



# BUCKINGHAM TOWN COUNCIL

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[www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)

Town Clerk: Mr. P. Hodson

RESOURCES  
COMMITTEE

Wednesday, 11 May 2022

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 16<sup>th</sup> May 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](mailto: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 as a correct record the minutes of the Resources Committee meeting held on Monday 14<sup>th</sup> March 2022, received by the Full Council meeting held on 28<sup>th</sup> March 2022.

[Copy previously circulated](#)

### 4. Minutes of Communications Strategy Group

To receive the minutes of the Communications Strategy Group meeting held on 2<sup>nd</sup> March 2022.

[Copy previously circulated](#)



Twinned with Mouvaux, France; Neurkirchen-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 can send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

## 5. Annual Return

To receive the Annual Return for 2021/22 and recommend to Full Council for approval

[Appendix A](#)

To receive and discuss the report from the Internal Auditor

[Appendix B](#)

To receive and discuss the final income and expenditure report from 2021/22

[Appendix C](#)

## 6. Budgets

To receive and agree the budget reports:

5.1.1 Summary Income and Expenditure Report

[Appendix D](#)

5.1.2 Detailed Income and Expenditure Report

[Appendix E](#)

5.1.3 Purchase Ledger from 1st March – 30<sup>th</sup> April

[Appendix F](#)

## 7. Ear Marked Reserves

To receive and discuss a written report from the Town Clerk

[R/137/21](#)

## 8. Financial and Management Risk Assessment

To review and confirm the Council's Financial and Management Risk Assessment

[Appendix G](#)

## 9. Action Report

To review and discuss the Action Report

[Appendix H](#)

## 10. Standing Orders

To receive and discuss a report from the Town Clerk

[R/138/21](#)

## 11. Public Involvement in Council Meetings

To receive and discuss a written report from the Town Clerk

[R/139/21](#)

## 12. Grants Review

To receive and discuss a report from the Communications Clerk

[R/140/21](#)

[Appendix I](#)

## 13. Climate Emergency Action Plan Update

[Appendix J](#)

## 14. Chair's Announcements

15. Date of next meeting: Monday 4<sup>th</sup> July 2022

## COMMITTEE IN PRIVATE SESSION

### Exclusion of Public and Press

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

## 16. Councillor badges

To receive and discuss a written report from the Administration Apprentice

[R/141/21](#)

## 17. Staffing

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

[R/142/21](#)

## 18. Debtors

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](mailto:office@buckingham-tc.gov.uk)

To receive and discuss the current debtors list

[Appendix K](#)

**19. Condition and structural Survey of Buckingham Community Centre**

To receive and discuss a written report from the Estates Manager

[R/143/21](#)

**20. Reinstatement Cost Assessment Survey**

To receive and discuss a written report from the Estates Manager

[R/144/21](#)

**To:**

Cllr. Collins

Cllr. Gateley

Town Mayor

Cllr. Harvey

Vice Chair

Cllr. Mordue

Cllr. O'Donoghue

Chair

Cllr. Ralph

Cllr. Stuchbury

Cllr. Try

# Annual Governance and Accountability Return 2021/22 Form 3

## To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2022
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2022</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**During** the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.			
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.			
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.			
<b>J.</b> Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
<b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
<b>L.</b> The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
<b>M.</b> The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
<b>N.</b> The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



## Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

ENTER NAME OF AUTHORITY

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

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2021/22

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2021/22

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Buckingham Town Council

https://www.buckingham-tc.gov.uk/ AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

07/05/2021 11/10/2021 21/02/2022

Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

29/04/2022

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>RESOURCES</b>						
<u>101 Personnel costs</u>						
4000 Salaries Admin	145,813	148,109	2,296		2,296	98.4%
4005 ERS National Insurance	13,143	13,144	1		1	100.0%
4006 ERS Pension Cont	35,226	35,227	1		1	100.0%
4007 Staff travel	208	1,300	1,092		1,092	16.0%
4008 Occupational Health	0	1,249	1,249		1,249	0.0%
4025 HR advice	4,325	4,390	65		65	98.5%
4026 Staff & Recruitment	503	1,015	512		512	49.6%
Personnel costs :- Indirect Expenditure	<b>199,218</b>	<b>204,434</b>	<b>5,216</b>	<b>0</b>	<b>5,216</b>	<b>97.4%</b>
<b>Net Expenditure</b>	<b>(199,218)</b>	<b>(204,434)</b>	<b>(5,216)</b>			
<u>102 Office expenses</u>						
1010 Chamber hire	358	1,421	1,063			25.2%
1012 Photocopier use	(2)	41	43			(5.7%)
Office expenses :- Income	<b>356</b>	<b>1,462</b>	<b>1,106</b>			<b>24.3%</b>
4010 Stationery	2,110	2,400	290	18	272	88.7%
4011 Postage	818	508	(310)		(310)	161.0%
4012 Photocopier	1,948	1,823	(125)		(125)	106.9%
4013 Equipment purchase	229	1,117	888		888	20.5%
4015 Advertisements	686	650	(36)		(36)	105.5%
4017 Subscriptions	4,227	4,263	36		36	99.1%
4018 Telephones	8,841	6,598	(2,243)		(2,243)	134.0%
4019 Hire of Community Hall	112	261	149		149	43.0%
4021 Hospitality	252	406	154		154	62.0%
4023 Training	7,105	10,300	3,196	2,278	918	91.1%
4027 Software	12,120	10,500	(1,620)		(1,620)	115.4%
4030 Payroll	1,953	1,700	(253)		(253)	114.9%
4032 Publicity and newsletter	7,560	7,598	38		38	99.5%
4038 Computer equipment	3,205	3,553	348		348	90.2%
4041 Website	4,624	5,000	376	376	0	100.0%
4043 Protective clothing	1,176	1,500	324	260	65	95.7%
4052 Heat, light, power	1,249	833	(416)		(416)	149.9%
4055 Alarm	93	572	479		479	16.3%
4156 Buckingham Centre rent	12,151	11,400	(751)		(751)	106.6%
4225 Rates	2,794	4,500	1,706		1,706	62.1%
Office expenses :- Indirect Expenditure	<b>73,252</b>	<b>75,482</b>	<b>2,230</b>	<b>2,931</b>	<b>(701)</b>	<b>100.9%</b>
<b>Net Income over Expenditure</b>	<b>(72,897)</b>	<b>(74,020)</b>	<b>(1,123)</b>			

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>103 Councillors</u>						
4020 Mayor's duties	1,827	1,827	0		0	100.0%
4029 Mayor's civic	366	1,573	1,207		1,207	23.3%
4044 Councillors' mileage / exp.	227	500	273		273	45.4%
4045 Councillors' allowance	8,937	10,094	1,157		1,157	88.5%
4236 Election costs	1,978	1,000	(978)		(978)	197.8%
4269 Councillor training	411	1,523	1,112	775	337	77.9%
Councillors :- Indirect Expenditure	<b>13,746</b>	<b>16,517</b>	<b>2,771</b>	<b>775</b>	<b>1,996</b>	<b>87.9%</b>
<b>Net Expenditure</b>	<b>(13,746)</b>	<b>(16,517)</b>	<b>(2,771)</b>			
<u>104 Legal requirements</u>						
4014 Audit fees	2,060	4,896	2,836		2,836	42.1%
4016 Legal costs	0	2,000	2,000		2,000	0.0%
4022 Insurance	15,063	18,000	2,937		2,937	83.7%
Legal requirements :- Indirect Expenditure	<b>17,123</b>	<b>24,896</b>	<b>7,773</b>	<b>0</b>	<b>7,773</b>	<b>68.8%</b>
<b>Net Expenditure</b>	<b>(17,123)</b>	<b>(24,896)</b>	<b>(7,773)</b>			
<u>120 Long-term grants</u>						
4077 Old Gaol grant	3,000	3,000	0		0	100.0%
4081 Citizens Advice grant	5,346	5,449	103		103	98.1%
4086 Youth Centre grant	5,200	5,200	0		0	100.0%
Long-term grants :- Indirect Expenditure	<b>13,546</b>	<b>13,649</b>	<b>103</b>	<b>0</b>	<b>103</b>	<b>99.2%</b>
<b>Net Expenditure</b>	<b>(13,546)</b>	<b>(13,649)</b>	<b>(103)</b>			
<u>125 Commemorative items</u>						
4501 Civic award	1,138	828	(310)		(310)	137.4%
4504 Remembrance wreath	17	26	9		9	65.4%
4505 Mayor's salver	0	223	223		223	0.0%
4506 Bardic gift	0	223	223		223	0.0%
Commemorative items :- Indirect Expenditure	<b>1,155</b>	<b>1,300</b>	<b>146</b>	<b>0</b>	<b>146</b>	<b>88.8%</b>
<b>Net Expenditure</b>	<b>(1,155)</b>	<b>(1,300)</b>	<b>(146)</b>			
<u>130 Admin reserves</u>						
1176 Precept	903,930	903,930	0			100.0%
1190 Interest received	353	2,000	1,647			17.7%
Admin reserves :- Income	<b>904,283</b>	<b>905,930</b>	<b>1,647</b>			<b>99.8%</b>
<b>Net Income</b>	<b>904,283</b>	<b>905,930</b>	<b>1,647</b>			

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>131 Grants</u>						
4084 Community Centre capital	0	5,000	5,000		5,000	0.0%
4087 Annual grants	14,935	14,935	0		0	100.0%
Grants :- Indirect Expenditure	<b>14,935</b>	<b>19,935</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>74.9%</b>
<b>Net Expenditure</b>	<b>(14,935)</b>	<b>(19,935)</b>	<b>(5,000)</b>			
<u>132 Future planning / contingencie</u>						
4500 Future planning / contingencie	7,675	9,500	1,825	1,450	375	96.1%
4503 Covid-19 expenses	2,513	1,015	(1,498)		(1,498)	247.6%
Future planning / contingencie :- Indirect Expenditure	<b>10,188</b>	<b>10,515</b>	<b>327</b>	<b>1,450</b>	<b>(1,123)</b>	<b>110.7%</b>
<b>Net Expenditure</b>	<b>(10,188)</b>	<b>(10,515)</b>	<b>(327)</b>			
<u>304 Youth Council</u>						
4237 Youth Council budget	0	1,015	1,015		1,015	0.0%
4238 Youth Council admin	0	102	102		102	0.0%
Youth Council :- Indirect Expenditure	<b>0</b>	<b>1,117</b>	<b>1,117</b>	<b>0</b>	<b>1,117</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,117)</b>	<b>(1,117)</b>			
<b>RESOURCES :- Income</b>	<b>904,639</b>	<b>907,392</b>	<b>2,753</b>			<b>99.7%</b>
<b>Expenditure</b>	<b>343,162</b>	<b>367,845</b>	<b>24,683</b>	<b>5,156</b>	<b>19,527</b>	<b>94.7%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>561,477</b>					
<b><u>ENVIRONMENT</u></b>						
<u>201 Environment</u>						
3995 NI Environment	16,956	16,957	1		1	100.0%
3996 Pensions ERS Environment	49,786	49,787	1		1	100.0%
4004 Salaries environment	203,890	203,896	6		6	100.0%
4068 Community Service	0	6,769	6,769	4,000	2,769	59.1%
4112 Environment Equipment	5,131	7,000	1,869	1,688	181	97.4%
4168 Defibrillators	405	500	95		95	81.0%
Environment :- Indirect Expenditure	<b>276,167</b>	<b>284,909</b>	<b>8,742</b>	<b>5,688</b>	<b>3,054</b>	<b>98.9%</b>
<b>Net Expenditure</b>	<b>(276,167)</b>	<b>(284,909)</b>	<b>(8,742)</b>			
<u>202 Roundabouts</u>						
1051 Roundabout no. 1	2,219	2,211	(8)			100.4%
1052 Roundabout no. 2	0	1,178	1,178			0.0%

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1053 Roundabout no. 3	0	1,934	1,934			0.0%
1054 Roundabout no. 4	2,530	2,465	(65)			102.6%
1056 Roundabout no. 5	2,694	2,626	(68)			102.6%
1057 Roundabout no. 6	1,374	1,339	(35)			102.6%
<b>Roundabouts :- Income</b>	<b>8,817</b>	<b>11,753</b>	<b>2,936</b>			<b>75.0%</b>
4108 Roundabout	0	1,320	1,320		1,320	0.0%
<b>Roundabouts :- Indirect Expenditure</b>	<b>0</b>	<b>1,320</b>	<b>1,320</b>	<b>0</b>	<b>1,320</b>	<b>0.0%</b>
<b>Net Income over Expenditure</b>	<b>8,817</b>	<b>10,433</b>	<b>1,616</b>			
<u>203 Maintenance</u>						
4082 Allotments	2,030	2,030	0		0	100.0%
<b>Maintenance :- Indirect Expenditure</b>	<b>2,030</b>	<b>2,030</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
<b>Net Expenditure</b>	<b>(2,030)</b>	<b>(2,030)</b>	<b>0</b>			
<u>204 Devolved services expenses</u>						
1017 Devolved services income	20,381	20,353	(28)			100.1%
<b>Devolved services expenses :- Income</b>	<b>20,381</b>	<b>20,353</b>	<b>(28)</b>			<b>100.1%</b>
4124 Devolved services	4,010	8,500	4,490		4,490	47.2%
<b>Devolved services expenses :- Indirect Expenditure</b>	<b>4,010</b>	<b>8,500</b>	<b>4,490</b>	<b>0</b>	<b>4,490</b>	<b>47.2%</b>
<b>Net Income over Expenditure</b>	<b>16,370</b>	<b>11,853</b>	<b>(4,517)</b>			
<u>205 Grounds maintenance</u>						
4033 Waste disposal	4,739	1,827	(2,912)		(2,912)	259.4%
4035 Machinery	3,047	2,000	(1,047)		(1,047)	152.3%
4036 Fuel (Mower)	860	1,035	175		175	83.1%
4037 Sundries	2,022	2,518	496		496	80.3%
4063 Vehicle hire and running costs	10,772	13,703	2,931	3,884	(953)	107.0%
<b>Grounds maintenance :- Indirect Expenditure</b>	<b>21,439</b>	<b>21,083</b>	<b>(356)</b>	<b>3,884</b>	<b>(4,240)</b>	<b>120.1%</b>
<b>Net Expenditure</b>	<b>(21,439)</b>	<b>(21,083)</b>	<b>356</b>			
<u>248 Depot</u>						
4013 Equipment purchase	0	2,000	2,000	2,000	0	100.0%
4055 Alarm	497	416	(81)		(81)	119.5%
4225 Rates	4,142	4,263	121		121	97.2%
4601 Repairs & maintenance fund	581	812	231		231	71.6%
4602 Electricity	842	1,400	559		559	60.1%

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4603 Water	398	750	352		352	53.1%
Depot :- Indirect Expenditure	<b>6,460</b>	<b>9,641</b>	<b>3,181</b>	<b>2,000</b>	<b>1,181</b>	<b>87.8%</b>
<b>Net Expenditure</b>	<b>(6,460)</b>	<b>(9,641)</b>	<b>(3,181)</b>			
<u>249 C Meadow toilets &amp; Shopmobilit</u>						
1085 Shopmobility income	90	102	12			88.2%
C Meadow toilets & Shopmobilit :- Income	<b>90</b>	<b>102</b>	<b>12</b>			<b>88.2%</b>
4602 Electricity	0	500	500		500	0.0%
4603 Water	0	500	500		500	0.0%
4608 Shopmobility	561	1,041	480		480	53.9%
4612 Contractor charge	9,579	10,883	1,304		1,304	88.0%
4709 MAINTENANCE	871	521	(350)		(350)	167.1%
C Meadow toilets & Shopmobilit :- Indirect Expenditure	<b>11,011</b>	<b>13,445</b>	<b>2,434</b>	<b>0</b>	<b>2,434</b>	<b>81.9%</b>
<b>Net Income over Expenditure</b>	<b>(10,921)</b>	<b>(13,343)</b>	<b>(2,422)</b>			
<u>250 Lace Hill</u>						
1026 Lace Hill Community Centre	38,097	44,376	6,279			85.9%
1027 Solar income	0	260	260			0.0%
Lace Hill :- Income	<b>38,097</b>	<b>44,636</b>	<b>6,539</b>			<b>85.4%</b>
4050 Lace Hill playing fields	2,999	3,500	501		501	85.7%
4118 Solar panels	0	350	350		350	0.0%
4158 Lace Hill gas	2,915	4,060	1,145		1,145	71.8%
4159 Lace Hill electricity	4,206	1,989	(2,217)		(2,217)	211.5%
4160 Lace Hill water	340	750	410		410	45.3%
4161 Lace Hill repairs & Maintenanc	4,295	3,553	(742)		(742)	120.9%
4162 Lace Hill contractor charge	3,392	3,806	414		414	89.1%
4163 Lace Hill alarm	495	521	26		26	95.0%
4164 Lace Hill equipment	2,528	3,628	1,100	1,090	10	99.7%
4225 Rates	9,731	9,998	268		268	97.3%
Lace Hill :- Indirect Expenditure	<b>30,902</b>	<b>32,155</b>	<b>1,253</b>	<b>1,090</b>	<b>163</b>	<b>99.5%</b>
<b>Net Income over Expenditure</b>	<b>7,195</b>	<b>12,481</b>	<b>5,286</b>			
<u>251 Chandos Park</u>						
1030 Bowls income	572	572	0			100.0%
1035 TENNIS COURT RENT	651	651	0			100.0%
Chandos Park :- Income	<b>1,223</b>	<b>1,223</b>	<b>0</b>			<b>100.0%</b>

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4601 Repairs & maintenance fund	965	3,201	2,236	350	1,886	41.1%
4602 Electricity	852	521	(331)		(331)	163.6%
4603 Water	1,180	1,300	120		120	90.8%
Chandos Park :- Indirect Expenditure	<b>2,998</b>	<b>5,022</b>	<b>2,024</b>	<b>350</b>	<b>1,674</b>	<b>66.7%</b>
<b>Net Income over Expenditure</b>	<b>(1,775)</b>	<b>(3,799)</b>	<b>(2,024)</b>			
<u>252 Bourton Park</u>						
4601 Repairs & maintenance fund	6,777	6,910	133	339	(206)	103.0%
Bourton Park :- Indirect Expenditure	<b>6,777</b>	<b>6,910</b>	<b>133</b>	<b>339</b>	<b>(206)</b>	<b>103.0%</b>
<b>Net Expenditure</b>	<b>(6,777)</b>	<b>(6,910)</b>	<b>(133)</b>			
<u>253 Cemeteries</u>						
1041 Burial fees	24,285	18,270	(6,015)			132.9%
Cemeteries :- Income	<b>24,285</b>	<b>18,270</b>	<b>(6,015)</b>			<b>132.9%</b>
4225 Rates	469	406	(63)		(63)	115.4%
4265 New cemetery maintenance	7,885	5,000	(2,885)		(2,885)	157.7%
4601 Repairs & maintenance fund	3,028	4,319	1,291	935	356	91.7%
4602 Electricity	148	457	309		309	32.3%
4617 Memorial testing	0	2,083	2,083		2,083	0.0%
4619 New cemetery repayments	0	36,680	36,680	20,683	15,997	56.4%
4620 Expenses for burial duties	4,626	5,000	374		374	92.5%
Cemeteries :- Indirect Expenditure	<b>16,155</b>	<b>53,945</b>	<b>37,790</b>	<b>21,618</b>	<b>16,172</b>	<b>70.0%</b>
<b>Net Income over Expenditure</b>	<b>8,130</b>	<b>(35,675)</b>	<b>(43,805)</b>			
<u>254 Chandos Park toilets</u>						
4612 Contractor charge	9,579	10,373	794		794	92.3%
4709 MAINTENANCE	1,332	1,041	(291)		(291)	128.0%
Chandos Park toilets :- Indirect Expenditure	<b>10,911</b>	<b>11,414</b>	<b>503</b>	<b>0</b>	<b>503</b>	<b>95.6%</b>
<b>Net Expenditure</b>	<b>(10,911)</b>	<b>(11,414)</b>	<b>(503)</b>			
<u>255 Railway Walk &amp; Castle Hill</u>						
4120 Friends of Groups	402	1,041	639		639	38.6%
4709 MAINTENANCE	0	1,000	1,000		1,000	0.0%
Railway Walk & Castle Hill :- Indirect Expenditure	<b>402</b>	<b>2,041</b>	<b>1,639</b>	<b>0</b>	<b>1,639</b>	<b>19.7%</b>
<b>Net Expenditure</b>	<b>(402)</b>	<b>(2,041)</b>	<b>(1,639)</b>			



Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>256 Storage Premises</u>						
4066 Grenville garage rent	599	677	78		78	88.4%
Storage Premises :- Indirect Expenditure	<b>599</b>	<b>677</b>	<b>78</b>	<b>0</b>	<b>78</b>	<b>88.4%</b>
<b>Net Expenditure</b>	<b>(599)</b>	<b>(677)</b>	<b>(78)</b>			
<u>258 Cemetery Lodge</u>						
1061 Cemetery Lodge rental income	9,976	10,966	990			91.0%
Cemetery Lodge :- Income	<b>9,976</b>	<b>10,966</b>	<b>990</b>			<b>91.0%</b>
4034 PWLB repayments inc. interest	4,702	4,072	(630)		(630)	115.5%
4609 Cemetery Lodge maintenance	200	3,000	2,800		2,800	6.7%
Cemetery Lodge :- Indirect Expenditure	<b>4,902</b>	<b>7,072</b>	<b>2,170</b>	<b>0</b>	<b>2,170</b>	<b>69.3%</b>
<b>Net Income over Expenditure</b>	<b>5,074</b>	<b>3,894</b>	<b>(1,180)</b>			
<u>260 CCTV</u>						
4100 CCTV maintenance	1,748	1,667	(81)		(81)	104.9%
CCTV :- Indirect Expenditure	<b>1,748</b>	<b>1,667</b>	<b>(81)</b>	<b>0</b>	<b>(81)</b>	<b>104.9%</b>
<b>Net Expenditure</b>	<b>(1,748)</b>	<b>(1,667)</b>	<b>81</b>			
<u>261 Community Centre</u>						
4085 Structural repairs	0	2,030	2,030		2,030	0.0%
4091 Chamber	698	1,015	317		317	68.8%
Community Centre :- Indirect Expenditure	<b>698</b>	<b>3,045</b>	<b>2,347</b>	<b>0</b>	<b>2,347</b>	<b>22.9%</b>
<b>Net Expenditure</b>	<b>(698)</b>	<b>(3,045)</b>	<b>(2,347)</b>			
<u>262 Parks General</u>						
4101 Seats and bins	163	1,041	878	406	472	54.7%
4102 Dog bins	0	4,350	4,350	4,350	0	100.0%
4106 Play area maintenance	1,705	5,088	3,383		3,383	33.5%
4122 Tree works	5,430	13,203	7,773	4,000	3,773	71.4%
4270 Bridges	1,000	2,015	1,015	1,015	0	100.0%
4275 Play area replacement fund	0	1,015	1,015		1,015	0.0%
4276 Tree wardens	0	1,000	1,000		1,000	0.0%
Parks General :- Indirect Expenditure	<b>8,298</b>	<b>27,712</b>	<b>19,414</b>	<b>9,771</b>	<b>9,643</b>	<b>65.2%</b>
<b>Net Expenditure</b>	<b>(8,298)</b>	<b>(27,712)</b>	<b>(19,414)</b>			
ENVIRONMENT :- Income	<b>102,868</b>	<b>107,303</b>	<b>4,435</b>			<b>95.9%</b>
Expenditure	<b>405,508</b>	<b>492,588</b>	<b>87,080</b>	<b>44,740</b>	<b>42,340</b>	<b>91.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(302,640)</b>					

**TOWN CENTRE & EVENTS**

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>301 Town Centre &amp; Events</u>						
1013 Hanging baskets	133	416	283			32.0%
1028 Lace Hill events income	513	1,041	528			49.3%
1062 Community Fair table income	120	208	88			57.7%
1066 Comedy night income	0	3,124	3,124			0.0%
1069 Charter fairs income	7,013	6,946	(67)			101.0%
<b>Town Centre &amp; Events :- Income</b>	<b>7,780</b>	<b>11,735</b>	<b>3,955</b>			<b>66.3%</b>
3997 NI TC&E	3,267	4,043	776		776	80.8%
3998 Pensions ERS TC&E	13,327	13,402	75		75	99.4%
3999 Salaries TC&E	51,702	64,812	13,110		13,110	79.8%
4042 Events equipment	308	568	260		260	54.2%
4079 Fair Trade Promotion	100	416	316		316	24.0%
4094 Youth project	3,055	3,045	(10)		(10)	100.3%
4104 Town in Bloom	11,195	11,195	(0)		(0)	100.0%
4107 Pride of Place	0	261	261		261	0.0%
4115 River rinse	396	416	20		20	95.2%
4166 Lace Hill events	321	1,041	720		720	30.9%
4201 Christmas lights	12,087	11,455	(632)		(632)	105.5%
4202 Firework display	5,238	5,840	602		602	89.7%
4203 Community fair	221	416	195		195	53.1%
4205 Christmas parade	3,924	3,959	35		35	99.1%
4210 Pancake Race	63	81	18		18	77.3%
4211 Band Jam	3,511	3,645	134		134	96.3%
4212 Christmas lights switch on	2,314	4,138	1,824		1,824	55.9%
4213 Dog show	469	502	33		33	93.4%
4216 May Day event	0	51	51		51	0.0%
4220 Music in the Market	3,753	4,153	400		400	90.4%
4230 Scout Parade	0	51	51		51	0.0%
4241 Comedy Night expenditure	0	3,124	3,124		3,124	0.0%
4243 Charter Fairs	3,794	5,503	1,709	374	1,335	75.7%
4260 Twinning	2,008	2,030	22		22	98.9%
<b>Town Centre &amp; Events :- Indirect Expenditure</b>	<b>121,055</b>	<b>144,147</b>	<b>23,092</b>	<b>374</b>	<b>22,717</b>	<b>84.2%</b>
<b>Net Income over Expenditure</b>	<b>(113,275)</b>	<b>(132,412)</b>	<b>(19,137)</b>			
<u>302 Street markets</u>						
1005 Street markets	21,378	14,718	(6,660)			145.3%
1006 Flea market	4,890	3,500	(1,390)			139.7%
<b>Street markets :- Income</b>	<b>26,268</b>	<b>18,218</b>	<b>(8,050)</b>			<b>144.2%</b>
4017 Subscriptions	369	457	88		88	80.7%

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4225 Rates	2,121	3,124	1,003		1,003	67.9%
4235 Market infrastructure & Promot	1,236	1,523	287		287	81.1%
Street markets :- Indirect Expenditure	<b>3,726</b>	<b>5,104</b>	<b>1,378</b>	<b>0</b>	<b>1,378</b>	<b>73.0%</b>
<b>Net Income over Expenditure</b>	<b>22,542</b>	<b>13,114</b>	<b>(9,428)</b>			
<u>303 Special events</u>						
1020 Food fair income	630	521	(109)			120.9%
1083 Fringe income	2,109	3,124	1,015			67.5%
Special events :- Income	<b>2,739</b>	<b>3,645</b>	<b>906</b>			<b>75.1%</b>
4221 Fringe	5,115	6,425	1,310		1,310	79.6%
4242 Food fair	316	521	205		205	60.6%
4244 Flags	618	609	(9)		(9)	101.4%
4273 One-off events	294	1,000	706		706	29.4%
4277 War memorial centenary	0	500	500		500	0.0%
4278 Celebrate Buckingham Day	1,650	1,250	(400)		(400)	132.0%
Special events :- Indirect Expenditure	<b>7,992</b>	<b>10,305</b>	<b>2,313</b>	<b>0</b>	<b>2,313</b>	<b>77.6%</b>
<b>Net Income over Expenditure</b>	<b>(5,253)</b>	<b>(6,660)</b>	<b>(1,407)</b>			
<u>305 Tourist Information Centre</u>						
1084 TIC income	12,588	33,995	21,407			37.0%
Tourist Information Centre :- Income	<b>12,588</b>	<b>33,995</b>	<b>21,407</b>			<b>37.0%</b>
4253 TIC tickets & produce	12,979	31,240	18,261		18,261	41.5%
4255 Heritage app expenditure	2,145	2,922	777		777	73.4%
4274 Tourism website	252	1,000	748		748	25.2%
Tourist Information Centre :- Indirect Expenditure	<b>15,376</b>	<b>35,162</b>	<b>19,786</b>	<b>0</b>	<b>19,786</b>	<b>43.7%</b>
<b>Net Income over Expenditure</b>	<b>(2,788)</b>	<b>(1,167)</b>	<b>1,621</b>			
<u>306 Accessibility</u>						
4254 Accessibility costs	0	2,000	2,000		2,000	0.0%
4266 Accessibility costs	0	513	513		513	0.0%
Accessibility :- Indirect Expenditure	<b>0</b>	<b>2,513</b>	<b>2,513</b>	<b>0</b>	<b>2,513</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,513)</b>	<b>(2,513)</b>			
<b>TOWN CENTRE &amp; EVENTS :- Income</b>	<b>49,375</b>	<b>67,593</b>	<b>18,218</b>			<b>73.0%</b>
Expenditure	<b>148,149</b>	<b>197,231</b>	<b>49,082</b>	<b>374</b>	<b>48,707</b>	<b>75.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(98,774)</b>					

**PLANNING**

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>601</u> Planning						
3992 Salaries Planning	31,849	31,877	28		28	99.9%
3993 NI Planning	1,936	1,937	1		1	100.0%
3994 Pensions ERS Planning	3,062	3,927	865		865	78.0%
4624 Neighbourhood Plan	0	2,000	2,000		2,000	0.0%
Planning :- Indirect Expenditure	<b>36,847</b>	<b>39,741</b>	<b>2,894</b>	<b>0</b>	<b>2,894</b>	<b>92.7%</b>
<b>Net Expenditure</b>	<b>(36,847)</b>	<b>(39,741)</b>	<b>(2,894)</b>			
PLANNING :- Income	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
Expenditure	<b>36,847</b>	<b>39,741</b>	<b>2,894</b>	<b>0</b>	<b>2,894</b>	<b>92.7%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(36,847)</b>					
Grand Totals:- Income	<b>1,056,882</b>	<b>1,082,288</b>	<b>25,406</b>			<b>97.7%</b>
Expenditure	<b>933,666</b>	<b>1,097,405</b>	<b>163,739</b>	<b>50,271</b>	<b>113,469</b>	<b>89.7%</b>
<b>Net Income over Expenditure</b>	<b>123,216</b>	<b>(15,117)</b>	<b>(138,333)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>123,216</b>					

11/05/2022

## Buckingham Town Council

Page 1

11:57 Summary Income &amp; Expenditure by Budget Heading 30/04/2022

Month No: 1

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>RESOURCES</u></b>						
Income	471,655	944,754	473,099			49.9%
Expenditure	49,233	388,185	338,952	5,305	333,647	14.0%
Net Income over Expenditure	<u>422,421</u>					
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	<u>422,421</u>					
<b><u>ENVIRONMENT</u></b>						
Income	27,947	117,713	89,766			23.7%
Expenditure	49,204	539,097	489,893	40,449	449,443	16.6%
Movement to/(from) Gen Reserve	<u>(21,257)</u>					
<b><u>TOWN CENTRE &amp; EVENTS</u></b>						
Income	2,511	49,501	46,990			5.1%
Expenditure	15,246	190,413	175,167	4,054	171,113	10.1%
Movement to/(from) Gen Reserve	<u>(12,735)</u>					
<b><u>PARTNERSHIPS</u></b>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>					
<b><u>PLANNING</u></b>						
Income	0	0	0			0.0%
Expenditure	3,068	40,255	37,187	0	37,187	7.6%
Movement to/(from) Gen Reserve	<u>(3,068)</u>					
Grand Totals:- Income	502,113	1,111,968	609,855			45.2%
Expenditure	116,751	1,157,950	1,041,199	49,808	991,391	14.4%
Net Income over Expenditure	<u>385,362</u>	<u>(45,982)</u>	<u>(431,344)</u>			
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	<u>385,362</u>					

## Buckingham Town Council



Interim Audit Date: 11/10/2021

## Internal Audit Summary 2021-22

Year End Audit Date

Internal Control Objective	Negative Analysis					Responses				Recommendations
	Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
A <i>Appropriate accounting records have been properly kept throughout the financial year.</i>	0	0	0	0	0	5	0	0	0	0
B <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	0	2	3	0	0	32	5	1	0	5
C <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	0	0	0	0	0	10	0	1	0	0
D <i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	0	0	0	0	0	13	0	2	0	0
E <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	0	0	0	0	0	13	0	6	3	1
F <i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	0	0	0	0	0	9	0	0	0	0
G <i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i>	0	0	0	0	0	16	0	2	5	0
H <i>Asset and investments registers were complete and accurate and properly maintained.</i>	0	0	0	0	0	5	0	4	1	0
I <i>Periodic bank account reconciliations were properly carried out during the year.</i>	0	0	0	0	0	16	0	0	0	0
J <i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</i>	0	1	0	0	0	7	1	1	0	1
K <i>If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>	0	0	0	0	0	0	0	3	0	0
L <i>If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.</i>	0	0	0	0	0	0	0	7	0	0

Internal Control Objective		Negative Analysis					Responses				Recommendations
		Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
<b>M</b>	<i>The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	0	0	0	0	0	5	0	0	0	0
<b>N</b>	<i>The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).</i>	0	0	0	0	0	7	0	1	0	0
<b>O</b>	<i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	0	0	0	0	0	0	0	5	0	0
<b>Total</b>		<b>0</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>138</b>	<b>6</b>	<b>33</b>	<b>9</b>	<b>7</b>

## Buckingham Town Council

## Internal Audit Detailed Analysis 2021-22

Interim Audit Date: 11/10/2021

Year End Audit Date 29/04/2022



Internal Control Objective	Negative Analysis					Responses				Recommendations
	Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
<b>A</b> <i>Appropriate accounting records have been properly kept throughout the financial year.</i>	0	0	0	0	0	5	0	0	0	0
<i>Accounting system</i>	0	0	0	0	0	2	0	0	0	0
<i>Record keeping</i>	0	0	0	0	0	2	0	0	0	0
<i>Minutes</i>	0	0	0	0	0	1	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0	0		0
<b>B</b> <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	0	2	3	0	0	32	5	1	0	5
<i>Financial Regulations &amp; Standing Orders</i>	0	0	0	0	0	10	0	0	0	0
<i>RFO</i>	0	0	0	0	0	4	0	0	0	0
<i>Powers</i>	0	0	0	0	0	2	0	0	0	0
<i>Payment Controls</i>	0	1	1	0	0	6	2	0	0	2
<i>Expenditure Controls</i>	0	0	0	0	0	3	0	0	0	0
<i>VAT Compliance</i>	0	0	0	0	0	2	0	0	0	0
<i>Credit/Debit Cards</i>	0	1	2	0	0	0	3	0	0	3
<i>Tenders</i>	0	0	0	0	0	3	0	0	0	0
<i>Grants</i>	0	0	0	0	0	2	0	1	0	0
<i>Other</i>	0	0	0	0	0	0	0	0		0
<b>C</b> <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	0	0	0	0	0	10	0	1	0	0
<i>Risk</i>	0	0	0	0	0	3	0	1	0	0
<i>Minutes</i>	0	0	0	0	0	2	0	0	0	0
<i>Insurance</i>	0	0	0	0	0	2	0	0	0	0
<i>Internal Controls</i>	0	0	0	0	0	2	0	0	0	0
<i>Other</i>	0	0	0	0	0	1	0	0		0
<b>D</b> <i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	0	0	0	0	0	13	0	2	0	0
<i>Budget &amp; Precept setting</i>	0	0	0	0	0	6	0	0	0	0
<i>Auditors Reports</i>	0	0	0	0	0	3	0	0	0	0
<i>Accounting Statements</i>	0	0	0	0	0	1	0	1	0	0
<i>Budget monitoring</i>	0	0	0	0	0	1	0	0	0	0
<i>Reserves</i>	0	0	0	0	0	2	0	1	0	0
<i>Other</i>	0	0	0	0	0	0	0	0		0
<b>E</b> <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	0	0	0	0	0	13	0	6	3	1
<i>Investments</i>	0	0	0	0	0	4	0	0	0	1
<i>Fees &amp; Charges</i>	0	0	0	0	0	2	0	0	1	0
<i>Leases</i>	0	0	0	0	0	0	0	0	2	0
<i>Debt control</i>	0	0	0	0	0	1	0	0	0	0



	Billing & Collection	0	0	0	0	0	4	0	0	0	0
	Precept	0	0	0	0	0	0	0	0	0	0
	Cash income	0	0	0	0	0	0	0	3	0	0
	VAT Compliance	0	0	0	0	0	2	0	3	0	0
	Other	0	0	0	0	0	0	0	0	0	0
<b>F</b>	<i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	0	0	0	0	0	9	0	0	0	0
	Accounting	0	0	0	0	0	3	0	0	0	0
	Payment controls	0	0	0	0	0	3	0	0	0	0
	Reimbursement	0	0	0	0	0	2	0	0	0	0
	Reporting	0	0	0	0	0	1	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0
<b>G</b>	<i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i>	0	0	0	0	0	16	0	2	5	0
	Contracts	0	0	0	0	0	3	0	0	0	0
	PAYE	0	0	0	0	0	2	0	2	0	0
	Deductions	0	0	0	0	0	1	0	0	0	0
	Pension	0	0	0	0	0	2	0	0	0	0
	Members Allowances	0	0	0	0	0	1	0	0	5	0
	Accounting	0	0	0	0	0	2	0	0	0	0
	Changes to terms and conditions	0	0	0	0	0	1	0	0	0	0
	Payroll Approval	0	0	0	0	0	2	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0
<b>H</b>	<i>Asset and investments registers were complete and accurate and properly maintained.</i>	0	0	0	0	0	5	0	4	1	0
	Asset Register	0	0	0	0	0	2	0	0	0	0
	Additions & Disposals	0	0	0	0	0	2	0	1	0	0
	Verification	0	0	0	0	0	0	0	0	1	0
	Accounting	0	0	0	0	0	1	0	0	0	0
	Investments & Loans	0	0	0	0	0	0	0	3	0	0
	Other	0	0	0	0	0	0	0	0	0	0
<b>I</b>	<i>Periodic bank account reconciliations were properly carried out during the year.</i>	0	0	0	0	0	16	0	0	0	0
	Preparation	0	0	0	0	0	4	0	0	0	0
	Review	0	0	0	0	0	5	0	0	0	0
	Cash balances	0	0	0	0	0	4	0	0	0	0
	Accounting	0	0	0	0	0	3	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0
<b>J</b>	<i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</i>	0	1	0	0	0	7	1	1	0	1
	Accounting basis	0	0	0	0	0	1	0	0	0	0
	Prior year	0	0	0	0	0	1	0	0	0	0
	Current Year	0	0	0	0	0	1	0	0	0	0
	Creditors	0	0	0	0	0	1	0	0	0	0
	Accounting Statements	0	1	0	0	0	1	1	0	0	1
	Stocks	0	0	0	0	0	0	0	1	0	0
	Debtors	0	0	0	0	0	1	0	0	0	0

	PWLB	0	0	0	0	0	1	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0
<b>K</b>	<i>If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered"</i>	0	0	0	0	0	0	0	3	0	0
	Council Resolution	0	0	0	0	0	0	0	1	0	0
	Criteria	0	0	0	0	0	0	0	1	0	0
	Publication	0	0	0	0	0	0	0	1	0	0
	Other	0	0	0	0	0	0	0	0	0	0
<b>L</b>	<i>If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.</i>	0	0	0	0	0	0	0	7	0	0
	Expenditure publication	0	0	0	0	0	0	0	1	0	0
	AGAR publication	0	0	0	0	0	0	0	3	0	0
	Member responsibilities	0	0	0	0	0	0	0	1	0	0
	Assets publication	0	0	0	0	0	0	0	1	0	0
	Publication of Minutes	0	0	0	0	0	0	0	1	0	0
	Other	0	0	0	0	0	0	0	0	0	0
<b>M</b>	<i>The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	0	0	0	0	0	5	0	0	0	0
	Publication	0	0	0	0	0	1	0	0	0	0
	Commencement	0	0	0	0	0	1	0	0	0	0
	Duration	0	0	0	0	0	2	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0
<b>N</b>	<i>The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).</i>	0	0	0	0	0	7	0	1	0	0
	Publication	0	0	0	0	0	4	0	1	0	0
	Approval	0	0	0	0	0	3	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0
<b>O</b>	<i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	0	0	0	0	0	0	0	5	0	0
	Meetings	0	0	0	0	0	0	0	2	0	0
	Accounting	0	0	0	0	0	0	0	2	0	0
	Statutory Returns	0	0	0	0	0	0	0	1	0	0
	Other	0	0	0	0	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>138</b>	<b>6</b>	<b>33</b>	<b>9</b>	<b>14</b>

**J** Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

No.	Audit Test	Observation	Recommendation	Priority	Town Clerk / RFO Comments
1	Audit Extended Trial Balance agrees to draft Accounting Statements	<i>It was noted that an amount of £15,752.01 in respect of an insurance claim (Nominal Code 9025) had been netted off against Box 6 - Other Costs. The Practitioners Guide 2022 (para 2.10) requires that income in respect of insurance claims is included in Box 3 - Other income "Refunds/reimbursements from third parties (e.g. insurance providers) should never be netted off but always reported gross."</i>	The Council to review the classification of the insurance claim income and ensure that it is reported in Box 3 and not netted off against Box 6	High	This has been changed for the final version of the Accounting Statements.

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

29-Apr-22

### Explanation of "Not Covered" responses

Further to our Internal Audit of your Council for the financial year 2021/22 I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

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

- *The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from limited assurance review in 2020/21.*
- *The reason for the Not Covered response for Objective L is that it is not applicable to your Council as your 'annual turnover' exceeds £25,000.*
- *The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.*

The External Auditor may query why we have responded 'Not Covered' and, if so, you should provide them with a copy of this letter.

Yours sincerely,



Kevin Rose ACMA  
Director

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>RESOURCES</b>						
<u>101 Personnel costs</u>						
4000 Salaries Admin	13,045	160,425	147,380		147,380	8.1%
4005 ERS National Insurance	1,228	15,549	14,321		14,321	7.9%
4006 ERS Pension Cont	3,082	34,212	31,130		31,130	9.0%
4007 Staff travel	0	1,346	1,346		1,346	0.0%
4008 Occupational Health	0	1,293	1,293		1,293	0.0%
4025 HR advice	4,325	4,544	219		219	95.2%
4026 Staff & Recruitment	0	1,051	1,051		1,051	0.0%
Personnel costs :- Indirect Expenditure	<b>21,680</b>	<b>218,420</b>	<b>196,740</b>	<b>0</b>	<b>196,740</b>	<b>9.9%</b>
<b>Net Expenditure</b>	<b>(21,680)</b>	<b>(218,420)</b>	<b>(196,740)</b>			
<u>102 Office expenses</u>						
1010 Chamber hire	67	1,471	1,404			4.5%
1012 Photocopier use	0	5	5			0.0%
Office expenses :- Income	<b>67</b>	<b>1,476</b>	<b>1,409</b>			<b>4.5%</b>
4010 Stationery	281	3,018	2,737	18	2,720	9.9%
4011 Postage	0	730	730		730	0.0%
4012 Photocopier	139	1,887	1,748		1,748	7.4%
4013 Equipment purchase	3	1,156	1,153		1,153	0.2%
4015 Advertisements	0	673	673		673	0.0%
4017 Subscriptions	115	3,825	3,710		3,710	3.0%
4018 Telephones	963	7,200	6,237		6,237	13.4%
4019 Hire of Community Hall	0	270	270		270	0.0%
4021 Hospitality	15	420	405		405	3.6%
4023 Training	1,086	12,628	11,542	2,278	9,264	26.6%
4027 Software	3,026	12,500	9,474		9,474	24.2%
4030 Payroll	334	1,760	1,426		1,426	19.0%
4032 Publicity and newsletter	1,269	7,924	6,655		6,655	16.0%
4038 Computer equipment	0	4,000	4,000		4,000	0.0%
4041 Website	110	5,908	5,798	376	5,422	8.2%
4043 Protective clothing	260	1,813	1,554		1,554	14.3%
4052 Heat, light, power	482	450	(32)		(32)	107.2%
4156 Buckingham Centre rent	0	11,000	11,000		11,000	0.0%
4225 Rates	2,794	5,000	2,206		2,206	55.9%
Office expenses :- Indirect Expenditure	<b>10,877</b>	<b>82,162</b>	<b>71,285</b>	<b>2,672</b>	<b>68,614</b>	<b>16.5%</b>
<b>Net Income over Expenditure</b>	<b>(10,810)</b>	<b>(80,686)</b>	<b>(69,876)</b>			

## Month No: 1

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>103 Councillors</u>						
4020 Mayor's duties	0	1,891	1,891		1,891	0.0%
4029 Mayor's civic	0	1,628	1,628	408	1,220	25.1%
4044 Councillors' mileage / exp.	0	518	518		518	0.0%
4045 Councillors' allowance	0	9,833	9,833		9,833	0.0%
4236 Election costs	0	2,150	2,150		2,150	0.0%
4269 Councillor training	0	2,351	2,351	775	1,576	33.0%
Councillors :- Indirect Expenditure	<b>0</b>	<b>18,371</b>	<b>18,371</b>	<b>1,183</b>	<b>17,188</b>	<b>6.4%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(18,371)</b>	<b>(18,371)</b>			
<u>104 Legal requirements</u>						
4014 Audit fees	385	3,500	3,115		3,115	11.0%
4016 Legal costs	0	2,070	2,070		2,070	0.0%
4022 Insurance	16,292	19,000	2,708		2,708	85.7%
Legal requirements :- Indirect Expenditure	<b>16,677</b>	<b>24,570</b>	<b>7,893</b>	<b>0</b>	<b>7,893</b>	<b>67.9%</b>
<b>Net Expenditure</b>	<b>(16,677)</b>	<b>(24,570)</b>	<b>(7,893)</b>			
<u>120 Long-term grants</u>						
4040 Four Year Grants Awarded	0	18,777	18,777		18,777	0.0%
4080 Annual Grants Awarded	0	11,341	11,341		11,341	0.0%
Long-term grants :- Indirect Expenditure	<b>0</b>	<b>30,118</b>	<b>30,118</b>	<b>0</b>	<b>30,118</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(30,118)</b>	<b>(30,118)</b>			
<u>125 Commemorative items</u>						
4501 Civic award	0	1,050	1,050		1,050	0.0%
4504 Remembrance wreath	0	27	27		27	0.0%
4505 Mayor's salver	0	265	265		265	0.0%
4506 Bardic gift	0	265	265		265	0.0%
Commemorative items :- Indirect Expenditure	<b>0</b>	<b>1,607</b>	<b>1,607</b>	<b>0</b>	<b>1,607</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,607)</b>	<b>(1,607)</b>			
<u>130 Admin reserves</u>						
1176 Precept	471,387	942,778	471,392			50.0%
1190 Interest received	201	500	299			40.3%
Admin reserves :- Income	<b>471,588</b>	<b>943,278</b>	<b>471,690</b>			<b>50.0%</b>
<b>Net Income</b>	<b>471,588</b>	<b>943,278</b>	<b>471,690</b>			

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>132 Future planning / contingencie</u>						
4500 Future planning / contingencie	0	11,283	11,283	1,450	9,833	12.9%
Future planning / contingencie :- Indirect Expenditure	<u>0</u>	<u>11,283</u>	<u>11,283</u>	<u>1,450</u>	<u>9,833</u>	<u>12.9%</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(11,283)</u>	<u>(11,283)</u>			
<u>304 Youth Council</u>						
4237 Youth Council budget	0	1,551	1,551		1,551	0.0%
4238 Youth Council admin	0	103	103		103	0.0%
Youth Council :- Indirect Expenditure	<u>0</u>	<u>1,654</u>	<u>1,654</u>	<u>0</u>	<u>1,654</u>	<u>0.0%</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(1,654)</u>	<u>(1,654)</u>			
<hr/>						
RESOURCES :- Income	<b>471,655</b>	<b>944,754</b>	<b>473,099</b>			<b>49.9%</b>
Expenditure	<b>49,233</b>	<b>388,185</b>	<b>338,952</b>	<b>5,305</b>	<b>333,647</b>	<b>14.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<u><b>422,421</b></u>					
<b><u>ENVIRONMENT</u></b>						
<u>201 Environment</u>						
3995 NI Environment	1,498	17,139	15,641		15,641	8.7%
3996 Pensions ERS Environment	4,020	47,391	43,371		43,371	8.5%
4004 Salaries environment	16,702	201,836	185,134		185,134	8.3%
4068 Community Service	0	11,006	11,006	4,000	7,006	36.3%
4112 Environment Equipment	1,279	9,688	8,409	744	7,665	20.9%
4168 Defibrillators	0	518	518		518	0.0%
Environment :- Indirect Expenditure	<u>23,498</u>	<u>287,578</u>	<u>264,080</u>	<u>4,744</u>	<u>259,336</u>	<u>9.8%</u>
<b>Net Expenditure</b>	<u>(23,498)</u>	<u>(287,578)</u>	<u>(264,080)</u>			
<u>202 Roundabouts</u>						
1051 Roundabout no. 1	0	2,288	2,288			0.0%
1052 Roundabout no. 2	0	1,219	1,219			0.0%
1053 Roundabout no. 3	0	2,002	2,002			0.0%
1054 Roundabout no. 4	0	2,551	2,551			0.0%
1056 Roundabout no. 5	0	2,718	2,718			0.0%
1057 Roundabout no. 6	0	1,386	1,386			0.0%
Roundabouts :- Income	<u>0</u>	<u>12,164</u>	<u>12,164</u>			<u>0.0%</u>
4108 Roundabout	0	1,366	1,366		1,366	0.0%
Roundabouts :- Indirect Expenditure	<u>0</u>	<u>1,366</u>	<u>1,366</u>	<u>0</u>	<u>1,366</u>	<u>0.0%</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>10,798</u>	<u>10,798</u>			

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>203 Maintenance</u>						
4082 Allotments	0	2,101	2,101		2,101	0.0%
Maintenance :- Indirect Expenditure	<b>0</b>	<b>2,101</b>	<b>2,101</b>	<b>0</b>	<b>2,101</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,101)</b>	<b>(2,101)</b>			
<u>204 Devolved services expenses</u>						
1017 Devolved services income	20,992	20,964	(28)			100.1%
Devolved services expenses :- Income	<b>20,992</b>	<b>20,964</b>	<b>(28)</b>			<b>100.1%</b>
4124 Devolved services	1,481	7,500	6,019		6,019	19.7%
Devolved services expenses :- Indirect Expenditure	<b>1,481</b>	<b>7,500</b>	<b>6,019</b>	<b>0</b>	<b>6,019</b>	<b>19.7%</b>
<b>Net Income over Expenditure</b>	<b>19,511</b>	<b>13,464</b>	<b>(6,047)</b>			
<u>205 Grounds maintenance</u>						
4033 Waste disposal	319	3,000	2,681		2,681	10.6%
4035 Machinery	0	2,500	2,500		2,500	0.0%
4036 Fuel (Mower)	0	1,200	1,200		1,200	0.0%
4037 Sundries	48	2,606	2,558		2,558	1.9%
4063 Vehicle hire and running costs	535	16,884	16,349	3,663	12,685	24.9%
Grounds maintenance :- Indirect Expenditure	<b>903</b>	<b>26,190</b>	<b>25,287</b>	<b>3,663</b>	<b>21,624</b>	<b>17.4%</b>
<b>Net Expenditure</b>	<b>(903)</b>	<b>(26,190)</b>	<b>(25,287)</b>			
<u>248 Depot</u>						
4013 Equipment purchase	2,000	4,070	2,070		2,070	49.1%
4055 Alarm	0	431	431		431	0.0%
4225 Rates	4,142	4,412	270		270	93.9%
4601 Repairs & maintenance fund	0	840	840		840	0.0%
4602 Electricity	193	1,000	807		807	19.3%
4603 Water	0	850	850		850	0.0%
Depot :- Indirect Expenditure	<b>6,334</b>	<b>11,603</b>	<b>5,269</b>	<b>0</b>	<b>5,269</b>	<b>54.6%</b>
<b>Net Expenditure</b>	<b>(6,334)</b>	<b>(11,603)</b>	<b>(5,269)</b>			
<u>249 C Meadow toilets &amp; Shopmobilit</u>						
1085 Shopmobility income	0	40	40			0.0%
C Meadow toilets & Shopmobilit :- Income	<b>0</b>	<b>40</b>	<b>40</b>			<b>0.0%</b>
4602 Electricity	0	518	518		518	0.0%



## Month No: 1

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4603 Water	0	518	518		518	0.0%
4608 Shopmobility	0	1,077	1,077		1,077	0.0%
4612 Contractor charge	871	9,600	8,729		8,729	9.1%
4709 MAINTENANCE	0	539	539		539	0.0%
<b>C Meadow toilets &amp; Shopmobilit :- Indirect Expenditure</b>	<b>871</b>	<b>12,252</b>	<b>11,381</b>	<b>0</b>	<b>11,381</b>	<b>7.1%</b>
<b>Net Income over Expenditure</b>	<b>(871)</b>	<b>(12,212)</b>	<b>(11,341)</b>			
<b>250 Lace Hill</b>						
1026 Lace Hill Community Centre	5,421	45,929	40,508			11.8%
1027 Solar income	0	2,000	2,000			0.0%
<b>Lace Hill :- Income</b>	<b>5,421</b>	<b>47,929</b>	<b>42,508</b>			<b>11.3%</b>
4050 Lace Hill playing fields	0	500	500		500	0.0%
4118 Solar panels	0	362	362		362	0.0%
4158 Lace Hill gas	744	4,202	3,458		3,458	17.7%
4159 Lace Hill electricity	215	1,500	1,285		1,285	14.3%
4160 Lace Hill water	0	300	300		300	0.0%
4161 Lace Hill repairs & Maintenanc	0	3,707	3,707		3,707	0.0%
4162 Lace Hill contractor charge	60	6,800	6,740		6,740	0.9%
4164 Lace Hill equipment	0	3,717	3,717	1,090	2,627	29.3%
4225 Rates	9,731	10,072	342		342	96.6%
<b>Lace Hill :- Indirect Expenditure</b>	<b>10,749</b>	<b>31,160</b>	<b>20,411</b>	<b>1,090</b>	<b>19,321</b>	<b>38.0%</b>
<b>Net Income over Expenditure</b>	<b>(5,328)</b>	<b>16,769</b>	<b>22,097</b>			
<b>251 Chandos Park</b>						
1030 Bowls income	0	592	592			0.0%
1035 TENNIS COURT RENT	0	674	674			0.0%
<b>Chandos Park :- Income</b>	<b>0</b>	<b>1,266</b>	<b>1,266</b>			<b>0.0%</b>
4601 Repairs & maintenance fund	1,059	3,570	2,511	239	2,272	36.4%
4602 Electricity	0	539	539		539	0.0%
4603 Water	0	1,346	1,346		1,346	0.0%
4606 Bowls Club Maintenance	0	2,000	2,000		2,000	0.0%
<b>Chandos Park :- Indirect Expenditure</b>	<b>1,059</b>	<b>7,455</b>	<b>6,396</b>	<b>239</b>	<b>6,157</b>	<b>17.4%</b>
<b>Net Income over Expenditure</b>	<b>(1,059)</b>	<b>(6,189)</b>	<b>(5,130)</b>			

## Month No: 1

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>252 Bourton Park</u>						
4601 Repairs & maintenance fund	12	7,839	7,827	339	7,488	4.5%
Bourton Park :- Indirect Expenditure	<b>12</b>	<b>7,839</b>	<b>7,827</b>	<b>339</b>	<b>7,488</b>	<b>4.5%</b>
<b>Net Expenditure</b>	<b>(12)</b>	<b>(7,839)</b>	<b>(7,827)</b>			
<u>253 Cemeteries</u>						
1041 Burial fees	668	24,000	23,332			2.8%
Cemeteries :- Income	<b>668</b>	<b>24,000</b>	<b>23,332</b>			<b>2.8%</b>
4225 Rates	2,096	500	(1,596)		(1,596)	419.2%
4265 New cemetery maintenance	0	3,500	3,500		3,500	0.0%
4601 Repairs & maintenance fund	0	4,198	4,198	935	3,263	22.3%
4602 Electricity	0	250	250		250	0.0%
4617 Memorial testing	0	2,156	2,156		2,156	0.0%
4619 New cemetery repayments	0	58,647	58,647	20,683	37,964	35.3%
4620 Expenses for burial duties	186	5,175	4,989		4,989	3.6%
Cemeteries :- Indirect Expenditure	<b>2,282</b>	<b>74,426</b>	<b>72,144</b>	<b>21,618</b>	<b>50,526</b>	<b>32.1%</b>
<b>Net Income over Expenditure</b>	<b>(1,614)</b>	<b>(50,426)</b>	<b>(48,812)</b>			
<u>254 Chandos Park toilets</u>						
4612 Contractor charge	871	10,736	9,865		9,865	8.1%
4709 MAINTENANCE	(136)	1,077	1,213		1,213	(12.6%)
Chandos Park toilets :- Indirect Expenditure	<b>735</b>	<b>11,813</b>	<b>11,078</b>	<b>0</b>	<b>11,078</b>	<b>6.2%</b>
<b>Net Expenditure</b>	<b>(735)</b>	<b>(11,813)</b>	<b>(11,078)</b>			
<u>255 Railway Walk &amp; Castle Hill</u>						
4120 Friends of Groups	0	1,077	1,077		1,077	0.0%
4709 MAINTENANCE	0	1,035	1,035		1,035	0.0%
Railway Walk & Castle Hill :- Indirect Expenditure	<b>0</b>	<b>2,112</b>	<b>2,112</b>	<b>0</b>	<b>2,112</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,112)</b>	<b>(2,112)</b>			
<u>256 Storage Premises</u>						
4066 Grenville garage rent	50	722	672		672	6.9%
Storage Premises :- Indirect Expenditure	<b>50</b>	<b>722</b>	<b>672</b>	<b>0</b>	<b>672</b>	<b>6.9%</b>
<b>Net Expenditure</b>	<b>(50)</b>	<b>(722)</b>	<b>(672)</b>			

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>258 Cemetery Lodge</u>						
1061 Cemetery Lodge rental income	867	11,350	10,483			7.6%
Cemetery Lodge :- Income	<b>867</b>	<b>11,350</b>	<b>10,483</b>			<b>7.6%</b>
4034 PWLB repayments inc. interest	0	4,072	4,072		4,072	0.0%
4609 Cemetery Lodge maintenance	0	3,105	3,105		3,105	0.0%
Cemetery Lodge :- Indirect Expenditure	<b>0</b>	<b>7,177</b>	<b>7,177</b>	<b>0</b>	<b>7,177</b>	<b>0.0%</b>
<b>Net Income over Expenditure</b>	<b>867</b>	<b>4,173</b>	<b>3,306</b>			
<u>260 CCTV</u>						
4100 CCTV maintenance	0	3,400	3,400		3,400	0.0%
CCTV :- Indirect Expenditure	<b>0</b>	<b>3,400</b>	<b>3,400</b>	<b>0</b>	<b>3,400</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(3,400)</b>	<b>(3,400)</b>			
<u>261 Community Centre</u>						
4085 Structural repairs	0	7,000	7,000		7,000	0.0%
4091 Chamber	44	1,051	1,007		1,007	4.2%
Community Centre :- Indirect Expenditure	<b>44</b>	<b>8,051</b>	<b>8,007</b>	<b>0</b>	<b>8,007</b>	<b>0.6%</b>
<b>Net Expenditure</b>	<b>(44)</b>	<b>(8,051)</b>	<b>(8,007)</b>			
<u>262 Parks General</u>						
4101 Seats and bins	0	1,483	1,483	406	1,077	27.4%
4102 Dog bins	0	4,502	4,502	4,350	152	96.6%
4106 Play area maintenance	170	5,266	5,096		5,096	3.2%
4122 Tree works	0	17,000	17,000	4,000	13,000	23.5%
4270 Bridges	1,015	2,066	1,051		1,051	49.1%
4275 Play area replacement fund	0	5,000	5,000		5,000	0.0%
4276 Tree wardens	0	1,035	1,035		1,035	0.0%
Parks General :- Indirect Expenditure	<b>1,185</b>	<b>36,352</b>	<b>35,167</b>	<b>8,756</b>	<b>26,411</b>	<b>27.3%</b>
<b>Net Expenditure</b>	<b>(1,185)</b>	<b>(36,352)</b>	<b>(35,167)</b>			
ENVIRONMENT :- Income	<b>27,947</b>	<b>117,713</b>	<b>89,766</b>			<b>23.7%</b>
Expenditure	<b>49,204</b>	<b>539,097</b>	<b>489,893</b>	<b>40,449</b>	<b>449,443</b>	<b>16.6%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(21,257)</b>					

**TOWN CENTRE & EVENTS**

## Month No: 1

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>301</u> <u>Town Centre &amp; Events</u>						
1013 Hanging baskets	0	431	431			0.0%
1028 Lace Hill events income	223	1,077	854			20.7%
1062 Community Fair table income	0	215	215			0.0%
1066 Comedy night income	0	3,233	3,233			0.0%
1069 Charter fairs income	0	7,189	7,189			0.0%
<b>Town Centre &amp; Events :- Income</b>	<b>223</b>	<b>12,145</b>	<b>11,922</b>			<b>1.8%</b>
3997 NI TC&E	218	5,400	5,182		5,182	4.0%
3998 Pensions ERS TC&E	1,375	13,696	12,321		12,321	10.0%
3999 Salaries TC&E	4,377	74,340	69,963		69,963	5.9%
4042 Events equipment	0	1,000	1,000		1,000	0.0%
4094 Youth project	0	3,152	3,152	2,430	722	77.1%
4104 Town in Bloom	0	10,000	10,000		10,000	0.0%
4107 Pride of Place	0	270	270		270	0.0%
4115 River rinse	0	431	431		431	0.0%
4166 Lace Hill events	1,487	2,541	1,054		1,054	58.5%
4201 Christmas lights	0	11,856	11,856		11,856	0.0%
4202 Firework display	0	5,800	5,800		5,800	0.0%
4203 Community fair	0	431	431		431	0.0%
4205 Christmas parade	0	4,098	4,098		4,098	0.0%
4207 Remembrance parade	0	1,000	1,000		1,000	0.0%
4208 Spring Fair	250	526	276		276	47.5%
4210 Pancake Race	0	84	84		84	0.0%
4211 Band Jam	0	4,023	4,023		4,023	0.0%
4212 Christmas lights switch on	0	2,627	2,627		2,627	0.0%
4213 Dog show	0	620	620		620	0.0%
4216 May Day event	0	53	53		53	0.0%
4220 Music in the Market	0	4,403	4,403		4,403	0.0%
4230 Scout Parade	0	53	53		53	0.0%
4241 Comedy Night expenditure	0	3,233	3,233		3,233	0.0%
4243 Charter Fairs	850	4,375	3,525	374	3,151	28.0%
4260 Twinning	0	2,101	2,101		2,101	0.0%
<b>Town Centre &amp; Events :- Indirect Expenditure</b>	<b>8,558</b>	<b>156,113</b>	<b>147,555</b>	<b>2,804</b>	<b>144,751</b>	<b>7.3%</b>
<b>Net Income over Expenditure</b>	<b>(8,334)</b>	<b>(143,968)</b>	<b>(135,634)</b>			
<u>302</u> <u>Street markets</u>						
1005 Street markets	1,683	16,000	14,317			10.5%
1006 Flea market	499	3,623	3,124			13.8%
<b>Street markets :- Income</b>	<b>2,182</b>	<b>19,623</b>	<b>17,441</b>			<b>11.1%</b>

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4017 Subscriptions	0	473	473		473	0.0%
4225 Rates	2,121	2,700	579		579	78.5%
4234 Market Entertainment	0	950	950		950	0.0%
4235 Market infrastructure & Promot	384	1,576	1,192		1,192	24.4%
Street markets :- Indirect Expenditure	<b>2,505</b>	<b>5,699</b>	<b>3,194</b>	<b>0</b>	<b>3,194</b>	<b>44.0%</b>
<b>Net Income over Expenditure</b>	<b>(323)</b>	<b>13,924</b>	<b>14,247</b>			
<u>303 Special events</u>						
1020 Food fair income	0	539	539			0.0%
1083 Fringe income	0	2,109	2,109			0.0%
1090 Theatre Production	0	4,200	4,200			0.0%
Special events :- Income	<b>0</b>	<b>6,848</b>	<b>6,848</b>			<b>0.0%</b>
4221 Fringe	80	6,600	6,520		6,520	1.2%
4222 Theatre Production	3,783	4,200	418		418	90.1%
4242 Food fair	0	539	539		539	0.0%
4244 Flags	166	830	664		664	20.0%
4273 One-off events	0	1,035	1,035		1,035	0.0%
4278 Celebrate Buckingham Day	44	1,800	1,756	1,250	506	71.9%
Special events :- Indirect Expenditure	<b>4,073</b>	<b>15,004</b>	<b>10,931</b>	<b>1,250</b>	<b>9,681</b>	<b>35.5%</b>
<b>Net Income over Expenditure</b>	<b>(4,073)</b>	<b>(8,156)</b>	<b>(4,083)</b>			
<u>305 Tourist Information Centre</u>						
1084 TIC income	105	10,885	10,780			1.0%
Tourist Information Centre :- Income	<b>105</b>	<b>10,885</b>	<b>10,780</b>			<b>1.0%</b>
4253 TIC tickets & produce	89	9,185	9,096		9,096	1.0%
4255 Heritage app expenditure	0	776	776		776	0.0%
4274 Tourism website	21	1,035	1,014		1,014	2.0%
Tourist Information Centre :- Indirect Expenditure	<b>110</b>	<b>10,996</b>	<b>10,886</b>	<b>0</b>	<b>10,886</b>	<b>1.0%</b>
<b>Net Income over Expenditure</b>	<b>(5)</b>	<b>(111)</b>	<b>(106)</b>			
<u>306 Accessibility</u>						
4254 Accessability costs	0	2,070	2,070		2,070	0.0%
4266 Accessibility costs	0	531	531		531	0.0%
Accessibility :- Indirect Expenditure	<b>0</b>	<b>2,601</b>	<b>2,601</b>	<b>0</b>	<b>2,601</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,601)</b>	<b>(2,601)</b>			
TOWN CENTRE & EVENTS :- Income	<b>2,511</b>	<b>49,501</b>	<b>46,990</b>			<b>5.1%</b>
Expenditure	<b>15,246</b>	<b>190,413</b>	<b>175,167</b>	<b>4,054</b>	<b>171,113</b>	<b>10.1%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(12,735)</b>					

**PLANNING**

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2022

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>601</u> Planning						
3992 Salaries Planning	2,643	31,877	29,234		29,234	8.3%
3993 NI Planning	170	2,116	1,946		1,946	8.0%
3994 Pensions ERS Planning	255	4,192	3,937		3,937	6.1%
4624 Neighbourhood Plan	0	2,070	2,070		2,070	0.0%
Planning :- Indirect Expenditure	<b>3,068</b>	<b>40,255</b>	<b>37,187</b>	<b>0</b>	<b>37,187</b>	<b>7.6%</b>
<b>Net Expenditure</b>	<b>(3,068)</b>	<b>(40,255)</b>	<b>(37,187)</b>			
PLANNING :- Income	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
Expenditure	<b>3,068</b>	<b>40,255</b>	<b>37,187</b>	<b>0</b>	<b>37,187</b>	<b>7.6%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,068)</b>					
Grand Totals:- Income	<b>502,113</b>	<b>1,111,968</b>	<b>609,855</b>			<b>45.2%</b>
Expenditure	<b>116,751</b>	<b>1,157,950</b>	<b>1,041,199</b>	<b>49,808</b>	<b>991,391</b>	<b>14.4%</b>
<b>Net Income over Expenditure</b>	<b>385,362</b>	<b>(45,982)</b>	<b>(431,344)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>385,362</b>					

## Bought Ledger 1 for Month No 12

## 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
24/03/2022	2022-9		AMAZON	A035	13.33	2.66	15.99	4112	201	13.33	bike lock
02/03/2022	2022-31		AMAZON	A035	41.48	8.30	49.78	4260	301	41.48	table place card holders
24/03/2022	2022-467		AMAZON	A035	6.57	1.32	7.89	4112	201	6.57	wages envelopes (small items)
02/03/2022	2022-616		AMAZON	A035	11.65	2.33	13.98	4260	301	11.65	menu leaflet holders
21/03/2022	2022-3333		AMAZON	A035	22.72	4.54	27.26	4112	201	22.72	wellies
01/03/2022	2022-28438		AMAZON	A035	13.17	2.63	15.80	4015	102	13.17	plate display stand
09/03/2022	2022-419471		AMAZON	A035	16.23	3.27	19.50	4112	201	16.23	boxes disposable gloves
02/03/2022	A4AEUI		AMAZON	A035	45.33	9.07	54.40	4043	102	45.33	work trouser x 2
01/03/2022	57391		ABBOT FIRE	A054	113.43	22.69	136.12	4112	201	113.43	extinguisher service
31/03/2022	152		COMMUNITY CENTRE	B002	331.65	0.00	331.65	4260	301	331.65	hall hire Twinning
31/03/2022	154		COMMUNITY CENTRE	B002	112.20	0.00	112.20	4019	102	112.20	hall hire atm
31/03/2022	2505006506		BUCKS COUNCIL	B006	5,250.00	0.00	5,250.00	4156	102	5,250.00	29/9-24/3 rental Buck Centre
16/03/2022	0322001		BUCKINGHAM CARAVIN	B026	346.80	69.36	416.16	4260	301	346.80	wine for twinning event
07/03/2022	168981		BROWNS	B031	64.60	12.92	77.52	4112	201	64.60	grease tip protectors
17/03/2022	315316		BROWNS	B031	560.00	112.00	672.00	4112	201	560.00	mulch mower
24/03/2022	315578		BROWNS	B031	31.43	6.28	37.71	4112	201	31.43	autocut, funnel
07/03/2022	CR170002		BROWNS	B031	-64.60	-12.92	-77.52	4112	201	-64.60	grease tip protectors
18/03/2022	BMM/2210		BRACKLEY	B039	140.00	0.00	140.00	4273	303	140.00	Morris men for twinning WBF
21/03/2022	1029014		BOSTON SEEDS	B071	773.25	154.65	927.90	4601	252	562.50	seeds
								4112	201	210.75	seeds
29/03/2022	73422		CDS GROUP	C007	31,400.00	6,280.00	37,680.00	9002	901	31,400.00	cemetery design / amendments
31/03/2022	LPCC		CABLETIES ONLINE	C013	55.08	0.00	55.08	4112	201	46.80	cable ties
								4112	201	8.28	cable ties
17/03/2022	7162		COX	C041	162.00	32.40	194.40	4601	253	162.00	topsoil
31/03/2022	434289		CLARITY	C053	519.02	103.80	622.82	4012	102	519.02	copies
09/03/2022	202646		DIRECT TILE WARE	D006	41.78	8.36	50.14	4709	254	41.78	TILES - IVORY
15/03/2022	EC6043		ELECTRIC CABARET	E005	350.00	0.00	350.00	4273	303	350.00	mime artist twinning - WBF
31/03/2022	CR0004		E-ON	E006	-33.22	-1.66	-34.88	4602	248	-33.22	credit 0004 posted twice

## Bought Ledger 1 for Month No 12

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2022	CR0005		E-ON	E006	-32.25	-1.61	-33.86	4602	248	-32.25	credit 0005 posted twice
21/03/2022	DDCC-0008		E-ON	E006	42.07	2.10	44.17	4602	248	42.07	feb unit 17
31/03/2022	H1AB4EBA51		E-ON	E006	398.81	79.76	478.57	4159	250	398.81	1/3-31/3
01/03/2022	2414		FIRE TRAINING	F008	295.00	59.00	354.00	4023	102	295.00	evac chair training
07/03/2022	16019147		FORD LEASE	F051	340.01	68.00	408.01	4063	205	340.01	RENTAL KW19 NDD
31/03/2022	22686		GANDERTON	G008	406.08	81.21	487.29	4063	205	406.08	fuel
01/03/2022	4103		GREENFLOW	G020	28.62	5.72	34.34	4709	254	28.62	autoflush service
01/03/2022	4436		GIANT DECKCHAIRS	G024	580.00	116.00	696.00	4273	303	580.00	giant deckchair
31/03/2022	562717A		GRUNDON	G050	5.47	1.09	6.56	4033	205	5.47	Wheelie bins extra
31/03/2022	601340		GRUNDON	G050	201.76	40.35	242.11	4033	205	201.76	wheelie bins depot
31/03/2022	601341		GRUNDON	G050	122.19	24.44	146.63	4033	205	122.19	wheelie bins LH
16/03/2022	12		GARDEN STUDIO	G058	120.00	0.00	120.00	9063	901	120.00	Framing of twinning gifts
10/03/2022	281937		HAWKESWORTH	H051	81.90	16.38	98.28	4601	248	81.90	appliance testing (pat)
10/03/2022	281939		HAWKESWORTH	H051	84.25	16.85	101.10	4162	250	84.25	appliance testing (pat)
10/03/2022	281943		HAWKESWORTH	H051	60.00	12.00	72.00	4091	261	60.00	APPLIANCE TESTING (PAT)
10/03/2022	281945		HAWKESWORTH	H051	60.00	12.00	72.00	4253	305	60.00	appliance testing (pat)
10/03/2022	281946		HAWKESWORTH	H051	142.20	28.44	170.64	4500	132	142.20	appliance testing (pat)
10/03/2022	281982		HAWKESWORTH	H051	60.00	12.00	72.00	4608	249	60.00	appliance testing (pat)
31/03/2022	41673		IMPACT SIGN SOLUTION	I009	77.63	15.53	93.16	4601	251	77.63	anti vandal signs
07/03/2022	61218		JAYDEE LIVING LTD	J005	149.95	29.99	179.94	4101	262	149.95	WIRE MESH OUTDOOR BIN
01/03/2022	144857		JANITORIAL DIRECT	J013	146.23	0.00	146.23	4164	250	32.52	cleaning products
								4164	250	113.71	cleaning products
17/03/2022	2029		MCK PHOTOGRAPGHY	M006	550.00	0.00	550.00	4500	132	550.00	Councillor photographs
01/03/2022	1044304		MAINSTREAM	M061	4.41	0.88	5.29	4018	102	4.41	816426
31/03/2022	1047404		MAINSTREAM	M061	4.91	0.98	5.89	4018	102	4.91	816426
31/03/2022	1047765		MAINSTREAM	M061	51.90	10.38	62.28	4018	102	51.90	817433
31/03/2022	230557		NATIONAL EXPRESS	N023	20.14	0.00	20.14	4253	305	20.14	national express bookings TIC
14/03/2022	14/3		PETER BOWTELL	P004	36.00	0.00	36.00	4260	301	36.00	artwork prints - twinning
31/03/2022	P CASH PAID		PETER BOWTELL	P004	-36.00	0.00	-36.00	4260	301	-36.00	paid via petty cash



PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2022	PAID		PETER BOWTELL	P004	-36.00	0.00	-36.00	9063	901	-36.00	INV PAID VIA PETTY CASH
31/03/2022	116772		PARAGON	P008	240.00	48.00	288.00	4106	252	240.00	wood chipper hire
10/03/2022	117124		PARAGON	P008	595.00	119.00	714.00	4620	253	595.00	digger hire
10/03/2022	117211		PARAGON	P008	266.40	53.28	319.68	4601	252	266.40	tractor hire
31/03/2022	117411		PARAGON	P008	174.37	34.87	209.24	4037	205	35.62	consumable items / red diesel
								4036	205	138.75	consumable items / red diesel
11/03/2022	116772		POWERGEN	P009	240.00	48.00	288.00	4106	252	240.00	wood chipper hire
31/03/2022	CR116772		POWERGEN	P009	-240.00	-48.00	-288.00	4106	252	-240.00	wood chipper
31/03/2022	FLUSH		PLUMBINBITS	P017	29.65	5.93	35.58	4161	250	29.65	Flush plates for LH
25/03/2022	1668		PRESTON BISSET	P021	792.46	158.49	950.95	4122	262	792.46	Fruit Trees LH - Comm Board
31/03/2022	1474		PJ SIGNS	P028	594.00	0.00	594.00	4243	301	594.00	A3 parking signs
31/03/2022	1357406		PRS	P044	-217.01	-43.40	-260.41	4202	301	-217.01	PRS licence Events
17/03/2022	1999229		PRS	P044	325.76	65.15	390.91	4202	301	325.76	prs licence Events
31/03/2022	68856806		PHS	P051	182.17	36.43	218.60	4162	250	182.17	LH Mats, sanitary,waste
31/03/2022	68856807		PHS	P051	17.55	3.51	21.06	4162	250	17.55	LH Sanitary disposal
31/03/2022	136455		PAYROLL OPTIONS	P057	122.15	24.43	146.58	4030	102	122.15	payroll jan
31/03/2022	137478		PAYROLL OPTIONS	P057	207.37	41.47	248.84	4030	102	207.37	payroll march 22
17/03/2022	876784		QUEST	Q002	10.90	2.18	13.08	4601	253	10.90	washer, part box
31/03/2022	2223008		SEAHAWKS	S007	43.71	8.74	52.45	4210	301	43.71	pancake race trophies
31/03/2022	012 - 2021		SMYTH DAVID	S018	2,304.75	0.00	2,304.75	4260	303	2,304.75	Twinning catering x 105
15/03/2022	013 - 2021		SMYTH DAVID	S018	197.60	0.00	197.60	4260	301	197.60	champagen glass hire x 130
15/03/2022	014 - 2021		SMYTH DAVID	S018	105.20	0.00	105.20	4260	301	105.20	glass & table cloth hire
15/03/2022	371882597		SSE	S019	9.68	0.48	10.16	4602	248	9.68	Unit 17 25/2-1/3
21/03/2022	99242354		SPALDING FASTENERS	S021	19.46	3.89	23.35	4112	201	19.46	washers, bolts,
01/03/2022	AFO497		TRAVIS	T010	28.76	5.75	34.51	4620	253	28.76	grey slab
16/03/2022	AFP196		TRAVIS	T010	62.73	12.54	75.27	4037	205	62.73	paving slab, wall tile, tile t
31/03/2022	AFP703		TRAVIS	T010	22.13	4.43	26.56	4601	252	22.13	plywood
31/03/2022	258437657/22		TOTAL	T049	71.89	3.59	75.48	4602	251	71.89	chandos toilets
31/03/2022	258437668/22		TOTAL	T049	23.81	1.19	25.00	4052	102	23.81	feeder pillar market hill

11/05/2022

## Buckingham Town Council

Appendix F

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## PURCHASE LEDGER INVOICE LISTING

User: JODIE

## Bought Ledger 1 for Month No 12

## 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
07/03/2022	260721851/22		TOTAL	T049	23.59	1.18	24.77	4052	102	23.59	FEEDER PILLAR
07/03/2022	260721862/22		TOTAL	T049	107.90	5.40	113.30	4602	251	107.90	TOILETS - C PARK
31/03/2022	264764505/22		TOTAL	T049	61.93	3.10	65.03	4602	251	61.93	chandos toilets 1/3-16/3
31/03/2022	264795426/22		TOTAL	T049	49.34	2.47	51.81	4602	251	49.34	toilets 17/3-31/3
31/03/2022	264814368/22		TOTAL	T049	15.04	0.75	15.79	4052	102	15.04	feeder pillar 17/3-31/3
01/03/2022	8612301		VIKING DIRECT	V001	33.47	6.69	40.16	4013	103	33.47	8612301/10111973/Equipment pur
17/03/2022	8628057		VIKING DIRECT	V001	138.25	27.65	165.90	4010	102	135.69	stationery / toners
								4010	102	2.56	stationery / toners
28/03/2022	8682260		VIKING DIRECT	V001	49.86	9.97	59.83	4010	102	48.38	8682260/10111985/Stationery
								4010	102	1.48	stat
31/03/2022	1/3/22		VISTAPRINT	V009	228.46	0.00	228.46	4015	102	143.30	advertising / promo
								4015	102	42.59	advertising / promo
								4032	102	42.57	advertising / promo
31/03/2022	10103		WGS	W013	280.00	56.00	336.00	4124	204	280.00	removal of lights and banners
24/03/2022	139928238		ZOOM	Z002	119.90	23.98	143.88	4017	102	119.90	zoom subs 53230232
<b>TOTAL INVOICES</b>					<b>51,627.41</b>	<b>8,180.63</b>	<b>59,808.04</b>			<b>51,627.41</b>	

## Bought Ledger 1 for Month No 1

## 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
30/04/2022	20220604		A BIG VOICE	A010	1,200.00	0.00	1,200.00	4166	301	1,200.00	Picnic on the pitch entertainm
30/04/2022	A3298		ALR TRAINING	A023	100.00	20.00	120.00	4166	301	100.00	1st aid picnic on pitch
30/04/2022	A3299		ALR TRAINING	A023	80.00	16.00	96.00	4221	303	80.00	1st Aid LH Family Fun Day
11/04/2022	2022-2925		AMAZON	A035	2.87	0.58	3.45	4013	102	2.87	USB CHARGER
30/04/2022	2022-3362		AMAZON	A035	21.62	4.33	25.95	4112	201	21.62	Hi-Viz workwear
11/04/2022	2022-23670		AMAZON	A035	21.58	4.32	25.90	4112	201	21.58	GAFFER TAPE
04/04/2022	58446		ABBOT FIRE	A054	44.30	8.86	53.16	4091	261	44.30	CHAMBER
11/04/2022	58530		ABBOT FIRE	A054	111.10	22.22	133.32	4601	251	111.10	EMERGENCY LIGHTS - BOWLS
01/04/2022	500150149X		BUCKS COUNCIL	B006	2,095.80	0.00	2,095.80	4225	253	2,095.80	rates cemetery
01/04/2022	5001054514		BUCKS COUNCIL	B006	2,120.75	0.00	2,120.75	4225	302	2,120.75	rates market
01/04/2022	5001740349		BUCKS COUNCIL	B006	2,794.40	0.00	2,794.40	4225	102	2,794.40	rates buck centre
01/04/2022	5001754123		BUCKS COUNCIL	B006	4,141.70	0.00	4,141.70	4225	248	4,141.70	rates unit 12 & 17
01/04/2022	5001756385		BUCKS COUNCIL	B006	9,730.50	0.00	9,730.50	4225	250	9,730.50	rates LHSCC
11/04/2022	316435		BROWNS	B031	3.17	0.63	3.80	4037	205	3.17	ANTIFREEZE
11/04/2022	316643		BROWNS	B031	37.08	7.42	44.50	4037	205	37.08	RED LINE
30/04/2022	316914		BROWNS	B031	7.17	1.43	8.60	4112	201	7.17	pulley
30/04/2022	2022/25/BTC		BLACK DOG DESIGN	B038	1,164.00	84.00	1,248.00	4032	102	1,164.00	BTM newsletter
27/04/2022	73459		CDS GROUP	C007	6,350.00	1,270.00	7,620.00	9002	901	6,350.00	new cemtery design
01/04/2022	1041		CLOUDY IT	C073	898.60	179.72	1,078.32	4027	102	898.60	hosting
30/04/2022	1243		CLOUDY IT	C073	898.60	179.72	1,078.32	4027	102	898.60	hosting
30/04/2022	KI-033A4888-0003		E-ON	E006	192.68	9.63	202.31	4602	248	192.68	unit 12
30/04/2022	KI-C151764D-0001		E-ON	E006	214.63	10.73	225.36	4159	250	214.63	LHSCC April 22
27/04/2022	53956		ELAS	E021	4,325.40	865.08	5,190.48	4025	101	4,325.40	HR advice 2022/23
01/04/2022	FD4096		FORTEM	F005	110.00	22.00	132.00	4041	102	110.00	hosting x 3 months
30/04/2022	60328		FLAG & BUNTING	F012	38.00	7.60	45.60	4278	303	38.00	union jack bunting
11/04/2022	61166		FLAG & BUNTING	F012	166.25	33.25	199.50	4244	303	166.25	UNION JACKS, ST GEORGES
12/04/2022	16255778		FORD LEASE	F051	25.00	0.00	25.00	4063	205	25.00	RFL increase
08/04/2022	4180		GREENFLOW	G020	30.41	6.08	36.49	4709	254	30.41	AUTOFLUSH SERVICE

## Bought Ledger 1 for Month No 1

## 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
30/04/2022	612785		GRUNDON	G050	109.37	21.87	131.24	4033	205	109.37	wheelie bins LHSCC
30/04/2022	612786		GRUNDON	G050	209.97	41.99	251.96	4033	205	209.97	wheelie bins unit 12
28/04/2022	1146		GM UTILITIES	G057	1,724.17	344.83	2,069.00	4270	262	1,015.00	Supply additional timber
								4112	201	709.17	Supply additional timber
28/04/2022	1147		GM UTILITIES	G057	2,519.00	503.80	3,022.80	4013	248	2,000.00	additional works rotten timber
								4112	201	519.00	additional works rotten timber
08/04/2022	11774		HEALTH	H011	1,741.67	348.33	2,090.00	4612	249	870.84	MAINTENANCE
								4612	254	870.83	MAINTENANCE
30/04/2022	31823		HIGHGEAR	H32	220.24	37.04	257.28	4063	205	220.24	annual service & MOT OY15 PZX
30/04/2022	1390		IAC	I001	385.00	77.00	462.00	4014	104	385.00	internal audit - year end 2022
01/04/2022	4126/2022/23		INSTITUTE OF CEMETER	I002	95.00	0.00	95.00	4017	102	95.00	ICCM subs
30/04/2022	1498		ILLYRIA	I010	3,782.50	756.50	4,539.00	4222	303	3,782.50	Peter Pan performance x 2
30/04/2022	BTC02		MARK EDWARDS	M001	250.00	0.00	250.00	4208	301	250.00	live music spring fair
30/04/2022	3765		MIKE RAWDING	M016	4,820.00	964.00	5,784.00	9057	901	4,820.00	cemetery lodge roofing works
30/04/2022	3770		MIKE RAWDING	M016	7,230.00	1,446.00	8,676.00	9058	901	7,230.00	chandos Bowls Club roofing rep
28/04/2022	3775		MIKE RAWDING	M016	930.00	186.00	1,116.00	4601	251	930.00	Chandos Bowls Club repairs
30/04/2022	105485		MAINSTREAM	M061	109.34	21.87	131.21	4018	102	109.34	816426
30/04/2022	105486		MAINSTREAM	M061	54.90	10.98	65.88	4018	102	54.90	816801
30/04/2022	105487		MAINSTREAM	M061	99.11	19.82	118.93	4018	102	99.11	816801
30/04/2022	105488		MAINSTREAM	M061	51.93	10.39	62.32	4018	102	51.93	812872
30/04/2022	105489		MAINSTREAM	M061	66.15	13.23	79.38	4018	102	66.15	812872
01/04/2022	2022/23		NBPPC	N003	20.00	0.00	20.00	4017	102	20.00	NBPPC subs 2022/23
01/04/2022	22/35		NABMA	N008	384.00	0.00	384.00	4235	302	384.00	annual NABMA subs
30/04/2022	230972		NATIONAL EXPRESS	N023	44.08	0.00	44.08	4253	305	44.08	national express ticket sales
30/04/2022	27/4/22		OLD GAOL	O010	482.39	0.00	482.39	4052	102	482.39	ultilities 2021/22 Old Gaol
12/04/2022	45978		ONLINE PLAYGROUNDS	O023	170.17	34.03	204.20	4106	262	170.17	WETPOUR , GRASS MATS, PINS
27/04/2022	118135		PARAGON	P008	186.00	37.20	223.20	4620	253	186.00	digger hire
27/04/2022	118221		PARAGON	P008	8.00	1.60	9.60	4037	205	8.00	brass hose joiner
30/04/2022	1479		PJ SIGNS	P028	105.00	0.00	105.00	4032	102	105.00	a3 corex signs

## Bought Ledger 1 for Month No 1

## 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
28/04/2022	138250		PAYROLL OPTIONS	P057	201.37	40.27	241.64	4030	102	201.37	P60's
30/04/2022	138439		PAYROLL OPTIONS	P057	132.81	26.56	159.37	4030	102	132.81	payroll processing x 23
01/04/2022	25305		RBS	R001	1,228.80	0.00	1,228.80	4027	102	1,228.80	omega Subs 2022
30/04/2022	3213		SLCC	S005	300.00	0.00	300.00	4023	102	300.00	LS CILCA
12/04/2022	205774-1		SLCC	S005	461.00	92.20	553.20	4023	102	461.00	CM CONFERENCE
30/04/2022	CREDIT 3213		SLCC	S005	-300.00	0.00	-300.00	4023	102	-300.00	MISPOST SLCC INV
30/04/2022	BT310322		SCREWFIX	S044	1,182.21	0.00	1,182.21	4124	204	1,182.21	mowing
30/04/2022	BTC310322		SCREWFIX	S044	298.78	0.00	298.78	4124	204	298.78	mowing
30/04/2022	CORRECT		SCREWFIX	S044	-1,480.99	0.00	-1,480.99	4124	204	-1,480.99	CORRECT MISPOSTED INVS
30/04/2022	BTC300422		STEWKLEY	S057	1,182.21	0.00	1,182.21	4124	204	1,182.21	DEV SERVS
30/04/2022	BTC310322		STEWKLEY	S057	298.78	0.00	298.78	4124	204	298.78	DEV SERV
12/04/2022	AFP820		TRAVIS	T010	11.72	2.34	14.06	4601	252	11.72	BRUSHES
12/04/2022	47822		T KING ASSOC	T030	259.50	51.90	311.40	4043	102	259.50	UNIFORM
01/04/2022	8721965		VIKING DIRECT	V001	37.82	7.56	45.38	4010	102	37.82	stationery
06/04/2022	8747096		VIKING DIRECT	V001	42.08	8.42	50.50	4010	102	42.08	STAT
06/04/2022	8813592		VIKING DIRECT	V001	42.08	8.42	50.50	4010	102	42.08	STAT
27/04/2022	8870407		VIKING DIRECT	V001	158.60	31.72	190.32	4010	102	158.60	stationery
28/04/2022	0200487546		VISTAPRINT	V009	105.81	21.16	126.97	4166	301	87.48	banners x 2 picnic on pitch
								4601	251	18.33	banner quick litter pick
06/04/2022	30413525		VALE TRAINING	V012	625.00	125.00	750.00	4023	102	625.00	BRUSHCUTTER AND LANTRA CERT
01/04/2022	INS 2022/23		ZURICH	Z001	16,291.66	0.00	16,291.66	4022	104	16,291.66	insurance 2022/23
<b>TOTAL INVOICES</b>					<b>83,802.84</b>	<b>8,045.63</b>	<b>91,848.47</b>			<b>83,802.84</b>	

**Buckingham Town Council**  
**Resources Committee Meeting**  
**Monday 16<sup>th</sup> May 2022**

**Ear-Marked Reserves**

**Officer:** Paul Hodson; Town Clerk

## 1. Recommendation

1.1. It is recommended that the Committee recommends to Full Council to amend the ear-marked reserves for 2022/23 to consist of the items listed under **Section 3** of this report.

## 2. Background

2.1. The Council's Financial Regulations state that:

*4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.*

2.2. And

*4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.*

2.3. Full Council agreed to transfer funds to the following ear-marked reserves during the Precept Meeting held in January 2022 (593/21):

Code	Budget	Est March 2021	Addition	New total
9001	Youth Council	1,000	1,015	2,015
9002	Cemetery development	62,836	15,997	78,833
9004	Solar panels at Lace Hill	6,029	350	6,379
9006	Speedwatch	598		598
9010	Flood relief fund	826		826
9013	Youth projects	3,000		3,000
9015	Charter fairs	4,136		4,136
9025	Play area replacement	45,121	1,015	46,136
9027	Green Buckingham	226		226
9029	Circular Walk	5,399		5,399
9030	Tourism leaflets	2,404		2,404
9035	Parks Development	1,405		1,405
9040	Park run	89		89
9045	Access for All	251		251
9048	Buckingham Action Group	1,283		1,283
9049	Neighbourhood Plan	20,000	2,000	22,000
9051	Office development / furniture	6,533		6,533

Code	Budget	Est March 2021	Addition	New total
9052	Depot equipment	15,000		15,000
9053	Defibrillators	420	135	920
9054	Lace Hill Repairs & Maintenance	25,000		25,000
9055	River rinse	250		250
9057	Cemetery Lodge repairs	10,000		10,000
9058	Bowls Club Pavillion repairs	8,000		8,000
9059	Making good / boundary repairs	45,000		45,000
9060	River Wardens	1,575		1,575
9061	Covid bounce back events	194		194
9065	Purchase Cemetery & Allotment	87,000		87,000
TBA	Training		2,000	2,000
TBA	Computer equipment		1,000	1,000
TBA	Website		4,000	4,000
TBA	Rates		1,706	1,706
TBA	Legal Costs		2,000	2,000
TBA	Community Service		2,769	2,769
TBA	Christmas Lights		455	455
TBA	Christmas Light Switch On		1,038	1,038
TBA	One off Events		1,000	1,000
TBA	War Memorial		500	500
TBA	Tourism Website		700	700
TBA	Accessibility		2,513	2,513
	<b>TOTAL</b>	<b>353,575</b>	<b>40,193</b>	<b>394,133</b>

- 2.4. The precept report estimated that the total reserves at 31st March 2022 would be £814,158. It was forecast that introducing the Earmarked Reserves would increase the Earmarked Reserves by £40,193 to £394,133. This would have left a General Reserve of £420,025, equivalent to 4.5 months of Net Revenue Expenditure.
- 2.5. The actual year end accounts show a greater revenue underspend than forecast. The actual underspend was £123,216. Some of the underspend is due to delays to expenditure, such as the underspend in new cemetery repayments (253 4619). Some were due to unforeseen circumstances (such as the cancellation of the Christmas Light Switch on due to bad weather, and the earlier cancellation of the usual Mayor Making ceremony due to Covid restrictions), and some were due to budgets not being required (such as the Occupational Health budget).
- 2.6. However, the final use of Ear-marked reserves during the year was greater than forecast, due to substantial projects such as the new cemetery design, and works to cemetery lodge and bowls club, taking place sooner than anticipated. The two combined mean that actual amount of money in the bank remains roughly the same, but a greater amount is currently in the general reserve rather than ear-marked reserves.
- 2.7. It is therefore proposed to further increase some ear-marked reserves, to ensure funds are available for necessary works, and to keep the general reserve in line with good practice. It is proposed to recommend to Full Council to adopt the following revised Ear-Marked Reserves:

### 3. Proposed Revised Ear-Marked Reserves

Code	Budget	Current	Addition	New total
9001	Youth Council	1,000	1,015	2,015
9002	Cemetery development	20,463	35,997	56,460
9004	Solar panels at Lace Hill	6,029	350	6,379
9006	Speedwatch	598		598
9010	Flood relief fund	826		826
9013	Youth projects	3,000		3,000
9015	Charter fairs	4,136	1,335	5,471
9025	Play area replacement	47,512	1,015	48,527
9027	Green Buckingham	226		226
9029	Circular Walk	5,399		5,399
9030	Tourism leaflets	2,404		2,404
9035	Parks Development	1,405		1,405
9040	Park run	89		89
9045	Access for All	251		251
9049	Neighbourhood Plan	20,000	2,000	22,000
9051	Office development / furniture	1,947		1,947
9052	Depot equipment	15,000		15,000
9053	Defibrillators	420	135	555
9054	Lace Hill Repairs & Maintenance	25,000		25,000
9055	River rinse	250		250
9057	Cemetery Lodge repairs	5,180		5,180
9058	Bowls Club Pavillion repairs	770		770
9059	Making good / boundary repairs	45,000		45,000
9061	Covid bounce back events	906		906
9062	Grants / voluntary sector support	280	2,000	2,280
9063	Twinning	361		361
9065	Purchase Cemetery & Allotment	87,000		87,000
9066	Swan sculpture project	1,474		1,474



<b>Code</b>	<b>Budget</b>	<b>Current</b>	<b>Addition</b>	<b>New total</b>
TBA	Training		2,000	2,000
TBA	Insurance		2,937	2,937
TBA	Computer equipment		1,000	1,000
TBA	Website		4,000	4,000
TBA	Rates		1,706	1,706
TBA	Legal Costs		2,000	2,000
TBA	Community Service		2,769	2,769
TBA	Christmas Lights		2,279	2,279
TBA	One off Events		1,000	1,000
TBA	War Memorial		500	500
TBA	Tourism Website		700	700
TBA	Accessibility		2,513	2,513
TBA	Recruitment		1,000	1,000
TBA	Parks Development		20,000	20,000
	<b>TOTAL</b>	<b>296,926</b>	<b>88,251</b>	<b>385,177</b>

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
1. To provide and maintain standards for Town Council services to the residents of Buckingham	Legislative change which will have an impact on the Town Council's powers, duties and funding	1	3	3	RFO, Councillors & staff keep apprised of developments and good practice, including through SLCC, BMKALC and NALC membership.	Existing Procedures are adequate
	Loss or damage to physical assets owned by the Town Council including buildings and equipment	1	4	3	All physical assets insured	Existing Procedures are adequate
					All assets checked regularly, including review of the asset register each year in preparation for the Annual Return	By annual resolution of Full Council
					Assets recorded and managed through RBS asset tool.	Existing Procedures are adequate
	Damage to third party property or individuals as a consequence of the Town council providing services (public liability)	2	3	6	Public liability Insurance renewed annually	By annual resolution of Full Council
					In addition, weekly and annual checks of play equipment are made using ROSPA standards	
Insufficient staff or other resources to deliver the service needs	2	3	6	Staff have general awareness of other team member's essential tasks and can provide cover when required; each service role can be delivered by at least three staff members	Existing Procedures are adequate	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					Town Clerk to formally monitor and review staff and work levels, including through the annual appraisal process. Any concerns regarding this to then be brought to Council	Review annually through appraisal process
2. To provide a safe and fulfilling working environment for staff	Employees contravene H & S policy and legislation	2	3	6	H & S & First Aid training, insurance, Risk Assessments regularly checked and updated	Existing Procedures are adequate
	Potential legal proceedings up to corporate manslaughter	1	4	4	Employer's Liability insurance is in place	Existing Procedures are adequate
					Employee training and awareness	Existing Procedures are adequate
	Staff retention issues	3	3	9	Staff training where appropriate. Annual appraisals review four year goals in addition to reviewing annual performance and setting annual objectives and where appropriate plans put in place to support career progression. The organisation is too small to enable career progression for all staff, so the likelihood is significant.	Existing Procedures are adequate
3. To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action and loss of confidence in Town Council	1	3	3	RFO keeps up to date with legislative changes, discusses latest requirements with internal and external auditors.	Existing Procedures are adequate
					RBS used to manage accounts and provide regular reports to Resources Committee to provider assurance	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Loss of income through error or fraud	1	3	3	Fidelity Guarantee Insurance	Existing Procedures are adequate
					RFO continually reviews controls and current procedures	Existing Procedures are adequate
4. To ensure that all actions taken by the Town Council comply with all current Legislation	Non-compliance with legislation or practice result in Council being 'Ultra Vires'	1	3	3	RFO to keep apprised of developments and good practice and seek advice as needed, including through SLCC, BMKALC and NALC membership. Internal and external audit process.	Existing Procedures are adequate
5. Cemetery	Inadequate space to meet demand	3	4	12	Additional 64 burial spaces created during winter of 2018/19 in Brackley Road Cemetery. Additional Garden of Rest created during 2021.	Existing Procedures are adequate
	Loss of income	3	4	12	Additional 64 burial spaces created during winter of 2018/19 in Brackley Road Cemetery.	For six monthly review; operational site required by 2024
6. Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)				Contract of employment in place, accompanied for all staff by handbook containing key policies which has been quality assured by ELAS.	Annual review
					Matters relating to staff discussed by Staffing (Confidential Matters) Committee	Existing Procedures are adequate
					Town Clerk to keep up to date with employment law and seek HR advice where appropriate	Existing Procedures are adequate
		2	3	6		

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					Contract with ELAS in to quality assure contracts, policies and processes and provide expert advice as required	Existing Procedures are adequate
					Other policies in place	Existing Procedures are adequate
					Legal insurance in place	Existing Procedures are adequate
7. Staff	Impact of staff loss	4	2	8	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business. All service roles able to be delivered by at least three staff	Existing Procedures are adequate
	Loss of key staff trained in financial systems, process or rules	4	2	8	Staffing arranged so that knowledge is distributed between RFO and at least two other staff	Existing Procedures are adequate
					Use of common systems, including popular accounts system, and retention of detailed manuals.	Existing Procedures are adequate
8. Financial Control	Inappropriate expenditure made	1	4	4	Payments reported to Resources committee for review and corrective action if necessary	bi-monthly reports
					Financial procedures ensure no individual has unique access to expenditure	By annual resolution of Full Council
	Financial Regulations become out of date with change in technology, regulation or business					Council to review financial regulations once a year

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
		2	3	6	Annual internal audit to comment on any need to make updates	Annual review
					The RFO and Clerk react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	Existing Procedures are adequate
	Lack of budgetary overview/overspend against budget	1	3	3	Quarterly review of nominal ledger	Quarterly review
					Monthly review of income and expenditure	Monthly review
					Seven week review by Resources Committee	bi-monthly reports
	Lack of finance to meet unbudgeted, urgent commitments ( with safety or other critical implications)	2	3	6	Contingency included in budget	By annual resolution of Full Council
Further Reserves of equivalent to at least three more month's spend available for use within 24 hours					Existing Procedures are adequate	
9. Systems & Record keeping	Lack of accurate or effective account records and control	1	3	3	The RBS Omega accounts system is used which is an accepted accounts package	Existing Procedures are adequate
					All data is saved to a cloud server offsite, which is backed up by the Council's contractor daily.	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Loss of data	1	3	3	Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued	Existing Procedures are adequate
					All cheques issued from the main account are authorised and signed by 2 Councillors with retrospective approval by the Resources Committee. (Approval is given by email by at 2 councillors where cheque signing is not possible)	Existing Procedures are adequate
					Documents are retained for 12 years	Existing Procedures are adequate
	VAT not accurately managed	1	3	3	The RBS Omega system incorporates a VAT schedule which is an accepted package that allows differentiation between tax rates etc. and is itemised in a full report relating back to the original item within the accounts.	Existing Procedures are adequate
					VAT is applied to all mileage payments at the rate applicable at the time as advise by HMR&C	
					VAT returns are lodged digitally on a quarterly basis in line with accepted procedures	Existing Procedures are adequate
					Procedures are inspected by HMR&C every three/four years and have been approved	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Payroll / Pension	1	3	3	Payroll is outsourced to a specialist company	Existing Procedures are adequate
					The Town Clerk authorises any overtime, mileage or special duty payments act, on a monthly basis	Existing Procedures are adequate
					Hard copies linked to payroll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund and HMRC	Existing Procedures are adequate
					All BACs payments and cheques to the pension fund & HMRC are authorised by council on a meeting cycle basis	Review by Councillors
					The monthly pay is issued via BACs payments which have been established for some time with the bank	Existing Procedures are adequate
					Payments can only be issued for the nominated employees, which must be authorised in advance of the payment, with accuracy checked by a further officer.	Existing Procedures are adequate
					Documents are retained for 12 years	Existing Procedures are adequate
					Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information & highlight and discrepancies	Existing Procedures are adequate
					The Council agrees the salary scales for Town Council staff	By annual resolution of Full Council



RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
10. Banking Arrangements & Procedures	Lloyds Bank is used which offers no Bank charges	1	3	3	One bank account used daily with RFO, Finance Officer & DTC	Existing Procedures are adequate
	Accounts	1	3	3	Reserves above two months expenditure are placed into a higher rate deposit account to maximise income while not affecting cash flow	Existing Procedures are adequate
11. Banking Security/Access to Finances	Cheques	1	3	3	Each cheque is drawn from the main account and must be signed by 2 Councillors as detailed on the back mandates (which are amended when required to ensure that sufficient signatories are available at all times)	Existing Procedures are adequate
	Transfers	1	3	3	Transfers to the higher rate deposit account or the CCLA deposit account are done via telephone or online banking by the RFO. Funds in the higher rate deposit accounts can only be transferred into the general savings account.	Existing Procedures are adequate
	Bank Reconciliation					All accounts are reconciled using the RBS Omega system within 10 days of receipt of any statement
Any discrepancies are immediately reported to the bank for investigation						Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
		1	3	3	All petty cash accounts which do not have statements are reconciled on a monthly basis by the Finance Officer against the cash held and any discrepancies are immediately reported to the RFO	Existing Procedures are adequate
	Separation of Duties	1	3	3	The office has established separation of duties to ensure that no one person has access to the bank balances and cash. Two Councillor's signatories are required at all times. The RFO does not have access to petty cash or cheques.	Existing Procedures are adequate
	Access to the main bank accounts				As detailed under Banking arrangements & Procedures above, no one person has access to monies held in the main accounts. Any new bank accounts would require agreement from the Town Council and two signatures	Existing Procedures are adequate
		1	4	4	All invoices are checked by the Finance officer in advance of payment and if related to an order, this has passed through the ordering procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)	Existing Procedures are adequate

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

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					All bookings must be paid for in advance to avoid bad debts. Block bookers are invoiced or given the option of paying the sites on a weekly basis. Hirers pay deposits.	Existing Procedures are adequate
	Hire charges received within the office	1	3	3	All post is logged by an officer and any payments received are itemised & given to the Finance Officer for processing	Existing Procedures are adequate
	Cash collected from community events	1	2	2	All cash collected at events is collected by appointed staff and volunteers in approved charity buckets which are allocated at the start of the event	Existing Procedures are adequate
Any buckets are locked securely in the Town Council office or Chamber and at the end of the event					Existing Procedures are adequate	
At the office the cash is emptied and counted manually at the latest on the following working day by at least two members of staff					Existing Procedures are adequate	
	Processing and banking				When the money is received it is balanced by the Finance Officer within the office against any receipts/invoices and any discrepancies are followed up	Existing Procedures are adequate
					When the monies have been balanced, the details are input onto the RBS Omega system and all entry references are printed out and retained	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
		1	2	2	The hire charges are banked when received	Existing Procedures are adequate
		1	2	2	The cash element is usually below £500	Existing Procedures are adequate
		1	2	2	A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation	Existing Procedures are adequate
		1	2	2	This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for	Existing Procedures are adequate
12. Financial Administration	Records non-compliant or inadequate	1	3	3	Internal auditor reviews record keeping twice a year	Existing Procedures are adequate
		1	3	3	Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulations	Existing Procedures are adequate
	Expenditure/income coded incorrectly	1	3	3	RFO checks nominal ledger every quarter	Existing Procedures are adequate
		1	3	3	Items are coded	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Standing Orders	1	3	3	The Town Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices	Existing Procedures are adequate
					Standing orders are reviewed and approved by Town Council on an annual basis	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	2	3	6	Programme of meetings to meet statutory deadlines	Existing Procedures are adequate
					RFO and Deputy Town Clerk check meeting dates each year against statutory requirements	
	Invoice payment without authority	1	4	4	All payments reviewed against purchase order where one exists, or Nominal Ledger code provided by RFO to authorise payment. Two Councillors sign cheques and Resources Committee review all payments	Existing Procedures are adequate
	Incoming cash and cheque misappropriation	1	3	3	Individual receipts to be issued for all cash payments and for cheque payments on request	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Theft of funds	1	3	3	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons. Chair of Resources checks and signs bank reconciliation once a quarter.	Existing Procedures are adequate
					Cash and cheques stored securely and banked within 5 working days of receipt	Existing Procedures are adequate
	Incorrect entries by bank	1	3	3	Bank statements reconciled monthly	Existing Procedures are adequate
13. Ordering Procedure	Fraud / expenditure takes place without the correct authority	1	3	3	A comprehensive ordering system is established which ensures that all orders are requested in writing, correctly authorised by the RFO or approved by council & are within acceptable budget limits	Existing Procedures are adequate
					This system incorporates job numbers/minutes and RBS Omega codes so that any order can be traced from origin to finish across a variety of systems	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
14. Annual Budget & Precept Calculations	The annual budget and precept calculations	1	3	3	The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and Council members	Existing Procedures are adequate
					The RFO also completes a mid-year review in November for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance	Existing Procedures are adequate
					The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based	Existing Procedures are adequate
					The new budget is discussed and fine-tuned during December Council and Committee meetings after the up to date number of band D properties have been confirmed by the Principal Authority.	Existing Procedures are adequate
					Minutes are recorded at each stage to substantiate the budget development	Existing Procedures are adequate



RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					The final budget is discussed by a Precept meeting of Full Council in January. The Principal Authority is advised of the precept for the coming year once agreed	Existing Procedures are adequate
	Loss of income due to a reduction in the Council Tax base	2	1	2	The Council receives the Council Tax base figures in time to set a budget that takes account of them.	
15. Monitoring of Budgets	Comprehensive budgets	1	3	3	Comprehensive budgets are set for each committee & these are loaded onto RBS Omega accounts system at the start of the new financial year	Existing Procedures are adequate
	Monitoring	1	3	3	On-going daily expenditure has already been incorporated within the budget and the RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits	Existing Procedures are adequate
					All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget	Existing Procedures are adequate
					Any over expenditure is highlighted and brought to the attention of the RFO	Existing Procedures are adequate
					Each Committee receives a report on the use of its budget at each meeting	Existing Procedures are adequate
Reporting				A full report of expenditure against budget is lodged with Council at each Resources Committee meeting	Existing Procedures are adequate	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
		1	2	2	This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract	Existing Procedures are adequate
					Any that do not meet the budget levels are highlighted to members if needed along with committed expenditure	Existing Procedures are adequate
16. Insurable Risks	Employer's Liability	1	3	3	Insurance cover is in place	Existing Procedures are adequate
	Theft of money by third party	1	3	3	Insurance cover is in place	Existing Procedures are adequate
	Theft of money by employee or member	1	3	3	Fidelity Guarantee cover is in place	Existing Procedures are adequate
	Property	2	4	8	Cover for buildings & contents	Existing Procedures are adequate
					All risks cover for selected items	Existing Procedures are adequate
	Officials Indemnity	1	3	3	Continue with existing cover (£250k)	Existing Procedures are adequate
	Libel and Slander	1	3	3	Continue existing cover (£250k)	Existing Procedures are adequate
	Personal Accident	3	4	12	Continue with existing cover (scale benefits)	Existing Procedures are adequate
	Legal disputes	2	3	6	Cover for specified legal disputes	Existing Procedures are adequate
	Long term sickness of employee	3	3	9	Not covered by insurance; managed within the overall staffing budget	Existing Procedures are adequate
Liability limited by contract					Existing Procedures are adequate	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Business interruption	1	3	3	Potential alternative premises available at the Lace Hill Centre and Council Chamber	Existing Procedures are adequate
					All office staff have laptops and can access all files from home or other sites	
					Use of cloud-based system, which is also backed up off site.	Existing Procedures are adequate
					Ability to restore onto hired equipment	
					Cover in place for excess costs	Existing Procedures are adequate
	Loss/destruction of financial records	1	3	3	Key financial data held electronically and backed up off site	Existing Procedures are adequate
				All electronic documents backed up daily offsite	Existing Procedures are adequate	
17. Loss of Records	Loss of documentation	1	3	3	Deeds and other legal documents relating to real estate stored in the office in a fire safe, historic stored at the depot	Existing Procedures are adequate
18. Asset List	Purchased	1	3	3	An asset list is maintained by the Town Council Office using the RBS asset package from April 2019.	Existing Procedures are adequate
					This is updated throughout the year with new assets. In addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., is kept on a secondary list	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Maintained	1	3	3	The asset list is circulated to staff on an annual basis to ensure that all items are correct	Existing Procedures are adequate
					The Town Council has a scheme for maintenance of assets	Existing Procedures are adequate
19. Internal Audit	Internal Audit	1	3	3	The Internal Auditor and scope of audit is approved annually by Council and attends the office to complete the internal audit in May of each year. Additional visits can be arranged as required and at least one interim visit is arranged, during the autumn.	Existing Procedures are adequate
					The report is presented to Council for acceptance.	Existing Procedures are adequate
					The Council review the effectiveness of Internal Audit annually	Existing Procedures are adequate
20. External Audit	External Audit				The external auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements	Existing Procedures are adequate
					Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels	Existing Procedures are adequate
					The RFO completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE		
		1	3	3	<p>The RFO presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the RFO in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	<p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p>		
21. Insurance	Fidelity Insurance	1	3	3	<p>Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts</p> <p>Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, and cross referenced receipts of income</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>	<p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p>		
	Insurance						Zurich has been used as a recognised Town Council provider	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
		1	3	3	BTC are currently tied into a deal until 2023. The arrangements are due to be retendered during 2022.	Existing Procedures are adequate
					Annual reviews are carried out to ensure sufficient cover is in place	Existing Procedures are adequate
22. Pension fund	Poor Management of Pension Fund	1	4	4	The Town Council is part of the Buckinghamshire Council Pension Fund. The Fund is part of the Local Government Pension Scheme (LGPS). This ensures that the risks associated with the Fund are managed centrally by a competent authority.	Existing Procedures are adequate
	Loss from Pension Fund	2	3	6	The Council receives an annual valuation report, including details of the valuation method, assumptions and results of the valuation. This enables the Council to review the financial position of the Fund and to set appropriate contribution rates for the next period.	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
23. Financial loss due to Covid 19 or other public health restrictions	Loss of income from the Lace Hill Sports and Community Centre	2	3	6	<p>Overall, when the Council was restricted due to Covid 10 the Council saved more from cancellation of events and services than the cost of the total lost income.</p> <p>The Council's contingencies budget would accommodate any future unforeseen costs of cleaning materials etc.</p>	Existing Procedures are adequate
					If restrictions are repeated then it is likely the same situation would apply.	Existing Procedures are adequate
	Loss of Income from markets	1	3	3	Loss would occur if the markets were to close again, however this is unlikely, particular as essential stalls were able to continue through most of the lockdowns.	Existing Procedures are adequate
	Unplanned budget deficit leading to a depletion of reserves below the minimum recommended	1	5	5	The Town Clerk will continue to monitor the likelihood of future restrictions. The first closures did not lead to a depletion of reserves.	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
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### Buckingham Town Council - Risk Assessment Rating Scale

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

Likelihood



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 June 2022	Jun-22
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	Jun-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. <b>Action Committee Clerk</b>	Town Clerk		Agenda

Resources	735.1.1	Income not received from AVDC	Members agreed that income for Destination Buckingham Project, not received from AVDC, should not be written off. A letter to be written to Richard Ambrose.	Town Clerk		
Resources	739/21	Code of Conduct	Members agreed that training should be provided for all Councillors. Training options to be considered: evening training session or online training.	Town Clerk	Code of Conduct training has been agreed with Buckinghamshire Council. A date to be arranged.	Jun-22
Resources	757/21	Debtors	Members agreed that the Town Clerk should write to debtors to arrange a repayment schedule. Town Clerk to update members on responses at the next Resources Committee meeting in May.	Town Clerk	Letters sent, awaiting responses.	
Resources	757/21	Debtors	Cllr. Mordue proposed that a list of debtors (three months overdue) be presented to the Resources Committee. Cllr. Stuchbury seconded. Members unanimously <b>AGREED</b> .	Town Clerk		Agenda

**Buckingham Town Council**  
**Resources Committee Meeting**  
**Monday 16<sup>th</sup> May 2022**

**Standing Orders**

**Officer:** Paul Hodson; Town Clerk

**1. Recommendation**

1.1. It is recommended that the Council amends section 14.d of the Standing Orders to the version show in **section 4** below:

**2. Background**

2.1. The recent Extra Ordinary meeting of the Full Council, held on 11<sup>th</sup> April 2022, agreed for the Resources Committee to review the following Standing order: – minute (799/21).

**3. Current Wording**

**14.d** *Upon notification by Buckinghamshire Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.*

3.1. The current wording is taken from the National Association of Local Council's most recent model Code of Conduct. However, it has become clear that the Town Council does not have any power to consider actions to be taken in light of a code of conduct finding other than to implement sanctions decided on by Buckinghamshire Council. The Town Clerk has consulted with the Buckinghamshire and Milton Keynes Association of Local Councils' County Officer, and the following amended version is now proposed:

**4. Proposed Wording**

**14.d** *Upon notification by Buckinghamshire Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall take on board the recommendations of the monitoring officer and implement such sanctions as may be recommended. .*

**Buckingham Town Council**  
**Resources Committee Meeting**

**Monday 16<sup>th</sup> May 2022**

**Public Involvement in Council Meetings**

**Officer:** Paul Hodson; Town Clerk

**1. Recommendation**

1.1. It is recommended that members note the report.

**2. Background**

2.1. The manner of the public's involvement in Council meetings has been raised by some members.

**3. Current Situation**

1.2. Council meetings and committee meetings are not public meetings, they are rather meetings held in public. Councillors are responsible for debating and making decisions on all issues put before them. Meetings are held in public in accordance with the Local Government Act 1972, and to enable the Council to be as transparent as possible. The Council can only discuss matters in private where the public's presence is "prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons", in line with Schedule 12A, Local Government Act 1972 and the Public Bodies (Admissions to Meetings) Act 1960.

1.3. The Town Council is not legally obliged to provide members of the public with an opportunity to address councillors before a meeting. However, it is the practice of the Council to do so. The Council has adopted the following section from the National Association of Local Council's model standing orders. (The length of time is a matter for the Council's discretion):

**3**

*e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.*

*f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chair / chairman of the meeting.*

*g Subject to standing order 3(f) above, a member of the public shall not speak for more than 15 minutes.*

*h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chair / chairman of the meeting may direct that a written or oral response be given.*

- 1.4. NALC requires quality award holding councils to demonstrate that, “all meetings allow the public to make representations to the council.”
- 1.5. Some Councils ask the public to speak once the meeting has been formally opened and items such as apologies and declarations of interest have been carried out, but before substantial items of business have been discussed. Whether this approach is taken, or Buckingham’s approach of inviting members of the public to speak before the meeting proper has started, allowing members of the public to speak first enables them to ensure their views have been heard before councillors debate and make decisions on the matter in hand. In this way, councillors are best informed before taking any action.
- 1.6. A meeting may at any point suspend any standing order other than one which is a legal requirement. It has been the practice of Buckingham Town Council to suspend Standing Orders during a meeting to allow a member of the public or interested party to speak to provide further information or context to an item under discussion during the meeting. This is generally proposed by the Chair and carried out with the meeting’s assent but can be proposed by any member. This generally works well.
- 1.7. If any difficulties arise where members of the public do not feel fully heard, a mechanism does exist to allow councillors to hear them during the meeting, as just described. This is at the discretion of councillors, and subject to a vote. Members of the public do not have a right of reply. However this is appropriate given that formal council meetings are set for councillors to debate and make decisions, not to enable wider public debate.
- 1.8. The Council has been keen to involve members of the public in its work in as many ways as possible. These have included expanding the annual town meeting to include the virtual town meeting, and the recent investment in communications. The attendance of members of the public has grown with the opportunity to address councillors over Zoom, and with the number of people watching meetings on YouTube.
- 1.9. It is not proposed to make any changes to the current arrangements, which are consistent with the law and good practice, and allow councillors considerable flexibility in their approach to involved members of the public in meetings.

**BUCKINGHAM TOWN COUNCIL  
RESOURCES COMMITTEE  
MONDAY 16<sup>th</sup> May 2022**

Contact Officer: Louise Stubbs, Communications Clerk

**Buckingham Grants 2022 Update**

## 1. Recommendations

1.1. It is recommended that:

1.1.1. Councillors note the report

1.1.2. In every year the Emergency Grant funding is not taken up, that a £2,000 budget be added to earmarked reserves VCSE groups.

1.1.3. That the application form is amended to include a request for groups' website and social media addresses

1.1.4. That the application form is amended to include the amount spent in last year, amount in reserves, amount in allocated reserves and reserves policy

## 2. Background and summary

2.1. This is the first review of grants after a complete cycle of the new system, which began with the 2021-2022 grants period and has ended with a number of long term one year grants applicants moving on to our long term, four year grant system. The Resources Committee will review the grants process each year once grants have been awarded and end of year reports received.

## 3. One Year Grants

Award year	Amount applied for	Amount awarded	Final reports received
2021 – 2022 (13 awardees)	£19,610	£14,935	12/13
2022 – 2023 (8 awardees)	£13,384	£8,795	Not applicable

3.1. One final monitoring report from a one-year grant holder was not received, this has been noted and will count against the group should they choose to apply for funding in future years.

3.2. The number of awards is lower this year, largely due to regular recipients being awarded four-year grants.

3.3. One grant payment for 2021-2022 was not spent, an agreement has been made with the group to roll the funding forward into the next year. If they do

not spend it by the end of the 2023 year the Council will seek to reclaim the money. This would count against the group should they choose to apply for funding in future years.

#### 4. Four Year Grants

Award year	Amount applied for (over whole period)	Amount awarded (over whole period)	Final reports received
2019 – 2022 (3 awardees, over 3 years)	£50,247	£40,468	3/3
2022 – 2026 (8 awardees, over 4 years)	£94,465	£81,445	Not applicable

- 4.1. Early indications are that the change to four year grants has been successful, with many organisations telling us that the four year grant term brought them a sense of security in a difficult financial period and allowed them to plan for the future.
- 4.2. The new grants were publicised soon after the decision was made, and will be again throughout the year including at a cheque award day, via space in the newsletter, and at community events and with banner slots.

#### 5. Assessment against targets:

##### a. New applicants

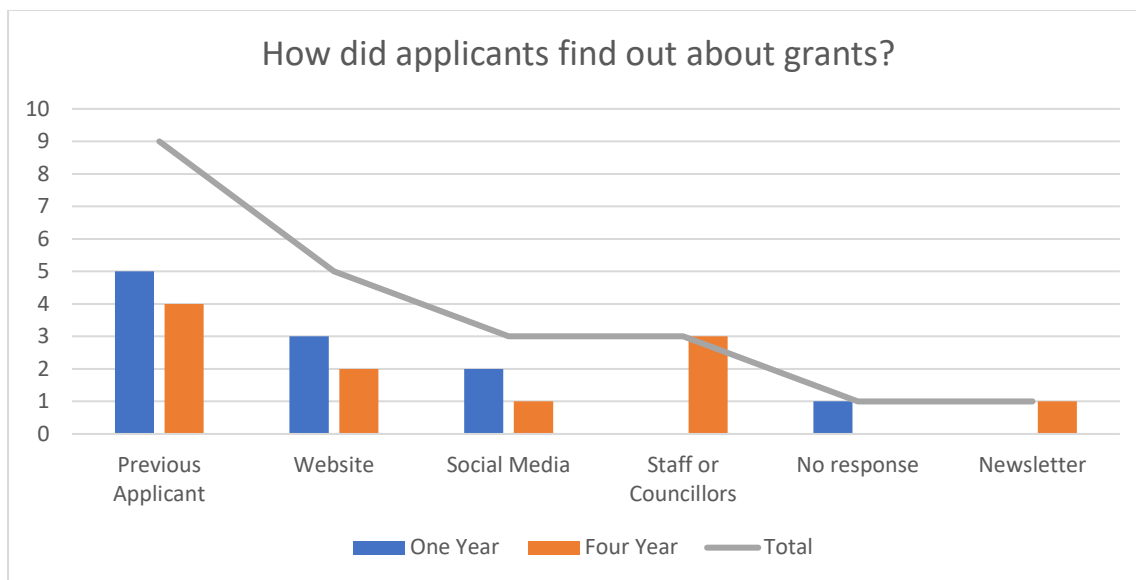
- 5.1. There was one applicant for one year or four-year funding in 2022 that had not applied before: Transitions UK. Their application was successful. Buckingham Fairtrade Steering Town was also a first-time applicant, although they had previously received funding in other ways.
- 5.2. There were several applicants who had only received funding once before in the last five years, including Buckingham United Football Club and Buckingham Town Cricket Club. Unsuccessful applicants Florence Nightingale Hospice and Buckingham Table also applied for the second time this year having received funds last year.

##### b. Public knowledge of grants

- 5.3. Knowledge of the availability of Town Council grants amongst the public was good, however there were less applicants than usual – likely because of continuing uncertainty about Covid-19 at the time of applications. Reach on social media was within the target range. The website had less visitors than the previous year to our grants pages. This year we also made use of the large screens to display videos advertising our grants programme at the

Annual Town Meeting. These will be updated and shown in the same way at other suitable opportunities.

5.4. Two groups contacted us significantly after the deadline to see if it was too late to apply. Both indicated that they had known what the deadline was. They were not allowed to apply, to be fair to those who had submitted on time. A higher number of applicants stated that they had been contacted by staff or Councillors about the grants in advance due to the changeover to four year grants for many groups, which they were notified about in advance.



**c. Equality and Diversity**

5.5. There has been a rise in the number of applicants correctly identifying an equalities benefit of their project. Most frequently named were: age (particularly, young or older people) and disability, with indirect benefits for race, sex, religion and marital status also identified in some cases.

5.6. Overall, it was clear most groups had given more thought than the previous year to how their project might impact on those with a protected characteristic under Equality Act 2010, and adjusted their plans where necessary, for example, celebrating a wider range of religious festivals.

**d. Environmental Impact**

5.7. A significant improvement in the number and types of environmental improvements to projects were suggested by applicants. New actions included: carbon offsetting, planting flowers and creating renewable energy. Many more applications spoke about the most common responses, including mentions of actions that have a high impact eg a rise in groups mentioning reusing materials from zero to three.

Answers given at least 3 times in 2022	2021	2022
Reduction of transport miles for products/service	4	6
reduction in use of single use plastic	2	6



Save water/electricity	2	4
Changes to building fabric to improve efficiency	2	3
Education	1	3
Recycling	1	3
Sustainably sourced materials	1	3
Reuse of materials		3

## 6. Changes to application forms

6.1. A number of changes to the application forms were suggested by Members at the January 2022 Resources meeting, and April 2022 grants review meeting:

- Inclusion of website, social media and additional contact details
- Inclusion of financial questions to summarise accounts - amount spent in last year, amount in reserves, amount in allocated reserves and reserves policy.

6.2. The grants policy will be updated to reflect these changes.

## 7. Emergency VCSE Funding

7.1. Following the last grants review, the Committee agreed to “add £2,000 to the contingencies budget which may be used by the Resources Committee to support voluntary, community and social enterprise (VCSE) organisations who urgently need funding during the year.” (370/20)

7.2. The grants policy currently states that:

### *Emergency Grants*

*At the discretion of the Resources Committee of Buckingham Town Council, small grants may be awarded to local not-for-profit organisations in emergency circumstances. Decisions over this funding would be made by the Resources Committee which meets six times a year. Contact the Town Clerk for more information.*

7.3. It is **RECOMMENDED** in every year the Emergency Grant funding is not taken up, that a £2,000 budget be added to earmarked reserves VCSE groups.

### **Feedback from grants holders**

The following feedback has been received about the new grants system:

“I can only add positive comments the four year grant system is excellent, the application process is very easy to understand and complete, monitoring forms are fine and the follow up service provided by the council staff very good.”

“My only comment is that I am very grateful to BTC for the four-year grant agreement which allows us to know where we stand for a few years ahead. I agreement you drafted was helpful and the process for discussing it with you prior to and post the drafting was very professional.”

## Buckingham Town Council's Climate Emergency Action Plan

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.				
	Action	Measure	Responsibility	Update
1.	<b>Creation of a Climate Emergency webpage to enable discussion, idea sharing and extend public awareness of the issues.</b>	Number of visitors per year	Resources Committee	Page created on the Town Council's website and has generated 124 page visits during the last year and, 114 unique page visits. Monthly social media content planning sessions allow for a regular programme of environmental campaigns and initiatives.
2.	<b>Information can be made available in Buckingham library and on notice boards to maximise public awareness and access to information</b>	Number of contacts made	Resources Committee	It is hoped we can arrange something with the Buckingham library, once business return to normal – Summer 2022
5.	<b>Encourage the formation of Local Climate Action Groups.</b>	One formed	Climate Champions	To be created following feedback from the public meeting on the 24 <sup>th</sup> March 2022. <b>Feedback is to be received at Full Council on 30<sup>th</sup> May and</b>

				then published on the website.
6.	<b>Host a public meeting on the issue.</b>	One per year	Climate Champions	Feedback is still be generated following public meeting on March 24 <sup>th</sup> 2022, although (to date) we've had three members of the public sign up to be part of a Buckingham Community Climate Action Group.
<b>Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat</b>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Updates</b>
7.	<b>Implement an Energy Audit of all Council buildings, operations and vehicles</b>	Actions implemented	Resources Committee	Eco Audit is currently taking place across a number of stages. It is hoped that a final report will be ready for late Spring 2022.
12.	<b>Install renewable energy generation on Council owned buildings</b>	Installation of Photovoltaic Panels on all the Lace Hill Centre,	Full Council and Resources Committee	Greenway Solar Panels commissioned and installed 55 Trina Solar Vertex S 380W all black

		The Community Centre and the new cemetery building (once constructed).		split cell mono photovoltaic (solar) panels at the Lace Hill Sports and Community Centre.  Plans in place to install Solar Panels on the Tingewick Road Cemetery building.
<b>Economy, Housing &amp; Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water</b>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Update</b>
14	<b><i>Investigate possibilities of rainwater harvesting for all new town council buildings and use the water for planters and hanging baskets</i></b>	One per new build (owned by BTC)	Resources Committee	To be considered within the construction design stage of the new cemetery buildings. Resources 5/7/21 all Town Council owned buildings are considered for retrofitting rainwater harvesting for watering the town's planters and hanging baskets.
15.	<b><i>Promote the installation of the water bottle refill station in Chandos Park and the national refill initiative</i></b>	Number of interactions through Social Media	Environment Committee and Resources Committee	<b>COMPLETE</b> <u>Water bottle refill station</u> installed and positively received.

16.	<b>Actions implemented to eliminate the use of single-use plastics within Council offices/buildings.</b>	No purchases of single use plastics	Resources Committee	<p>The Council no longer purchases single use plastic items for events and for use within its offices. This is written within the town Council's Sustainable Purchasing Policy. The plastic-free message was promoted as part of the 'Rubbish Campaign' and launch of the water bottle refill station in Chandos Park.</p> <p><b>Example: Tetrapack water 'bottles' have been purchased for staff use at this year's Celebrate Buckingham.</b></p>
17.	<b>Implement waste education and promotional campaigns</b>	Number of interactions through social media and with groups including schools	Resources Committee	<p>October's Local Democracy Week was focus on Climate Change and the office met with both senior schools to further discuss how they can get involve in Climate Community Action.</p> <p>The Office Apprentice ran a Recycling Mosaics competition with the Buckingham School to create artworks for display in the Tourist Information Centre.</p>

18.	<b>Request a carbon footprint of any Town Council investment and seek to reduce this by switching to investments supporting renewable energy projects and eco-enhancements.</b>	Measure and publish low carbon emission certification	Resources Committee	To be considered within the forthcoming Eco Audit commissioned by Resources.
19.	<b>Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available.</b>	Consideration of a procurement strategy	Resources Committee	Wherever possible sustainable materials will always be sourced from local providers.  July 2021: Full Council adopted a <u>Sustainable Purchasing and Procurement Policy</u>
20.	<b>Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.</b>		Resources Committee	From 2021/21 each applicant must state how their organisation is working to reduce the environmental impact of their project.

**Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.**

	Action	Measure	Responsibility	Updates
27.	<b>Finalise Flood Plans with local partners</b>	Number of contacts established	Environment & Resources Committee	Meetings have been held between
28.	<b>Advise residents on steps to increase resilience</b>	Increased number of residents signed	Environment & Resources Committee	Buckinghamshire Council and the Town Council to discuss how

		up to the Flood Warden Scheme		to ensure a coordinated response to future flood plans. Flooding advice has been added to the town council website. All properties at risk will be written to each year with details of the Council's plan and sources of support.
29.	<b><i>Promote the community flood warden scheme</i></b>	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	