditure	(7,908)	(27,712)	(19,804)		
ENVIRONMENT :- Income	95,294	107,303	12,009		
Expenditure	350,050	479,714	129,664	32,375	97,289
Movement to/(from) Gen Reserve	(254,756)				

TOWN CENTRE & EVENTS

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Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>301 Town Centre & Events</u>					
1013 Hanging baskets	133	416	283		
1028 Lace Hill events income	513	1,041	528		
1062 Community Fair table income	120	208	88		
1066 Comedy night income	0	3,124	3,124		
1069 Charter fairs income	7,013	6,946	(67)		
Town Centre & Events :- Income	7,780	11,735	3,955		
3997 NI TC&E	2,817	5,234	2,417		2,417
3998 Pensions ERS TC&E	10,875	13,412	2,537		2,537
3999 Salaries TC&E	43,967	71,826	27,859		27,859
4042 Events equipment	308	568	260		260
4079 Fair Trade Promotion	100	416	316		316
4094 Youth project	3,055	3,045	(10)		(10)
4104 Town in Bloom	8,369	11,195	2,826	2,826	(0)
4107 Pride of Place	0	261	261		261
4115 River rinse	396	416	20		20
4166 Lace Hill events	298	1,041	743	21	722
4201 Christmas lights	10,901	11,455	554	1,186	(632)
4202 Firework display	4,904	5,840	936	226	710
4203 Community fair	221	416	195	35	160
4205 Christmas parade	3,924	3,959	35		35
4210 Pancake Race	0	81	81	52	29
4211 Band Jam	3,511	3,645	134	84	50
4212 Christmas lights switch on	2,314	4,138	1,824	214	1,610
4213 Dog show	469	502	33		33
4216 May Day event	0	51	51		51
4220 Music in the Market	3,753	4,153	400	84	316
4230 Scout Parade	0	51	51		51
4241 Comedy Night expenditure	0	3,124	3,124		3,124
4243 Charter Fairs	3,200	5,503	2,303	3,369	(1,066)
4260 Twinning	0	2,030	2,030	455	1,575
Town Centre & Events :- Indirect Expenditure	103,383	152,362	48,979	8,552	40,427
Net Income over Expenditure	(95,603)	(140,627)	(45,024)		
<u>302 Street markets</u>					
1005 Street markets	18,958	14,718	(4,240)		
1006 Flea market	4,357	3,500	(857)		
Street markets :- Income	23,315	18,218	(5,097)		
4017 Subscriptions	369	457	88		88

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Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4225 Rates	2,121	3,124	1,003		1,003
4235 Market infrastructure & Promot	1,236	1,523	287		287
Street markets :- Indirect Expenditure	3,726	5,104	1,378	0	1,378
Net Income over Expenditure	19,589	13,114	(6,475)		
<u>303 Special events</u>					
1020 Food fair income	580	521	(59)		
1083 Fringe income	2,109	3,124	1,015		
Special events :- Income	2,689	3,645	956		
4221 Fringe	5,115	6,425	1,310		1,310
4242 Food fair	316	521	205	96	109
4244 Flags	618	609	(9)		(9)
4273 One-off events	3,194	1,000	(2,194)	1,584	(3,778)
4277 War memorial centenary	0	500	500		500
4278 Celebrate Buckingham Day	1,650	1,250	(400)		(400)
Special events :- Indirect Expenditure	10,892	10,305	(587)	1,680	(2,267)
Net Income over Expenditure	(8,204)	(6,660)	1,544		
<u>305 Tourist Information Centre</u>					
1084 TIC income	13,380	33,995	20,615		
Tourist Information Centre :- Income	13,380	33,995	20,615		
4253 TIC tickets & produce	9,887	31,240	21,353		21,353
4255 Heritage app expenditure	2,145	2,922	777	39	738
4274 Tourism website	210	1,000	790		790
Tourist Information Centre :- Indirect Expenditure	12,242	35,162	22,920	39	22,881
Net Income over Expenditure	1,138	(1,167)	(2,305)		
<u>306 Accessibility</u>					
4254 Accessibility costs	0	2,000	2,000		2,000
4266 Accessibility costs	0	513	513		513
Accessibility :- Indirect Expenditure	0	2,513	2,513	0	2,513
Net Expenditure	0	(2,513)	(2,513)		
TOWN CENTRE & EVENTS :- Income	47,164	67,593	20,429		
Expenditure	130,243	205,446	75,203	10,270	64,933
Movement to/(from) Gen Reserve	(83,079)				

PLANNING

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Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>601 Planning</u>					
3992 Salaries Planning	26,112	31,877	5,765		5,765
3993 NI Planning	1,551	1,864	313		313
3994 Pensions ERS Planning	2,508	4,000	1,492		1,492
4624 Neighbourhood Plan	0	2,000	2,000		2,000
Planning :- Indirect Expenditure	30,171	39,741	9,570	0	9,570
Net Expenditure	(30,171)	(39,741)	(9,570)		
PLANNING :- Income	0	0	0		
Expenditure	30,171	39,741	9,570	0	9,570
Movement to/(from) Gen Reserve	(30,171)				

EARMARKED RESERVES

<u>901 Ear-marked reserves</u>					
9001 Youth Council	0	1,000	1,000		1,000
9002 Cemetery development	27,000	97,886	70,886		70,886
9004 Solar panels at Lace Hill	22,047	28,076	6,029		6,029
9006 Speedwatch	0	598	598		598
9010 Flood relief fund	0	826	826		826
9013 Youth projects	0	3,000	3,000		3,000
9015 Charter fairs	0	4,136	4,136		4,136
9025 Play area replacement	0	45,121	45,121		45,121
9027 Green Buckingham	0	226	226		226
9029 Circular Walk	0	5,399	5,399		5,399
9030 Tourism leaflets	0	2,404	2,404		2,404
9033 Economic Development Group	0	(2,685)	(2,685)		(2,685)
9035 Parks Development	0	1,405	1,405		1,405
9036 Election costs	5,594	5,594	0		0
9040 Park run	0	89	89		89
9045 Access for All	0	251	251		251
9048 Buckingham Action Group	0	1,283	1,283		1,283
9049 Neighbourhood Plan	0	20,000	20,000		20,000
9050 Bridge Repairs	20,509	60,959	40,450	40,450	(0)
9051 Office development / furniture	4,699	12,000	7,301	5,062	2,239
9052 Depot equipment	0	15,000	15,000		15,000
9053 AEDs	0	420	420		420
9054 Lace Hill repairs & Maintenance	0	25,000	25,000		25,000
9055 River rinse	0	250	250		250
9057 Cemetery Lodge repairs	0	10,000	10,000	4,820	5,180

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Buckingham Town Council

Page 11

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
9058 Bowls Club Pavillion repairs	0	8,000	8,000	7,230	770
9059 Making good / boundary repairs	0	45,000	45,000		45,000
9060 River Wardens	1,575	1,575	0		0
9061 Covid bounce back events	7,961	8,680	719		719
9062 Grants	0	280	280		280
9063 Twinning	0	2,000	2,000		2,000
9064 Holocaust memorial	1,000	1,000	0		0
9065 Purchase cemetery & allotment	0	87,000	87,000		87,000
Ear-marked reserves :- Indirect Expenditure	90,386	491,773	401,387	57,562	343,826
Net Expenditure	(90,386)	(491,773)	(401,387)		
EARMARKED RESERVES :- Income	0	0	0		
Expenditure	90,386	491,773	401,387	57,562	343,826
Movement to/(from) Gen Reserve	(90,386)				
Grand Totals:- Income	1,046,875	1,082,288	35,413		
Expenditure	884,381	1,589,178	704,797	110,088	594,709
Net Income over Expenditure	162,494	(506,890)	(669,384)		
Movement to/(from) Gen Reserve	162,494				

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 9

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
14/12/2021	NL386918		AMBERON	A065	550.00	110.00	660.00	4205	301	550.00	road closure Strat Rd
09/12/2021	3381		BALC	B001	30.00	0.00	30.00	4023	102	30.00	3381/10111907/TRAINING LS
01/12/2021	2205034903		BUCKS COUNCIL	B006	7,572.13	0.00	7,572.13	9036	901	5,594.00	election 2021 costs
								4236	103	1,978.13	election 2021 costs
21/12/2021	39539CI		BUILDBASE	B013	52.13	10.43	62.56	4161	250	52.13	decorating items
09/12/2021	9/12/21		BLIND DIMENSIONS	B063	1,033.33	206.67	1,240.00	9051	901	1,033.33	office blinds
01/12/2021	429915		CLARITY	C053	169.17	33.83	203.00	4012	102	169.17	copies
01/12/2021	H1A7C5BAAE		E-ON	E006	360.45	72.09	432.54	4159	250	360.45	nov - dec
06/12/2021	KI-002		E-ON	E006	121.86	6.09	127.95	4602	248	121.86	unit 12 sept - nov
06/12/2021	KI-0003		E-ON	E006	23.29	1.16	24.45	4602	248	23.29	unit 17 sept - nov
31/12/2021	3907		FORTEM	F005	110.00	22.00	132.00	4041	102	110.00	hosting .gov.uk
01/12/2021	15586770		FORD LEASE	F051	340.01	68.00	408.01	4063	205	340.01	vehicle hire KW19 NDD
01/12/2021	21872		GANDERTON	G008	239.41	47.88	287.29	4063	205	239.41	fuel
01/12/2021	516246		GRUNDON	G050	91.17	18.23	109.40	4033	205	91.17	wheelie bins LH
01/12/2021	516247		GRUNDON	G050	179.47	35.89	215.36	4033	205	179.47	wheelie bins depot
01/12/2021	11363		HEALTH	H011	1,741.67	348.33	2,090.00	4612	254	870.83	maintenance
								4612	248	870.84	maintenance
09/12/2021	144510		JANITORIAL DIRECT	J013	199.78	39.96	239.74	4164	250	199.78	cleaning materials
01/12/2021	1034718		MAINSTREAM	M061	75.00	15.00	90.00	4018	102	75.00	care maint
01/12/2021	1034719		MAINSTREAM	M061	4.08	0.82	4.90	4018	102	4.08	816426
01/12/2021	1034720		MAINSTREAM	M061	0.31	0.06	0.37	4018	102	0.31	812872
01/12/2021	1034735		MAINSTREAM	M061	51.90	10.38	62.28	4018	102	51.90	824596
31/12/2021	1037916		MAINSTREAM	M061	1.87	0.37	2.24	4018	102	1.87	816426
31/12/2021	1038302		MAINSTREAM	M061	51.90	10.38	62.28	4018	102	51.90	817433
01/12/2021	15420		MICROSHADE	M063	764.56	152.91	917.47	4027	102	764.56	hosting
31/12/2021	15557		MICROSHADE	M063	764.56	152.91	917.47	4027	102	764.56	hosting
08/12/2021	867221		OFFICE	O021	676.00	135.20	811.20	9051	901	676.00	end tables meeting room
01/12/2021	90902		OAKPARK	O060	179.00	35.80	214.80	4100	260	179.00	Shopmob CCTV firmware

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 9

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/12/2021	90905		OAKPARK	O060	46.00	9.20	55.20	4100	260	46.00	C Park toilets CCTV Firmware
01/12/2021	90906		OAKPARK	O060	46.00	9.20	55.20	4100	260	46.00	Unit 12 CCTV firmware
01/12/2021	114354		PARAGON	P008	211.50	42.30	253.80	4601	252	211.50	tractor hire park repairs
01/12/2021	114355		PARAGON	P008	81.00	16.20	97.20	4161	250	81.00	cherry picker hire xmas lights
01/12/2021	114356		PARAGON	P008	36.00	7.20	43.20	4202	301	36.00	fencing panel hire bonfire
01/12/2021	114357		PARAGON	P008	376.00	75.20	451.20	4202	301	376.00	lighting towers, tape, fuel
01/12/2021	114358		PARAGON	P008	270.00	54.00	324.00	4620	253	270.00	digger hire
01/12/2021	114708		PARAGON	P008	22.00	4.40	26.40	4037	205	5.00	cable ties
								4601	253	4.50	cable ties
								4202	301	12.50	3mm chain
23/12/2021	115007		PARAGON	P008	40.05	8.01	48.06	4608	249	40.05	dehumidifier hire
23/12/2021	115008		PARAGON	P008	111.00	22.20	133.20	4601	252	111.00	digger hire
23/12/2021	115159		PARAGON	P008	22.70	4.54	27.24	4037	205	22.70	consumables
09/12/2021	123378		PLASTOR LTD	P016	53.22	10.64	63.86	4112	201	53.22	container
01/12/2021	1463		PJ SIGNS	P028	308.00	0.00	308.00	4042	301	308.00	parking signs
01/12/2021	131164		PEAR TECHNOLOGY	P043	350.00	70.00	420.00	4027	102	350.00	tree software tech support
31/12/2021	135936		PAYROLL OPTIONS	P057	122.15	24.43	146.58	4030	102	122.15	monthly payroll
31/12/2021	24811		RBS	R001	165.00	33.00	198.00	4027	102	165.00	asset inventory annual subs
01/12/2021	134014		SLCC	S005	300.00	60.00	360.00	4026	101	300.00	job advert
06/12/2021	66751271		SQUARESPACE	S006	21.00	4.20	25.20	4274	305	21.00	grey-dachshund
06/12/2021	68391885		SQUARESPACE	S006	21.00	4.20	25.20	4274	305	21.00	grey-dachshund
01/12/2021	31896		TUDOR ENVIRONMENTAL	T002	29.64	5.93	35.57	4037	205	29.64	2 stroke oil
09/12/2021	AFK278		TRAVIS	T010	8.30	1.66	9.96	4037	205	8.30	redwood square edge
01/12/2021	AFL279		TRAVIS	T010	34.75	6.95	41.70	4037	205	34.75	planed timber
21/12/2021	AFM458		TRAVIS	T010	15.08	3.02	18.10	4161	250	15.08	gyproc/drywall
TOTAL INVOICES					18,073.44	2,010.87	20,084.31			18,073.44	

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 11

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
12/02/2022	10102536		ANGLIAN WATER	A015	56.15	4.05	60.20	4603	248	56.15	unit 12 nov - feb
15/02/2022	10114458		ANGLIAN WATER	A015	38.28	2.25	40.53	4603	248	38.28	unit 17 nov - feb
15/02/2022	10114474		ANGLIAN WATER	A015	160.42	14.52	174.94	4160	250	160.42	LH Nov - Feb
06/02/2022	10781769		ANGLIAN WATER	A015	228.78	0.00	228.78	4603	251	228.78	c park nov - feb
17/02/2022	2022-117		AMAZON	A035	21.66	4.33	25.99	4038	102	21.66	laptop rucksack
03/02/2022	2022-568		AMAZON	A035	35.83	7.16	42.99	4038	102	35.83	docking station
04/02/2022	2022-2277		AMAZON	A035	17.41	3.48	20.89	4038	102	17.41	dell laptop charger
04/02/2022	2022-5672		AMAZON	A035	48.00	9.60	57.60	4043	102	48.00	work trousers x 2
03/02/2022	2022-9279		AMAZON	A035	69.16	13.83	82.99	9051	901	69.16	office chair x1
03/02/2022	2022-51086		AMAZON	A035	57.04	11.41	68.45	4038	102	57.04	monitor stand riser
01/02/2022	AAEUI		AMAZON	A035	24.98	5.00	29.98	4038	102	24.98	surge protect ext lead
06/02/2022	NEAUI		AMAZON	A035	20.79	4.16	24.95	4043	102	20.79	hi viz jacket
11/02/2022	QAEUI		AMAZON	A035	3.77	0.75	4.52	4038	102	3.77	usb cable
11/02/2022	VAEUI		AMAZON	A035	16.66	3.33	19.99	4038	102	16.66	wireless keyboard and mouse
04/02/2022	57833		ABBOT FIRE	A054	55.45	11.09	66.54	4601	248	55.45	depot extinguish serv
04/02/2022	57834		ABBOT FIRE	A054	79.65	15.93	95.58	4162	250	79.65	LH extinguisher serv
01/02/2022	4516		AB DESIGN	A062	206.97	41.39	248.36	4091	261	206.97	final balance chamber works
03/02/2022	SI126		COMMUNITY CENTRE	B002	294.80	0.00	294.80	4242	303	294.80	hall hire
17/02/2022	17/2		BAFA	B012	225.00	0.00	225.00	4161	250	225.00	artwork sold at LHSCC
16/02/2022	40529		BUILDBASE	B013	8.13	1.63	9.76	4161	250	8.13	polyfilla, knife
01/02/2022	40529CI		BUILDBASE	B013	8.13	1.63	9.76	4161	250	8.13	polyfilla, hook knife blade
28/02/2022	CR93785		BUCK GARDEN	B024	-13.25	-2.65	-15.90	4601	253	-13.25	CREDIT MISPOST
08/02/2022	PF153686		BUCK GARDEN	B024	13.25	2.65	15.90	4601	253	13.25	10 x maple
11/02/2022	93785		BUCKINGHAM NURSERIES	B025	13.25	2.65	15.90	4601	253	13.25	maple x 10
03/02/2022	313967		BROWNS	B031	83.22	16.64	99.86	4035	205	83.22	plugs, filters, oil
07/02/2022	314085		BROWNS	B031	641.78	128.35	770.13	4035	205	641.78	Kubota Service KX18BBV
28/02/2022	314458		BROWNS	B031	45.00	9.00	54.00	4112	201	45.00	guide bar rolomatic
14/02/2022	160222/1		BCQ BUSIPRINT	B058	63.44	12.69	76.13	4273	303	63.44	Foodie Buckingham Maps

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 11

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/02/2022	10222		BUCKINGHAM UTD	B082	2,999.40	0.00	2,999.40	4050	250	2,999.40	Lace Hill Footpath contributio
01/02/2022	DEPOSIT		CORDWALLIS COMMERCIA	C009	2,573.58	514.72	3,088.30	4063	205	2,573.58	Deposit new elec vehicle
04/02/2022	7342		CGM	C016	1,780.00	356.00	2,136.00	4122	262	1,780.00	7342/10111868/TREE WORKS willo
24/02/2022	7406		CGM	C016	850.00	170.00	1,020.00	4122	262	850.00	tree works due to storm
16/02/2022	205572		COLES	C040	2,257.70	451.54	2,709.24	4164	250	1,087.37	plants
								4112	201	1,170.33	plants
14/02/2022	7130		COX	C041	27.00	5.40	32.40	4620	253	27.00	topsoil
16/02/2022	12024		DELL	D022	482.50	96.50	579.00	4038	102	482.50	laptop - BD
16/02/2022	0005		E-ON	E006	32.25	1.61	33.86	4602	248	32.25	unit 17 jan
07/02/2022	7065DDCC-0005		E-ON	E006	32.25	1.61	33.86	4602	248	32.25	jan unit 17
01/02/2022	H1A9DC4466		E-ON	E006	382.52	76.50	459.02	4159	250	382.52	jan - feb
15/02/2022	H1AAA501F3		E-ON	E006	345.15	69.03	414.18	4159	250	345.15	lh feb - mar
14/02/2022	17487		FUNCTION CENTRAL	F001	954.17	190.83	1,145.00	4273	303	954.17	Edelweiss All Stars band
28/02/2022	15873750		FORD LEASE	F051	340.01	68.00	408.01	4063	205	340.01	vehicle hire KW19 NDD
28/02/2022	22276		GANDERTON	G008	229.59	45.92	275.51	4063	205	229.59	fuel
15/02/2022	22471		GANDERTON	G008	134.04	26.81	160.85	4063	205	134.04	fuel
16/02/2022	26302		GAZEBOSHOP	G023	1,691.64	338.33	2,029.97	4273	303	1,691.64	gazebo x 4
01/02/2022	553765		GRUNDON	G050	98.76	19.75	118.51	4033	205	98.76	LH wheelie Bins
01/02/2022	553766		GRUNDON	G050	184.89	36.98	221.87	4033	205	184.89	wheelie bins depot
28/02/2022	582487		GRUNDON	G050	103.15	20.63	123.78	4033	205	103.15	wheelie bins LH
28/02/2022	582488		GRUNDON	G050	118.19	23.64	141.83	4033	205	118.19	wheelie bins depot
15/02/2022	31727		HIGHGEAR	H32	544.39	100.87	645.26	4063	205	544.39	KW19 NDD repairs
16/02/2022	2259/1		HAMPSHIRE FLAG	H053	65.94	13.19	79.13	4244	303	65.94	german flag
11/02/2022	1009		JKPS	J001	3,551.25	710.25	4,261.50	4091	261	3,551.25	Chamber works
01/02/2022	106420		LANDSCAPE	L019	192.75	38.54	231.29	4037	205	192.75	CP15 2000 Sprayer, oil, gloves
03/02/2022	1041115		MAINSTREAM	M061	110.26	22.05	132.31	4018	102	110.26	816426
03/02/2022	1041116		MAINSTREAM	M061	54.90	10.98	65.88	4018	102	54.90	816801
03/02/2022	1041117		MAINSTREAM	M061	102.15	20.43	122.58	4018	102	102.15	816801
03/02/2022	1041118		MAINSTREAM	M061	52.17	10.43	62.60	4018	102	52.17	812872

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 11

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
03/02/2022	1041119		MAINSTREAM	M061	69.15	13.83	82.98	4018	102	69.15	812872
28/02/2022	93468		OAKPARK	O060	93.00	18.60	111.60	4055	102	93.00	chamber alarm ann maint
28/02/2022	93469		OAKPARK	O060	443.00	88.60	531.60	4100	260	443.00	CCTV C Park ann maint
28/02/2022	93557		OAKPARK	O060	497.00	99.40	596.40	4055	248	497.00	depot alarm ann maint
01/02/2022	11573		PARAGON	P008	450.00	90.00	540.00	4620	253	450.00	digger & dumper hire
16/02/2022	115713		PARAGON	P008	450.00	90.00	540.00	4620	253	450.00	digger, dumper hire
01/02/2022	115812		PARAGON	P008	32.00	6.40	38.40	4037	205	32.00	gloves,
01/02/2022	115813		PARAGON	P008	40.00	8.00	48.00	4036	205	40.00	red diesel
15/02/2022	116092		PARAGON	P008	276.50	55.30	331.80	4601	253	276.50	tractor, rotavator hire
15/02/2022	116093		PARAGON	P008	205.50	41.10	246.60	4620	253	205.50	MINI DIGGER HIRE
28/02/2022	116533		PARAGON	P008	9.00	1.80	10.80	4037	205	9.00	tarpaulin
28/02/2022	116534		PARAGON	P008	67.66	13.53	81.19	4037	205	10.00	cable ties
								4112	201	25.92	road fencing pins
								4167	250	31.74	padlock, knife
18/02/2022	2000275		PRS	P044	994.23	198.84	1,193.07	4162	250	994.23	PRS license for LHSCC
16/02/2022	1495		ROWSMAN LTD	R011	166.00	33.20	199.20	4709	254	166.00	c park toilet repairs
20/02/2022	99351		SPHERETECH	S008	638.13	127.63	765.76	4091	261	638.13	silver service contract aircon
01/02/2022	449ISJ		SJ MOBILITY	S028	168.99	33.80	202.79	4608	249	168.99	service & repair mob scooter
03/02/2022	1235013421		SCREWFIX	S044	125.80	15.15	140.95	4043	102	49.99	safety boots
								4112	201	75.81	roller, brush, paint, mixer
20/02/2022	BONFIRE21		TRYUS	T001	250.00	0.00	250.00	4202	301	250.00	PA for bonfire and fireworks
20/02/2022	CELEBUCK		TRYUS	T001	400.00	0.00	400.00	4278	303	400.00	PA services cele buck day
28/02/2022	110342		TUDOR ENVIRONMENTAL	T002	262.52	52.50	315.02	4037	205	262.52	PPE
09/02/2022	AFN973		TRAVIS	T010	6.80	1.36	8.16	4167	250	6.80	compression fi elbow
14/02/2022	AFO098		TRAVIS	T010	23.84	4.77	28.61	4601	252	23.84	postcrete
28/02/2022	33023623		TCV	T066	1,575.00	315.00	1,890.00	9060	901	1,575.00	33023623/10111941/River Warden
02/02/2022	2866		ULTIMATE	U003	625.00	0.00	625.00	4094	301	625.00	2866/10111789/basket ball Sess
06/02/2022	8398384		VIKING DIRECT	V001	151.72	30.34	182.06	4010	102	148.76	8398384/10111933/Stationery
								4010	102	2.96	sta

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 11

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
04/02/2022	249105		WEL MEDICAL	W006	39.95	7.99	47.94	4168	201	39.95	electrode pads aed
01/02/2022	512692268		ZURICH	Z001	401.55	0.00	401.55	4120	255	401.55	Railway Walk insurance
TOTAL INVOICES					31,276.69	5,112.55	36,389.24			31,276.69	

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 10

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
28/01/2022	2022-3		AMAZON	A035	21.58	4.32	25.90	4018	102	21.58	mobile phone headset
23/01/2022	AEUI23/1/22		AMAZON	A035	32.67	6.53	39.20	4038	102	32.67	laptop docking station
21/01/2022	57718		ABBOT FIRE	A054	100.00	20.00	120.00	4609	258	100.00	fire alarm service Cem Lodge
21/01/2022	57719		ABBOT FIRE	A054	39.55	7.91	47.46	4601	251	39.55	extinguisher service tennis cl
21/01/2022	57720		ABBOT FIRE	A054	231.15	46.23	277.38	4601	251	231.15	fire alarm service bowls club
01/01/2022	26342		AYLESBURY FIRE	A058	154.44	30.89	185.33	4162	250	154.44	major fire alarm service
11/01/2022	26343		AYLESBURY FIRE	A058	189.21	37.84	227.05	4161	250	189.21	dual OHS call out
01/01/2022	4417		AB DESIGN	A062	620.93	124.19	745.12	4091	261	620.93	reamining works carried out
01/01/2022	3213		BALC	B001	300.00	0.00	300.00	4023	102	300.00	LS Cilca training
11/01/2022	108		COMMUNITY CENTRE	B002	1,026.57	205.32	1,231.89	4052	102	1,026.57	utility bill recharges - comm
11/01/2022	6010980		BERNHARDS NURSERIES	B010	1,294.00	250.40	1,544.40	4122	262	1,294.00	trees, stakes, guards etc
26/01/2022	01/22/027		BRACKLEY TC	B011	333.33	66.67	400.00	4023	102	333.33	Cemetery memorial Course x 4
07/01/2022	284488		BROXAP	B027	158.00	31.60	189.60	4500	132	158.00	standard finger arm
10/01/2022	284490		BROXAP	B027	168.00	33.60	201.60	4500	132	168.00	column height extension
01/01/2022	73280		CDS GROUP	C007	2,800.00	560.00	3,360.00	9002	901	2,800.00	RIBA stage 2
31/01/2022	73295		CDS GROUP	C007	2,400.00	480.00	2,880.00	9002	901	2,400.00	RIBA stage 1
31/01/2022	73317		CDS GROUP	C007	4,150.00	830.00	4,980.00	9002	901	4,150.00	RIBA stage 2
11/01/2022	1051104		CEF	C010	11.80	2.36	14.16	4601	251	11.80	fuse
01/01/2022	ANNSUBS		CPRE	C011	36.00	0.00	36.00	4037	205	36.00	annual subs cpre
01/01/2022	7050		COX	C041	38.25	7.65	45.90	4620	253	38.25	topsoil
01/01/2022	CJW90		CJ WHITEHEAD	C075	200.00	40.00	240.00	4112	201	200.00	Hedge Flail LH
18/01/2022	2417122336		DELL	D022	524.17	104.83	629.00	4038	102	524.17	laptop inspiron 15,5500
31/01/2022	242		E-ON	E006	18.13	0.91	19.04	4602	253	18.13	electricity
07/01/2022	7065DDCC-0004		E-ON	E006	33.22	1.66	34.88	4602	248	33.22	unit 17 dec
01/01/2022	7065DDCC0004		E-ON	E006	33.22	1.66	34.88	4602	248	33.22	unit 17 dec
01/01/2022	H1A8F625BA		E-ON	E006	370.38	74.08	444.46	4159	250	370.38	dec - jan
27/01/2022	56470		FLAG & BUNTING	F012	160.00	32.00	192.00	4244	303	160.00	Twinning Flags
31/01/2022	ST GEORGE		FLAG & BUNTING	F012	185.00	37.00	222.00	4244	303	185.00	St Georges flags April 2021

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 10

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/01/2022	15727045		FORD LEASE	F051	340.01	68.00	408.01	4063	205	340.01	kw19nnd rental
01/01/2022	22066		GANDERTON	G008	88.11	17.62	105.73	4063	205	88.11	FUEL
01/01/2022	19846		GM TYRES	G013	111.67	22.33	134.00	4063	201	111.67	tyres KO19 CFA
01/01/2022	525665		GRUNDON	G050	173.29	34.66	207.95	4033	205	173.29	wheelie bins depot
01/01/2022	525666		GRUNDON	G050	116.32	23.26	139.58	4033	205	116.32	wheelie bins LHSCC
01/01/2022	10803		HEALTH	H011	1,741.67	348.33	2,090.00	4612	248	870.83	maintenance
								4612	254	870.84	maintenance
01/01/2022	11432		HEALTH	H011	1,741.67	348.33	2,090.00	4612	248	870.84	maintenance
								4612	254	870.83	maintenance
27/01/2022	11502		HEALTH	H011	1,741.67	348.33	2,090.00	4612	249	870.84	maintenance
								4612	254	870.83	maintenance
31/01/2022	CREDIT CAKE		LISA ADAMS CAKES	L003	-150.00	0.00	-150.00	4500	132	-150.00	credit cake for app
10/01/2022	10196		LINNELL BROS	L010	291.50	58.30	349.80	4601	252	291.50	timber
19/01/2022	FSD104		LOUIS FRANCIS	L013	1,485.00	0.00	1,485.00	9064	901	1,485.00	engraving holocaust stone
31/01/2022	NATIONAL EXP		NATIONAL EXPRESS	N023	26.41	0.00	26.41	4253	305	26.41	national express inv sept
21/01/2022	93359		OAKPARK	O060	96.00	19.20	115.20	4162	250	96.00	call out charge cctv
01/01/2022	112864		PARAGON	P008	182.70	36.54	219.24	4620	253	182.70	digger hire
22/01/2022	115509		PARAGON	P008	67.30	13.46	80.76	4112	201	67.30	dehumidifier hire, sealant etc
22/01/2022	115510		PARAGON	P008	275.25	55.05	330.30	4620	253	275.25	digger hire
31/01/2022	CR123378		PLASTOR LTD	P016	-53.22	-10.64	-63.86	4112	201	-53.22	duplicated invoice posting
31/01/2022	275353CANC		PRS	P044	217.01	43.40	260.41	4162	250	217.01	cancel mispost
01/01/2022	870551		QUEST	Q002	12.37	2.47	14.84	4037	205	12.37	cutting disc
31/01/2022	OFFICE		RINKIT	R016	9.98	0.00	9.98	4091	261	9.98	OFFICE/10111833/CHAMBER
31/01/2022	TICWEB		SQUARESPACE	S006	63.00	12.60	75.60	4274	305	63.00	tic website grey dach
01/01/2022	2122086		SEAHAWKS	S007	50.00	0.00	50.00	4501	125	30.00	jade glass award
								4501	125	20.00	engraving
10/01/2022	1217383		SAFE CO UK	S016	66.78	13.36	80.14	4112	201	66.78	aquasafe marine padlock x 4
22/01/2022	87847		SCH SUPPLIES LTD	S017	1,146.70	229.34	1,376.04	4035	205	1,146.70	bowser THBW 70L
31/01/2022	INV		SMITHS	S024	216.00	0.00	216.00	4115	301	180.00	INV/10111836/skip hire

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 10

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
								4115	301	36.00	skip
01/01/2022	99807		TUDOR ENVIRONMENTAL	T002	35.94	7.19	43.13	4112	201	35.94	fire shovel, glove, bucket
01/01/2022	164131		TUDOR ENVIRONMENTAL	T002	156.08	31.22	187.30	4122	262	156.08	brackets, tubes
01/01/2022	AFM491		TRAVIS	T010	11.02	2.20	13.22	4161	250	11.02	frog masking tape
20/01/2022	47342		T KING ASSOC	T030	465.75	93.15	558.90	4043	102	465.75	staff uniform
09/01/2022	255891641/22		TOTAL	T049	74.12	3.70	77.82	4052	102	74.12	feeder pillar market hill
09/01/2022	255891652/22		TOTAL	T049	231.13	11.56	242.69	4602	251	231.13	chandos toilet
01/01/2022	7986360		VIKING DIRECT	V001	31.11	6.22	37.33	4010	102	30.73	7986360/10111894/STATIONERY
								4010	102	0.38	stat
17/01/2022	8248016		VIKING DIRECT	V001	31.33	6.27	37.60	4010	102	30.95	stat
								4010	102	0.38	stat
17/01/2022	8283201		VIKING DIRECT	V001	32.96	6.59	39.55	4010	102	31.98	8283201/10111921/Stationery
								4010	102	0.98	8283201/Viking Direct Ltd
21/01/2022	8374499		VIKING DIRECT	V001	83.62	16.72	100.34	4010	102	83.34	8374499/10111929/Stationery
								4010	102	0.28	8374499/Viking Direct Ltd
01/01/2022	9435831620		VISTAPRINT	V009	12.64	2.53	15.17	4032	102	12.64	events banner
01/01/2022	9436093153		VISTAPRINT	V009	104.54	20.91	125.45	4015	102	104.54	cele buck flags
01/01/2022	9436099085		VISTAPRINT	V009	104.54	20.91	125.45	4015	102	104.54	cele buck flags
06/01/2022	6354		VANESSA	V010	196.52	39.30	235.82	4500	132	196.52	black arm bands
08/01/2022	2021/2		WINSLOW CONCERT BAND	W011	140.00	0.00	140.00	4212	301	140.00	1/2 cost xmas light switch on
06/01/2022	12279		ZONKEY	Z003	2,665.00	533.00	3,198.00	4041	102	2,665.00	12279/10111910/1/3 depost cost
TOTAL INVOICES					30,063.09	5,523.06	35,586.15			30,063.09	

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 8

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
03/11/2021	3005		A HICKFORD LIGHTING	A007	3,200.00	640.00	3,840.00	4243	301	3,200.00	bollard removal charter fair
01/11/2021	172		ANGLO SCOTTISH INNS	A008	10.42	2.08	12.50	4500	132	10.42	hire of cote 4/11
06/11/2021	9692275		ANGLIAN WATER	A015	264.54	0.00	264.54	4603	251	264.54	aug - nov chandos park
30/11/2021	9714694		ANGLIAN WATER	A015	65.09	4.94	70.03	4603	248	65.09	aug-nov unit 12
15/11/2021	9724750		ANGLIAN WATER	A015	38.28	2.25	40.53	4603	248	38.28	aug-nov unit 17
15/11/2021	9724763		ANGLIAN WATER	A015	68.07	5.24	73.31	4160	250	68.07	aug - nov LHSCC
30/11/2021	A3000		ALR TRAINING	A023	90.00	18.00	108.00	4205	301	90.00	medical cover parade
16/11/2021	2021-362		AMAZON	A035	17.49	3.50	20.99	4608	249	17.49	spray mop
01/11/2021	2021-845		AMAZON	A035	34.15	6.83	40.98	4212	301	34.15	camping lights
09/11/2021	2021-856		AMAZON	A035	51.23	10.24	61.47	4112	201	51.23	camping lights
09/11/2021	2021-4103		AMAZON	A035	33.33	6.66	39.99	4608	249	33.33	mini fridge
21/11/2021	2021-5359		AMAZON	A035	28.33	5.66	33.99	4112	201	28.33	headlamp
21/11/2021	2021-23199		AMAZON	A035	24.98	5.00	29.98	4112	201	24.98	handheld torches
26/11/2021	2021-31907		AMAZON	A035	68.33	13.67	82.00	4037	205	68.33	combo drill
11/11/2021	2021-39409		AMAZON	A035	20.47	4.09	24.56	4038	102	20.47	wireless keyboard and mouse
17/11/2021	2021-419708		AMAZON	A035	30.49	6.10	36.59	4500	132	30.49	Christmas Tree chamber window
16/11/2021	AEUIA		AMAZON	A035	7.40	1.48	8.88	4608	249	7.40	accident book
09/11/2021	CAEUI		AMAZON	A035	12.71	2.54	15.25	4112	201	12.71	batteries
26/11/2021	FAEUI		AMAZON	A035	39.00	0.00	39.00	4023	102	39.00	ICCM publication
09/11/2021	HAEUI		AMAZON	A035	33.33	6.67	40.00	4043	102	33.33	overtrousers
25/11/2021	QUWAEUI		AMAZON	A035	22.50	4.50	27.00	4112	201	22.50	hazard tape
03/11/2021	3224		BALC	B001	30.00	0.00	30.00	4023	102	30.00	data protection training BD
30/11/2021	85		COMMUNITY CENTRE	B002	221.10	0.00	221.10	4203	301	221.10	hall hire comm fair
30/11/2021	86		COMMUNITY CENTRE	B002	84.15	0.00	84.15	4019	102	84.15	hall hire for councillor photo
01/11/2021	311619		BROWNS	B031	142.43	28.49	170.92	4035	205	142.43	fuel filter change
23/11/2021	2021/54/BTC		BLACK DOG DESIGN	B038	1,072.00	84.00	1,156.00	4032	102	1,072.00	BTM
30/11/2021	206693		BCQ	B052	25.00	5.00	30.00	4253	305	25.00	envelopes for mayors xmas card
30/11/2021	73243		CDS GROUP	C007	10,000.00	2,000.00	12,000.00	4621	253	10,000.00	new cemetery works

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 8

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
18/11/2021	142		CORINAS PARTIES	C008	40.00	0.00	40.00	4212	301	40.00	mascot costume hire
19/11/2021	7190		CGM	C016	120.00	24.00	144.00	4122	262	120.00	tree work (mid crown branches)
30/11/2021	2021		CHRISTMAS	C045	3,284.31	0.00	3,284.31	4205	301	3,284.31	Christmas parade contribution
12/11/2021	5722		CODEC	C050	744.16	148.83	892.99	4601	253	744.16	memorial bench - JH
10/11/2021	21/10		COLOUR CALANDARS	C060	653.52	130.70	784.22	4253	305	653.52	BTC calendars
09/11/2021	7065DDCC		E-ON	E006	27.73	1.39	29.12	4602	248	27.73	elec unit 17 oct - nov
30/11/2021	AD4173CFC		E-ON	E006	28.55	1.43	29.98	4602	253	28.55	chapel b sept - nov
01/11/2021	H1A51CC025A		E-ON	E006	300.73	60.15	360.88	4159	250	300.73	sept - oct
01/11/2021	H1A68B4F6E		E-ON	E006	214.31	42.86	257.17	4159	250	214.31	oct - nov
18/11/2021	208135		ESCAPE WATERSPORTS	E007	106.22	21.25	127.47	4112	201	106.22	Peak UK Throwline (flood)
01/11/2021	15443993		FORD LEASE	F051	340.01	68.00	408.01	4063	205	340.01	vehicle rental
29/11/2021	P/F		GENPOWER	G007	84.87	16.97	101.84	4112	201	84.87	lance and hose
01/11/2021	21651		GANDERTON	G008	238.18	47.64	285.82	4063	205	238.18	fuel
25/11/2021	29035		GAZEBOSHOP	G023	1,235.82	247.16	1,482.98	4235	302	1,235.82	gazebos and canopies x 3
01/11/2021	500177		GRUNDON	G050	430.45	86.09	516.54	4033	205	430.45	wheelie bins LH
01/11/2021	500178		GRUNDON	G050	145.54	29.11	174.65	4033	205	145.54	wheelie bins unit 12
29/11/2021	1133		GM UTILITIES	G057	9,329.00	1,865.80	11,194.80	9050	901	9,329.00	1133/10111717/BRIDGE REPAIRS
29/11/2021	1135		GM UTILITIES	G057	2,717.00	543.40	3,260.40	4601	252	2,717.00	additional bridge work (AB)
18/11/2021	19023		HERON	H009	90.00	18.00	108.00	4161	250	90.00	letter damage on door LH
16/11/2021	23088		JS FUN	J004	1,355.00	271.00	1,626.00	4212	301	1,250.00	snow globe
								4212	301	105.00	delivery / collect snow globe
01/11/2021	317164		LAMPSHOP ONLINE	L012	19.06	3.81	22.87	4161	250	19.06	flurescent 4 pin 55w
15/11/2021	105146		LANDSCAPE	L019	123.00	24.60	147.60	4037	205	123.00	MMc pro 5l
16/11/2021	R2101234		MOONLITE PRODUCTIONS	M004	1,687.00	337.40	2,024.40	4500	132	1,687.00	remembrance day big screen
16/11/2021	16/11		MEADOW ROW TEA	M005	80.00	0.00	80.00	4023	102	80.00	lunch for training day @ LH
01/11/2021	1031448		MAINSTREAM	M061	113.27	22.65	135.92	4018	102	113.27	816426
01/11/2021	1031449		MAINSTREAM	M061	54.90	10.98	65.88	4018	102	54.90	816801
01/11/2021	1031450		MAINSTREAM	M061	102.15	20.43	122.58	4018	102	102.15	816801
01/11/2021	1031451		MAINSTREAM	M061	51.95	10.39	62.34	4018	102	51.95	812872

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 8

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/11/2021	1031452		MAINSTREAM	M061	69.15	13.83	82.98	4018	102	69.15	812872
01/11/2021	15289		MICROSHADE	M063	764.56	152.91	917.47	4027	102	764.56	hosting
30/11/2021	229049		NATIONAL EXPRESS	N023	19.95	0.00	19.95	4253	305	19.95	national exp tickets
01/11/2021	SB20213280A		PKF	P002	2,000.00	408.00	2,408.00	4014	104	2,000.00	external audit 2021
01/11/2021	113785		PARAGON	P008	628.40	125.68	754.08	4620	253	628.40	digger hire
01/11/2021	113933		PARAGON	P008	23.33	4.67	28.00	4620	253	4.58	gaffa tape
								4037	205	18.75	safety glasses, barrier tape,
01/11/2021	113934		PARAGON	P008	40.00	8.00	48.00	4036	205	40.00	red diesel mower
18/11/2021	226		PARKS MANAGEMENT	P013	50.00	0.00	50.00	4112	201	50.00	park management subs
17/11/2021	14005525		PLANTSCAPE	P014	2,537.00	507.40	3,044.40	4104	301	2,537.00	winter planters
30/11/2021	228430		PLASTOR LTD	P016	53.22	10.64	63.86	4037	205	53.22	55l containers x 3
19/11/2021	1397		PRESTON BISSET	P021	1,265.00	253.00	1,518.00	4104	301	140.00	heathers
								4104	301	1,125.00	winter hanging baskets
12/11/2021	68506261		PHS	P051	77.25	15.45	92.70	4162	250	77.25	extra bins
09/11/2021	68669788		PHS	P051	182.17	36.43	218.60	4162	250	182.17	mats, sanitary
30/11/2021	68691073		PHS	P051	-69.41	-13.88	-83.29	4162	250	-69.41	credit
09/11/2021	68691706		PHS	P051	37.00	7.40	44.40	4162	250	37.00	dust mats, sanitary
01/11/2021	134926		PAYROLL OPTIONS	P057	122.15	24.43	146.58	4030	102	122.15	payroll
30/11/2021	135450		PAYROLL OPTIONS	P057	122.15	24.43	146.58	4030	102	122.15	payroll nov
12/11/2021	864795		QUEST	Q002	7.71	1.53	9.24	4112	201	7.71	screws etc
01/11/2021	23950		RBS	R001	296.00	59.20	355.20	4027	102	296.00	bookings annual subs
16/11/2021	2021		RBL	R002	17.00	0.00	17.00	4504	125	17.00	remembrance wreath 2021
02/11/2021	236479-1		SLCC	S005	289.00	0.00	289.00	4017	102	289.00	CM SLCC MEMBERSHIP
30/11/2021	4476		SURE2DOOR	S010	466.62	93.32	559.94	4032	102	466.62	BTM delivery
29/11/2021	73372		SOCIETY OF LONDON	S013	94.00	0.00	94.00	4253	305	94.00	theatre tickets sold
02/11/2021	9303393737		SETON	S025	31.63	6.33	37.96	4112	201	25.68	fire extinguishers
								4112	201	5.95	fire extinguishers
25/11/2021	9303405340		SETON	S025	69.32	13.86	83.18	4112	201	69.32	H & S items
01/11/2021	8550965175		SCREWFIX	S044	104.94	10.98	115.92	4112	201	104.94	Charger, trousers, boots

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 8

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
19/11/2021	405		STRAWBERRY	S056	745.00	0.00	745.00	4212	301	745.00	stage xmas lights
15/11/2021	2381		TITANIUM	T053	3,416.67	683.33	4,100.00	4202	301	3,416.67	2381/10111838/FIREWORK DISPLAY
09/11/2021	7899159		VIKING DIRECT	V001	23.22	4.64	27.86	4010	102	19.94	7899159/10111861/STATIONERY
								4010	102	3.28	stat
09/11/2021	7899160		VIKING DIRECT	V001	34.03	6.81	40.84	4010	102	33.05	7899160/10111863/STATIONERY
								4010	102	0.98	stat
09/11/2021	7908434		VIKING DIRECT	V001	38.73	7.75	46.48	4010	102	37.49	7908434/10111880/STATIONERY
								4010	102	1.24	stat
03/11/2021	7908435		VIKING DIRECT	V001	40.20	8.04	48.24	4010	102	38.96	7908435/10111879/STATIONERY
								4010	102	1.24	stat
26/11/2021	8013046		VIKING DIRECT	V001	41.59	8.32	49.91	4010	102	40.35	8013046/10111898/STATIONERY
								4010	102	1.24	stat
30/11/2021	8031032		VIKING DIRECT	V001	115.68	23.14	138.82	4010	102	113.42	8031032/10111899/STATIONERY
								4010	102	2.26	stat
10/11/2021	P/F 10/11		VILLIERS	V002	675.00	135.00	810.00	4023	102	675.00	18 x team training
01/11/2021	2021/1		WINSLOW CONCERT BAND	W011	280.00	0.00	280.00	4278	303	280.00	concert band
17/11/2021	10008		WGS	W013	5,540.00	1,108.00	6,648.00	4201	301	5,540.00	christmas light installation
19/11/2021	251202508		WATERSAFE	W027	670.00	134.00	804.00	4023	102	670.00	water & flood Aware training
TOTAL INVOICES					60,369.81	10,803.62	71,173.43			60,369.81	

Buckingham Town Council Resources Committee

Monday 14th March 2022

Contact Officer: Paul Hodson, Town Clerk

Fees and Charges

1. Recommendations

- 1.1. It is recommended that Members agree to increase the Council Chamber hire rates as listed
- 1.2. It is recommended that Members note and confirm the remaining fees and charges which have already been agreed by the relevant committees

2. Background

- 2.1. The internal auditor has requested that members agree a single report including all the fees and charges for the coming year. The following report proposes charges for the Council Chamber fees and charges, which sits within the Resources Budget, and confirms fees and charges already agreed by other committees.

3. Council Chamber Hire Rates

- 3.1. The current set of room hire rates for the Council Chamber were not increased in 2021 due to the financial impact of covid and threat to hirers and their businesses. Now that the refurbishment is complete, it is proposed that fees are reviewed annually to maximise income and recover costs.

- 3.2. Current room hire rates:

	Council Chamber	
	Weekday	Weekend
	Hourly Rate	Hourly Rate
Concessions	£9.50	£12.50

(Junior / Community)		
Adult / Commercial	£12.50	£17:00

3.3. Proposed new room hire rates form April 2022:

	Council Chamber	
	Weekday	Weekend
	Hourly Rate	Hourly Rate
Concessions (Junior / Community)	£10	£13
Adult / Commercial	£13	£18

3.4. It is proposed to increase the rates by the same amount as for the Lace Hill Sports and Community Centre, to ensure consistency. This would mean that most rates increase by a straight 50p per hour. This will keep the pricing structure simple with prices rounded to the nearest 50p or pound. Keeping the same increase for all hire rates means we won't end up with lots of different pence but it does mean a different percentage increase per hire rates.

4. Lace Hill sports and Social Centre

4.1. The following rates have been agreed by the Environment Committee (681/21):

4.2. Room hire rates from April 2022:

	Committee Room		Sports Hall	
	Weekday	Weekend	Weekday	Weekend
	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Concessions (Junior / Community)	£10	£13	£12	£16

Adult / Commercial	£13	£18	£16	£25
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All badminton bookings are charged at £12 per hour

4.3. 2022-23 pitch hire rates:

Rates	Casual Booking	Half Permit (15 games)		Full Permit (30 games)	
	Per 2 Hr Session	Pitch Only	Pitch, Dressing Rooms & Showers	Pitch Only	Pitch, Dressing Rooms & Showers
Adult (Base)	£96.49	£1340	£1608.25	£2,68.42	£3216.51

5. Brackley Road Cemetery Fees

5.1. The table below shows the cemetery fees with uplift to be implemented from the 1st April 2022, as agreed by the Environment Committee (401.1/21):

Brackley Road Cemetery fees: 2022/23	Residents Fees	Non-Residents Fees
Price to purchase a plot: for 99 years		
Single Plot - single	£495	£990
Double - Side by Side	£887	£1,774
Childs Plot (under 18) Cost paid by Children's Funeral Fund	£495	£990
Cremated Remains	£113	£446
Interment Fee - whether purchased plot or not		
Single Depth - Adult	£387	£774

Brackley Road Cemetery fees: 2022/23	Residents Fees	Non-Residents Fees
- Child (under 18) Cost paid by Children's Funeral Fund	£387	£774
Double Depth	£446	£892
Re-open an Existing Grave	£387	£774
Digging Fee for Ashes	£113	£226
Memorial Permits		
New memorial	£113	£226
Additional Inscription	£54	£113
Memorial permit – (Child under 18) Cost paid by Children's Funeral Fund	£113	£226
Miscellaneous		
Search Fee	£22	£44
Use of Chapel	£59	£118
Duplicate Deed	£22	£44
Transfer Deed	£22	£44
Deed Renewal Fee	£22	£44
Memorial Seating	Price on Request	

6. Markets

6.1. The Town Centre and Events Committee has agreed the following hire rates for the markets (669.1/21):

6.1.1. Street Market pitch fees £1.00 per foot for regular traders and £1.50 per foot for casual traders.

6.1.2. £12 minimum pitch fee for the Street Market.

6.1.3. Flea Market pitch fees £8.00 per 8ft table and £15 per double table.

6.1.4. Gazebo hire rates £4 per hire.

7. Roundabout Sponsorship

7.1. The roundabout sponsors have a rolling agreement which includes a commitment to pay an increased amount each year based on RPI. This amount was agreed within the new budget as:

202	ROUNDABOUTS	
1,051	ROUNDABOUT NO 1	2,288
1,052	ROUNDABOUT NO 2	1,219
1,053	ROUNDABOUT NO 3	2,002
1,054	ROUNDABOUT NO 4	2,551
1,056	ROUNDABOUT NO 6	2,718
1,057	ROUNDABOUT NO 7	1,386

8. Shopmobility

8.1. No change:

Wheelchairs	£3 per day	Deposit £20
Scooters; sizes small, medium, large; all free.		

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	Agenda
Resources	658/19	Staffing Handbook	Updated AGREED. To be reviewed in 12 months time.	Town Clerk	To be reviewed again in January 2023	Jan-23
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	Apr-22
Resources	614/21	Reserves	Cllr. Try raised the point that reserves must be taken in context and that how this information is presented should be considered in the future. The Town Clerk agreed to add this to the Agenda for a future Resources Committee. Action Committee Clerk	Town Clerk		Apr-22



Financial Regulations Buckingham Town Council

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The TRFO has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;



**Financial Regulations
Buckingham Town Council**

- ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;



Financial Regulations Buckingham Town Council

- borrowing;
 - declaring eligibility for the General Power of Competence; and
- shall be a matter for the full council only.

1.14. In addition the Resources Committee shall:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- addressing recommendations in any report from the internal or external auditors,
- writing off bad debts;

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)*.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Resources Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices)



Financial Regulations Buckingham Town Council

as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING



**Financial Regulations
Buckingham Town Council**

- 3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council including any proposals for revising the forecast.
- 3.2. The RFO must each year, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - a duly delegated committee of the council for items over £1,500; or
 - the RFO, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.



**Financial Regulations
Buckingham Town Council**

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- 4.4. The salary budgets are to be reviewed at least annually for the following financial year, the RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
 - 4.5. In cases of extreme risk to the delivery of council services, the Town Clerk RFO may authorise revenue expenditure on behalf of the council which in the Town Clerk RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Town Clerk RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
 - 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
 - 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
 - 4.8. The RFO shall regularly provide the council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of [£250] or [15%] of the budget.
 - 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council the Resources Committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council Resources Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.



**Financial Regulations
Buckingham Town Council**

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- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] meeting.
- 5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee; or
 - c) fund transfers within the councils banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee.
- 5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which the Resources Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.



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- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any new suppliers or changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the RFO.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Resources Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.



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- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Any Debit Card issued for use will be specifically restricted to the Deputy Town Clerk and Estates Manager and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.



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- 6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £300 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.



**Financial Regulations
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- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
 - 7.6. An effective system of personal performance management should be maintained for the senior officers.
 - 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
 - 7.8. Before employing interim staff, the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME



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- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the relevant committee, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The relevant committee will review all fees and charges at least annually, following a report of the RFO.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or



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more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFORFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
 - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts



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works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18(d), and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the RFO or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under



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a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and RFO to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of



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valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the Resources Committee at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS



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- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Buckingham Town Council

Resources Committee

Monday 14th March 2022

Contact Officer: Paul Hodson, Town Clerk

New Code of Conduct

1. Recommendations

- 1.1. That the Committee recommends to Full Council to adopt the draft Code of Conduct provided

2. Background

- 2.1. S27(2) of the Localism Act 2011 says that a local authority must adopt ‘a code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.’ The Town Council’s current Code of Conduct is based on the template previously provided by the National Association of Local Councils.
- 2.2. In December 2020, the Local Government Association (LGA) developed and published a [Model Councillor Code of Conduct](#) in association with key partners and following extensive consultation with the sector. This was in response to the recommendation of the Committee of Standards in Public Life Local Government Ethical Standards 2019. The code was part of our work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance, and our civility in public life programme.
- 2.3. The code is a template for Local Authorities to adopt in whole and or with amendments to take into account local circumstances. The Local Government Association has produced guidance for the application of the code: <https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct>.
- 2.4. Buckinghamshire Council has adopted the new code of conduct, with a few amendments, most of which are to make it appropriate for a unitary authority.

3. Workshop

- 3.1. A workshop for Town Councillors was held on 11th January 22 to review Buckinghamshire Council’s new code, the Local Government Association proposed model code, and to propose changes to make the code appropriate for Buckingham Town Council.

4. Proposed Changes

- 4.1. Members present agreed to propose the following changes to Buckinghamshire Council's model:
- 4.2. Remove sections a and b which are not relevant:

(a) If you act as a representative on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

(b) When you act as a representative of the Council on another authority, you must when acting for that authority, comply with that other authority's code of conduct.

3.1 amend:

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants).

To

Officers work for the local authority as a whole and must be impartial.

- 4.3. Remove section 7 which is not relevant to the Town Council, i.e.:

3. Exercising Independent Judgement

As a councillor:

3.1 I exercise my own independent judgement, taking decisions for good and substantial reasons.

When making decisions you are expected to act in the public interest and as part of this to attach appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups.

Good and substantial reasons will include paying due regard to the advice of officers, and in particular to the advice of the statutory officers, namely the Town Clerk and the Monitoring Officer.

As part of your decision making and for full transparency where the reasons for your decision are not otherwise apparent or required to be detailed you will also be expected to state the reasons for your decisions.

- 8.2 b remove the following wording which is not necessary for the Town Council:
unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed
ensure that such resources are not used for political purposes

- 4.4. Amend 10.2 and 10.3 to

that it should be with the Town Clerk, (not MO)

5. Town Clerk or if necessary the Monitoring Officer

5. Interests

- 5.1. Members present at the workshop discussed the differences between Appendices B and C of the Local Government Association's and Buckinghamshire Council's codes. The following information has since been gathered:
- 5.2. The Local Government Association's Model Code includes the Disclosable Pecuniary Interests (DPI) as set out in Regulations and which are the same as detailed in Buckinghamshire Council's Code. Members with a DPI are required to leave the room during the whole of the consideration of the item in which they have such an interest except where a dispensation has been granted.
- 5.3. In relation to other interests Buckinghamshire Council's Code includes definitions and is slightly more detailed, the advantage of which is clarity but the disadvantage is it is prescriptive.
- 5.4. Buckinghamshire Council's Principal Solicitor for Legal and Democratic Services advised the Council that: *"the provisions in the Model Code relating to interests may be confusing in practice: as well as DPIs it refers to other interests and non-registerable interests but does not give much detail ... In addition, the Model Code also sets out that members are not to participate or vote on any business in which they have a personal interest except where a dispensation has been granted. This is a departure from the Council's (previous) Code and that of many other authorities which usually allow both participation and voting for a personal interest which is not prejudicial. The advantage of not allowing any participation with an interest is that it takes away any confusion over the type of interest for the member and a dispensation can be requested where a member still wishes to take part with greater transparency. The other side of this is that dispensations for DPIs can only be granted in defined circumstances which may need to be extended in respect of personal interests. If this was done it would result in differing rules in any event (so a determination on the type of interest is still required), an increased number of requests for dispensations and move the onus of deciding the appropriate participation in the case of personal as well as pecuniary interests to the Monitoring Officer."*
- 5.5. Given that this is a reasonable explanation for the difference, it is proposed to adopt Buckinghamshire Council's approach. This would have the additional benefits that:
- 5.5.1. The Town Council's requirements would be the same as Buckinghamshire Council's, ensuring clarity and consistency

5.5.2. The Current Declarations of Interest provided by Town Councillors to register their interests would remain suitable. A change would involve changing all of the current DOIs.



Buckingham Town Council

Code of Conduct

Appendix G

Date Agreed:

Minute Number: DRAFT

Prepared by: Mr. P. Hodson

Version: 2

Buckingham Town Council Code of Conduct for Councillors

1. Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

2. Introduction

The Town Council will undertake an annual review of this Code to ensure it continues to be fit- for purpose, incorporating advances in technology, social media and changes in legislation.

3. Definitions

For the purposes of this Code of Conduct, a "councillor" means a member of Buckinghamshire Town Council or co-opted member of a committee or working-group. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

4. Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The Council encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

5. General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles. See Appendix A to this Code of Conduct.

Building on these principles, the following general principles have been developed specifically for the role of councillor:

In accordance with the public trust placed in me, on all occasions:

- **I act with integrity and honesty**
- **I act lawfully**
- **I treat all persons fairly and with respect; and**
- **I lead by example and act in a way that secures public confidence in the role of councillor.**

In undertaking my role:

- **I impartially exercise my responsibilities in the interests of the local community**
- **I do not improperly seek to confer an advantage, or disadvantage, on any person**
- **I avoid conflicts of interest**
- **I exercise reasonable care and diligence; and**

- **I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.**

6. Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct.

7. Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

8. General Conduct

8.1. Respect

As a councillor:

8.2. I treat other councillors and members of the public with respect.

8.3. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and seek guidance from the Council, with a view to reporting the matter to the relevant social media provider or the police where appropriate.

This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees.

9. Bullying, harassment and discrimination

As a councillor:

9.1. I do not bully any person.

9.2. I do not harass any person.

9.3. I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen

in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

10. Impartiality of officers of the council

As a councillor:

10.1. I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be impartial. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

11. Confidentiality and access to information

As a councillor:

11.1. I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**

- iii. **the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
- iv. **the disclosure is:**
 - 1. **reasonable and in the public interest; and**
 - 2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. **I have consulted the Monitoring Officer or Town Clerk prior to its release.**

11.2. I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

11.3. I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

12. Disrepute

As a councillor:

12.1. I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute. You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

13. Use of position

As a councillor:

- 13.1. I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

14. Use of local authority resources and facilities

As a councillor:

- 14.1. I do not misuse council resources.**

- 14.2. I will, when using the resources of the local authority or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

15. Complying with the Code of Conduct

As a Councillor:

- 15.1. I undertake Code of Conduct training provided by my local authority.**
- 15.2. I cooperate with any Code of Conduct investigation and/or determination.**
- 15.3. I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 15.4. I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.

16. Protecting your reputation and the reputation of the local authority

16.1. Interests

As a councillor:

16.2. I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from Town Clerk or if necessary, the Monitoring Officer.

*You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1 of Appendix B**, is a criminal offence under the Localism Act 2011.*

17. Gifts and hospitality

As a councillor:

17.1. I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

17.2. I register with the Town Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

17.3. I register with the Town Clerk any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the Town Clerk for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Personal Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of Disclosable Pecuniary Interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a Disclosable Pecuniary Interest.
5. Where you have a Disclosable Pecuniary Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring

Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Personal Interests

6. Where a matter arises at a meeting which is a Personal Interest as set out in Table 2, you must disclose the interest.
7. Unless your Personal Interest is also a Prejudicial Interest within Table 3, you may still speak on the matter and take part in any discussion or vote on the matter. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter is a Personal Interest within **Table 2 and also** a Prejudicial Interest under **Table 3** You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
9. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council</p> <p>—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- * 'director' includes a member of the committee of management of an industrial and provident society.
- * 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Personal Interests

You have a **personal interest** in any business of your authority where:

1. it relates to or is likely to affect any body of which you are a member or in a position of general control or management and:
 - a) to which you are nominated or appointed by your authority
or
 - b) the body
 - (i) exercises functions of a public nature
 - (ii) is directed to charitable purposes or
 - (iii) one of its principal purposes includes the influence of public opinion or policy (including any political party or trade union)
2. A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected by the decision.
3. A relevant person is –
 - i A member of your family or any person with whom you have a close personal association; or
 - ii Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
 - iii Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or **iv** Any person or body of a type described in paragraph 1 above

Table 3: Prejudicial Interests

Prejudicial Interest Generally

- 2.1. Subject to Paragraph 1.2, where you have a **personal interest** in any business of the Council you also have a **prejudicial interest** in that business where the interest is one which a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest
- 2.2. You do **not** have a **prejudicial interest** in any business of the Council where that business—
- a. does not affect your financial position or the financial position of a person or body described in Paragraph 3 of **Table 2** above;
 - b. does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in Paragraph 3 of **Table 2** above; or
 - c. relates to the functions of the Council in respect of—
 - i an allowance, payment or indemnity given to councillors;
 - ii any ceremonial honour given to councillors; and
 - iii setting council tax or a precept under the Local Government Finance Act 1992.

Date	Location of Issue	Details of compliment/complaint	Action	Outcome/ Follow up
<i>Received</i>	<i>As accurate as possible</i>			
27/09/2021	Town Centre	Location of large rides at Charter Fair too close to homes.	Review carried out by Town Clerk. Rides were within the usual perimeter.	
06/11/2021	Bourton Park	Really enjoyed the fireworks, but bonfire too large, causing sparks to fly into part of the crowd. Bonfire also bad for the environment.	Response from PH. Next year bonfire, if included, will be smaller. Only wood that is being discarded eg locally supplied pallets and fallen branches used in bonfire, which reduces carbon impact.	
06/11/2021	Website	Search function of website returned results about 2019 bonfire and fireworks	This is partially a search return issue within the website, which should be solved when the new website is built in 2022. Officers reminded that press releases need to be circulated internally for addition to the website.	
10/11/2021	Bourton Park	I just wanted to email to thank the Town Council for the excellent firework display held in Bourton Park last Saturday. The event was well organised and we felt safe from both the firework and Covid perspectives.	Thanks passed on.	

Date	Location of Issue	Details of compliment/complaint	Action	Outcome/ Follow up
15/11/2021	St Peter and St Paul's	Concerned about sermon given at Remembrance Sunday given presence of small children.	Advised to speak to Royal British Legion and Rev. Pearson Gee to discuss.	
11-13/12/2021	Market Square	Request for details of tow company after car moved, and complaint about road closure signage.	TC responded requesting more information. Agreed that signage not sufficient.	Additional, large signs ordered for 2022.

Date	Location of Issue	Details of compliment/complaint	Action	Outcome/ Follow up
29/01/2022	Bourton Park	<p>My sincere thanks to the Mayor of Buckingham Councillor Margaret Gateley for inviting me to attend the Buckingham Holocaust Memorial Day commemoration . It was a fitting occasion with a moving story of one survivor. The prayers and readings chosen were most sensitive and the event was compassionate and reflected our need to remember and learn from the lessons of the past. The new stone provides a meaningful memorial, and will I am sure be appreciated by those in the Jewish community, and by those who have been affected by genocide in more recent times. It also provides a fitting reminder for the many people who enjoy the amenity of Bourton Park.</p>	Message passed on to team.	



This policy applies to employees, volunteers and Councillors of Buckingham Town Council.

1. Introduction

1.1. Buckingham Town Council welcomes enquiries from the Press and Media and recognises its relationship with the press helps communication with residents. The Council seeks to be as transparent as possible, cooperating at all times with the press and using the opportunities of the media to publicise events, projects and works being organised.

1.2. The press are permitted to attend all meetings of the Council and its committees, unless excluded under the Public Bodies Admission to Meetings Act 1960.

2. Purpose

2.1. The aim of the policy is to ensure that Buckingham Town Council communicates through the press in the best way possible, reflecting the corporate view of the Council, without inhibiting councillor's individual roles.

3. Scope

3.1. The Media Policy includes:

- Official council press releases
- Councillor press correspondence
- Press protocol

3.2. The same principles apply for the written press, radio, television and other media.

4. Policy

4.1 Council Press Releases

- 4.1.1 Press releases and statements will be prepared and issued by the Town Clerk in consultation with Members as required;
- 4.1.2 The Town Clerk will act as the Council's Press Officer. Any official contact with the media concerning the Council's policies, the decisions it makes and services it provides are to be initiated through the Town Clerk or delegated officers;
- 4.1.3 Members who identify a media opportunity concerning the Council's policies, the decisions it makes and services it provides should discuss this with the Town Clerk who will, in consultation with other Members as appropriate, decide how this will be followed up;
- 4.1.4 If a Member or an employee receives an approach or enquiry from the media about any matter relating to the Town Council, Members are free to provide a personal view, however any queries concerning the Council's policies, the decisions it makes and services it provides should be referred to the Town Clerk;
- 4.1.5 Where possible, press releases will include a quote from the Mayor or relevant Committee Chair.

4.2 Councillor Press Correspondence



**Media Policy
Buckingham Town Council Policy**

4.2.1 Individual Councillors can make their own statements relating to local issues and this policy is not designed to prevent any Member expressing a personal opinion through the media. Indeed, engaging directly with the press and social media can be a key tool for members seeking to engage with residents, represent local views and take part in public debate. However, Members must make it clear that any views expressed which differ from Council policy are their own personal views and should be recorded as such;

3.4.2. Such releases, political or non-political, should bear no reference whatsoever to any officer and must not use the Council logo. Neither the Council address, telephone number nor website should be included as a point of contact;

3.4.3. Where a journalist wishes to confirm what was said by an individual Councillor during a Council meeting, they will be referred to the Town Clerk.

4.3 Press Protocol

4.3.1 4.1. The Town Clerk is responsible for issuing official press releases on behalf of the Town Council;

4.3.2 4.2. When the media seeks information on an issue that is, or likely to be, subject to legal proceedings then where necessary advice will be obtained from the Council's solicitor before any response is made;

4.3.3 4.3. All press releases and other materials are filed for reference by the Town Clerk.

5. Roles

5.1 Whilst the Town Clerk is the Press Officer, the spokesperson for the Council shall be the Mayor or in his/her absence, the Deputy Mayor, or the relevant Committee Chair.