



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
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Town Clerk: Mr. C. P. Wayman

07 June 2016

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on **Monday 13th June 2016** at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr. C. P. Wayman
Town Clerk

Please note that the Resources Committee will be preceded by a Public Session in accordance with Standing Order 1.3, which will last for a maximum of 15 minutes.

AGENDA

1. **Election of Chairman**
To Elect a Chairman of the committee for 2016-17
2. **Election of Vice Chairman**
To Elect a Vice Chairman of the committee for 2016-17
3. **Apologies for Absence**
Members are asked to receive apologies from Members.
4. **Declarations of Interest**
To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.
5. **Minutes of last meeting**
To receive the minutes of the Resources Committee meeting held on Monday 18th April 2016 ratified at the Full Council meeting held on 9th May 2016.
6. **Minutes of CSG Committee**
To receive the minutes of the CSG Committee meeting held on 13th April 2016.
CSG/08/16 Previously circulated
7. To discuss that following responses at Full Council on Monday 9th May; to suggest to Members that Councillors are given a maximum of 15 minutes total on the items of 'to receive reports from District and County Councillors'; to agree that any Councillor wishing to speak be given a maximum of 5 minutes.
8. **Action Report**
To receive the report and discuss matters arising

Appendix A

Buckingham



Twinned with Mouvaux, France



9. Accounts and Budgets

Members are asked to receive and consider the attached Income and Expenditure reports.

Appendix B

10. Financial Documents for approval

10.1 To review and approve the Financial Regulations

Appendix C

10.2 To review and approve the Standing Orders

Appendix D

10.3 To review and approve the Financial Risk assessment

Appendix E

11. Internal Audit Report 2015-16

To receive, discuss and approve the report

Appendix F

12. Telephone system and providers

To receive a written report from the Town Clerk

R/11/16

13. Furniture – Lace Hills Sports and Community Centre

To discuss and agree Lace Hill Sports and Community Centre furniture and supplier.

Report attached from Deputy Town Clerk with quotations and recommendation

R/09/16

14. Town Action Commission

To receive a written report from the Deputy Town Clerk regarding Making Buckingham parent and child friendly

R/10/16

15. Lace Hill Sports and Community Centre Booking System

To receive a written report from the Deputy Town Clerk

R/12/16

16. Terms of Reference

To review and amend the Terms of Reference as agreed at the Annual Statutory Meeting

Appendix G

17. New Depot

To confirm, for the confirmation of the minutes that Councillors are happy to purchase the new depot for £190,000

18. Chairman's Announcements

19. Date of next meeting

To:

Cllr Ms. J. Bates

Cllr. T. Bloomfield

Cllr. Mrs. G. Collins

Cllr. P. Collins

Cllr. J. Harvey Chair

Cllr. P. Hirons

Cllr. D. Isham

Cllr. A. Mahi Mayor

Cllr. H. Mordue

Cllr. Ms. Newell

Cllr. Mrs. O'Donoghue Vice Chair

Cllr. M. Smith

Cllr. Mrs. Strain-Clark

Cllr. R. Stuchbury

Cllr. M. Try

Min No	Title	Meeting Date	Work undertaken	Completed On
385/12 585/12 142/13	Chamber Lobby	17.09.12	Replace wall	4.4.16 Deputy Town Clerk in contact with Stuart Badham (as recommended by Cllr Bates) 23.05.16 work commences 24 th May 2016 at a price of £2658 the threshold will be completed at a later date but in weeks rather than months
502/13	Audit Report	04.11.13	Prepare a report in response to auditors comments	Working through recommendations
625/13	Apprenticeship	06.01.14	Delay decision	Interviews went ahead on Monday 8 th February report attached within the agenda. 23.05.16 Now looking into alternative area for an apprentice to work. Want to ensure other full time staff training needs are met prior to embarking on recruiting an apprentice.
749/14	Strategic Planning	23.03.15	Regular report to be provided to monitor the performance indicators, suggested every other meeting.	Ongoing
874/14	Red Cross Centre	13.04.15	Review Community Right to bid Annually until expiry in January 2020	
299/15	Keep Britain Tidy Survey	03.08.15	Carry out survey	03.04.2016 Deputy Town Clerk has organised a visit from one of the Green Flag judging panel on Thursday 28 th April at 10 am. Baseline survey carried out and report attached within Environment committee.
418/15 868/15	Cotton End Steps	21.09.15	Pursue the project	Pursue planning application as agreed by Planning Committee, and NHB funding
533/15	Disabledgo	09.11.15	Proceed with contract	Currently progressing
660/15	Finance software reporting	04.01.16	Review options for better software and reporting	Currently being investigated. More work to be done after the internal audit.
800/15	Car Parks	29.02.16	Investigate taking over running town's car parks from AVDC	Town Clerk to provide report to Committee when time allows
873/15	Ideas	18.04.16	Organise workshop	

07/06/2016

Buckingham Town Council

12:50

Detailed Income & Expenditure by Budget Heading 02/06/2016

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Month No : 2

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
RESOURCES								
<u>101</u>	<u>PERSONNEL COSTS</u>							
4000	WAGES & SALARIES ADMIN	158,860	27,295	162,610	135,315		135,315	16.8 %
4001	WAGES & SALARIES EXTERNAL	61,717	9,979	62,620	52,641		52,641	15.9 %
4002	PENSION DEFICIT	9,696	842	9,300	8,458		8,458	9.1 %
4003	APPRENTICESHIP	0	0	6,500	6,500		6,500	0.0 %
4004	WAGES & SALARIES LACE HILL	0	0	16,000	16,000		16,000	0.0 %
4005	ERS NATIONAL INS	14,718	3,099	18,000	14,901		14,901	17.2 %
4006	ERS PENSION CONT	24,039	4,089	31,700	27,611		27,611	12.9 %
4007	STAFF TRAVEL	541	33	550	517		517	6.0 %
4008	OCCUPATIONAL HEALTH	263	0	500	500		500	0.0 %
4009	WAGES & SALARIES	0	0	12,400	12,400		12,400	0.0 %
	PERSONNEL COSTS :- Expenditure	269,833	45,337	320,180	274,843	0	274,843	14.2 %
1001	APPRENTICESHIP GRANT	0	0	2,500	-2,500			0.0 %
	PERSONNEL COSTS :- Income	0	0	2,500	-2,500			0.0 %
	Net Expenditure over Income	269,833	45,337	317,680	272,343			
<u>102</u>	<u>OFFICE EXPENSES</u>							
4010	STATIONERY	1,067	155	1,650	1,495	84	1,411	14.5 %
4011	POSTAGE	579	0	650	650		650	0.0 %
4012	PHOTOCOPIER	1,574	0	1,800	1,800		1,800	0.0 %
4013	EQUIPMENT PURCHASE	224	0	200	200		200	0.0 %
4015	ADVERTISMENT	291	447	200	-247		-247	223.5 %
4017	SUBSCRIPTIONS	2,853	2,113	3,300	1,187		1,187	64.0 %
4018	TELEPHONE	4,097	901	4,500	3,599		3,599	20.0 %
4019	HIRE OF HALL	99	182	250	68		68	72.9 %
4021	HOSPITALITY	99	0	300	300		300	0.0 %
4023	TRAINING	4,419	1,054	5,500	4,446	1,675	2,771	49.6 %
4032	PUBLICITY	6,457	3,420	7,300	3,880		3,880	46.9 %
4038	COMPUTER EQUIP/MAINT	3,025	1,337	2,100	763		763	63.7 %
4041	WEB SITE PROVISION &	4,835	675	1,000	325		325	67.5 %
4043	PROTECTIVE CLOTHING /	405	0	1,000	1,000		1,000	0.0 %
4052	HEAT LIGHT POWER	2,651	21	2,500	2,479		2,479	0.9 %
4055	ALARM	310	0	370	370		370	0.0 %
4156	BUCKINGHAM CENTRE RENT	7,084	236	11,000	10,764		10,764	2.1 %
	OFFICE EXPENSES :- Expenditure	40,067	10,543	43,620	33,077	1,759	31,318	28.2 %
1010	CHAMBER HIRE	973	6	1,000	-994			0.6 %
1012	PHOTOCOPIER USE	8	0	50	-50			0.0 %
	OFFICE EXPENSES :- Income	981	6	1,050	-1,044			0.6 %
	Net Expenditure over Income	39,087	10,537	42,570	32,033			

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
103 COUNCILLORS							
4020 MAYOR'S DUTIES	1,800	0	1,800	1,800		1,800	0.0 %
4029 MAYOR'S CIVIC	1,200	1,207	1,200	-7		-7	100.6 %
4044 COUNCILLORS MILEAGE / EXPS	383	140	500	361		361	27.9 %
4045 COUNCILLORS ALLOWANCE	7,363	0	8,282	8,282		8,282	0.0 %
COUNCILLORS :- Expenditure	10,746	1,347	11,782	10,435	0	10,435	11.4 %
Net Expenditure over Income	10,746	1,347	11,782	10,435			
104 LEGAL REQUIREMENTS							
4014 AUDIT FEE	1,720	-1,394	2,420	3,814		3,814	-57.6 %
4022 INSURANCE	13,962	11,538	15,000	3,462		3,462	76.9 %
LEGAL REQUIREMENTS :- Expenditure	15,682	10,144	17,420	7,276	0	7,276	58.2 %
Net Expenditure over Income	15,682	10,144	17,420	7,276			
120 GRANTS (PREV 137)							
4077 OLD GAOL FUNDING	3,000	0	3,000	3,000		3,000	0.0 %
4150 FILM PLACE FUNDING	1,250	0	1,250	1,250		1,250	0.0 %
GRANTS (PREV 137) :- Expenditure	4,250	0	4,250	4,250	0	4,250	0.0 %
Net Expenditure over Income	4,250	0	4,250	4,250			
125 COMMEMORATIVE ITEMS							
4504 REMEMBERANCE WREATH	17	0	20	20		20	0.0 %
4505 MAYORS SALVER	150	540	170	-370		-370	317.6 %
COMMEMORATIVE ITEMS :- Expenditure	167	540	190	-350	0	-350	284.2 %
Net Expenditure over Income	167	540	190	-350			
130 ADMIN RESERVES							
1176 PRECEPT	565,193	344,849	0	344,849			0.0 %
1190 INTEREST RECEIVED	607	0	3,500	-3,500			0.0 %
ADMIN RESERVES :- Income	565,800	344,849	3,500	341,349			9852.8
Net Expenditure over Income	-565,800	-344,849	-3,500	341,349			
131 GRANTS							
4084 COMMUNITY CENTRE CAPITAL	0	0	5,000	5,000		5,000	0.0 %
4085 COMMUNITY CENTRE	8,760	0	0	0		0	0.0 %
4087 OTHER	18,802	0	19,702	19,702		19,702	0.0 %
GRANTS :- Expenditure	27,562	0	24,702	24,702	0	24,702	0.0 %
Net Expenditure over Income	27,562	0	24,702	24,702			

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>132</u> CONTINGENCIES							
4500 CONTINGENCIES	149,054	46,286	10,000	-36,286	11	-36,297	463.0 %
CONTINGENCIES :- Expenditure	149,054	46,286	10,000	-36,286	11	-36,297	463.0 %
Net Expenditure over Income	149,054	46,286	10,000	-36,286			
<u>304</u> BUCKINGHAM TOWN YOUTH COUNCIL							
4237 YOUTH COUNCIL BUDGET	900	0	900	900		900	0.0 %
4238 YOUTH COUNCIL ADMIN	100	0	100	100		100	0.0 %
BUCKINGHAM TOWN YOUTH COUNCIL :- Expenditure	1,000	0	1,000	1,000	0	1,000	0.0 %
Net Expenditure over Income	1,000	0	1,000	1,000			
RESOURCES :- Expenditure	518,361	114,198	433,144	318,946	1,770	317,177	26.8 %
Income	566,780	344,855	7,050	337,805			4891.6
Net Expenditure over Income	-48,420	-230,657	426,094	656,751			
ENVIRONMENT							
<u>201</u> ENVIRONMENT							
4068 COMMUNITY SERVICE	4,680	0	6,750	6,750		6,750	0.0 %
4069 GRIT / SALT BINS	600	0	900	900		900	0.0 %
4101 SEATS AND BINS	556	0	3,000	3,000		3,000	0.0 %
4112 ENVIRONMENT EQUIPMENT	5,738	405	6,000	5,595	10	5,586	6.9 %
4113 EDIBLE WOODLAND	0	0	130	130		130	0.0 %
4118 GREEN WASTE DISPOSAL	300	0	300	300		300	0.0 %
ENVIRONMENT :- Expenditure	11,874	405	17,080	16,675	10	16,666	2.4 %
Net Expenditure over Income	11,874	405	17,080	16,675			
<u>202</u> ROUNDABOUTS							
4108 ROUNDABOUT	9,181	0	1,622	1,622		1,622	0.0 %
ROUNDABOUTS :- Expenditure	9,181	0	1,622	1,622	0	1,622	0.0 %
1051 ROUNDABOUT NO 1 OPEN	2,014	2,024	2,054	-30			98.5 %
1052 ROUNDABOUT NO 2 ELLA	1,074	1,079	1,564	-485			69.0 %
1053 ROUNDABOUT NO 3	1,762	1,771	1,798	-27			98.5 %
1054 ROUNDABOUT NO 4 R & B	374	2,258	2,235	23			101.0 %
1056 ROUNDABOUT NO 6 EUROLANE	2,405	2,417	2,453	-36			98.5 %
1057 ROUNDABOUT NO 7 RING ROAD	1,226	1,232	1,251	-19			98.5 %
ROUNDABOUTS :- Income	8,856	10,781	11,355	-574			94.9 %
Net Expenditure over Income	325	-10,781	-9,733	1,048			

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
203	MAINTENANCE							
4063	4,554	666	6,000	5,334		5,334	11.1 %	
4082	1,500	0	1,500	1,500		1,500	0.0 %	
4102	4,282	0	4,320	4,320		4,320	0.0 %	
	MAINTENANCE :- Expenditure	10,336	666	11,820	11,154	0	11,154	5.6 %
	Net Expenditure over Income	10,336	666	11,820	11,154			
204	DEVOLVED SERVICES EXPENSES							
4124	25,668	544	24,102	23,558		23,558	2.3 %	
	DEVOLVED SERVICES EXPENSES :- Expenditure	25,668	544	24,102	23,558	0	23,558	2.3 %
1017	39,992	20,353	27,992	-7,639			72.7 %	
	DEVOLVED SERVICES EXPENSES :- Income	39,992	20,353	27,992	-7,639		72.7 %	
	Net Expenditure over Income	-14,324	-19,808	-3,890	15,918			
248	DEPOT							
4013	0	0	4,740	4,740		4,740	0.0 %	
4055	0	90	370	280		280	24.3 %	
4225	0	4,398	4,500	102		102	97.7 %	
4601	0	5,113	6,740	1,627	794	834	87.6 %	
4602	0	493	2,500	2,007		2,007	19.7 %	
4603	0	0	1,500	1,500		1,500	0.0 %	
	DEPOT :- Expenditure	0	10,094	20,350	10,256	794	9,462	53.5 %
	Net Expenditure over Income	0	10,094	20,350	10,256			
249	PUBLIC TOILETS							
4225	0	0	8,000	8,000		8,000	0.0 %	
4602	0	0	1,000	1,000		1,000	0.0 %	
4603	0	0	2,500	2,500		2,500	0.0 %	
4612	0	0	15,000	15,000		15,000	0.0 %	
4709	0	0	1,000	1,000		1,000	0.0 %	
	PUBLIC TOILETS :- Expenditure	0	0	27,500	27,500	0	27,500	0.0 %
	Net Expenditure over Income	0	0	27,500	27,500			
250	LACE HILL							
4050	11,693	0	7,500	7,500		7,500	0.0 %	
4158	0	167	2,500	2,333		2,333	6.7 %	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4159	LACE HILL ELECTRICITY	0	103	2,500	2,397		2,397	4.1 %
4160	LACE HILL WATER	0	0	2,500	2,500		2,500	0.0 %
4161	LACE HILL REPAIRS & MAINT	0	152	5,000	4,848	73	4,775	4.5 %
4162	LACE HILL CONTRACTOR	0	0	20,000	20,000		20,000	0.0 %
4163	LACE HILL ALARM	0	0	500	500		500	0.0 %
4164	LACE HILL EQUIPMENT	0	451	11,250	10,799	567	10,232	9.0 %
4225	RATES	0	0	8,000	8,000		8,000	0.0 %
	LACE HILL :- Expenditure	11,693	873	59,750	58,877	639	58,238	2.5 %
1026	LACE HILL COMMUNITY CENTRE	0	0	14,000	-14,000			0.0 %
	LACE HILL :- Income	0	0	14,000	-14,000			0.0 %
	Net Expenditure over Income	11,693	873	45,750	44,877			
<u>251</u>	<u>CHANDOS PARK</u>							
4106	PLAY AREA MAINTENANCE	483	111	500	389		389	22.2 %
4601	REPAIRS& MAINTENANCE FUND	2,174	0	7,180	7,180		7,180	0.0 %
4602	ELECTRICITY	533	0	400	400		400	0.0 %
4603	WATER	1,284	310	1,500	1,190		1,190	20.7 %
4605	HORTICULTURAL CONTRACT	15,254	0	2,968	2,968		2,968	0.0 %
	CHANDOS PARK :- Expenditure	19,728	421	12,548	12,127	0	12,127	3.4 %
1030	BOWLS INCOME	550	0	550	-550			0.0 %
1035	TENNIS COURT RENT	625	0	625	-625			0.0 %
	CHANDOS PARK :- Income	1,175	0	1,175	-1,175			0.0 %
	Net Expenditure over Income	18,553	421	11,373	10,952			
<u>252</u>	<u>BOURTON PARK</u>							
4106	PLAY AREA MAINTENANCE	546	111	500	389	218	171	65.9 %
4122	TREE WORKS	0	0	6,129	6,129		6,129	0.0 %
4601	REPAIRS& MAINTENANCE FUND	5,741	294	12,000	11,706		11,706	2.5 %
4605	HORTICULTURAL CONTRACT	26,501	0	10,278	10,278		10,278	0.0 %
	BOURTON PARK :- Expenditure	32,788	406	28,907	28,501	218	28,283	2.2 %
	Net Expenditure over Income	32,788	406	28,907	28,501			
<u>253</u>	<u>CEMETERY</u>							
4225	RATES	960	95	1,300	1,205		1,205	7.3 %
4601	REPAIRS& MAINTENANCE FUND	1,642	0	4,000	4,000		4,000	0.0 %
4602	ELECTRICITY	774	131	400	269		269	32.6 %
4605	HORTICULTURAL CONTRACT	22,094	0	6,380	6,380		6,380	0.0 %

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4620 EXPENSES RE BURIAL DUTIES	9,637	2,104	6,500	4,396		4,396	32.4 %
4621 NEW CEMETERY PLANNING	0	0	20,000	20,000		20,000	0.0 %
CEMETERY :- Expenditure	35,107	2,330	38,580	36,250	0	36,250	6.0 %
1041 BURIAL FEES	19,054	3,726	12,500	-8,774			29.8 %
CEMETERY :- Income	19,054	3,726	12,500	-8,774			29.8 %
Net Expenditure over Income	16,053	-1,396	26,080	27,476			
<u>254 CHANDOS PARK TOILETS</u>							
4612 CONTRACTOR CHARGE	8,115	0	12,500	12,500		12,500	0.0 %
4709 MAINTENANCE	68	0	1,000	1,000		1,000	0.0 %
CHANDOS PARK TOILETS :- Expenditure	8,183	0	13,500	13,500	0	13,500	0.0 %
Net Expenditure over Income	8,183	0	13,500	13,500			
<u>255 RAILWAY WALK & CASTLE HILL</u>							
4120 FRIENDS OF GROUPS	437	258	2,000	1,742		1,742	12.9 %
4122 TREE WORKS	2,803	0	1,500	1,500		1,500	0.0 %
RAILWAY WALK & CASTLE HILL :- Expenditure	3,240	258	3,500	3,242	0	3,242	7.4 %
Net Expenditure over Income	3,240	258	3,500	3,242			
<u>256 STORAGE PREMISES</u>							
4053 GRENVILLE	1,243	0	0	0		0	0.0 %
4066 GRENVILLE GARAGE RENT	0	50	650	600		600	7.7 %
4073 COLLEGE FARM	3,250	0	1,000	1,000		1,000	0.0 %
STORAGE PREMISES :- Expenditure	4,493	50	1,650	1,600	0	1,600	3.0 %
Net Expenditure over Income	4,493	50	1,650	1,600			
<u>257 KEN TAGG PLAYGROUND</u>							
4106 PLAY AREA MAINTENANCE	460	111	500	389		389	22.2 %
4122 TREE WORKS	280	0	500	500		500	0.0 %
4123 PLAYGROUND REFURBISHMENT	30,584	1,113	0	-1,113		-1,113	0.0 %
4605 HORTICULTURAL CONTRACT	1,041	0	223	223		223	0.0 %
KEN TAGG PLAYGROUND :- Expenditure	32,365	1,224	1,223	-1	0	-1	100.1 %
1079 GRANTS FOR PLAYGROUND	29,851	0	0	0			0.0 %
KEN TAGG PLAYGROUND :- Income	29,851	0	0	0			
Net Expenditure over Income	2,514	1,224	1,223	-1			

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
258 CEMETERY LODGE							
4034 PWLB REPAYMENTS INCL	4,702	0	4,702	4,702		4,702	0.0 %
4609 CEMETERY LODGE MAINT	56	0	500	500		500	0.0 %
CEMETERY LODGE :- Expenditure	4,759	0	5,202	5,202	0	5,202	
1061 CEMETERY LODGE RENTAL	9,294	0	9,450	-9,450			0.0 %
CEMETERY LODGE :- Income	9,294	0	9,450	-9,450			
Net Expenditure over Income	-4,536	0	-4,248	-4,248			
259 OTTERS BROOK							
4106 PLAY AREA MAINTENANCE	134	111	500	389		389	22.2 %
4122 TREE WORKS	80	0	150	150		150	0.0 %
4605 HORTICULTURAL CONTRACT	3,314	0	898	898		898	0.0 %
OTTERS BROOK :- Expenditure	3,528	111	1,548	1,437	0	1,437	7.2 %
Net Expenditure over Income	3,528	111	1,548	1,437			
260 CCTV							
4100 CCTV ONGOING COSTS	0	0	2,400	2,400		2,400	0.0 %
CCTV :- Expenditure	0	0	2,400	2,400	0	2,400	0.0 %
Net Expenditure over Income	0	0	2,400	2,400			
ENVIRONMENT :- Expenditure	212,943	17,381	271,282	253,901	1,661	252,239	7.0 %
Income	108,222	34,860	76,472	-41,612			45.6 %
Net Expenditure over Income	104,721	-17,478	194,810	212,288			

OWN CENTRE & EVENTS

301 TOWN CENTRE & EVENTS							
4078 NEW SIGNS	282	0	500	500		500	0.0 %
4079 FAIR TRADE PROMOTION	352	66	400	334		334	16.5 %
4094 YOUTH PROJECT	1,410	0	3,000	3,000		3,000	0.0 %
4104 TOWN IN BLOOM	5,529	0	6,887	6,887		6,887	0.0 %
4107 PRIDE OF PLACE	267	20	250	230		230	8.0 %
4115 RIVER RINSE	320	0	400	400		400	0.0 %
4165 WINTER HANGING BASKET	0	0	1,000	1,000		1,000	0.0 %
4201 CHRISTMAS LIGHTS	9,847	0	10,000	10,000		10,000	0.0 %
4202 FIREWORK DISPLAY	3,665	0	4,000	4,000		4,000	0.0 %
4203 COMMUNITY FAIR	358	0	500	500		500	0.0 %

Month No : 2

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4205	CHRISTMAS PARADE	2,799	0	3,000	3,000		3,000	0.0 %
4208	SPRING FAIR	0	0	500	500		500	0.0 %
4209	TRAFFIC ORDERS FOR EVENTS	126	0	300	300		300	0.0 %
4210	PANCAKE RACE	109	0	75	75		75	0.0 %
4211	BAND JAM	2,878	0	3,500	3,500		3,500	0.0 %
4212	CHRISTMAS LIGHT SWITCH ON	375	0	600	600		600	0.0 %
4213	DOG AWARENESS	236	0	300	300		300	0.0 %
4215	EVENTS PA SYSTEM	200	0	0	0		0	0.0 %
4216	MAY DAY EVENT	43	0	50	50		50	0.0 %
4220	MUSIC IN THE MARKET	3,549	3,109	3,500	391		391	88.8 %
4228	ENTERTAINMENTS	1,070	0	1,070	1,070		1,070	0.0 %
4241	COMEDY NIGHT EXPENDITURE	2,935	0	3,000	3,000		3,000	0.0 %
4243	CHARTER FAIR EXPENDITURE	1,800	0	1,800	1,800		1,800	0.0 %
	TOWN CENTRE & EVENTS :- Expenditure	38,150	3,195	44,632	41,437	0	41,437	7.2 %
1013	HANGING BASKETS	542	0	1,000	-1,000			0.0 %
1062	COMMUNITY FAIR - TABLE	200	0	300	-300			0.0 %
1063	TRAFFIC ORDERS RECHARGED	114	0	150	-150			0.0 %
1066	COMEDY NIGHT INCOME	1,335	0	3,000	-3,000			0.0 %
1069	CHARTER FAIR INCOME	6,146	0	6,330	-6,330			0.0 %
	TOWN CENTRE & EVENTS :- Income	8,336	0	10,780	-10,780			0.0 %
	Net Expenditure over Income	29,814	3,195	33,852	30,657			
302	STREET MARKET							
4017	SUBSCRIPTIONS	0	0	330	330		330	0.0 %
4225	RATES	3,696	370	4,000	3,630		3,630	9.2 %
4226	SUPERVISORS	4,550	664	4,000	3,336		3,336	16.6 %
4235	MARKET INFRASTRUCTURE &	2,568	531	2,400	1,869		1,869	22.1 %
	STREET MARKET :- Expenditure	10,814	1,564	10,730	9,166	0	9,166	14.6 %
1005	STREET MARKET	18,331	2,916	19,000	-16,084			15.3 %
1006	FLEA MARKET	4,340	812	5,000	-4,188			16.2 %
1007	CONTINENTAL MARKET	166	0	0	0			0.0 %
	STREET MARKET :- Income	22,837	3,728	24,000	-20,272			15.5 %
	Net Expenditure over Income	-12,023	-2,164	-13,270	-11,106			
303	SPECIAL EVENTS							
4242	FOOD FAIR	343	0	1,200	1,200		1,200	0.0 %
4260	TWINNING	0	0	1,000	1,000		1,000	0.0 %
	SPECIAL EVENTS :- Expenditure	343	0	2,200	2,200	0	2,200	0.0 %

Month No : 2


Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1020 FOOD FAIR INCOME	350	0	450	-450			0.0 %
SPECIAL EVENTS :- Income	<u>350</u>	<u>0</u>	<u>450</u>	<u>-450</u>			<u>0.0 %</u>
Net Expenditure over Income	<u>-7</u>	<u>0</u>	<u>1,750</u>	<u>1,750</u>			
TOWN CENTRE & EVENTS :- Expenditure	49,307	4,759	57,562	52,803	0	52,803	8.3 %
Income	31,523	3,728	35,230	-31,502			10.6 %
Net Expenditure over Income	<u>17,784</u>	<u>1,031</u>	<u>22,332</u>	<u>21,301</u>			
<u>PARTNERSHIPS</u>							
505 AYLESBURY VALE SHORTFALL							
4219 BUCKINGHAM FRINGE	8,519	465	9,000	8,535		8,535	5.2 %
5001 TIC GRANT	26,000	26,000	26,000	0		0	100.0 %
AYLESBURY VALE SHORTFALL :- Expenditure	<u>34,519</u>	<u>26,465</u>	<u>35,000</u>	<u>8,535</u>	<u>0</u>	<u>8,535</u>	<u>75.6 %</u>
1023 COMEDY NIGHT INCOME	0	15	0	15			0.0 %
1065 BUCKINGHAM FRINGE INCOME	2,460	0	4,000	-4,000			0.0 %
1068 COUNCIL TAX TOP UP GRANT	18,130	0	0	0			0.0 %
AYLESBURY VALE SHORTFALL :- Income	<u>20,590</u>	<u>15</u>	<u>4,000</u>	<u>-3,985</u>			<u>0.4 %</u>
Net Expenditure over Income	<u>13,929</u>	<u>26,450</u>	<u>31,000</u>	<u>4,550</u>			
PARTNERSHIPS :- Expenditure	34,519	26,465	35,000	8,535	0	8,535	75.6 %
Income	20,590	15	4,000	-3,985			0.4 %
Net Expenditure over Income	<u>13,929</u>	<u>26,450</u>	<u>31,000</u>	<u>4,550</u>			
<u>PLANNING</u>							
601 PLANNING							
4623 DISPLAY EQUIPMENT	0	0	5,000	5,000		5,000	0.0 %
PLANNING :- Expenditure	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>			
PLANNING :- Expenditure	0	0	5,000	5,000	0	5,000	0.0 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>			
<u>EARMARKED RESERVES</u>							

Month No : 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>901</u> <u>EARMARKED RESERVES</u>							
9006 NAG	372	0	1,598	1,598		1,598	0.0 %
9009 CAPITAL RESERVE	43,547	0	66,453	66,453	66,453	0	100.0 %
9011 WAR MEMORIAL	0	0	931	931		931	0.0 %
9012 CHRISTMAS LIGHTS	0	0	6,753	6,753		6,753	0.0 %
9013 YOUTH PROJECTS	0	0	3,270	3,270		3,270	0.0 %
9015 CHARTER FAIRS	1,606	0	7,795	7,795		7,795	0.0 %
9018 REPAIR OF FOOTPATHS	2,965	0	2,966	2,966	2,966	0	100.0 %
9019 MEMORIAL TESTING	0	0	2,874	2,874		2,874	0.0 %
9025 PLAY AREA REPLACEMENT	0	0	17,121	17,121		17,121	0.0 %
9027 GREEN BUCKINGHAM GROUP	0	0	226	226		226	0.0 %
9029 CIRCULAR WALK MAINT	0	0	5,399	5,399		5,399	0.0 %
9030 TOURISM LEAFLETS	0	0	3,402	3,402		3,402	0.0 %
9032 BUCK NEIGHBOURHOOD DEV	18,601	0	1,200	1,200		1,200	0.0 %
9033 DESTINATION BUCKINGHAM	9,717	1,400	4,451	3,051		3,051	31.5 %
9034 RIVER AND POND MAINTENANCE	1,507	0	0	0		0	0.0 %
9035 PARKS DEVELOPMENT	11,355	0	43,192	43,192	20,774	22,418	48.1 %
9036 ELECTION COSTS	2,812	0	3,188	3,188		3,188	0.0 %
9037 JUBILEE BOOK	1,358	0	0	0		0	0.0 %
9038 NEW VEHICLE	15,180	0	13,815	13,815	13,815	0	100.0 %
9039 BARRIERS FOR EVENTS	560	0	2,608	2,608		2,608	0.0 %
9040 PARK RUN	98	20	0	-20		-20	0.0 %
9041 MVAS	1,818	0	0	0		0	0.0 %
9042 HOSTING OF TWINNING EVENT	0	0	2,000	2,000		2,000	0.0 %
9043 NEW BAGS AND LEAFLETS	0	0	1,532	1,532		1,532	0.0 %
9044 COMEDY NIGHT	0	0	2,057	2,057		2,057	0.0 %
9045 ACCESS FOR ALL	-500	0	0	0		0	0.0 %
9046 PLANNING DISPLAY EQUIPMENT	0	0	5,242	5,242		5,242	0.0 %
9047 FUTURE EVENTS	0	0	2,760	2,760	335	2,425	12.1 %
EARMARKED RESERVES :- Expenditure	110,997	1,420	200,833	199,413	104,343	95,070	52.7 %
Net Expenditure over Income	110,997	1,420	200,833	199,413			
EARMARKED RESERVES :- Expenditure	110,997	1,420	200,833	199,413	104,343	95,070	52.7 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	110,997	1,420	200,833	199,413			

	<p>Buckingham Town Council</p> <p>Financial Regulations</p>	<p>Date Agreed: 05.01.15 Minute Number: 617.1 Prepared by: C.P. Wayman Version: 3.4</p>
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1. General

- 1.1 These financial regulations shall govern the conduct of all financial transactions of the Council and may only be amended or varied as stated under section 16. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.2 The Responsible Finance Officer, hereinafter referred to as the RFO, is a statutory office Section 151 of Local Government Act 1972 and shall be appointed by the Council. The RFO for Buckingham Town Council is the Town Clerk. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
- 1.3 The RFO shall be responsible for the production of financial management information.
- 1.4 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of the internal control which shall be in accordance with proper practices.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force.
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in Local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

2. Annual Estimates

- 2.1 The RFO will prepare estimate budgets for each committee in the autumn. Each committee will then debate their budgets. These budgets will then be submitted to the Precept Meeting.
- 2.2 Detailed estimates of income and expenditure on revenue services, and on capital account, shall be prepared each year by the RFO for the Precept Meeting.
- 2.3 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 2.4 The annual budget shall form the basis of financial control for the ensuing year.

3. Budgetary Control

- 3.1 Expenditure on the revenue account may be incurred up to the amounts included in each approved Standing Committee budget.
- 3.2 The RFO shall periodically provide the Finance, Administration and Personnel Committee with a statement of income and expenditure to date under each heading of the approved annual revenue budget.
- 3.3 The RFO may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The RFO shall report the action to the appropriate committee as soon as practicable thereafter.
- 3.4 Where expenditure is incurred in accordance with regulation 3.3 above and the sum required cannot be met from savings made elsewhere within that committee's approved budget, it shall be subject to the provisions of a supplementary estimate approved by the Finance, Administration and Personnel Committee or the Council.
- 3.5 In non urgent cases the RFO may incur expenditure up to a maximum of £5000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and complies with all the clauses of the Financial Regulations.
- 3.6 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Council.

3.7 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or requisite borrowing approval has been approved.

3.8 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. Accounting and Audit

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 1996 and any subsequent amendments, whilst taking into consideration 'proper practices'.

4.2 The RFO shall be responsible for completing the annual financial statement of the Council as soon as practicable after the end of the financial year and shall submit them to and report thereon to the Finance and Administration and Personnel Committee.

4.3 The RFO shall ensure that there is adequate and effective system of internal audit of Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.4 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council.

4.5 The RFO shall make arrangements for the opportunity for inspection of the accounts, books and vouchers, and for the display or publication of any Notices and statements of account required by the Audit Commission Act 1998 and the Accounts and Audit Regulations.

4.6 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative nature.

5. Banking Arrangements and Cheques

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Finance, Administration and Personnel Committee.
- 5.2 A schedule of the payment of money shall be prepared by the RFO and presented to the Council. If the schedule is in order it shall be authorised by resolution of the Finance, Administration and Personnel Committee.
- 5.3 Cheques and auto-pay sheets drawn on the bank account in accordance with the schedule referred to in the previous clause shall be signed by 2 Councillors; signatories will be reviewed annually by the Finance, Administration and Personnel Committee.

6. Payment of Accounts

- 6.1 Apart from petty cash payments all payments shall be effected by cheque or other order drawn on the Council's bankers.
- 6.2 All invoices for payment shall be examined, verified and certified by the officer issuing the order. Before certifying an invoice the officer shall check that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.3 Duly certified invoices shall be passed to the RFO or designated officer who shall examine them in relation to arithmetical accuracy and authorisation, and shall code them to the appropriate expenditure head. S/he shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of their receipt.
- 6.4 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
 - 6.6.1 The RFO shall maintain a petty cash float to a limit of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - 6.6.2 Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

7. Payment of Salaries and Wages

- 7.1 As an employer, the Council shall make arrangement to meet fully the statutory requirements placed on all employers by PAYE, National Insurance and pensions legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of the PAYE and National Insurance currently operating, and salaries shall be agreed by Council.

- 7.2 All time sheets shall be certified as to accuracy by the Manager Responsible and verified by the RFO.
- 7.3 Payment of salaries and payment of deduction from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.

8. Loans and Investments

- 8.1 All loans and investments shall be negotiated by the RFO in the name of the Council, and shall be for a set period of time in accordance with council policy. Changes to loans and investments shall be reported to the Finance, Administration and Personnel Committee at the earliest opportunity.
- 8.2 All investments of money under the control of the Council shall be in the name of the Council.
- 8.3 All borrowings shall be affected in the name of the Council. Any application for borrowing approval shall be approved by Council as to terms and purpose.
- 8.4 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. Income

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the RFO who shall be ultimately responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the RFO.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year by approval of the Council.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in-slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with CAT Act 1994 Section 33 shall be made at least annually coinciding with the financial year end.

10. Orders for Work, Goods and Services

10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate e.g. petty cash purchases. Copies of orders issued shall be maintained.

10.2 All officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction. Quotations should be obtained as explained in section 11.

11. Contracts

11.1 Procedures as to the contracts are laid down in the Council's standing orders as follows:

11.2 Every contract whether made by the Council or by a Standing Committee to which the power of making contracts has been delegated shall comply with these standing orders, and no exception from any of the following provisions of these standing orders shall be made other than by direction of the Council or in an emergency by such a Standing Committee as aforesaid provided that these standing orders shall not apply to contracts which relate to items at clauses 11.2.1 to 11.2.6 below:

11.2.1 for the supply of gas, electricity, water, sewerage and telephone services;

11.2.2 for specialist services such as provided by solicitors, accountants, surveyors and planning consultants;

11.2.3 for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

11.2.4 for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract with the Council;

11.2.5 for goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price.

- 11.3 Where it is intended to enter into a contract exceeding £5000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in clause 11.2 the RFO shall invite tenders from at least three reputable companies or three companies from an appropriate approved list.
- 11.4 Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 11.5 All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of Council.
- 11.6 If less than three tenders are received for contracts above £5,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- 11.7 When it is to enter into a contract less than £5,000, but more than £500, in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out above the RFO shall obtain at least 3 quotations (priced descriptions of the proposed supply). The Mayor or the Chairman of the appropriate Committee will then be consulted in choosing the supplier.
- 11.8 The Council shall not be obliged to accept the lowest or any tender. The Council will seek the most economically advantageous tender, and take account of both price and quality.

12. Payments under Contracts for Building or Other Construction Works

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract). Copies of the certificates and any guarantees shall be kept on file for an appropriate period after completion.
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by more than 5% or by more than £1000 a report shall be submitted to the appropriate Standing Committee.

- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the RFO in conjunction with the appropriate Standing Committee or the Full Council, in writing. In exigent circumstances, a decision to vary contract terms may be made by the RFO, the Mayor and the appropriate Committee Chairman (or Deputy Mayor or Vice Chairman according to availability) and reported to the appropriate committee as soon as practicable thereafter.

13. Stores and Equipment

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery notes must be obtained in respect of all goods received into store and goods must be checked as regards quality at the time delivery is made.
- 13.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for an annual check of all stocks and stores, including proper rotation of any date expiring materials.

14. Properties and Estates

- 14.1 The RFO shall make appropriate arrangements for the custody of all title deeds of properties owned by the council and shall ensure that a record is maintained of all properties owned by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit Regulations.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Full Council, save where the estimated value of any one item does not exceed £500.

15. Insurance

- 15.1 The RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The RFO should be aware of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and review it annually.

15.4 The RFO shall be notified of any loss, liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16. Revision of Financial Regulations

16.1 It shall be the duty of the Finance, Administration and Personnel Committee to review the financial regulations of the Council from time to time and to make such recommendations to the Council as the committee considers appropriate.

NOTE:

Other financial matters delegating certain powers to the Town Clerk and the RFO are set out in the Scheme of Delegation



**Buckingham Town
Council**
Standing Orders

Date Agreed: 06.10.14
Minute Number: 395/14
Prepared by: Mr. C.P. Wayman
Version: 8.4

1. Meetings

- 1.1 Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
- 1.2 When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.
- 1.3 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- 1.4 Subject to standing order 1.3 above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda
- 1.5 The period of time which is designated for public participation in accordance with standing order 1.4 above shall not exceed 15 minutes.
- 1.6 Subject to standing order 1.5 above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.
- 1.7 In accordance with standing order 1.4 above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- 1.8 In accordance with standing order 1.7 above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- 1.9 A record of a public participation session at a meeting shall be included in the minutes of that meeting.

- 1.10 A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking. At committee meetings a person shall raise their hand when requesting to speak and may remain seated.
- 1.11 Any person speaking at a meeting shall address their comments to the Chairman.
- 1.12 Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- 1.13 A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:
- Film, photograph or make an audio recording of a meeting;
 - Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
 - Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
- 1.14 In accordance with standing order 1.3 above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- 1.15 Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman.
- 1.16 The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- 1.17 Subject to standing order 1.25 below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- 1.18 The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (*See also standing order 2.8 below.*)
- 1.19 Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- 1.20 The minutes of a meeting shall record the names of councillors present.
- 1.21 If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
- 1.22 The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.
- 1.23 An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (*See also standing orders 7 and 8 below.*)
- 1.24 No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.
- 1.25 If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- 1.26 Meetings shall not exceed a period of 3 hours.

2. Ordinary Council meetings

See also standing order 1 above

- 2.1 In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- 2.2 Annual Statutory meeting; In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which new councillors elected to office. In a year which is not an election year, the annual meeting of a council shall be held on such a day in May as the council may direct.
- 2.3 In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- 2.4 The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.
- 2.5 The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- 2.6 The Vice-Chairman of the Council, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual

meeting of the Council.

- 2.7 In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- 2.8 In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- 2.9 In an election year, delivery by councillors of their declarations of acceptance of office.
- 2.10 Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
- 2.11 Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting, the business of the annual meeting shall include:
- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
 - ii. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - iii. Review of the terms of reference for committees;
 - iv. Appointment of members to existing committees;
 - v. Appointment of any new committees.
 - vi. Review and adoption of appropriate standing orders and financial regulations;
 - vii. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - viii. Review of representation on or work with external bodies and arrangements for reporting back;
- 2.12 In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the Full Council meeting every seven weeks;
- 2.13 Interim Council Meetings every seven weeks between Full Council meetings for progress of urgent business and any Standing Committee recommendations.
- 2.14 The Chairman of the Council may convene an extraordinary meeting of the council at any time
- 2.15 If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the

council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.

2.16 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

2.17 There will be a public session, normally lasting 15 minutes, held prior to all Council meetings except for the Annual Statutory meeting.

3. Proper Officer

3.1 The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.

3.2 The Council's Proper Officer shall do the following:

3.2.1 Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.

3.2.2 Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them.

3.2.3 Subject to standing orders 4.1 – 4.5 below, include in the agenda all motions in the order received unless a councillor has given written notice at least 4 clear days before the meeting confirming his withdrawal of it.

3.2.4 Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order [3.2.1] OR [3.2.2] above.

3.2.5 Make available for inspection the minutes of meetings.

3.2.6 Receive and retain copies of byelaws made by other local authorities.

3.2.7 Receive and retain declarations of acceptance of office from councillors.

3.2.8 Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.

3.2.9 Keep proper records required before and after meetings;

3.2.10 Process all requests made under the Freedom of Information Act 2000 and Data

Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.

- 3.2.11 Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- 3.2.12 Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- 3.2.13 Arrange for legal deeds to be sealed using the Council's common seal and witnessed.
(See also standing orders 14.1 and 14.2.)
- 3.2.14 Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- 3.2.15 Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose. Record all consultations replied to in a book for such purposes.
- 3.2.16 Refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee.
- 3.2.17 Retain custody of the seal of the Council which shall not be used without a resolution to that effect.
- 3.2.18 Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

4. Motions requiring written notice

- 4.1 In accordance with standing order 3.2.3 above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 4 clear days before the next meeting.
- 4.2 The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4.1 above, correct obvious grammatical or typographical errors in the wording of the motion.
- 4.3 If the Proper Officer considers the wording of a motion received in accordance with standing order 4.1 above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 4 clear days before the meeting.
- 4.4 If the wording or nature of a proposed motion is considered unlawful or improper, the

Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.

- 4.5 Having consulted the Chairman or councillors pursuant to standing order 4.4 above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- 4.6 Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- 4.7 Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- 4.8 Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

5. Motions not requiring written notice

- 5.1 Motions in respect of the following matters may be moved without written notice.
 - 5.1.1 To appoint a person to preside at a meeting.
 - 5.1.2 To approve the absences of councillors.
 - 5.1.3 To approve the accuracy of the minutes of the previous meeting.
 - 5.1.4 To correct an inaccuracy in the minutes of the previous meeting.
 - 5.1.5 To dispose of business, if any, remaining from the last meeting.
 - 5.1.6 To alter the order of business on the agenda for reasons of urgency or expedience.
 - 5.1.7 To proceed to the next business on the agenda.
 - 5.1.8 To close or adjourn debate.
 - 5.1.9 To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
 - 5.1.10 To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
 - 5.1.11 To receive nominations to a committee or sub-committee.
 - 5.1.12 To dissolve a committee or sub-committee.
 - 5.1.13 To note the minutes of a meeting of a committee or sub-committee.
 - 5.1.14 To consider a report and/or recommendations made by a committee or a sub-

committee or an employee.

- 5.1.15 To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 - 5.1.16 To authorise legal deeds to be sealed by the Council's common seal and witnessed.
(See standing orders 14.1 and 14.2 below.)
 - 5.1.17 To authorise the payment of monies up to £5,000.
 - 5.1.18 To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - 5.1.19 To extend the time limit for speeches.
 - 5.1.20 To exclude the press and public for all or part of a meeting.
 - 5.1.21 To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - 5.1.22 To give the consent of the Council if such consent is required by standing orders.
 - 5.1.23 To suspend any standing order except those which are mandatory by law.
 - 5.1.24 To adjourn the meeting.
 - 5.1.25 To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - 5.1.26 To answer questions from councillors.
- 5.2 If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6. Rules of debate

- 6.1 Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- 6.2 Subject to standing orders 4.1 – 4.5 above, a motion shall not be considered unless it has been proposed and seconded.
- 6.3 Subject to standing order 3.2.3 above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- 6.4 A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.

- 6.5 A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- 6.6 Any amendment to a motion shall be either:
- 6.6.1 to leave out words;
 - 6.6.2 to add words;
 - 6.6.3 to leave out words and add other words.
- 6.7 A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- 6.8 Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- 6.9 Subject to Standing Order 6.8 above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- 6.10 Pursuant to standing order 6.8 above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- 6.11 If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- 6.12 If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- 6.13 The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- 6.14 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- 6.15 Subject to standing orders 6.13 and 6.14 above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- 6.16 During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- 6.17 A point of order shall be decided by the Chairman and his decision shall be final.
- 6.18 With the consent of the seconder and/or of the meeting, a motion or amendment may

be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.

6.19 Subject to standing order 6.15 above, when a councillor's motion is under debate no other motion shall be moved except:

6.19.1 to amend the motion;

6.19.2 to proceed to the next business;

6.19.3 to adjourn the debate;

6.19.4 to put the motion to a vote;

6.19.5 to ask a person to be silent or for him to leave the meeting;

6.19.6 to refer a motion to a committee or sub-committee for consideration;

6.19.7 to exclude the public and press;

6.19.8 to adjourn the meeting;

6.19.9 to suspend any standing order, except those which are mandatory.

6.20 In respect of standing order 6.19.4 above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

7. Code of conduct (England)

See also standing orders 1.4 – 1.10 above

7.1 All councillors shall observe the code of conduct adopted by the Council.

7.2 All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.

7.3 If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 7.4 below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.

7.4 Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating

to the business being transacted but must, thereafter, leave the room or chamber.

8. Questions

- 8.1 A councillor may seek an answer to a question concerning any business of the Council provided 3 clear days notice of the question has been given to the Proper Officer.
- 8.2 Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- 8.3 Every question shall be put and answered without discussion.

9. Minutes

- 9.1 If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- 9.2 No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5.1.4 above.
- 9.3 Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 9.4 If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The Chairman of this meeting does not believe that the minutes of the meeting of the held on [date] in respect of were a correct record but his view was not upheld by the majority of the and the minutes are confirmed as an accurate record of the proceedings.”
- 9.5 Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

10. Disorderly conduct

- 10.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- 10.2 If, in the opinion of the Chairman, there has been a breach of standing order 10.1 above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the

motion, if seconded, shall be put forthwith and without discussion.

- 10.3 If a resolution made in accordance with standing order 10.2 above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

11. Reversing of previous resolutions

- 11.1 A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 6 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- 11.2 When a special motion or any other motion moved pursuant to standing order 11.1 above has been disposed of, no similar motion may be moved within a further 6 months.

12. Voting on appointments

- 12.1 Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

13. Expenditure

- 13.1 Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- 13.2 The Council's financial regulations shall be reviewed once a year.
- 13.3 The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.
- 13.4 For any contract to be awarded by the Council for works costing over £500.00 (five hundred pounds sterling) but under £5,000.00 (five thousand pounds sterling), a minimum of three quotations shall be obtained; and for contracts for the supply of goods, materials, services and the execution of works over £5,000.00 (five thousand pounds sterling) in value, a minimum of three closed tender bids shall be obtained.
- 13.5 Where the value of a contract is likely to exceed £138,893 (or other threshold specified

by the Office of Government Commerce from time to time (the council must consider whether the Public Contracts regulation 2006 (SI No 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.

14. Execution and sealing of legal deeds

See also standing order 5.1.16 above

- 14.1 A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- 14.2 In accordance with a resolution made under standing order 14.1 above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the deed as witnesses.

15. Committees

See also standing order 1 above

- 15.1 The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
- 15.1.1 shall determine their terms of reference;
- 15.1.2 may permit committees to determine the dates of their meetings;
- 15.1.3 shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
- 15.1.4 may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer 3 days before the meeting that they are unable to attend;
- 15.1.5 an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15.1.4 above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
- 15.1.6 may in accordance with standing orders, dissolve a committee at any time.

16. Sub-committees

See also standing order 1 above

16.1 Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

17. Extraordinary meetings

See also standing order 1 above

17.1 The Chairman of the Council may convene an extraordinary meeting of the Council at any time.

17.2 If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

17.3 The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.

17.4 If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

18. Advisory committees

See also standing order 1 above

18.1 The Council may appoint advisory committees comprised of a number of councillors and non-councillors.

18.2 Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

19. Estimates/precepts

19.1 The Council shall approve written estimates for the coming financial year at its meeting before the end of January.

19.2 Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

20. Canvassing of and recommendations by councillors

- 20.1 Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- 20.2 A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- 20.3 This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

21. Inspection of documents

- 21.1 Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

22. Unauthorised activities

- 22.1 Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
- 22.1.1 inspect any land and/or premises which the Council has a right or duty to inspect; or
- 22.1.2 issue orders, instructions or directions.

23. Confidential business

- 23.1 Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- 23.2 A councillor in breach of the provisions of standing order 23.1 above may be removed from a committee or a sub-committee by a resolution of the Council.

24. Variation, revocation and suspension of standing orders

24.1 Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.


24.2 A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

25 Standing orders to be given to councillors

25.1 The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.

25.2 The Chairman's decision as to the application of standing orders at meetings shall be final.

25.3 A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

 <p>Buckingham Town Council Financial Risk Assessment</p>	<p>Date Agreed: 25.02.12 Minute Number: 775.2 Prepared by: Mr. C.P. Wayman Version: 2.4</p>
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For 2013/2014 Financial Year

RISK AREA	RISK IDENTIFIED	MITIGATION	NOTES
To provide and maintain standards for Town Council services to the residents of Buckingham	The risk of legislative change which will have an impact on the Town Councils powers, duties and funding	Town Clerk & staff keep appraised of developments	
	The protection of physical assets owned by the Town Council including buildings and equipment (loss or damage)	All physical assets insured All assets checked regularly Management Systems being put in place	
	The risk of damage to third party property or individuals as a consequence of the Town council providing services (public liability)	Public liability Insurance renewed annually	
To provide a safe and fulfilling working environment for staff	Insufficient staff or other resources to deliver the service needs	Staff have general awareness of other team member's essential tasks and can provide cover when required. Town Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council	
	Employees contravene H & S Regs Potential legal proceedings up to corporate manslaughter	H & S & First Aid training, insurance, Risk Assessments regularly checked and updated Employers Liability insurance Employee training and awareness	

	Staff retention issues	Staff training where appropriate	
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 Loss of income through error or fraud	Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors Fidelity Guarantee Insurance Town Clerk continually review controls and current procedures	
To ensure that all actions taken by the Town Council comply with all current Legislation	Non-compliance with legislation or practice Council being 'Ultra Vires'	Town Clerk to keep up to date with changes in legislation, seek advice from SLCC, BALC, NALC and others as necessary	
Cemetery	Inadequate space to meet demand Loss of income	Current land suffices for 5 years from 2010 New cemetery site options study underway	
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	Contract of employment in place Matters relating to staff discussed in confidential session and discussed by personnel committee Town Clerk to keep up to date with employment law and seek HR advice where appropriate Other policies in place	
Staff	Compensation claim from employee for contractual employment defects (including statutory failure) Loss of services of employee	Legal insurance in place By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	Limit of cover £100,000

	Loss of key staff trained in financial systems, process or rules	Staffing arrange so that knowledge is distributed between RFO and at least two other staff
Financial Control	Inappropriate expenditure made	Payments reported to Finance, Administration and Personnel committee for review and corrective action if necessary
	Financial Regulations become out of date with change in technology, regulation or business	Council to review financial regulations once a year 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
	Lack of budgetary overview/overspend against budget	Quarterly review of normal ledger Monthly review of income and expenditure Seven week review by finance, Administration and Personnel Committee
Financial Systems & Records	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	Contingency included in budget Reserves equivalent to at least three month's spend available
	Accounts	A back up is also made to the main server at the end of each day
	The RBS Omega accounts system is used which is an accepted accounts package	Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued All cheques issued from the main account are authorised by Council Documents are retained for 12 years

<p>Vat</p> <p>The RBS Omega system incorporates a Vat schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts</p>	<p>Vat is applied to all mileage payments at the rate applicable at the time as advise by HMR&C</p> <p>Vat returns are lodged on a quarterly basis in line with accepted procedures</p> <p>Procedures have been inspected by HMR&C every three/four years and have been approved</p>	
<p>Payroll</p> <p>The Sage payroll system is used which is an accepted payroll package</p>	<p>The Clerk authorises any overtime, mileage or special duty payments act, on a monthly basis</p> <p>Back-ups are made to the server</p> <p>Hard copies linked to pay roll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund and IR</p> <p>The associated Earnie prints which show loading references are maintained on file</p> <p>All BACs payments and cheques to the pension fund & IR are authorised by council on a meeting cycle basis</p> <p>The monthly pay is issued BACs payments which have been established for some time with the bank and special monthly password are required which are held by the DTC</p> <p>Payments can only be issued for the nominated employees, which must be authorised in advance of the payment</p> <p>Documents are retained for 12 years</p> <p>Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the</p>	

		information & highlight and discrepancies	
Banking Arrangements & Procedures	The Lloyds Bank is used which offers no Bank charges	one bank account used daily with RFO & Accounts Assistant	
Banking Security/Access to Finances	Accounts	Reviewing how much is placed into a higher rate deposit account	
	Cheques	Each cheque from the main account 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)	
	Transfers	Monies may be transferred between the Councils accounts by letter signed by the Clerk apart from transfers to the higher rate deposit which are done via telephone by Clerk or by authorisation by the Clerk via online banking.	
	Bank Reconciliation	All accounts are reconciled using the RBS Omega system within 5 days of receipt of any statement Any discrepancies are immediately reported to the bank for investigation All petty cash accounts which do not have statements are reconciled on a monthly basis by the Accounts Assistant against the cash held and any discrepancies are immediately reported to the Clerk	
	Separation of Duties	The office has established separation of duties over the last few years to ensure that no one person has access to the bank balances or cash wherever possible	
	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	

	Cheques	All invoices are checked by the Accounts Assistant 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)	
	Access to petty cash accounts	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money	
	Cheques	<p>All payments must be authorised by the RFO before any cheque is issued. The RFO is to sign the invoice to confirm and record that the cheques have been authorised.</p> <p>Only payments or transfers below £250 are normally accepted and are reported to Finance Administration & Personnel Committee</p>	
	Petty Cash – Cash Payments	<p>All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Clerk</p> <p>All payments are reported to Finance with a full reconciliation report for sign-off</p>	
	Hire Charges	<p>Council agree the charges</p> <p>The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval</p> <p>All bookings must be paid for in advance to avoid bad debts other block bookers are invoiced or given the option of paying the sites on a weekly basis</p>	
	Hire charges received within the office	All post is logged by an Officer and any payments received are	

		<p>itemised & given to the Accounts Assistant for processing</p> <p>All cash received from hirers that visit the office is itemised on the Accounts system</p>	
	<p>Cash collected from community events</p>	<p>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</p> <p>Any buckets are locked securely in the Town Council office or Chamber and at the end of the event</p> <p>At the office the cash is emptied and counted manually the following working day by at least two members of staff</p>	
	<p>Processing and banking</p>	<p>When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained</p> <p>The hire charges are banked when received</p> <p>The cash element is usually below £500</p> <p>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</p> <p>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</p>	

Financial Administration	Records non-compliant or inadequate	Internal auditor reviews record keeping annually Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation Town Clerk checks nominal ledger every quarter Items are coded	
	Expenditure/income coded incorrectly		
	Standing Orders Standing orders are reviewed and approved by Town Council on an annual basis at the AGM	The 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	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings to meet statutory deadlines	
	Invoice payment without authority	All payments reviewed against purchase order Town Clerk authorises two councillors sign cheques and finance, Administration and personnel review	
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request	
	Theft of funds	Bank statements reconciled monthly, Fidelity insurance in place against theft of funds by staff, Councillors and other persons Cash and cheques stored securely and banked within 5 working days of receipt	
	Incorrect entries by bank	Bank statements reconciled monthly	
Ordering Procedure	To avoid fraud and ensure authority of expenditure	A comprehensive ordering system was established in 2010	

		<p>which ensures that all orders are requested in writing, correctly authorised by the Clerk or approved by council & are within acceptable budget limits</p> <p>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</p>	
<p>Annual Budget & Precept Calculations</p>	<p>The annual budget and precept calculations</p>	<p>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</p> <p>The Town Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The 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</p> <p>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</p> <p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by AVDC discuss & amend any highlighted budget levels in order to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p>	

		The final budget is approved in January and AVDC is immediately advised of the precept	
Monitoring of Budgets	Comprehensive budgets	Comprehensive budgets are set for each committee & these are loaded onto RBS Omega accounts system at the start of the new financial year	
	Monitoring	<p>On-going daily expenditures have already been incorporated within the budget and the RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits</p> <p>All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Clerk</p>	
	Reporting	<p>A full report of expenditures against budget is lodged with council at each Finance Administration and Personnel meeting</p> <p>This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract</p> <p>Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure</p>	
Insurable Risks	Public Liability	Insurance cover	Limit of cover £10,000,000
	Employers Liability	In addition, weekly, annual checks of play equipment	Limit cover £10,000,000
	Theft of money by third party	Insurance cover	Cover varies

Loss of Records	Loss of documentation	Deeds and other legal documents relating to real estate stored in the office, historic stored at the farm	
Asset List	Purchased	<p>An asset list is maintained by the Town Council Office on an excel spread sheet</p> <p>This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., is kept on a secondary list</p> <p>Individual items below £500 are excluded following decision of the Council</p> <p>The asset list is circulated to staff on an annual basis to ensure that all items are correct</p>	
Internal Audit	Internal Audit	<p>The Internal Auditor is approved annually by Council at the AGM and attends the office to complete the internal audit in May of each year</p> <p>The report is presented to Council for acceptance</p>	
Annual Audit	Annual Audit	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Town Clerk & Accounts Assistant completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Town Clerk presents the completed Annual Return,</p>	

Insurance		<p>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 Town Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	
Insurance	Fidelity Insurance	<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, cross referenced receipts of income and the decision not to currently use e-banking</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>	
Insurance	Insurance	<p>Zurich has been used as a recognised Town Council provider</p> <p>BTC are currently tied into a deal until 2015</p> <p>Annual reviews are carried out to ensure sufficient cover is in place</p>	

Reviews will take place yearly unless clearly stated differently within each section.

**Internal Audit Report
Buckingham Town Council
Buckinghamshire.**

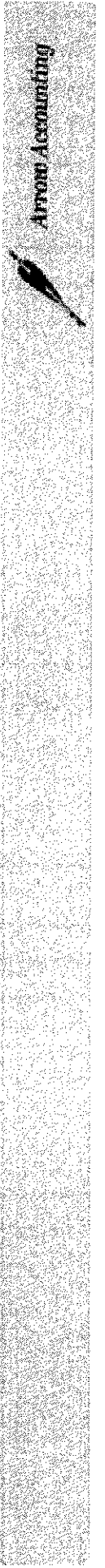
Power of Competence

**Internal Audit Final Report
2015-16**

10th May 2016

PDate: Sept 2010

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2. **Scope of the Internal Audit.**
3. **Findings, recommendations and action plan.**
4. **Internal Auditors summary report.**

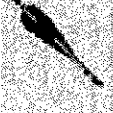
Introduction

An internal audit review of Buckingham Town Council's Financial controls for 2015/16 has been undertaken by Arrow Accounting. The work covered was a key control review of the systems in place for ensuring an adequate level of Governance and Financial control. Previous recommendations were followed-up.

Scope of the Internal Audit

The review included the following:-

- o Bookkeeping Arrangements.
- o Payments in relation to Financial Regulations.
- o Review of Internal Controls.
- o Budgetary Controls.
- o Expected Income fully received and properly recorded.
- o Petty Cash levels and payments supported and approved.
- o Payroll Controls, salaries & fees.
- o Asset Controls.
- o Bank Reconciliations.
- o Accounting Statements.
- o Trust Funds (If applicable).
- o Review and completeness of audit action plans.
- o Review of External Audit recommendations made in the previous year.
- o Review of Section 1 of the Annual Return and the Financial Statements.
- o Auditors Summary.



Findings, recommendations and action plan

Process	Annual Return Section	Findings	Recommendations	Action Planned
Bookkeeping Arrangements	A	Appropriate books of account have been properly kept throughout the year. Well maintained with sound audit trails.	None	N/A
Councils Financial Regulations have been met in regard to expenditure.	B	The Councils Financial Regulations have been met in that appropriate authorisations have been given for each level of expenditure. Payments were supported by Invoices, expenditure was approved and VAT was appropriately accounted for.	None Possible testing of major contracts in 2016/17 together with the Grass cutting contract. None	N/A N/A
Review of Internal Controls.	C	The Council has assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	None	N/A

Process	Annual Return Section	Findings	Recommendations	Action Planned
<p>Budgetary Controls (Precept requirement)</p> <p>Budgetary Controls (Budget monitoring)</p> <p>The final Outturn is in line with expectations.</p>	<p>D</p>	<p>The Annual precept requirement resulted from an adequate budgetary process.</p> <p>Progress against the Budget was regularly monitored.</p> <p>The final Outturn was materially in line with expectations.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>
<p>Income controls</p>	<p>E</p>	<p>Expected Income was fully received and properly recorded.</p>	<p>None</p>	<p>N/A</p>
<p>Petty cash controls</p>	<p>F</p>	<p>Petty cash was considered to be of an appropriate level with receipts and subsequent authorisations in evidence.</p>	<p>None</p>	<p>N/A</p>

Process	Annual Return Section	Findings	Recommendations	Action Planned
Payroll controls	G	Salaries to employees and allowances to members were paid in accordance with council approvals. PAYE and NI requirements were properly applied.	None	N/A
Asset Controls	H	The Asset register has correctly recorded all material Assets. The correct basis of valuation has been applied.	The Asset Register is materially correct. However a small disposal amount could not be fully identified. I would recommend that columns are added for Additions & Disposals.	
Asset Controls	H	Additions in the year have been correctly recorded within the Cash Book and	None	N/A

Process	Annual Return Section	Findings	Recommendations	Action Planned
Bank Reconciliations	I	Periodic and year-end bank account reconciliations were properly carried out.	None	N/A
Accounting Statements	J	Correct accounting basis used and reconciled to the Cash Book. Income & Expenditure and Balance sheet complete and materially accurate.	Agreed to Cash Book None	N/A
Trust Funds (If applicable)	K	Not applicable. The Parish Council does not operate as a Trustee for any external body.	None	N/A

Process	Criteria	Findings	Recommendations	Action Planned
<p>Review of Internal audit action plan has been considered and actioned?</p>	<p>Good Practice</p>	<p>All of the recommendations made in the previous year 2014/15 have not been actioned.</p> <p>Recommend that PWLB can confirm that they are able to send a year end statement dated 31st March.</p> <p>Recommend that the Council be on the look out for inaccuracies in the Risk Assessment document. Fidelity level is clearly wrong.</p>	<p>None – This was confirmed this year.</p> <p>None – This was confirmed this year.</p>	<p>N/A</p>

Process	Criteria	Findings	Recommendations	Action Planned
<p>Review of Internal audit action plan has been considered and actioned?</p>	<p>Good Practice</p>	<p>Recommend that the Payroll System is reconciled to the Accounts and Annual Return as soon after the 31st March as is possible. This recommendation is carried forward from last year. I have forwarded a template as an aid to ensuring full reconciliation.</p> <p>I would recommend that all land on the Asset Register has the appropriate deed number allocated to it. Some have been identified but some haven't.</p> <p>Recommend that a review of the effectiveness of Internal Audit is carried out in conjunction with the review of the report. A template has been forwarded to the Town Clerk. The process should be recorded in the minutes.</p>	<p>None - Completed</p> <p>There is still a deed issue outstanding regarding Gawcott to clear.</p> <p>Completed</p>	<p>N/A</p> <p>N/A</p>

Process	Criteria	Findings	Recommendations	Action Planned
<p>External Audit recommendations have been considered and actioned.</p>	<p>Good Practice</p>	<p>All of the recommendations made in the previous year 2014/15 have been actioned.</p>	<p>None</p>	<p>N/A</p>
<p>Qualifications made, if any have been addressed in 2015/16.</p>		<p>There were no qualifications to address.</p>	<p>None</p>	<p>N/A</p>

Process	Criteria	Findings	Recommendations	Action Planned
<p>Accounting Statements agreed and reconciled to the Annual Return</p>	<p>Section 1 of the Annual Return Part 1 of the Annual return is complete and accurate and reconciles to the statement of accounts.</p>	<p>The accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.</p>	<p>Recommend that the commemorative item income description is changed in the Financial Statements to "Precept".</p> <p>Recommend that the balance sheet is fully reconciled to the schedule of Prepayments and Accruals and placed in the Internal Audit file.</p> <p>Recommend that the variance analysis is completed to coincide with the Internal Audit visit.</p> <p>Recommend that cheque stubs are initialled in conjunction with payment authorisations.</p>	

Proper Book-keeping	Sample Testing of the Accounting System carried out.	None	N/A
Financial Regulations , Standing Orders and Payment Controls.	Reconciliation of Cash Book/Accounting System to the Financial Statements at Year End. Reviewed to establish Annual Council reviews. Reviewed for correct content. Tested against payments. Section 137 level not exceeded and other LG Powers correctly applied.	None	N/A
Risk Management	Confirmed the Annual Review and adoption of the Risk Assessment. Reviewed the Council Insurance. Minutes reviewed for unusual activity. Review of the effectiveness of Internal Audit completed. Review of the Statement of Internal Control	None	N/A
		None	N/A
		None	N/A
		None	N/A
		Recommend that this is carried out, a template has been sent to the Town Clerk.	N/A

Review of Critical Finance & Governance	Audit Verification	Recommendations	Action Planned
Payroll Controls	<p>System delivers correct payments and that Tax/Ni deductions have been made and sent to HMRC.</p> <p>All Employee's are registered with HMRC.</p> <p>Contracts of Employments in place.</p> <p>Wages & Salaries reconciled to the Financial Statements and the Annual Return.</p>	None	N/A
Asset Controls	<p>Asset Register reviewed for completeness. Additions and Disposals correctly stated. Reviews completed by the Council.</p> <p>Investments correctly stated and valued.</p> <p>Investment Strategy in place</p> <p>Council has obtained and read the DCLG guidance on Investments</p>	<p>Recommendation as above.</p> <p>Not Applicable</p> <p>Not Applicable</p> <p>Not Applicable</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>

Bank Reconciliation

Regular reviews of the Bank Reconciliations completed.
Regularly Checked to the Cash Book
Includes a note of historic cost of any Investments.
Year End Bank Reconciliation completed accurately and agreed to the Financial Statements and Annual Return.
Bank Reconciliations signed by an appropriate councillor.
Financial Statements reviewed and that an audit trail exists. Balance sheet tested if appropriate.

None

N/A

Year End Procedures

None

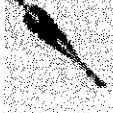
N/A

Internal Auditors Summary Report

Buckingham Town Council has an electorate in the region of 9,560 and the precept for 2015/16 was set at £565,193.

Overall, the Council has sound arrangements in place to satisfy itself that its systems of internal financial control are both adequate and effective. There are approval and authorisation controls and there is a clear audit and management trail for financial transactions.

Phil Hood
Arrow Accounting
(Internal Audit)
10th May 2016



BUCKINGHAM TOWN COUNCIL

RESOURCES

MONDAY 13th June 2016

Agenda Item no. 15
Contact Officer: Mr Christopher Wayman
01280 816426
Subject. Telephone System

Background

The expansion of the Town Council to include Lace Hill Sports and Community Centre has warranted the office looking at a number of aspects including the telephone systems and the current amount of expenditure on telecommunications.

Three companies have been approached to provide a solution which best suits the Town Council and incorporates a new set of telephone handsets.

Telephone Systems			
	Company A	Company B	Company C
Lace Hill			
Internet	ASDL	Super Fast Broad (Fibre)	BT Infinity (80/20 speeds)
Internet Cost- per month	£20	Initial £95 £23	£59.50
Hand set	LG UCP-9020	Panasonic NS700	Yealink W52P DECT
Telephone cost	Incorporated into office cost	Initial - £49.99 Ongoing - £10.50	Initial - £99 Ongoing - £9.75
Town Council Office			
Internet	Fibre Broadband	Super Fast Broad (Fibre)	BT Infinity (80/20 speeds)
Internet Cost- per month	£35	Initial £95 £23	£59.50
Handset	LG UCP-9020	Panasonic NS700	Yealink T46G Handset
LAN	16 Port POE switch	None mentioned	HP Networking 2530-24
Telephone Set up Cost (if Sale)	No cost given	£1,898.99	£2,163
Ongoing Telephone Costs	£49.32	£42	£118
SUB - TOTAL			

Initial Outlay for purchasing system	n/a	£1,898.99	£2,262
5 year lease cost for system	Monthly £79.80	Monthly £48.27	Initial £420 Monthly £52.40
Ongoing costs per month	£104.32	£98.5	£246.75
Mobile Phones	x6 Galaxy Xcover3 Unlimited Calls and Texts	n/a	Still waiting for prices
Cost per month	£103.94	n/a	Still waiting for prices

Recommendation

Recommendation will be made on the night following additional prices.

Proposed Solution - Overview

One-off Costs	Quantity
16 Port POE Switch	1
Cat 5 Single	9
Ericson-LG UCP100	1
Installation Training & Maintenance	1
IPECS UCP Wall Mount	1
LG UCP-9020 Handset	10
Total £79.80 per month over 60 months, purchase.	

Current BT costs,
 Three analogue line rentals, £59.00 per month.
 Broadband £30.33 per month.
 Call charges £50.59 per month.
 Mobiles £158.63 per month
 Total current BT billing £298.55 net per month. Annually £3,582.60.

Citytalk Proposal.
 As above, new telephone system including 10 handsets and integrating all 3 sites.

Buckingham Centre
 01280 816426 port to 2 Sip trunk (Voice only), keeping number, remove Broadband.
 Install new analogue line FOC
 Provision FTTC Fibre Broadband on new line.

Cemetery Line 01208 816801 port to Sip trunk (Voice) allows calls inbound to be answered by system in Buckingham Centre, Caller display on phones, will determine what department area the call is for, number is shown on display.

Community Centre.
 01280 817433 port to Sip trunk (Voice) allows calls inbound to be answered by either new handset provided at the center or when not staffed diverts to main number/telephone system in Buckingham Centre.
 Install new analogue line FOC and provision new Broadband (ADSL) on it.

Mobiles x 6 Galaxy Xcover 3, 2GB FOC. O2.
 Tariff, Unlimited calls and texts.
 O2 mobile Broadband 8GB.

Citytalk breakdown monthly.
 Analogue line rental x 2, £23.82 per month.
 Voice lines (Sip), x 4, £25.50 per month.(x1 FOC)
 FTTC Fibe broadband, £35.00 per month.
 ADSL broadband, £20.00 per month.
 Mobile (O2), £103.94 per month.
 Telephone system (as above) £79.80 per month.

Total new" monthly billing, including new telephone system (as above), new mobiles, lines, calls and broadband and integration of your sites, £288.06 per month. Annually £3,456.72.

Notes.
 Integrate various sites.
 All new lines install FOC.
 All local, National and calls to UK Mobiles FOC.
 Voice messages can be added, music on hold included, but can be uploaded as a choice.
 Any divert can be programmed, any number can be displayed, all inbound numbers displayed.
 New sites can be added with new lines added in minutes.
 Totally future proof as new sites are added.

All charges and credits are exclusive of VAT unless specified otherwise



COMPANY ' B.

QUOTE

EXPIRATION DATE: 03rd June 2016

1XD

Buckingham Town Council
The Buckingham Centre
Buckingham
MK18 1JP

Dear Christopher Wayham,

Thank you for your time, it was good to meet up with both you and Jodie, to gain a better understanding of your council's requirements. I have completed the analysis, and as promised compiled this proposal for you.

Proposed Solution from Mainstream Digital

Mainstream Digital Ltd have been providing telecommunication solutions to businesses for over 24 years. Although we are always able to offer competitively priced solutions we also place a great deal of focus on offering services which deliver true value added services, to our customers businesses.

Being ISO9001 Accredited shows we are focused on quality processes and investing in our people. This leads to a much higher level of service for our customers.

Being ISO27001 Accredited also shows that data security is extremely high on our priorities. Giving you peace of mind your data is safe with us.

When looking at any supplier, it is important to ensure you are comparing like for like. With Mainstream Digital's offering we include the following services free of charge:

- **On Line call statistics:** This unique service also monitors your incoming calls. Therefore you can see how many callers are getting engaged tone or ring tone no reply. Knowing how much this is happening and when it is happening allows you to take the appropriate action to improve your patient experience.
- **Enhanced Maintenance:** When reporting a fault Monday- Saturday 8am-6pm, you will receive a four hour response to the fault by a BT engineer. This means if you report a fault a 8am Friday morning BT will be working on it by 12pm Friday. Currently you have a standard business offering which means BT Openreach do not have to respond until Monday afternoon!
- **Business Continuity service:** In the event of a disaster (fire, theft, flood or major outage) we can divert the incoming calls to multiple numbers. This massively improves the current offering which diverts all incoming calls to just one mobile. Calls can be delivered to a set of mobile or landline numbers. We also have the ability to deliver calls to a voicemail box which you can either access or the voicemail can be converted to email, then sent to you.
- **Account management:** Our approach to managing our customers relationship is crucial to our success. We ensure regular dialogue and meetings take place to ensure you are getting the best from Mainstream Digital Ltd as a supplier. We ensure new products/ services that are launched are brought to your attention so you can decide whether these will benefit your business. A real proactive approach to customer relationships.
- **Fraud Monitoring:** With fraud growing within the telecommunications industry we ensure that all our lines are monitored 24/7 for any unusual activity. You are then notified urgently to minimise any excessive bills.

Rental Comparison:

	PRODUCT	BT COSTS	MSD 3yr	MSD 5yr
01280-816426	Line on System	£63.01	£33.00	£31.50
01280-816801	Line on System	£59.97	£33.00	£31.50
	Inclusive free local and national calls	£37.50	£0.00	£0.00
01280-817433	Line for Alarm: Community Centre	£63.01	£33.00	£31.50
	TOTAL QUARTERS RENTAL	£223.49	£99.00	£94.50

- This shows a clear saving of up to £128.99 per quarter (**£515.96 per annum saved**)
- All lines will receive the free value added services listed above
- There is no break in service.

Calls Comparison:

	MINUTES USED	BT COST	MSD RATES
LOCAL	342	£39.14	£0.00
NATIONAL	154	£14.81	£0.00
MOBILE	534.5	£61.52	£26.67
OTHER	55.5	£4.76	£4.76
Total calls	Quarters	£120.23	£31.43

- This shows a saving of £85.80 per quarter on calls (**£343.20 per annum**)
- Local and National calls are free of charge
- Calls to Mobiles are charged at 4.99ppm
- We do not raise minimum call charges or set up fees
- All calls are billed by the second.

Community Centre: Lace Hill.

You will need the following provided at this Community Centre:

- Two new lines (One for Broadband/Telephone and One for Alarm) £49.99 Connection charge each and £31.50 per quarter rental (5 yr) £33.00 per quarter (3yr) each line
- Superfast Broadband (Fibre) at £69.00 per quarter rental (5yr) or £72.00 per quarter rental (3yr)
- Draytec 2760n router for Superfast Broadband =£95.00 including delivery.

As this building has no BT Cabling provided yet, I would suggest you order these service from me ASAP to get the order onto BT Openreach's records.

New Panasonic Telephone System:

The NS700 Range is Panasonic's latest offering. As usual it offers a feature rich platform which will ensure all your immediate and future requirements are met.

- Second line to be provided off 01280-816426
- Panasonic NS700 6+14 System (10 digital extensions and 4 analogue extensions)
- Two Ports of Voicemail
- Music on Hold
- Eight Digital DT521 Handsets (LCD and 8 programmable buttons)
- Analogue port for fax
- Re-use Cat 5 cabling with Panasonic rack mounted into existing cabinet
- Patch leads and telephone adaptors
- On site Training
- Full installation

Outright Sale = £1898.99

Alternatively you can opt to spread the payment over a Contract rental finance agreement

- £213.02 per quarter based on a three year term or
- £144.81 per quarter based on a five year term

Additional Notes:

- 1/ When opting for Contract rental finance, an administration charge of £125.00 will be raised by the finance company against your first payment
- 2/ Maintenance on the Panasonic system will be charged at £25.00 per month based on a five year term
- 3/ The new line on 01280-816426 will carry a rental charge of £33.00 or £31.50 per quarter (3yr/5yr term)
- 4/ Please allow 3-4 weeks from receipt of order for delivery of the new Panasonic system

Rental Monthly

COMPANY C

PROPOSAL

- All recurring charges are shown as monthly charges.
- Access products are shown against each site, however the charge for them is not included in this proposal.
- All charges are exclusive of VAT

Solution Summary

User Feature Packs	10
Contract Term	60 months
Care Option	Prompt
Sites	2

Breakdown of Charges

Item	Initial Charges	Recurring Charges
Site: Community centre	£99.00	£9.75
Site: Main Site	£2,811.01	£61.75
Service: Intial Charges	£100.00	
Service: Call plans		£56.25
Grand Total	£3,010.01	£127.75

SITE DETAILS.

Summary: Community centre


Contact	Jodie Baughan, 01280816801, accounts@buckingham-tc.gov.uk	
Addresses	Site	Delivery
	Community centre MK18 7RR	Community centre MK18 7RR
Initial Charges	£99.00	
Recurring Charges	£9.75	
User Feature Packs	Basic: 0 Connect: 1 Collaborate: 0	
Required Date	30/06/2016	

Products

User Feature Packs and Add Ons

Product Name	Quantity	Initial	Recurring
BT Cloud Voice Connect User - 5Yr Term	1		£8.25
BT Cloud Voice - User set-up charge	1	£10.00	
Total charges for User Feature Packs and Add Ons			£8.25

Phones & Training

Product Name	Quantity	Initial	Recurring
 BT Cloud Voice - BT Yealink W52P DECT Phone + BS	1	£80.00	
BT Cloud Voice CPE delivery charge (1-10)	1	£6.00	
Total charges for Phones & Training		£86.00	

Numbers

Product Name	Quantity	Initial	Recurring
BT Cloud Voice Geo Number Connection New: 01280 Buckingham	3	£3.00	
BT Cloud Voice Geographic Number New: 01280 Buckingham	3		£1.50
Total charges for Numbers		£3.00	£1.50

SITE DETAILS.

Summary: Main Site


Contact	Jodie Baughan, 01280816801, accounts@buckingham-tc.gov.uk	
Addresses	Site	Delivery
	Verney Close MK18 1JP	Verney Close MK18 1JP
Initial Charges	£2,811.01	
Recurring Charges	£61.75	
User Feature Packs	Basic: 8 Connect: 1 Collaborate: 0	
Required Date	30/06/2016	

Products

User Feature Packs and Add Ons

Product Name	Quantity	Initial	Recurring
BT Cloud Voice Basic User - 5 Yr Term	8		£48.00
BT Cloud Voice Connect User - 5Yr Term	1		£8.25
BT Cloud Voice - User set-up charge	9	£90.00	
Total charges for User Feature Packs and Add Ons			£56.25

Phones & Training

Product Name	Quantity	Initial	Recurring
 BT Cloud Voice - BT Yealink T46G Handset	9	£1,242.00	
BT Cloud Voice - Onsite Installation (Small)	1	£134.00	
BT Cloud Voice CPE delivery charge (1-10)	1	£6.00	
Total charges for Phones & Training		£1,382.00	

LAN

Product Name	Quantity	Initial	Recurring
HP Networking 2530-24 PoE LAN Switch	1	£580.00	
Total charges for LAN		£580.00	

Structured Cabling

Product Name	Quantity	Initial	Recurring
Attendance Charge	1	£175.90	
Boxconn - Cabling Only - Up to 12 Outlets	1	£44.44	
New Category 5e Structured Cabling Outlet	9	£527.67	
Total charges for Structured Cabling		£748.01	

Numbers

Product Name	Quantity	Initial	Recurring
BT Cloud Voice Geo Number Connection New: 01280 Buckingham	9	£9.00	
BT Cloud Voice Geo Number Connection Port Lines	2	£2.00	
BT Cloud Voice Geographic Number Port Lines	2		£1.00
BT Cloud Voice Geographic Number New: 01280 Buckingham	9		£4.50
Total charges for Numbers		£11.00	£5.50

BUCKINGHAM TOWN COUNCIL

Resources

MONDAY 13th June 2016

Agenda Item no. 13

Contact Officer: Mr Dean Jones
01280 816426

Subject. Lace Hill Sports & Community Centre Furniture Quotations

Background

The main sports hall has a capacity of just over 100 people. To ensure adequate furniture is available the hall will require 100 chairs and 20 tables. The furniture needs to be durable, easy to pack away and transportable from one area of the hall to another with minimal risk to users.

Below are three separate packages each includes an option for better quality chairs with their related prices for members to discuss and agree on.

Option	Company	Item description	Bundle Price	Total
A		2000 series folding chair and trolley package or	£2100	or £3050 or £5198
		more durable and padded 2600S Series Folding Chair with trolley	£4248	
		6ft Rectangular table and trolley	£950	
B		120 Fanback folding chair and trolley or	£1505	or £2723 or £3311
		more durable chairs Mogo Prima Plus Folding chair and Trolley	£2093.98	
		6ft Lifetime folding table 180 Mogo Large Table Trolley	£1218	
C		Basics chair or	£994.38	or £2343 or £2883
		PRIMA PLUS Folding Chair,	£1,570.50	
		Mogo 56 Chair Trolley, 2 rows, single height	£394.20	
		20 tables and trolley	£918.00	

Recommendation

Option C offers best value for money and of the two chair choices Prima Plus option with a metal base is more durable. (Padding doubles the price).

BUCKINGHAM TOWN COUNCIL**Resources****MONDAY 13th June 2016**

Agenda Item no. 14

Contact Officer: Mr Dean Jones
01280 816426

Subject. Town Action Commission – Making Buckingham more parent & child friendly

Background

The Deputy Town Clerk embarked on receiving responses from the local community on the subject of 'Making Buckingham Town Centre more parent child friendly'. This was to be the first in a series of Town Action Commissions proposed by Cllr. Harvey and agreed by the Council to move forward our 'ambitions for the Town' outlined in the strategic plan.

Our initial attempt was unsuccessful. We set about trying to recruit residents to volunteer to help set-up a Town Action Commission. Residents didn't respond to our call to action and we couldn't attract volunteers to engage.

Our second approach was to ask specific questions through various sources like social media, in person and by email. The Deputy Town Clerk was given permission to visit local playgroups and public spaces where parents gather throughout the week and pose the same questions face to face. This time the response was much better. The questions asked were

1. What Changes could be made to the Town Centre that would make it easier for parents and children to visit?
2. Is there anything in Buckingham Town Centre that discourages you from visiting?
3. Which place in Buckingham is most Parent Child friendly? How Come?

The Town Action Commission culminated with a Forum on Saturday 23rd April 2016. The points raised within the forum and from previous discussions have been compiled and can be reviewed in Appendix E.

Amongst the many varied responses and discussions that have taken place in response to this first Town Action commission a substantial number of the comments received centred on the need for additional parent and child parking spaces in Cornwalls Meadow Car Park.

Recommendation

To agree to send the results of the Town Action Commission to AVDC along with a request that consideration is made to incorporating parent & child parking spaces within the existing Cornwalls Meadow car park.

Is there anything in Buckingham Town Centre that discourages you from visiting there?

Changing Facilities

There is definitely a lack of baby change facilities in the town centres

Access in and around shops

Quite a few shops make it near on impossible to get around

There are some shops that are completely inaccessible with pushchairs/wheelchairs which is a shame

Parking issues

I never have change and that puts me off parking in the town

It's hard enough sometimes to get out of the car yourself

Very narrow spaces in the main car park making it hard to get little ones in and out.

Lack of spaces at the weekend and very little parking other than the main car park.

I love the shops in Well Street but there is no parking nearby and whilst I'm not averse to a stroll, some avoid that area entirely as they don't like the distance.

Lack of activities for children

There is little in town as an attraction for children

very few shops I would go in with my children

Traffic / road issues

Buckingham is a pretty town but it is torn apart by the road(s) going through it

Meadow Walk Zebra crossing. My wife has nearly being run down 3 times now and I nearly hit someone because it's too dark and even if you take care you still have trouble seeing people in dark clothing.

Access issues along pathways

I love the town centre but I can't walk safely with my two and a half year old, if she's not in her buggy. I also find the paths too narrow (especially as you walk down towards the bridge from the town centre).

Events

Encourage events for family fun day in the park is good but make it bigger (like Aylesbury Party in the Park or Day in the Old Gaol...Big events

Anti-social parking

thoughtless, irresponsible, selfish delivery & other vehicle drivers parking/blocking/driving on pavements, causing inconvenience & endangering the lives of parents with young children, plus wheelchair users & other people with disabilities..

I don't agree with free parking and parent and parent/toddler parking bays as I believe the issue is not keeping people from coming into town. There wouldn't be enough spaces and policing available to monitor this.

Anti-Social behaviour

Keep the addicts away from the river at the rear of Waitrose. I used to take my granddaughter there to feed the ducks. Not anymore.

What changes could be made to the town centre that would make it easier for parents and children to visit?

Toilets/ Baby changing

There is definitely a lack of baby change facilities in the town centre

More baby change facilities that Dads can use as well as mums

Changing facilities would be a bonus

Fab example of a family friendly loo on their 2nd floor.

Disabled loo, mini loo, sinks, steps, baby changer & room for a large buggy. Because, sometimes it's Mummy who needs a wee! And leaving the buggy & baby outside a public convenience isn't really the done thing.....

Changing Facilities should be separate to disabled toilets as both are used equally.

Parking

(Introduction of) mixed parent / disabled spaces

No parking charges, so free parking

More free parking!

First hour free parking again, for doc appointment or picking up prescriptions!

Parents toddler bays

Free hour parking

Parent and child spaces a must

Bigger spaces for parent and child cars- put them at the back to put people who don't have young children with them off using them.

Free car parking!

Free parking for 2 hours would be of great benefit (if Bicester can do it

I would hope that one day we can return to free one hour parking at least... perhaps if AVDC want to gift the car park to the Town Council

How about making all the spaces slightly bigger, not specifically parent and child?

Do not mix disabled and parent spaces. There aren't enough spaces as it is.

Some wider parking spaces needed in Cornwall's Meadow Car park for parents and children so they can get out of their car seats. Could be by the river, they don't have to be close to the shops.

I don't agree with free parking and parent / toddler bays as I believe the issue is not keeping people from coming into the town. There wouldn't be enough space and policing to monitor this.

How about making all spaces slightly bigger? Not specifically parent and Child.

Some wider parking spaces needed in Cornwall's Meadow for parents and children so they can get a child out of a car seat. They could be by the river as they don't have to be close to the shops.

Accessibility in and around shops

Buggy friendly shops too...

Car/trolleys that you can get in MK centre

Better provision and access for children with additional needs and disabilities e.g. parks having better wheelchair access etc. play equipment for wheelchair users or visually impaired

Shop variety

Nowhere to get basics like baby grows etc. so we have to go out of town

No shops that isn't ridiculously expensive for child stuff

It would be lovely to have a Wilkinson's in town

why isn't there a McDonald's etc. or a decent clothing shop!

Pedestrianise the Town

Pedestrianise the high street - from the old gaol up to the mini roundabout outside Lloyds. This would greatly reduce the through traffic, make it safer for pedestrians, and encourage non-Buckingham road users to use the bypass rather than cutting through our town centre... the traffic is getting ridiculous

The town should be pedestrianised. I don't know how elderly and wheelchair users manage

Pedestrianizing would improve the town for everyone. My son is 2. He wants to walk in town but holding his hand and pushing a buggy next to such busy roads is too dangerous.

If it could all be pedestrianised it would be terrific

Pathways and road safety

The path is so small which can't be helped but quite scary when lorry's and cats speed past.

A pedestrian crossing on Moreton Road in front of the King's Head and Prezzo

When you come over the bridge from Boughton Park, into the Waitrose car park, I find it slightly strange that you have to cut straight across the car park to get to the shops with no footpath for safety for children and buggies

Can we fix all the potholes in the roads first please and especially in Lenborough road where pedestrians have no choice but to walk in the road and twist their ankles?

If anything would be more important it would be to illuminate the zebra crossing in front of Meadow walk

Parent toddler activities

A weekly crèche run in community centre

Better provision and access for children with additional needs and disabilities e.g. parks having better wheelchair access etc., play equipment for wheelchair users and visually impaired.

Which place in Buckingham is most 'parent/child friendly'? How come?

Fireside are so welcoming & bend over backwards to help with buggy's, warming bottles & food etc. Very baby & toddler friendly.

M&Co do some ok basics. We've found they useful for vests, grows etc

I love dandelions, and the Gazzeria cafe, the play table and the staff are so welcoming and it's a great set up for parents to enjoy a coffee whilst kiddies play.

Baby changing facilities in the library still I believe For mums and dads to use

Blackhams (thank- you Andrea!!) and the lovely ice cream cafe are fantastic!

The Fireside is wonderful. Nothing is too much trouble.

STUDY

NEWS

How can town be more parent-child friendly?

By Tom Burrow
tom.burrow@press.co.uk
07803 505 593

Buckingham needs better parking, more baby changing facilities and safer roads to become more parent and child friendly, according to a study. The initiative, led by Buckingham Town Councillors Lisa O'Donoghue and Jon Harvey, used Facebook and Twitter to gauge opinion.

More than 100 comments were collated and an infographic was shared to illustrate the findings.

Respondents praised Fire-side, Dandelions and Blackhams for being parent/child friendly. But people said more needs to be done to pedestrianise the town, improve accessibility and provide baby

changing facilities.

A spokesman for the town council said: "It isn't scientific, but it is an indicator of what residents are thinking and feeling about the town and the town centre."

"By our own admission, we won't be able to solve all of the town's problems and issues alone and many of the comments about the town were very positive."

"But if we know what the concerns are, we can make a start."

"In the end, it's all about the town they live in and making it a better place to live, work and grow up in."

The next Town Action Commission forum is being held on April 23 from 10am until noon.

What do you think? Email editorial@buckinghamadvertiser.co.uk



Part of the infographic which shows the words people used

BUCKINGHAM TOWN COUNCIL

Resources

MONDAY 13th June 2016

Agenda Item no. 15

Contact Officer: Mr Dean Jones
01280 816426

Subject. Lace Hill Sports & Community Centre Booking System Software

Background

Recruitment for the Lace Hill Sports and Community Centre Co-ordinator is due to take place on Wednesday 15th June. In order to ensure our new member of staff has the right tools to carry out their job effectively and to ensure that their activities can be recorded and reported on, it will be necessary to buy in a bookings software package which gives the co-ordinator and the office the following capabilities.

Facilities bookings management options and capabilities			
	Option A	Option B	Option C
Booking			
Bookings via day to a page diary system	✓	✓	✓
All facilities can be viewed together	✓	✓	✓
Reporting			
Booking confirmation	✓	✓	✓
Activity List	✓	✓	✓
Performance	✓	✓	✓
Booking by Category	✓	✓	✓
Invoices raised	✓	✓	✓
Monies received	✓	X	X
Outstanding Invoices	✓	X	X
Deposits, payments and invoicing deposit-holding or refundable damage	✓	X	X

deposit			
Produces invoice at time of booking or later	✓	✓	✓
Can combine several bookings on one invoice	✓	✓	✓
Handles block bookings	✓	✓	✓
Charge out rates with Vat classifications, budget codes and cost centres	✓	X	X
Compatible with the existing RBS Omega software package	✓	X	X
Set-up fee	£399 plus 45p per mile mileage	£400	£400
Cost	£1245 (one off fee) £270per annum (multi user)	£235 / month	£250 / month
Five year cost (Approx)	£3393	£14,100	£15,800

Recommendation

To agree to option A as it is the only system that links directly with our existing accounting system, reducing the need to duplicate work and enabling easy reporting that can be used by the office and the co-ordinator. Option A also represents a significant cost saving over the five year period.



Buckingham Town Council

Terms of Reference

Date Agreed: 6/05/2014
 Minute Number: 7/14
 Reviewed May 2015
 Prepared by:
 Christopher Wayman
 Version: 2.0

Name

1. The Committee shall be known as the **RESOURCES COMMITTEE**.

Membership

2. Membership of the committee is open to any Councillor who wishes to be a member
 - 2.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
3. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chairman

4. The Committee shall elect a Chairman at the first meeting after the Annual Town Council Meeting. The Chairman's period of office is for one year.
5. The Committee shall elect a Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chairman's period of office is for one year.
6. The Chairman if present shall Chair the Committee meeting.

Conduct of the Meeting

7. All meetings of the Resources Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
8. All business undertaken at the Resources Committee shall be done so in accordance with the Town Council's standing orders and current legislation

Area of Operations

9. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
 - Strategy
 - Finance
 - Personnel
 - Policy
 - Grants
 - Civic Matters
 - Communications
 - Office Accommodation

Powers and responsibilities

10. In addition to the areas of operation above the Policy and Finance Committee has the following responsibilities:

Finance

- 10.1) to advise the Council on the budget proposals of all Committees and the level of the precept to be levied each year.
- 10.2) to review the long term financial strategy of the Council with a view to advising the Council on funding for significant projects
- 10.3) to be responsible for all aspects of the financial administration of the Council including:
 - arrangements for preparation of the accounts
 - appointment of an independent Internal Auditor
 - preparation of, and compliance with, the Council's financial regulations
 - maintenance of adequate systems of internal control and internal audit throughout the year
 - control and monitoring of the approved budget throughout the year
 - considering and recommending to Council approval of annual financial reports, together with evidence of adequate systems of internal control and internal audit throughout the year, for presentation for External Audit
 - develop and keep under review the Council's Financial Plan and Investment Strategy
- 10.4) To undertake within the overall policies and approved budgets of the Council the following duties and functions:
 - determine fees and charges for services provided by the Council
 - determine subscriptions to be paid by the Council
 - determine the need for and if necessary, recommend to Council the taking out of loans
- 10.5) to advise the Council on the level of allowances to be payable to Councillors
- 10.6) To make recommendations to Council in relation to internal policy development based on legislation
- 10.7) to review the long term financial strategy of the Council with a view to advising the Council on funding for significant projects
- 10.8) Ensure adequate insurance of all the Council's property and liabilities
- 10.9) Oversee the Community Grant process
- 10.10) Advise the Council on responses to be made to the structure of Local Government
- 10.11) Make representation to Aylesbury Vale District Council and Buckinghamshire County Council on their corporate plans and policies when they are likely to or do affect Buckingham

Personnel

- 10.12) to monitor all matters affecting the promotion, discipline and salary and conditions of service of all staff and office holders of the Council (unless stated elsewhere)
- 10.13) to meet as required to discuss and investigate any personnel requirements

- 10.14) to oversee Officer and Member training
- 10.15) to meet as required by the Council for staff reviews
- 10.16) to review and agree the policies and procedures regarding personnel

Civic Matters

- 10.17) Oversee Civic matters including the town crier, mace bearer or any other civic positions.
- 10.18) Be responsible for all Civic Affairs including Civic protocols

General Purpose

- 10.19) to be responsible for advising the Council on Standing Orders in respect to the Conduct of Meetings, Code of Conduct for members and all similar documentation relating to the overall administration of the Council's affairs.
- 10.20) to consider, advise, delegate and make recommendation on any item of the Council's business and responsibilities not otherwise allocated to a committee
- 10.21) Oversee the ongoing development of ICT facilities for the Council including the Council's website
- 10.22) Oversee the production of the Newsletter
- 10.23) Oversee the production of the Annual Report
- 10.24) to provide and publish an annual report of the Council's finances both current & budgeted, and also reports from each of the Committee Chairman and the Mayor

Further Information

- 11. The Committee has authority to proceed with all items within its budget, but must refer to full Council when non budgeted expenditure is anticipated.
- 12. The Committee shall appoint sub committees and working groups to undertake work within its remit, as and when it is deemed necessary and shall set out Terms of References for those bodies.
- 13. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.