



BUCKINGHAM TOWN COUNCIL

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



17 February 2015

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on **Monday 23rd February 2015** 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. Apologies for Absence

Members are asked to receive apologies from Members.

2. Declarations of Interest

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

3. Minutes of last meeting

To receive the minutes of the Resources Committee meeting held on Monday 5th January 2015 ratified at the Full Council meeting held on 19th January 2015. **(R/05/14)**

4. Minutes of CSG Committee

To receive the minutes of the CSG Committee meeting held on Wednesday 7th January 2015. Previously circulated **CSG/06/14**

5. Action Report

To receive and discuss the report **Appendix A**

6. Accounts and Budgets

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

7. Strategic Planning

To receive a written update from the Deputy Town Clerk **R/59/14**

8. Encouragement of Candidates for the forthcoming election

To discuss and agree a press release to encourage residents to stand for the Council

9. Old Gaol Trust

To receive, discuss and agree a request for ongoing funding **Appendix C**

Buckingham



Twinned with Mouvaux, France



10. Film Place

To receive, discuss and agree a request for 3 year funding

Appendix D

11. BALC subscription fees

(616/14) To discuss whether to pay for the budgeted subscription fees

12. Chairman's Announcements

13. Date of next meeting

Monday April 13th 2015 at 7pm.

To:

Cllr. T. Bloomfield - Vice-Chairman

Cllr. H. Cadd

Cllr. Mrs. G. Collins - Chairman

Cllr. P. Collins

Cllr. J. Harvey

Cllr. P. Hiron

Cllr. D. Isham

Cllr. R. Lehmann

Cllr. A. Mahi

Cllr. H. Mordue

Cllr. Ms. Newell

Cllr. Mrs. O'Donoghue -Town Mayor

Cllr. M. Smith

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	currently studying, and writing specification up
141/13	Report on all staff hours	10.06.13	Undertake report on all staff hours when time allows	
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	Precepted for apprenticeship. Obtained more information
905/13	Website Design	14.04.14	Proceed per minute following ratification	Website to go live before May
511/14	Toilets	10.11.14	Check a response from J. McGinty	Being dealt with by Full Council
616/14	BMKALC	05.01.15	Place on agenda	On agenda
620/14	Moreton Road Toilets	05.01.15	Reply to AVDC that the Council wishes the toilets to stay open until 8pm	Sent

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
RESOURCES								
101	PERSONNEL COSTS							
4000	WAGES & SALARIES ADMIN	151,964	130,084	155,000	24,916		24,916	83.9 %
4001	WAGES & SALARIES EXTERNAL	59,317	50,342	60,000	9,658		9,658	83.9 %
4003	APPRENTICESHIP	0	0	6,000	6,000		6,000	0.0 %
4005	ERS NATIONAL INS	15,289	12,872	15,000	2,128		2,128	85.8 %
4006	ERS PENSION CONT	27,559	16,076	30,000	13,924		13,924	53.6 %
4007	STAFF TRAVEL	502	384	350	-34		-34	109.8 %
4008	OCCUPATIONAL HEALTH	370	229	500	271		271	45.8 %
	PERSONNEL COSTS :- Expenditure	255,000	209,988	266,850	56,862	0	56,862	78.7 %
001	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	255,000	209,988	264,350	54,362			
102	OFFICE EXPENSES							
4010	STATIONERY	2,076	1,520	1,650	130		130	92.1 %
4011	POSTAGE	557	444	650	206		206	68.3 %
4012	PHOTOCOPIER	1,535	1,334	2,000	666		666	66.7 %
4013	EQUIPMENT PURCHASE	0	199	200	1		1	99.5 %
4015	ADVERTISMENT	166	0	200	200		200	0.0 %
4017	SUBSCRIPTIONS	2,843	2,425	3,000	575		575	80.8 %
4018	TELEPHONE	3,259	2,954	3,400	446		446	86.9 %
4019	HIRE OF HALL	208	127	250	123		123	50.8 %
4021	HOSPITALITY	257	201	500	299		299	40.2 %
4023	TRAINING	3,401	3,513	4,000	487	1,395	-908	122.7 %
032	PUBLICITY	9,289	4,941	9,500	4,559		4,559	52.0 %
4038	COMPUTER EQUIP/MAINT	2,185	2,474	2,000	-474		-474	123.7 %
4041	WEB SITE PROVISION &	126	355	3,600	3,245		3,245	9.9 %
4043	PROTECTIVE CLOTHING /	367	388	300	-88		-88	129.3 %
4052	HEAT LIGHT POWER	2,206	1,589	1,600	11		11	99.3 %
4055	ALARM	185	573	200	-373		-373	286.5 %
4156	BUCKINGHAM CENTRE RENT	13,757	-3,488	13,000	16,488		16,488	-26.8 %
	OFFICE EXPENSES :- Expenditure	42,416	19,548	46,050	26,502	1,395	25,107	45.5 %
1010	CHAMBER HIRE	1,253	1,050	400	650			262.4 %
1012	PHOTOCOPIER USE	45	46	50	-4			91.6 %
	OFFICE EXPENSES :- Income	1,298	1,096	450	646			243.5 %
	Net Expenditure over Income	41,117	18,452	45,600	27,148			

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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	<u>COUNCILLORS</u>							
4020	MAYOR'S DUTIES	3,000	1,800	1,800	0		0	100.0 %
4029	MAYOR'S CIVIC	0	307	1,200	893		893	25.6 %
4044	COUNCILLORS MILEAGE / EXPS	227	55	1,000	945		945	5.5 %
4045	COUNCILLORS ALLOWANCE	6,720	0	8,160	8,160		8,160	0.0 %
	COUNCILLORS :- Expenditure	9,947	2,162	12,160	9,998	0	9,998	17.8 %
	Net Expenditure over Income	9,947	2,162	12,160	9,998			
104	<u>LEGAL REQUIREMENTS</u>							
4014	AUDIT FEE	4,109	-579	2,410	2,989		2,989	-24.0 %
022	INSURANCE	12,320	13,307	12,500	-807		-807	106.5 %
	LEGAL REQUIREMENTS :- Expenditure	16,428	12,728	14,910	2,182	0	2,182	85.4 %
	Net Expenditure over Income	16,428	12,728	14,910	2,182			
120	<u>GRANTS (PREV 137)</u>							
4070	SECTION 137 GRANTS	9,800	0	0	0		0	0.0 %
4077	OLD GAOL FUNDING	3,000	3,000	3,000	0		0	100.0 %
4150	FILM PLACE FUNDING	1,250	1,250	1,250	0		0	100.0 %
	GRANTS (PREV 137) :- Expenditure	14,050	4,250	4,250	0	0	0	100.0 %
	Net Expenditure over Income	14,050	4,250	4,250	0			
125	<u>COMMEMORATIVE ITEMS</u>							
4501	CIVIC AWARD	267	0	280	280		280	0.0 %
4504	REMEMBERANCE WREATH	18	17	20	3		3	85.0 %
05	MAYORS SALVER	0	165	160	-5		-5	103.1 %
	COMMEMORATIVE ITEMS :- Expenditure	285	182	460	278	0	278	39.6 %
	Net Expenditure over Income	285	182	460	278			
130	<u>ADMIN RESERVES</u>							
1176	PRECEPT	482,912	554,451	527,259	27,192			105.2 %
1190	INTEREST RECEIVED	1,841	0	4,500	-4,500			0.0 %
	ADMIN RESERVES :- Income	484,753	554,451	531,759	22,692			104.3 %
	Net Expenditure over Income	-484,753	-554,451	-531,759	22,692			

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
131 GRANTS							
4084 COMMUNITY CENTRE CAPITAL	0	0	4,000	4,000		4,000	0.0 %
4085 COMMUNITY CENTRE	5,000	5,784	9,000	3,216		3,216	64.3 %
4087 OTHER	0	16,956	16,956	0		0	100.0 %
GRANTS :- Expenditure	5,000	22,740	29,956	7,216	0	7,216	75.9 %
Net Expenditure over Income	5,000	22,740	29,956	7,216			
132 CONTINGENCIES							
4500 CONTINGENCIES	5,195	1,801	7,000	5,199		5,199	25.7 %
CONTINGENCIES :- Expenditure	5,195	1,801	7,000	5,199	0	5,199	25.7 %
Net Expenditure over Income	5,195	1,801	7,000	5,199			
304 BUCKINGHAM TOWN YOUTH COUNCIL							
4237 YOUTH COUNCIL BUDGET	39	830	900	70		70	92.2 %
4238 YOUTH COUNCIL ADMIN	5	0	100	100		100	0.0 %
4251 SKATEBOARD COMPETITION	592	0	0	0		0	0.0 %
BUCKINGHAM TOWN YOUTH COUNCIL :- Expenditure	635	830	1,000	170	0	170	83.0 %
1067 SKATEBOARD COMP INCOME	41	0	0	0			0.0 %
BUCKINGHAM TOWN YOUTH COUNCIL :- Income	41	0	0	0			
Net Expenditure over Income	594	830	1,000	170			
RESOURCES :- Expenditure	348,956	274,228	382,636	108,408	1,395	107,013	72.0 %
Income	486,093	555,547	534,709	20,838			103.9 %
Net Expenditure over Income	-137,136	-281,318	-152,073	129,245			

ENVIRONMENT

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
201 ENVIRONMENT							
4068 COMMUNITY SERVICE	3,700	2,060	6,500	4,440		4,440	31.7 %
4069 GRIT / SALT BINS	900	0	900	900		900	0.0 %
4101 SEATS AND BINS	1,627	576	3,000	2,424		2,424	19.2 %
4112 ENVIRONMENT EQUIPMENT	3,621	5,250	5,891	641	56	585	90.1 %
4118 GREEN WASTE DISPOSAL	360	300	360	60		60	83.3 %
ENVIRONMENT :- Expenditure	10,208	8,186	16,651	8,465	56	8,409	49.5 %
Net Expenditure over Income	10,208	8,186	16,651	8,465			

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>202</u> <u>ROUNABOUTS</u>							
4108 ROUNABOUT	7,693	6,603	10,000	3,397	1,321	2,076	79.2 %
ROUNABOUTS :- Expenditure	7,693	6,603	10,000	3,397	1,321	2,076	79.2 %
1051 ROUNABOUT NO 1 OPEN	1,652	1,982	1,982	0			100.0 %
1052 ROUNABOUT NO 2 ELLA	881	1,057	1,509	-452			70.1 %
1053 ROUNABOUT NO 3	1,652	1,735	1,735	0			100.0 %
1054 ROUNABOUT NO 4 R & B	0	0	2,211	-2,211			0.0 %
1056 ROUNABOUT NO 6 EUROLANE	1,095	2,367	2,367	0			100.0 %
1057 ROUNABOUT NO 7 RING ROAD	1,097	1,207	1,207	0			100.0 %
ROUNABOUTS :- Income	6,377	8,348	11,011	-2,663			75.8 %
Net Expenditure over Income	1,316	-1,745	-1,011	734			
<u>203</u> <u>MAINTENANCE</u>							
4063 VEHICLE HIRE AND RUNNING	3,713	3,236	6,000	2,764		2,764	53.9 %
4082 ALLOTMENTS	1,500	1,500	1,500	0		0	100.0 %
4102 DOG BINS	3,453	0	3,000	3,000		3,000	0.0 %
MAINTENANCE :- Expenditure	8,666	4,736	10,500	5,764	0	5,764	45.1 %
Net Expenditure over Income	8,666	4,736	10,500	5,764			
<u>204</u> <u>DEVOLVED SERVICES EXPENSES</u>							
1017 DEVOLVED SERVICES INCOME	8,460	8,520	15,000	-6,480			56.8 %
DEVOLVED SERVICES EXPENSES :- Income	8,460	8,520	15,000	-6,480			56.8 %
Net Expenditure over Income	-8,460	-8,520	-15,000	-6,480			
<u>251</u> <u>CHANDOS PARK</u>							
4106 PLAY AREA MAINTENANCE	456	139	500	361		361	27.8 %
4601 REPAIRS& MAINTENANCE FUND	2,115	5,524	12,000	6,476		6,476	46.0 %
4602 ELECTRICITY	387	371	500	129		129	74.2 %
4603 WATER	1,206	2,200	600	-1,600		-1,600	366.6 %
4605 HORTICULTURAL CONTRACT	14,577	12,512	15,050	2,538	2,502	36	99.8 %
CHANDOS PARK :- Expenditure	18,741	20,746	28,650	7,904	2,502	5,402	81.1 %
1030 BOWLS INCOME	500	550	550	0			100.0 %
1035 TENNIS COURT RENT	750	750	750	0			100.0 %
1071 WATER REFUND	1,361	0	0	0			0.0 %
CHANDOS PARK :- Income	2,611	1,300	1,300	0			100.0 %
Net Expenditure over Income	16,130	19,446	27,350	7,904			

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>252</u>	<u>BOURTON PARK</u>							
4106	PLAY AREA MAINTENANCE	357	359	500	141		141	71.8 %
4601	REPAIRS& MAINTENANCE FUND	7,866	9,067	10,071	1,004		1,004	90.0 %
4605	HORTICULTURAL CONTRACT	25,324	21,736	26,083	4,347	4,347	-1	100.0 %
4708	PLAY EQUIPMENT	0	39,095	0	-39,095		-39,095	0.0 %
	BOURTON PARK :- Expenditure	33,547	70,258	36,654	-33,604	4,347	-37,951	203.5 %
1078	NEW HOMES BONUS	0	38,513	0	38,513			0.0 %
	BOURTON PARK :- Income	0	38,513	0	38,513			
	Net Expenditure over Income	33,547	31,745	36,654	4,909			
<u>253</u>	<u>CEMETERY</u>							
4225	RATES	924	942	1,300	358		358	72.5 %
4601	REPAIRS& MAINTENANCE FUND	7,364	1,597	4,058	2,461		2,461	39.4 %
4602	ELECTRICITY	181	295	400	105		105	73.9 %
4605	HORTICULTURAL CONTRACT	21,113	18,122	21,850	3,728	3,624	104	99.5 %
4620	EXPENSES RE BURIAL DUTIES	5,157	2,707	5,512	2,805		2,805	49.1 %
	CEMETERY :- Expenditure	34,738	23,663	33,120	9,457	3,624	5,832	82.4 %
1041	BURIAL FEES	21,546	11,056	10,000	1,056			110.6 %
1045	CEMETERY WAR GRAVES COMM	60	60	60	0			100.0 %
	CEMETERY :- Income	21,606	11,116	10,060	1,056			110.5 %
	Net Expenditure over Income	13,132	12,547	23,060	10,513			
<u>254</u>	<u>CHANDOS PARK TOILETS</u>							
4612	CONTRACTOR CHARGE	10,208	8,200	12,000	3,800		3,800	68.3 %
09	MAINTENANCE	319	1,018	1,000	-18		-18	101.8 %
	CHANDOS PARK TOILETS :- Expenditure	10,527	9,218	13,000	3,782	0	3,782	70.9 %
	Net Expenditure over Income	10,527	9,218	13,000	3,782			
<u>255</u>	<u>RAILWAY WALK</u>							
4120	BTCV GRANT PAYMENT	2,034	434	2,000	1,566		1,566	21.7 %
4122	TREE WORKS	1,080	1,928	1,500	-428	5	-433	128.9 %
	RAILWAY WALK :- Expenditure	3,114	2,363	3,500	1,137	5	1,132	67.7 %
	Net Expenditure over Income	3,114	2,363	3,500	1,137			

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>256</u> <u>STORAGE PREMISES</u>							
4053 GRENVILLE	0	0	650	650		650	0.0 %
4073 COLLEGE FARM	3,250	3,250	3,250	0		0	100.0 %
STORAGE PREMISES :- Expenditure	<u>3,250</u>	<u>3,250</u>	<u>3,900</u>	<u>650</u>	<u>0</u>	<u>650</u>	<u>83.3 %</u>
Net Expenditure over Income	<u>3,250</u>	<u>3,250</u>	<u>3,900</u>	<u>650</u>			
<u>257</u> <u>KEN TAGG PLAYGROUND</u>							
4106 PLAY AREA MAINTENANCE	70	231	500	269		269	46.2 %
4122 TREE WORKS	0	0	500	500		500	0.0 %
4605 HORTICULTURAL CONTRACT	994	854	1,100	247	171	76	93.1 %
KEN TAGG PLAYGROUND :- Expenditure	<u>1,064</u>	<u>1,085</u>	<u>2,100</u>	<u>1,015</u>	<u>171</u>	<u>845</u>	<u>59.8 %</u>
Net Expenditure over Income	<u>1,064</u>	<u>1,085</u>	<u>2,100</u>	<u>1,015</u>			
<u>258</u> <u>CEMETERY LODGE</u>							
4034 PWLB REPAYMENTS INCL	4,702	2,351	4,702	2,351		2,351	50.0 %
CEMETERY LODGE :- Expenditure	<u>4,702</u>	<u>2,351</u>	<u>4,702</u>	<u>2,351</u>	<u>0</u>	<u>2,351</u>	<u>50.0 %</u>
1061 CEMETERY LODGE RENTAL	7,657	6,927	8,000	-1,073			86.6 %
CEMETERY LODGE :- Income	<u>7,657</u>	<u>6,927</u>	<u>8,000</u>	<u>-1,073</u>			<u>86.6 %</u>
Net Expenditure over Income	<u>-2,955</u>	<u>-4,576</u>	<u>-3,298</u>	<u>1,278</u>			
<u>259</u> <u>OTTERS BROOK</u>							
4106 PLAY AREA MAINTENANCE	70	70	500	431		431	13.9 %
4122 TREE WORKS	0	0	150	150		150	0.0 %
4605 HORTICULTURAL CONTRACT	3,167	2,719	3,300	581	544	38	98.9 %
OTTERS BROOK :- Expenditure	<u>3,237</u>	<u>2,788</u>	<u>3,950</u>	<u>1,162</u>	<u>544</u>	<u>618</u>	<u>84.3 %</u>
Net Expenditure over Income	<u>3,237</u>	<u>2,788</u>	<u>3,950</u>	<u>1,162</u>			
<u>260</u> <u>CCTV</u>							
4100 CCTV ONGOING COSTS	460	246	1,000	754	740	14	98.6 %
CCTV :- Expenditure	<u>460</u>	<u>246</u>	<u>1,000</u>	<u>754</u>	<u>740</u>	<u>14</u>	<u>98.6 %</u>
Net Expenditure over Income	<u>460</u>	<u>246</u>	<u>1,000</u>	<u>754</u>			
ENVIRONMENT :- Expenditure	<u>139,947</u>	<u>155,492</u>	<u>167,727</u>	<u>12,235</u>	<u>13,310</u>	<u>-1,076</u>	<u>100.6 %</u>
Income	<u>46,711</u>	<u>74,724</u>	<u>45,371</u>	<u>29,353</u>			<u>164.7 %</u>
Net Expenditure over Income	<u>93,236</u>	<u>80,769</u>	<u>122,356</u>	<u>41,587</u>			

TOWN CENTRE & EVENTS

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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	
301	TOWN CENTRE & EVENTS							
4078	0	0	400	400		400	0.0 %	
4079	250	68	250	182		182	27.2 %	
4094	1,227	1,908	5,178	3,270		3,270	36.8 %	
4104	5,663	5,113	6,000	887		887	85.2 %	
4107	303	244	250	6		6	97.6 %	
4115	267	-34	533	567		567	-6.4 %	
4201	9,364	8,746	10,000	1,254		1,254	87.5 %	
4202	3,411	3,821	5,089	1,268		1,268	75.1 %	
4203	773	333	500	167		167	66.7 %	
4205	3,009	2,998	3,000	2		2	99.9 %	
209	114	290	200	-90		-90	144.9 %	
4210	41	0	75	75	26	49	34.6 %	
4211	3,149	3,128	3,000	-128		-128	104.3 %	
4212	318	410	300	-110		-110	136.6 %	
4215	500	0	600	600		600	0.0 %	
4216	39	42	60	18		18	69.5 %	
4220	3,698	3,639	3,700	61		61	98.4 %	
4228	250	300	770	470		470	39.0 %	
4232	0	0	200	200		200	0.0 %	
4235	0	99	0	-99		-99	0.0 %	
4241	4,443	4,653	6,710	2,057		2,057	69.3 %	
4243	2,544	1,770	1,800	30		30	98.3 %	
	TOWN CENTRE & EVENTS :- Expenditure	39,363	37,528	48,615	11,087	26	11,061	77.2 %
1013	467	400	500	-100			80.0 %	
1021	0	0	400	-400			0.0 %	
1062	270	250	300	-50			83.3 %	
1063	0	98	350	-252			28.1 %	
1066	3,980	2,502	5,400	-2,898			46.3 %	
1069	5,794	5,967	6,000	-33			99.5 %	
	TOWN CENTRE & EVENTS :- Income	10,511	9,217	12,950	-3,733			71.2 %
	Net Expenditure over Income	28,853	28,311	35,665	7,354			
302	STREET MARKET							
4017	318	318	325	7		7	97.8 %	
4225	3,557	3,627	4,300	673		673	84.3 %	
4226	3,820	3,831	3,200	-631		-631	119.7 %	
4235	986	4,487	6,217	1,730		1,730	72.2 %	
	STREET MARKET :- Expenditure	8,681	12,263	14,042	1,779	0	1,779	87.3 %

Month No : 11

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1005	STREET MARKET	22,699	16,106	21,000	-4,894			76.7 %
1006	FLEA MARKET	4,734	3,413	5,000	-1,587			68.3 %
1007	CONTINENTAL MARKET	300	213	750	-537			28.4 %
	STREET MARKET :- Income	27,733	19,732	26,750	-7,018			73.8 %
	Net Expenditure over Income	-19,052	-7,469	-12,708	-5,239			
303	SPECIAL EVENTS							
4240	JUBILEE MEMORY BOOK	0	0	1,600	1,600		1,600	0.0 %
4242	FOOD FAIR	0	379	1,935	1,557		1,557	19.6 %
4260	TWINNING	0	854	2,854	2,000		2,000	29.9 %
4264	BUS TRANSPORT	2,585	0	0	0		0	0.0 %
	SPECIAL EVENTS :- Expenditure	2,585	1,233	6,389	5,157	0	5,157	19.3 %
1020	FOOD FAIR INCOME	735	175	450	-275			38.9 %
	SPECIAL EVENTS :- Income	735	175	450	-275			38.9 %
	Net Expenditure over Income	1,850	1,058	5,939	4,882			
	TOWN CENTRE & EVENTS :- Expenditure	50,629	51,024	69,046	18,022	26	17,996	73.9 %
	Income	38,979	29,125	40,150	-11,025			72.5 %
	Net Expenditure over Income	11,651	21,899	28,896	6,997			
	PARTNERSHIPS							
505	AYLESBURY VALE SHORTFALL							
4219	BUCKINGHAM FRINGE	5,011	8,727	12,451	3,724		3,724	70.1 %
5001	TIC GRANT	25,000	25,000	25,000	0		0	100.0 %
5003	VALE OF AYLESBURY PLAN	15,787	3,655	2,500	-1,155		-1,155	146.2 %
	AYLESBURY VALE SHORTFALL :- Expenditure	45,798	37,382	39,951	2,569	0	2,569	93.6 %
1065	BUCKINGHAM FRINGE INCOME	3,189	3,763	10,000	-6,238			37.6 %
1068	COUNCIL TAX TOP UP GRANT	50,692	0	0	0			0.0 %
	AYLESBURY VALE SHORTFALL :- Income	53,882	3,763	10,000	-6,238			37.6 %
	Net Expenditure over Income	-8,084	33,619	29,951	-3,668			
	PARTNERSHIPS :- Expenditure	45,798	37,382	39,951	2,569	0	2,569	93.6 %
	Income	53,882	3,763	10,000	-6,238			37.6 %
	Net Expenditure over Income	-8,084	33,619	29,951	-3,668			
	EARMARKED RESERVES							

Month No : 11

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
901	<u>EARMARKED RESERVES</u>							
9006	NAG	148	78	598	520		520	13.1 %
9009	CAPITAL RESERVE	0	0	110,000	110,000		110,000	0.0 %
9010	FLOOD RELIEF	-100	0	100	100		100	0.0 %
9011	WAR MEMORIAL	9,610	750	1,681	931		931	44.6 %
9012	CHRISTMAS LIGHTS	1,100	0	4,675	4,675		4,675	0.0 %
9015	CHARTER FAIRS	0	30	11,170	11,140		11,140	0.3 %
9018	REPAIR OF FOOTPATHS	0	28,035	31,000	2,965	2,965	0	100.0 %
9019	MEMORIAL TESTING	363	2,663	5,537	2,875		2,875	48.1 %
9025	PLAY AREA REPLACEMENT	0	0	2,621	2,621		2,621	0.0 %
9026	TRIM TRAIL	0	4,810	4,810	0		0	100.0 %
9027	GREEN BUCKINGHAM GROUP	0	0	226	226		226	0.0 %
9029	CIRCULAR WALK MAINT	82	9,418	14,665	5,247		5,247	64.2 %
9030	TOURISM LEAFLETS	510	0	3,402	3,402		3,402	0.0 %
9031	YOUTH MUSIC EVENT	0	0	1,200	1,200		1,200	0.0 %
9032	BUCK NEIGHBOURHOOD DEV	0	3,279	20,750	17,471		17,471	15.8 %
9033	DESTINATION BUCKINGHAM	6,297	3,985	8,800	4,815		4,815	45.3 %
9034	RIVER AND POND MAINTENANCE	4,000	0	5,000	5,000		5,000	0.0 %
9035	PARKS DEVELOPMENT	7,730	14,315	35,389	21,074		21,074	40.5 %
9036	ELECTION COSTS	0	0	2,500	2,500		2,500	0.0 %
	EARMARKED RESERVES :- Expenditure	29,740	67,363	264,124	196,761	2,965	193,796	26.6 %
1070	DESTINATION BUCKINGHAM	10,000	10,000	0	10,000			0.0 %
	EARMARKED RESERVES :- Income	10,000	10,000	0	10,000			
	Net Expenditure over Income	19,740	57,363	264,124	206,761			
	EARMARKED RESERVES :- Expenditure	29,740	67,363	264,124	196,761	2,965	193,796	26.6 %
	Income	10,000	10,000	0	10,000			0.0 %
	Net Expenditure over Income	19,740	57,363	264,124	206,761			

Trial Balance by Cost Centre

<u>A/c Code</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
310	GENERAL RESERVE		270,421.54
Total :-	Balance Sheet & Non Centre A/cs	0.00	270,421.54
	Trial Balance Total :	0.00	270,421.54
	Difference :	-270,421.54	

Ledger No 1 for Month No 10

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
01/01/2015	288994		AVDC	A001	1,416.00	283.20	1,699.20	4243	301	1,416.00	charter fair cleaning
06/01/2015	290303		AVDC	A001	2,915.54	583.11	3,498.65	4612	254	2,915.54	c park maint
26/01/2015	TEMP		AVDC	A001	21.00	0.00	21.00	4242	303	21.00	temp event licence - food fair
12/01/2015	OCT-		ANGLIAN WATER	A015	958.15	0.00	958.15	4603	251	958.15	bowls water
06/01/2015	2039		COMMUNITY CENTRE	B002	127.05	0.00	127.05	4019	102	127.05	hall hire first aid course
19/01/2015	2041		COMMUNITY CENTRE	B002	2,147.80	0.00	2,147.80	4022	104	662.82	insurance - comm centre
								4052	102	847.78	gas - comm centre
								4052	102	348.38	elec - comm centre
								4052	102	288.82	water - comm centre
26/01/2015	2061		COMMUNITY CENTRE	B002	357.50	0.00	357.50	4242	303	357.50	hall hire food fair
13/01/2015	MOBJAN		B.T.	B003	140.13	28.03	168.16	4018	102	140.13	mobiles jan
20/01/2015	816426JAN		B.T.	B003	60.18	12.04	72.22	4018	102	60.18	816426 jan
20/01/2015	816801JAN		B.T.	B003	124.42	24.88	149.30	4018	102	124.42	816801 jan2015
20/01/2015	817433JAN		B.T.	B003	81.10	16.22	97.32	4018	102	81.10	817433 jan 2015
25/01/2015	INTERNETJA		B.T.	B003	107.30	21.46	128.76	4018	102	107.30	internet jan
31/01/2015	310200		BROWNS	B031	8.67	1.73	10.40	4112	201	8.67	scraper piggy back
01/01/2015	310778		BROWNS	B031	61.69	12.34	74.03	4112	201	61.69	filters, lubs
01/01/2015	310780		BROWNS	B031	70.30	14.06	84.36	4112	201	70.30	filter, spark plugs
29/01/2015	2013/82/BTC		BLACK DOG DESIGN	B038	600.00	120.00	720.00	9032	901	600.00	neighbourhood plan
31/01/2015	2700		CGM	C016	6,254.47	1,250.89	7,505.36	4605	259	271.86	maint cont
		1011967						4605	257	85.35	maint cont
		1011967						4605	253	1,812.16	maint cont
		1011967						4605	251	1,251.17	maint cont
		1011967						4605	252	2,173.63	maint cont
		1011967						4108	202	660.30	maint cont
14/01/2015	H10EF7FB97		E-ON	E006	26.04	1.30	27.34	4602	253	26.04	elec chapel b
08/01/2015	H10F13F456		E-ON	E006	33.59	1.68	35.27	4602	253	33.59	chapel a elec
15/01/2015	6748524		ESE WORLD LTD	E015	576.10	115.22	691.32	4101	201	576.10	litter bins - plastic 50ltr

Ledger No 1 for Month No 10

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
20/01/2015	11406		GREENBARNES	G006	224.34	44.87	269.21	4112	201	224.34	noticeboard accessories
31/01/2015	4171		GANDERTON	G008	157.92	31.58	189.50	4063	203	157.92	fuel van / quad
01/01/2015	1638420		GRUNDON	G050	32.68	6.54	39.22	4112	201	32.68	wheelie bins
31/01/2015	656898		GRUNDON	G050	32.68	6.54	39.22	4112	201	32.68	wheelie bins
20/01/2015	15519		HIGHGEAR	H32	62.57	12.51	75.08	4063	203	62.57	replace fuel filter
28/01/2015	8506		IWOOD	I006	950.90	190.18	1,141.08	4601	253	950.90	oak cladding
30/01/2015	2559326		JOHNSTON PRESS	J010	154.00	30.80	184.80	9032	901	154.00	advertiser
14/01/2015	539012		QUEST	Q002	32.97	6.58	39.55	4112	201	32.97	anchor, screws etc
23/01/2015	540883		QUEST	Q002	6.10	1.22	7.32	4112	201	6.10	socket
01/01/2015	1153-		ROGERS	R010	4.70	0.00	4.70	4010	102	4.70	newspapers
01/01/2015	115815CR		SLCC	S005	-19.95	0.00	-19.95	4010	102	-19.95	credit invoice posted via cb
31/01/2015	CORRECT		TRAVIS	T010	-8.67	-1.73	-10.40	4112	201	-8.67	correct and move to b031
31/01/2015	CORRECTJA		TRAVIS	T010	-10.40	0.00	-10.40	4112	201	-10.40	correct misposted invoice
13/01/2015	945804		VIKING DIRECT	V001	71.94	14.39	86.33	4010	102	71.94	stat
TOTAL INVOICES								17,778.81	2,829.64	20,608.45	17,778.81

Ledger No 1 for Month No 11**Supplier A/c Order**

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/c	Centre	Amount	
04/02/2015	46277		OFF THE KERB	O022	1,000.00	200.00	1,200.00	4241	301	1,000.00	comedian - p chowdhry
01/02/2015	59569		PARAGON	P008	49.00	9.80	58.80	4620	253	49.00	job beaver
01/02/2015	59570		PARAGON	P008	104.70	20.94	125.64	4620	253	104.70	digger hire
01/02/2015	59571		PARAGON	P008	104.70	20.94	125.64	4620	253	104.70	digger hire
01/02/2015	59572		PARAGON	P008	33.10	6.62	39.72	4112	201	33.10	gene, drill
01/02/2015	59719		PARAGON	P008	10.33	2.07	12.40	4112	201	10.33	jubilee clip etc
01/02/2015	59783		PARAGON	P008	108.50	21.70	130.20	4620	253	108.50	digger hire
01/02/2015	ACH941		TRAVIS	T010	16.80	3.36	20.16	4601	253	16.80	sawn (wood)
01/02/2015	18279		TEMPLE	T038	292.50	58.50	351.00	4235	302	292.50	market bags
05/02/2015	88429		VIKING DIRECT	V001	87.79	17.56	105.35	4010	102	87.79	stat
05/02/2015	94648		VIKING DIRECT	V001	1.49	0.30	1.79	4010	102	1.49	stat
				TOTAL INVOICES	1,808.91	361.79	2,170.70				1,808.91

CURRENT

Payments made between 01/01/2015 and 13/02/2015

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/01/2015	EDF Energy	dd1	41.00	41.00		501			Purchase Ledger
02/01/2015	Aylesbury Vale District Council	dd2	94.00	94.00		501			rates 2014-15 cemetery & chape
02/01/2015	Aylesbury Vale District Council	dd3	363.00	363.00		501			rates 2014-15 street market
02/01/2015	EDF Energy	dd4	11.00	11.00		501			Purchase Ledger
02/01/2015	GRUNDON	dd6	39.22	39.22		501			wheelie bins
02/01/2015	E-ON	dd7	27.34	27.34		501			elec chapel b
02/01/2015	E-ON	dd8	35.27	35.27		501			chapel a elec
02/01/2015	British Telecom	dd9	168.16	168.16		501			internet aug
12/01/2015	geo browns implements ltd	007468	730.96	730.96		501			compost
12/01/2015	Buckingham Tyre and Exhaust	007469	160.00	160.00		501			Tyres, valves, bal - van
12/01/2015	complete ground management	007470	8,045.36	8,045.36		501			tree work c park
12/01/2015	coles and sons nurseries	007471	250.98	250.98		501			plants
12/01/2015	Clarity Copiers Ltd	007472	167.10	167.10		501			copy charge
12/01/2015	W Ganderton & Son	007473	363.43	363.43		501			fuel
12/01/2015	linnell bros ltd	007474	877.12	877.12		501			wood
12/01/2015	Online Playgrounds	007475	64.34	64.34		501			caps
12/01/2015	Paragon Tool Hire	007476	368.18	368.18		501			gene, tower light
12/01/2015	Quest	007477	91.32	91.32		501			gloves, wipes etc
12/01/2015	Sage UK Ltd	007479	1,747.20	1,747.20		501			sage payroll course j baughan
12/01/2015	travis perkins	007480	212.25	212.25		501			post, compost
12/01/2015	The Telecom Shop	007481	51.00	51.00		501			amplifier for eloise phone
12/01/2015	Transport for Buckinghamshire	007482	720.00	720.00		501			road safety audit - toilets
12/01/2015	Viking Direct Ltd	007483	293.35	293.35		501			laminator
12/01/2015	bucks county council	007484	420.00		70.00	4500	132	350.00	mvas
12/01/2015	D Sleight	007485	246.02		41.00	4022	104	205.02	D Sleight - cem (insurance)
12/01/2015	grenke	007486	218.63		36.44	4012	102	182.19	photocopier
12/01/2015	a water	007487	137.59			4603	251	137.59	standpipe
12/01/2015	Aylesbury Vale District Council	007488	1,699.20	1,699.20		501			charter fair cleaning
12/01/2015	Aylesbury Vale District Council	007489	21.00	21.00		501			Purchase Ledger
12/01/2015	Buckingham Community Centre	007490	127.05	127.05		501			hall hire first aid course
12/01/2015	iWood	007491	1,141.08	1,141.08		501			Purchase Ledger
12/01/2015	SparkX	007492	2,304.00	2,304.00		501			Purchase Ledger
12/01/2015	tutorcare	007494	474.00		79.00	4023	102	395.00	first aid course
12/01/2015	the old gaol	007496	3,000.00			4077	120	3,000.00	grant
12/01/2015	FLAG & BUNTING STORE	007498	414.95	414.95		501			Purchase Ledger
19/01/2015	cpre	007495	36.00			4017	102	36.00	cpre subs
19/01/2015	sicc	007497	279.00			4017	102	279.00	sicc subs cw
26/01/2015	the film place	007500	60.00		10.00	4235	302	50.00	market advert
26/01/2015	c robson	007502	6.00			4500	132	6.00	title registry - toilets
26/01/2015	w horwood	07501	32.49		5.42	4007	101	27.07	bill exps
31/01/2015	mk18	007463A	0.20			4235	302	0.20	mk18
31/01/2015	hmrc	007503	4,341.26			515		4,341.26	paye jan
Sub Total Carried Forward			29,880.05	20,628.86	241.86			9,009.33	

Date: 17/02/2015

Buckingham Town Council

Page No: 2

Time: 11:34

Cash Book No : 1

User : CW

CURRENT

Payments made between 01/01/2015 and 13/02/2015

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
31/01/2015	bcc	007504	2,905.81			517	775.00	defecit pension jan
						517	2,130.81	pension jan
31/01/2015	wages jan	WAGES	14,834.96			516	14,834.96	wages jan
02/02/2015	essentially local	007505	117.00		19.50	4235 302	97.50	market advert - essentially lo
02/02/2015	the worlds fair	007506	240.00		40.00	4235 302	200.00	market advert - worlds fair
02/02/2015	Anglian Water	007507	958.15	958.15		501		bowls water
09/02/2015	mr kingston	007508	349.00			9032 901	349.00	buck plan leaflet delivery
09/02/2015	Off The Kerb Productions	007509	1,200.00	1,200.00		501		Purchase Ledger
09/02/2015	c wayman	007510	118.25			4007 101	118.25	uni exps
09/02/2015	mr k horne	007511	750.00			4620 253	750.00	cemetery digging - k horne
09/02/2015	bcc	007512	90.00		15.00	1017 204	75.00	white lines at cemetery
09/02/2015	taliesin musicraft	007513	200.00			4241 301	200.00	pa comedy night
09/02/2015	hogsty end	007514	118.80		19.80	4235 301	99.00	markey advert - hogsty
09/02/2015	Templecoombe Limited	007515	351.00	351.00		501		Purchase Ledger
Total Payments :			52,113.02	23,138.01	336.16		28,638.85	

BUCKINGHAM TOWN COUNCIL

RESOURCES COMMITTEE

MONDAY 23 FEBRUARY 2014

Agenda Item no. 7

Committee Chairman: Cllr. Mrs. Geraldine Collins

**Contact Officer: Mr Christopher Robson
01280 816426**

Strategic Planning Report

Background

As Councillors are aware the Council has previously agreed eight objectives (Critical Success Factors) which form the basis of the Town Council's Strategic Plan. At a meeting of the Full Council on 30th June 2014 Councillors received a report identifying the Key Activities/Processes the Council must carryout to an exceptional level if it is to achieve its eight objectives.

A further report to the Resources Committee on 22 September 2014 detailed what three to four actions needed to be taken for each of the Key Activities/Processes, to start moving the Strategic Plan forward and putting the Council on track to achieving its objectives.

Further Development of the Strategic Plan

At a meeting on 7 January 2015 Councillors and Officers progressed the Strategic Plan further by creating a series of Performance Indicators for each of the eight Critical Success Factors (CSF). The aim of the Performance Indicators was to provide some direction and guidance on each CSF.

Each CSF has two performance indicators, the use of which will allow the Council to measure how well it is progressing in achieving the CSF's.

The below table outlines the 8 Critical Success Factors and their Performance Indicators;

Critical Success Factor	Performance Indicators
Complete a successful Neighbourhood Plan and ensure it is being used appropriately to judge planning permissions in the future	Milestone progress towards getting a successful referendum result and becoming a living plan % hit rate for planning decisions in compliance with our plan
Improved Community Spirit	Declining (bag of) ASB statistics % of groups and societies in the town that report positive/stable trends in voluntary support
Established greater active engagement with local Partners and Public (including the university and other key stakeholders)	Increasing instances of Partners and Public approaching the Town Council Measure Social media hits/likes/comments and website hits
Promoted and improved economic activity in our town	Level of shop and industrial unit occupancy Town car park occupancy level FTE numbers in towns top 10 major employers
Maintained, improved and expanded our green and open spaces (including allotments and cemetery)	Completion of Keep Britain tidy Survey Achieving Green Flag Park Standard Keep track of the number of complaints
Maintained Quality Council Status	Yes/No to achieving Local Council Platinum Award Anonymous Cllr. survey on how coherent, focused and strategic our Cllrs feel our council is
Developed an effective resources plan (to include adequate income generation plan, adequate staffing to achieve our ambitions and good value council processes)	Creating a milestone plan Measuring income generation and financial health of the Council – effective and efficient
Make Buckingham an event more attractive town/parish (including improved infrastructure)	Average house price in comparison to Brackley, Towcester and Winslow Score on Best Kept Village

Moving Forward

The Council has now established a solid base to its Strategic Plan. The overall aims of the Council have been clearly set out and the most important processes the Council must carry out to hit all 8 CSF's have been identified. The Strategic Plan has laid out what actions the Council must now take and the creation of the Performance Indicators above will allow Officers to begin moving forward and monitoring the Council's progress.

BUCKINGHAM OLD GAOL TRUST



ONGOING FUNDING REQUEST

Introduction and Background

- 1 For several years now, Buckingham Town Council (BTC) has provided annual funding to assist with the maintenance and running of both the Grade 2* listed building and the Museum which it houses. This funding is reviewed every three years.
- 2 Buckingham Old Gaol is in the ownership of Buckingham Old Gaol Trust (the Trust), a registered charity limited by guarantee. The Museum and its shop are run entirely by volunteers.
- 3 Tourism South East staffing for the Tourist Information Centre (TIC) has been funded by BTC since 2011, when District Council funding was withdrawn. In return for a caretaking function, the Trust makes no charge for the TIC accommodation.
- 4 The Trust is solely dependent on income from rentals from the electricity sub-station housed at the rear of the building, the Thames Valley Police office and a licence fee (in effect shop rental) from Giltswan; Museum admission fees; private and corporate hire of the Exercise Yard; grants (usually in respect of planned projects, and match-funded); and donations.
- 5 A copy of the 2013/14 Annual Report and Accounts is enclosed, which details recent activities and financial etc information.

Community Use

- 6 Hire of the Exercise Yard is at favourable terms for registered charities, or where it is booked via a Trustee. As a consequence, recent years have seen increasing use of the Exercise Yard for meetings of community groups, including *Access for All*, the Neighbourhood Action Group, the Buckingham Action Group (a multi-agency group seeking to provide activities for younger people) and a District Council heritage group auditing listed buildings in the town. Increased use of this facility by community groups, particularly during the day when running costs are minimal, is actively promoted by the Trust.
- 7 Evenings continue to see regular talks and exhibitions, one of the most recent being the Dickens Exhibition held in conjunction with the University of Buckingham.
- 8 The Friends of Buckingham Old Gaol (a separate organisation that provides volunteers) continue to hold activities for children during the main school holidays.

Use of Funding

- 9 Ever since the Trust took over the building in 1985 there have been on-going improvements to the building. After considerable work to restore the building, it opened as a Museum on the ground floor in the early 1990s. Further work over the years enabled the Museum to expand to its present size. The Exercise Yard had its glazed roof installed in 2000, and in 2006/06 the Flora Thompson exhibition was installed. In 2008/09 the "Welcome Access" project saw huge improvements to the entrance area and Exercise Yard mezzanine kitchen facility. In 2011, the

exterior stonework was extensively refurbished; and in 2015 the interior lighting was upgraded and extended at a cost approaching £30,000.00.

- 10 Plans are already underway to replace the display cases in the Exercise Yard, at a cost of nearly £5,000.00; and there are longer-term plans to also replace those housing the Saxon, Mediaeval and Tudor displays, which include Katherine of Aragon's Crucifix; and the Buckingham at War case on the first floor corridor. Museum cases, which are made to measure and often require hermetic sealing to protect artefacts, are very costly, as may be judged from the cost of those for the Exercise Yard quoted above and that for the Town Mace which cost nearly £3,000.00.
- 11 The nature of the building construction means that it is difficult to heat in winter, and the Exercise Yard, by virtue of its glazed roof, is equally difficult to keep cool in the summer. A heating and ventilation system installed in 2000 has never been really effective, although in 2014 it was adapted to provide a through draught to help with summer cooling. At the same time, radiant heaters were installed to help warm the area – particularly during evening events in the winter months. These are all electric, and their running costs are high.
- 12 Grade 2* listed buildings are also notoriously difficult to maintain, and The Old Gaol is no exception. Other than the major projects described above, most months see minor repairs needed, and the Trust is fortunate in being able to call on local craftsmen, who know the building well, to undertake such work. This represents an on-going and unpredictable cost.

Summary and Conclusion

- 13 The foregoing demonstrates the continuing work carried out by the Trust to improve the Old Gaol as a local Museum, and in promoting it as a venue for community events. It illustrates some of improvements already undertaken over the years, much of them with the assistance of BTC funding; and the further works planned for the future. It also touches on the costs of such work and the high running costs of the building.
- 14 Hopefully this brief report and the accompanying Annual Report and Accounts provides justification that the generous contributions of BTC to date have been a worthwhile investment in Buckingham's iconic centrepiece and the facilities that it provides; and that similar generosity will be justified in the years to come.

Company Registered Number
1950221

Charity Number
292807

Buckingham Old Gaol Trust

Report and Accounts

31 March 2014

Buckingham Old Gaol Trust
Legal & Administrative Information

Trustees

Mr Terence Bloomfield
Professor John Clarke
Mr David Fell
Dr Susan Fern
Mrs Helene Hill
Ms Beverley Kelly
Miss Kay Meadows
Mr Michael Smith
Mr Warren Whyte

Chairman

Mrs Helene Hill

Secretary

Mr Michael Smith

Treasurer

Mr Terence Bloomfield

Accountants

BirchCooper Accounting Services Limited
Suite 6b Newman House
4 High Street
Buckingham
MK18 1NT

Bankers

Lloyds TSB
19 Market Square
Buckingham
MK18 1NP

Registered office

The Old Gaol
Market Hill
Buckingham
MK18 1JX

Company Number

01950221

Charity Number

292807

Buckingham Old Gaol Trust
Company Number: 01950221
Charity Number: 292807
Trustees' Report

The Trustees present their Annual Report along with the financial statements for the year ended 31 March 2014.

Structure, Governance and Management

The organisation is a charitable company limited by guarantee, incorporated on 25 September 1985 and registered as a charity on 25 October 1985. The charity changed its name from Buckingham Heritage Trust to Buckingham Old Gaol Trust on 29 February 2012.

The charity was created with a Memorandum of Association which established the objects and powers of the company. It is governed by its Articles of Association. Under those articles, one-third of the Trustees shall retire in rotation at each Annual General Meeting, but shall be eligible for re-election. Mr Fell, Dr Fern and Mr Whyte have retired by rotation but have offered themselves for re-election. This still leaves six Trustee vacancies.

The Trustees meet regularly to progress the work of the charity. To help all Trustees play a part, Trust Board meetings alternate between morning and evening meetings, thereby giving all Trustees the opportunity to attend with reasonable frequency and contributing to the work of the charity around their other commitments. Day to day management of the charity and its assets between Trust Board meetings is undertaken by the Chairman and Secretary.

Related Parties

There are no related parties.

Risk Management

The Trustees examine the major risks that the charity faces each financial year when reviewing their policies and updating their strategic plan. The Trust Board has developed systems to monitor and control all potential risks in order to mitigate any impact they may have on the charity in the future.

Objectives and Activities

The objects of the charity are to restore and maintain the building known as Buckingham Old Gaol as a building of historical interest; and develop the same as a heritage centre museum and gallery for the benefit of the people of Buckingham and Buckinghamshire, as set down in the governing document dated 16 October 1985.

Achievements and Performance

Despite the "divorce" from AVDC being concluded in 2012, there have been on-going issues concerning the repayment of service charges by Thames Valley Police, for whom the charity is now the direct landlord. These were finally and amicably resolved to the satisfaction of both parties early in the financial year.

The relationship with Giltswan, who occupies the former Cell Shop at the rear of the building, continues to be of mutual benefit. The owner of Giltswan continues to provide assistance to those requiring access to the building via the wheelchair lift, and also adds to the overall building security by being an additional person on the premises during opening hours.

Buckingham Old Gaol Trust
Company Number: 01950221
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Trustees' Report

The Tourist Information Centre continues to see growing numbers of enquirers. Their occupancy agreement continues to provide us with valuable administrative, particularly with relaying telephone messages and dealing with private hire bookings, as well as an element of

Private hire bookings of the Exercise Yard remain buoyant, including for late night paranormal and "ghost hunter" events – the Trust Board is grateful to those few Trustees who turn out to facilitate such events and are content to allow the small honoraria payable on such occasions to continue. It is particularly pleasing to note an increasing number of bookings for local meetings of groups involving the wider community, including *Access for All*, and AVDC when arranging local youth activities. We continue to be flexible about payment for such meetings – particularly ones of short duration – in recognition of the continuing support we receive from Buckingham Town Council.

The Museum Shop continues to provide welcome income via Museum entry fees and the sale of books (including the popular pre-read books) and museum-related memorabilia. The shop also enables the Trust to remain active with the local traders' association, which has now been re-branded as **Shop Buckingham**; and the Trust is pleased to support trading initiatives in the town.

The series of Spring and Autumn talks have continued, as has the November Craft Fair, several popular visits by Father Christmas, and the outreach programme of talks to local groups by Mr Ed Grimsdale.

The fabric of the building has, inevitably, required on-going maintenance issues, but following major projects in recent years these have reduced considerably. During the year, these have included agreeing to replace and enhancing CCTV coverage of the building interior, improving broadband access, installing Exercise Yard heating and refreshing the mezzanine kitchen facility. Storage provision was greatly improved by tidying the alarm cupboard, and office improvements continue as time permits.

Museum

Following the installation of the new case for the town mace, new interpretation boards were designed for the civic display. The existing board has been re-written and a new one made explaining the history and significance of the mace. An off-white background and clear type have been chosen to assist those visitors with either impaired vision or dyslexia. The Friends asked that £300 of their annual grant be spent on these boards and there is some money left to go towards replacing another board. This is necessary as changes are made in the displays to accommodate new acquisitions or re-arrangements. A start has now been made on replacing captions in other cases with larger type also on an off-white background.

All of Dave Webb's loaned items were returned to him as many had been replaced by other donations; and the former Webb's Stores display is now called Down Memory Lane.

Previous plans to augment the Flora Thomson display area with a "Candleford Post Office", and to consolidate lace exhibits into a single display have been put in abeyance due to a more pressing need to replace cabinets in the Tudor Room and at the end of the first floor

The visitor guide needed reprinting and was re-designed to make it more user-friendly.

Buckingham Old Gaol Trust
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Trustees' Report

When the Police Station in Moreton Road was closed and cleared, several old boards warning of "unexploded bombs", probably from WWII, were discovered in the loft and were donated to the museum along with a metal stretcher. A map of Buckingham showing the homes of the Buckingham fallen during the Great War, devised by Philip Sturtivant, was printed and put on show in the Exercise Yard in preparation for the commemorations starting in 2014. We anticipate producing paper versions of this for sale.

Exhibitions in the Exercise Yard have this year included "25 Years of Buckingham Summer Festival", "Dadford Past, People and Places", a sparkling display of vintage jewellery over the Christmas period plus occasional art etc exhibitions by local groups.

As well as their £1,000 annual grant, the Friends of Buckingham Old Gaol Museum donate about 2,000 volunteer hours manning the museum shop, and many more hours on children's activities throughout the year and on other jobs around the museum.

Trustees continue to attend meetings of Milton Keynes Heritage Association and Bucks Museum Network group. National Civic Day was celebrated with the Buckingham Society who hosted refreshments and entertainment in the courtyard while the museum was open free; and with Buckingham Rotary who presented their Young Citizen of the Year awards and cheques to the various charities benefitting from their *Swimathon*.

During the year the deaths occurred of Peggy Dale and Fran Cozens, former long-standing Trustees; John Roberts, Manager for many years; and Denis Granville, a committee member of the Friends who often dressed in his Sealed Knot costume to attend historical events in the

Staffing

The building, Museum and Museum Shop continue to be looked after on a wholly volunteer basis by Trustees and the Friends of Buckingham Old Gaol Museum, with valuable day-to-day assistance by TIC staff. The Trustees are pleased to report that this arrangement continues to work well.

Financial Review

The net incoming (outgoing) resources for the year amounted to £(13,769) after depreciation. The balance of unrestricted funds (those monies which were not donated for a specific purpose) at 31 March 2014 stood at £80,966, as detailed herein.

Future Plans

The Trustees are resolved to:

- Improve the Museum, including extending or improving displays as time and resources allow, such improvements to include (a) a display commemorating the centenary of The Great War in August 2014, (b) replacing display cabinets in the Tudor Room to better protect existing artefacts and to allow for more to be added, and (c) replacing the display case at the end of the first-floor corridor to facilitate enhanced display of wartime memorabilia
- Continue careful management of stocks in order to maximise Museum Shop income, and to encourage more effective deployment of volunteers
- Grow the Buckingham Old Gaol Trust membership

Buckingham Old Gaol Trust
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Trustees' Report

- Attempt to fill the current six Trustee vacancies
- Maintain and further develop the Trust's relationship with Buckingham Town Council and the wider Buckingham community
- Complete improvement of the administrative record-keeping started in 2013/14

Trustee Responsibilities in Relation to the Financial Statements

The Trustees are responsible for preparing the Trustee's Report and the financial statements they contain, in accordance with applicable law and United Kingdom Accounting Standards. The law applicable to charities in England and Wales require the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and the application of resources for the charity in that period. In preparing the financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles of the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The Trustees are responsible for maintaining proper accounting records which disclose the reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Accountants

A resolution proposing the re-appointment of BirchCooper Accounting Services Ltd as Buckingham Old Gaol Trust's accountants will be submitted at the Annual General Meeting.

This report was presented to the Trustees at its meeting on 24 September 2014, in draft form, and formally approved by the Trustee Board on 24 September 2014

(Signed) H. M. Hill
Mrs Helene M N Hill (Chairman)

**Buckingham Old Gaol Trust
Accountants' Report**

**Accountants' report to the trustees'
Buckingham Old Gaol Trust**

You consider that the company is exempt from an audit for the year ended 31 March 2014. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the accounting records of the company and on the basis of information and explanations you have given to us.

Based on our work, nothing has come to our attention to refute the trustees' confirmation that in accordance with the Companies Act 2006 the accounts give a true and fair view of the state of the Company's affairs as at the above date.



**BirchCooper Accounting Services Limited
Incorporated Accountants**

**Suite 6b Newman House
4 High Street
Buckingham**

MK18 1NT

24 September 2014

Buckingham Old Gaol Trust
Statement of Financial Activities
for the year ended 31 March 2014

	Notes	Unrestricted funds £	Restricted funds £	2013 Total £	2012 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income	3	2,169	-	2,169	8,719
Activities for generating funds	4	21,985	-	21,985	24,167
Investment income	5	18	-	18	126
Incoming resources from charitable activities	6	4,490	-	4,490	2,018
Other incoming resources	7	5,489	-	5,489	2,878
Total incoming resources		34,151	-	34,151	37,908
Resources expended					
Costs of generating funds					
Costs of generating voluntary income	8	1,631	-	1,631	1,323
Fundraising trading: Cost of goods sold and other costs	9	2,425	-	2,425	1,961
Charitable activities	10	29,403	13,633	43,036	45,660
Governance costs	11	828	-	828	2,345
Total resources expended		34,287	13,633	47,920	51,289
Net outgoing resources before transfers		(136)	(13,633)	(13,769)	(13,381)
Gross transfers	18	-	-	-	-
Net outgoing resources		(136)	(13,633)	(13,769)	(13,381)
Fund balances brought forward		81,102	280,457	361,559	374,940
Fund balances carried forward		80,966	266,824	347,790	361,559

**Buckingham Old Gaol Trust
Balance Sheet
as at 31 March 2014**

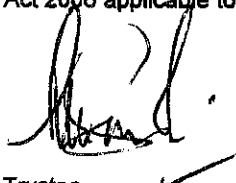
	Notes	2014 £	2013 £
Fixed assets			
Tangible assets	13	<u>264,405</u>	<u>282,593</u>
Investments			
Investments	15	-	-
Current assets			
Stocks		2,884	3,462
Debtors	16	-	-
Cash at bank and in hand		<u>81,131</u>	<u>76,104</u>
		<u>84,015</u>	<u>79,566</u>
Creditors: amounts falling due within one year			
Net current assets	17	<u>(630)</u>	<u>(600)</u>
		83,385	78,966
Total assets less current liabilities		<u>347,790</u>	<u>361,559</u>
The funds of the charity			
Restricted funds	18		
Fixed assets			
Contingency and building repair		266,824	280,457
Unrestricted funds	18		
Designated funds			
Fixed assets		5,546	10,101
General fund		75,420	71,001
		<u>347,790</u>	<u>361,559</u>

The trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.



Trustee

Approved by the board of trustees on 24 September 2014

**Buckingham Old Gaol Trust
Notes to the Accounts
for the year ended 31 March 2014**

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable accounting standards and the Companies Act 2006. In common with many other businesses of our size and nature we use our accountants to assist us with the preparation of the financial statements.

Cashflow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008).

Incoming resources

Charitable Trading Activities

Income from museum admissions, lettings and rents is included in incoming resources in the period to which it relates.

Commercial Trading Activities

Income from commercial activities (museum shop and tourist information centre) is included in the period in which the group is entitled to receipt.

Donations and Grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:-

- When donors specify that donations and grants given to the charity must be used in future accounting periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions are met.
- When donors specify that donations and grants, including capital grants, are for particular restricted purposes, this income is included in incoming resources of restricted funds when receivable.

Interest Receivable

Interest is included when receivable by the charity.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis.

Tangible fixed assets

Tangible Fixed Assets are depreciated on a straight-line basis over their estimated useful lives as follows:

Freehold Buildings Restoration and Refurbishment	2%
Fixtures and Fittings	5%-50%
Furniture and Equipment	20%

Buckingham Old Gaol Trust
Notes to the Accounts
for the year ended 31 March 2014

Stocks

Stock is valued at the lower of cost and net realisable value.

Fund accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated Funds

These are funds set aside by the trustees out of unrestricted general funds for specific future projects.

Restricted Funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

3 Voluntary income

	Unrestricted funds £	Restricted funds £	2014 Total £	2013 £
Donations & gifts - Friends	1,000	-	1,000	950
Donations & gifts - MK Heritage	-	-	-	800
Donations & gifts - Cllr Polhill	-	-	-	1,000
Donations & gifts - Cllr Cadd	-	-	-	1,000
Donations & gifts - Other	515	-	515	3,429
Membership subscription	654	-	654	1,540
	<u>2,169</u>	<u>-</u>	<u>2,169</u>	<u>8,719</u>

4 Activities for generating income

	Unrestricted funds £	Restricted funds £	2014 Total £	2013 £
Collection & Entry Fees	10,701	-	10,701	10,655
Events	1,217	-	1,217	3,289
Museum Shop & TIC sales	10,067	-	10,067	10,223
	<u>21,985</u>	<u>-</u>	<u>21,985</u>	<u>24,167</u>

Buckingham Old Gaol Trust
Detailed profit and loss account
for the year ended 31 March 2014

	2014 £	2013 £
Income		
Bank interest	18	126
Bookshop	526	720
Cell	8,112	8,099
Collections and entry fees	10,701	10,655
Donations & gifts	4,515	7,179
Grants	-	2,336
Other income	-	542
Rent received	5,490	2,018
Subscriptions	654	1,540
Talks	217	271
TIC	1,429	1,404
Venue hire	2,489	3,018
	<u>34,151</u>	<u>37,908</u>
Expenditure		
Advertising & promotion	36	635
Audit & accountancy	828	1,465
Exceptional rent payment	-	12,233
Bank charges	-	50
Cleaning	1,018	970
Consumables	-	-
Consultancy fees	-	300
Cost of sales	2,425	1,961
Event & volunteer expenses	515	482
Events & catering	326	134
Insurance	3,272	2,903
Legal & professional	-	580
Loss on investment	-	-
Museum shop & TIC administrative costs	-	-
Printing, postage & stationary	1,897	704
Rates	650	309
Repairs & renewals	6,954	6,561
Subscriptions	113	77
Software	1,705	-
Sundries	754	72
Telephone	1,407	1,062
Utilities	7,832	1,811
Wages	-	-
	<u>29,732</u>	<u>32,309</u>
Surplus before depreciation	<u>4,419</u>	<u>5,599</u>
Depreciation		
Restoration	7,288	7,288
Furniture	2,608	3,400
Fixtures & fittings	8,292	8,292
	<u>18,188</u>	<u>18,980</u>
(Deficit)/Surplus	<u>(13,769)</u>	<u>(13,381)</u>

Buckingham Old Gaol Trust
Notes to the Accounts
for the year ended 31 March 2014

5 Investment income

	Unrestricted funds £	Restricted funds £	2014 Total £	2013 £
Interest	18	-	18	126
Dividend	-	-	-	-
	<u>18</u>	<u>-</u>	<u>18</u>	<u>126</u>

6 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	2014 Total £	2013 £
Rent receivable	4,490	-	4,490	2,018
	<u>4,490</u>	<u>-</u>	<u>4,490</u>	<u>2,018</u>

7 Other incoming resources

	Unrestricted funds £	Restricted funds £	2014 Total £	2013 £
English Heritage	-	-	-	-
Other income	-	-	-	542
Buckingham Town Council	5,489	-	5,489	2,336
Milton Keynes Heritage Assocn.	-	-	-	-
	<u>5,489</u>	<u>-</u>	<u>5,489</u>	<u>2,878</u>

The grant from Buckingham Town Council was awarded to assist with the running of the Trust.

8 Costs of generating voluntary income

	Unrestricted funds £	Restricted funds £	2014 Total £	2013 £
Advertising and Promotion	36	-	36	635
Event and Volunteer Expenses	841	-	841	616
Sundries	754	-	754	72
	<u>1,631</u>	<u>-</u>	<u>1,631</u>	<u>1,323</u>

Buckingham Old Gaol Trust
Notes to the Accounts
for the year ended 31 March 2014

9 Fundraising trading: Cost of goods sold and other costs

	Unrestricted funds £	Restricted funds £	2014 Total £	2013 £
Museum shop & TIC Cost of sales	2,425	-	2,425	1,961
Museum shop & TIC Admin costs	-	-	-	-
	<u>2,425</u>	<u>-</u>	<u>2,425</u>	<u>1,961</u>

10 Charitable activities

	Unrestricted funds £	Restricted funds £	2014 Total £	2013 £
Bank Charges	-	-	-	50
Cleaning	1,018	-	1,018	970
Consumables	-	-	-	-
Depreciation : Fixtures & Fittings	842	7,450	8,292	8,292
Depreciation : Furniture & Equipment	2,608	-	2,608	3,400
Depreciation : Restoration	1,105	6,183	7,288	7,288
Insurance	3,272	-	3,272	2,903
Printing, Postage & Stationery	1,897	-	1,897	704
Rates and utilities	8,482	-	8,482	2,120
Rent - exceptional payment *	-	-	-	12,233
Repairs (including conservation)	6,954	-	6,954	6,561
Software	1,705	-	1,705	-
Subscriptions	113	-	113	77
Telephone	1,407	-	1,407	1,062
Wages & Salaries	-	-	-	-
	<u>29,403</u>	<u>13,633</u>	<u>43,036</u>	<u>45,660</u>

11 Governance costs

	Unrestricted funds £	Restricted funds £	2014 Total £	2013 £
Accountancy	828	-	828	1,465
Consultancy	-	-	-	300
Legal & profesional	-	-	-	580
	<u>828</u>	<u>-</u>	<u>828</u>	<u>2,345</u>

Buckingham Old Gaol Trust
Notes to the Accounts
for the year ended 31 March 2014

12 Movement in total funds for the year

	2014 £	2013 £
This is stated after charging:		
Depreciation: Restoration & refurbishment costs	7,288	7,288
Depreciation: Furniture & equipment	2,608	3,400
Depreciation: Fixtures & fittings	8,292	8,292
Accountants remuneration	<u>828</u>	<u>1,835</u>

During the year no trustee received any remuneration (2013 : £Nil)

13 Tangible fixed assets

	Restoration & refurb Costs	Fixtures & fittings	Furniture & equip	Total
	£	£	£	£
Cost				
At 1 April 2013	364,402	193,804	30,844	589,050
Additions	-	-	-	-
Surplus on revaluation	-	-	-	-
Disposals	-	-	-	-
At 31 March 2014	<u>364,402</u>	<u>193,804</u>	<u>30,844</u>	<u>589,050</u>
Depreciation				
At 1 April 2013	120,314	157,907	28,236	306,457
Charge for the year	7,288	8,292	2,608	18,188
Surplus on revaluation	-	-	-	-
On disposals	-	-	-	-
At 31 March 2014	<u>127,602</u>	<u>166,199</u>	<u>30,844</u>	<u>324,645</u>
Net book value				
At 31 March 2014	<u>236,800</u>	<u>27,605</u>	<u>-</u>	<u>264,405</u>
At 31 March 2013	<u>244,088</u>	<u>35,897</u>	<u>2,608</u>	<u>282,593</u>

15 Investments

	2014 £	2013 £
Investment in subsidiary undertaking	<u>-</u>	<u>-</u>

Buckingham Old Gaol Trust
Notes to the Accounts
for the year ended 31 March 2014

16 Debtors

	2014 £	2013 £
Amounts due from Buckingham Heritage Trust (Enterprises) Ltd.	-	-
Other debtors	-	-
	<u>-</u>	<u>-</u>

17 Creditors

	2014 £	2013 £
Amounts falling due within one year:		
Trade creditors	-	-
Other creditors	630	600
Other taxes and social security	-	-
	<u>630</u>	<u>600</u>

18 Funds

	Balance at 31.03.13 £	Movement £	Transfers £	Balance at 31.03.14 £
Restricted funds				
Fixed assets	280,457	(13,633)	-	266,824
Restoration & repairs contingency & building repair	-	-	-	-
	<u>280,457</u>	<u>(13,633)</u>	<u>-</u>	<u>266,824</u>
Unrestricted funds				
Designated funds - fixed assets	10,101	(4,555)	-	5,546
General fund	71,001	4,419	-	75,420
	<u>81,102</u>	<u>(136)</u>	<u>-</u>	<u>80,966</u>

19 Related parties

There were no related party transactions during the year

**BUCKINGHAM CENTRE FOR THE ARTS
THE FILM PLACE**

**Application to Buckingham Town Council for a renewal of an Annual
Grant for a three year agreement period**

BUSINESS PLAN CONTENTS

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Appendix 1

Six Month Management Accounts

Appendix 2

End of Year Audited Accounts (April 2013 -March 2014)

EXECUTIVE SUMMARY

AIM

The aim of this Business Plan is to:

- Provide the Joint Management Committee with a sound basis for maintaining The Film Place in its current form
- Gain support and provide a starting point for the next phase of development at The Film Place
- Provide the Trustees of the Buckingham Centre for the Arts (BCA) the required overview in accordance with the Statutes of the Trust

SUMMARY OF KEY PROPOSAL

The Film Place (TFP) was established in 2005. Since then we have in 2012 successfully upgraded our screening and projection facilities with the help of a capital grant from the Aylesbury Vale Community Chest and the Buckingham Town Council.

We have also been supported by the Town Council with an annual grant of £1250 over a three year period. This has been of specific help in enabling us to screen films for younger audiences at an affordable cost.

The three year agreement ends in the 2014-15 financial year and we would now like to apply for a renewal of the three year grant.

We continue to look towards the goal of a fully digital cinema for Buckingham post 2018 and, as we reach our 10th anniversary in 2015, we shall be seeking ways in which to consolidate this objective.

2. BUSINESS DETAILS

Company Name: The Film Place (TFP)

A subsidiary of the BCA, managed by the Trustees and the Joint Management Committee

Registered Address:

Yeomanry House, Hunter Street, Buckingham MK18 1EG

The operating address is:

Chandos Road Building, Station Road, Buckingham MK18 1AL

Contact Details:

Email: info@thefilmplace.org.uk

Website: <http://thefilmplace.org.uk>

Legal Status:

A not-for-profit charitable company run by volunteers. Ref: 1075315

To Note:

TFP is allowed free use of the University of Buckingham's large lecture theatre in its Chandos Road Building on designated evenings, typically Friday and Saturday. The University also provide free of charge use of the kitchen, storage facilities, electricity and heating.

Future Business

TFP is a volunteer-run community cinema launched in 2005. Its aim is to provide a minimum of two film showings per week with a varied programme of films covering mainstream and specialized films; e.g. foreign language, and special events which have included and will continue to include talks before films by directors and producers.

Over the next three years, we plan to continue with this formula, which has proved popular within the local community and which can be operated sustainably with a volunteer base.

Given the planned future increase in the population of Buckingham and its neighbourhood, providing digital cinema and increasingly popular 'live screenings' from national institutions will, in our view, become both viable and necessary post 2018. However, we believe that the organisational logistics will require a completely new model of operations and this is not within the scope of this document.

3. LEGAL REQUIREMENTS

The legal and insurance requirements that apply to our business are:

- a) Premises Licence
- b) Film Distribution Rights
- c) Performing Rights
- d) Health & Safety legislation
- e) Public Liability Insurance
- f) Equal Opportunities

These are met by:

- a) Premises Licence covered by the University's Policy
- b) Films screened are licensed through the Distributor
- c) An Annual Licence is obtained through the Performing Rights Society
- d) H&S is reviewed annually by the management committee
- e) Public Liability insurance cover, renewed annually
- f) An Equal Opportunities policy is in place

4. PERSONNEL

TFP is managed by a small committee of volunteers, plus one paid administrative position, currently shared by Jan and David Pickering. This committee reports to the Buckingham Centre for the Arts, which is overseen by a Board of Trustees.

Paid Staff:

Mrs Jan Pickering

Day to Day management of booking films, overseeing box office returns and reconciling with distributors, bank reconciliation and liaison with accountants Tearle & Carver.

Joint Management Committee:

Carolyn Cumming, Geoff Dalzell, Mike Hayward, Peter Hoare, Sally Kealey, David McGahey, David Pickering, Kathy Robins, Sarah Willis

It has responsibility for film programming, publicity, volunteers, website, liaison with University, technical equipment and film screenings

5. THE BUSINESS PLAN, 2015 - 2017

TFP exists to provide audiences with an equal, if not better, choice of films compared to our nearest multi-plex cinemas.

Milton Keynes	13 miles
Aylesbury	17 miles
Bicester (newly opened 2014)	10 miles

TFP continues to offer a local venue with easy access and free parking, plus a competitive ticket prices. We recognize that, for a certain category of films, the multi-plex option has greater appeal, which results in fluctuating audience figures for TFP and occasional difficulty in ensuring that we can cover film costs. The additional annual grant from the Town Council has been very important in this respect, giving us a stable platform from which we can continue to select a broad range of films that gives everyone within our community a chance to watch films at an affordable price.

Long-term, the ideal cinema would be equipped with a full digital projector, enabling us to screen films closer to their general public release and to incorporate the growing number of 'live' performances that can now be transmitted from leading venues world-wide. However, this would require an ambitious fund-raising campaign, not only to acquire the necessary equipment but also to establish full-time, professional management within a venue that could accommodate 4-5 days a week access.

The option to have a facility that would allow the screening of 'live events', (e.g. concert, ballet, theatre, etc.), is an option we consider worth consideration and further research. During the course of the next 18 months, we would like to facilitate discussions with the Town Council and other identified partners on how this long-term objective could be met.

Following the successful completion of the upgrading of our own equipment and screen, together with improving the facilities within the IFLH in partnership with the University, TFP has shown increased audience numbers as below:

YEAR	AUDIENCE NUMBERS TOTAL
2011	4061
2012	4582
2013	4608
2014	5029

We have been able to hold ticket prices at the same level for the past 3 years and, as a not-for-profit charitable company, have maintained a break-even position. However, this would not have been possible without the support of our Friends and the annual grant from the Town Council.

Business Model using template of 6 months trading April – September 2014

(NB The Management Accounts for this period attached in Appendix 1)

44 Films Overall Cost per screening £230.00 = **£10,120.00**

Audience nos. needed @ £5.00 per head = **46**
to cover costs

Income generated through ticket sales, and confectionery = **£9,647.00**

(NB approx 41% @ £5.00; approx 36% @ £4.50; approx 22% @ £2.50)

Income generated through Friends, fund-raising, advertising, etc. = **£ 1,046.00**

Town Council Grant (annual) = **£1,250.00**

Total Income: = **£11,943.00**

Profit (without depreciation) = **£1,823.00**

Profit (without Town Council Grant) = **£ 573.00**

Profit after Depreciation with Grant **£ 494.00**

(Loss after Depreciation without Grant) **-£1,329.00 (£ 756.00)**

For the period 2015-2018, we would like to apply for a renewal of the three year agreement with the Town Council, which gave us the certainty of an annual grant, without which (as stated above) we would not be able to break even. In 2015, TFP will celebrate its tenth anniversary. We would like to mark the occasion with a mini Film Festival and are planning to invite speakers to talk about the films chosen. This programme will need additional support and publicity. We have, therefore, set out in the tables below an application to the Town Council for an annual grant of £1,500 in the years 2015-17/18.

Estimated Costs without Depreciation

Year	Licences, Insurance, etc.	Publicity	Salary	Prof Fees	Printing & Sundries	Film Costs	Total
2015	£2,300	£3,000	£5,000	£3,000	£2,600	£10,000	£25,900
2016	£2,360	£2,700	£5,125	£3,075	£2,720	£10,250	£26,230
2017	£2,420	£2,850	£5,250	£3,150	£2,790	£10,500	£26,960

Estimated Income with grant

Annual for Years 2015/16, 2016/17, 2017/18	Ticket ^a Sales	Confectionery	Donations, Advertising	Annual Grant Town Council	Totals
Ticket Sales 5000 audience nos. p.a	£23,575	£1,000	£1,200	£1,500	£27,275
Ticket Sales audience nos. 4800 p.a.	£22,632	£1,000	£1,200	£1,500	£26,332

Estimated Income based on increased ticket prices as from January 2015 using existing percentages

Maintain audience numbers @ 5000 per annum

41% @ £5.50 = £11,275.00

36% @ £5.00 = £9,000.00

22% @ £3.00 = £3,300.00

Total: £23,575.00

Estimated

Although we would hope to maintain our audience numbers at approximately 5000 per annum, we are aware that external factors such as:

- a) increased competition from new cinema at Bicester
- b) continuing improvements to 'home' screening
- c) reaction to increase in our ticket prices

might lead to a reduction in the short term.

If annual audience numbers fall back to 4800 per annum:

41% @ £5.50 = £10,824.00

36% @ £5.00 = £8,640.00

22% @ £3.00 = £3,168.00

Total: £22,632.00

6. PROFILING COMPETITORS

Competitor	Strengths	Weakness	Cost
Cineworld, MK	See latest films at date of release, multi-screens, 'live' performances, 3D	*Distance, added expenses in travel and parking, anonymous ambience	Peak £9.60 Concessions £6.50 Plus extra for 3D
Bicester	New venue, plus all of above	All of above	Peak £9.90 Concessions £7.45 Plus extra for 3D
Winslow Community Cinema	Membership Based, Low cost films, enthusiastic local audience	Only 14 films p.a. (Oct-April), No children/family films	Annual Membership £18.00 + £2.00 per film
Home Rental Market (e.g. LoveFilm)	Wide choice of film, comfort, convenience	Cost of DVD + post, non atmosphere of cinema, potential poor sound and image	Approx. £10 upwards
Live streaming options; BT, etc.	Huge film choice, convenience	Monthly membership, rental commitment	£10.00 per month

FILM PLACE STRENGTHS

- ❖ Large Screen
- ❖ Improved Image with BluRay
- ❖ Excellent all round sound
- ❖ A cinematic experience; i.e. watching films in the company of a local audience
- ❖ Friendly welcome
- ❖ Ease of access
- ❖ Free Parking
- ❖ Lower Prices
- ❖ Access to a broad range of films
- ❖ Loyalty to local services

7. RISKS TO OUR BUSINESS

- Equipment Failure & Obsolescence
- Issues with Film Distributors
- Increased competition from cinemas in our area (e.g. in addition to the above, Milton Keynes Gallery opening a three screen operation)

- Lack of skilled personnel (the volunteers) for key roles (e.g. Projectionists, Heads to oversee film nights, equipment management)

Managing/Mitigating these risks:

- ✓ Use of Risk Register
- ✓ Seeking advice on equipment updates plus maintenance (e.g. visit organized from the Independent Cinema Office's technical expert)
- ✓ Subscribing to national organizations for advice, contacts and help (e.g. Cinema for All, BFI Neighbourhood Cinema, Independent Cinema Office (ICO))
- ✓ Market Research (e.g. audience reaction slips introduced for certain films)
- ✓ Providing special events such as introductions and/or Q&As with Directors, producers, etc.
- ✓ Continuing drive to recruit voluntary help from film-goers and the Duke of Edinburgh scheme within local schools, coupled with training of volunteers and incentive schemes

8. PROMOTION & ADVERTISING

Our films and activities are promoted via:

- Website (<http://www.thefilmplace.org.uk>)
- Monthly programme fliers with details of films
- Weekly posters
- Trailers before screenings
- Local Shops & Businesses
- University
- Word of Mouth
- Facebook and Twitter



**The Film Place, Special Christmas Event, 20th December 2014
'FROZEN SING-A-LONG'**

Children enjoying singing along with Janey Betts

APPENDIX 1

**THE FILM PLACE
MANAGEMENT ACCOUNTS
APRIL – SEPTEMBER 2014**

The Film Place
Profit and Loss Account
Sep-14

Month Number

6

Period -
September
2014

YTD

	<u>Actual</u>	<u>Actual</u>
Sales	2,686	11,942
Cost of Goods Sold	1,528	8,003
Other Direct Costs	0	80
Gross profit	1,158	3,859
GP%	43.1%	32.3%
Central Costs		
Property Costs	0	0
Sales & Marketing Costs	66	399
Postage, Stationery & Other Office Costs	0	65
Legal & Professional Fees	161	852
Bank charges	149	741
	0	0
Total Overheads	376	2,057
EBITDA	782	1,802
Depreciation	222	1,329
Net profit / (loss)	561	473

The Film Place Balance Sheet Sep-14		Detail	Monthly Movement						As at end of month						
			Open Bal.	April	May	June	July	August	September	April	May	June	July	August	September
			0	1	2	3	4	5	6	1	2	3	4	5	6
Fixed Assets															
Film Equipment	0010		24,102							24,102	24,102	24,102	24,102	24,102	24,102
Film Equipment Depreciation	0011		(16,870)	(172)	(172)	(172)	(172)	(172)	(172)	(16,042)	(16,213)	(16,385)	(16,558)	(16,726)	(16,899)
Other Equipment	0020		11,870							11,870	11,870	11,870	11,870	11,870	11,870
Other Equipment Depreciation	0021		(9,470)	(50)	(50)	(50)	(50)	(50)	(50)	(8,520)	(8,670)	(8,820)	(8,970)	(9,120)	(9,270)
			10,632	(222)	(222)	(222)	(222)	(222)	(222)	10,411	10,189	9,968	9,746	9,525	9,303
Stock															
Stock			927	0	0	0	0	0	0	927	927	927	927	927	927
Debtors															
Gilt Aid	1100		189	0	0	0	0	0	0	189	189	189	189	189	189
Prepayments	1103		553	(97)	(97)	(97)	(97)	(97)	(97)	456	358	261	164	67	0
Other debtors	4901		453							453	453	453	453	453	453
			1,195	(97)	(97)	(12)	(85)	(97)	(46)	1,098	1,008	898	911	814	767
Bank & Cash															
Film Place Bank Account	1200		12,042	903	1,336	387	(806)	546	(290)	12,845	14,181	14,566	13,783	14,309	14,018
Business Premium Account	1210		1,744							1,744	1,744	1,744	1,744	1,744	1,744
Petty Cash	1230		991							991	991	991	991	991	991
			14,777	903	1,336	387	(806)	546	(290)	15,580	18,916	17,303	16,498	17,043	16,753
Creditors															
Trade Creditors	2100		(1,894)	(81)	61	61	61	61	(100)	(1,778)	(1,716)	(1,654)	(1,593)	(1,532)	(1,472)
Other Creditors - management fees	2101		0	0	0	0	0	0	0	0	0	0	0	0	0
Other Creditors	2108		(605)	(88)	(88)	(628)	452	(508)	851	(668)	(776)	(1,403)	(551)	(1,450)	(606)
Accruals			(2,284)	(189)	(27)	(587)	513	(447)	751	(2,463)	(2,490)	(3,057)	(2,544)	(2,981)	(2,240)
VAT	2200		0	(216)	(307)	478	(14)	(109)	368	(216)	(529)	(45)	(59)	(168)	200
VAT			(216)	(307)	478	(14)	(109)	368		(216)	(529)	(45)	(59)	(168)	200
Reserves															
Profit and Loss Account b/f	3200		(23,101)							(23,101)	(23,101)	(23,101)	(23,101)	(23,101)	(23,101)
Profit and Loss for the period				(98)	(690)	(64)	613	329	(681)	(99)	(780)	(654)	(241)	88	(473)
General reserves			(2,136)							(2,136)	(2,136)	(2,136)	(2,136)	(2,136)	(2,136)
			(25,237)	(98)	(690)	(64)	613	329	(681)	(25,336)	(26,027)	(26,091)	(25,478)	(25,149)	(25,710)

APPENDIX 2

BUCKINGHAM CENTRE FOR THE ARTS
(a company limited by guarantee)

FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2014

BUCKINGHAM CENTRE FOR THE ARTS
(a company limited by guarantee)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31 MARCH 2014

BUCKINGHAM CENTRE FOR THE ARTS
(a company limited by guarantee)

LEGAL AND ADMINISTRATIVE INFORMATION

TRUSTEES: MRS C CUMMING
MR D M McGAHEY
MRS S A WILLIS
DR T KEALEY
MR C KNAPMAN
MR G D LOVE

SECRETARY: MRS S A WILLIS

REGISTERED OFFICE: YEOMANRY HOUSE
HUNTER STREET
BUCKINGHAM
MK18 1EG

COMPANY NUMBER: 03739675

CHARITY NUMBER: 1075315

ACCOUNTANTS: TEARLE & CARVER LIMITED
CHANDOS HOUSE

SCHOOL LANE
BUCKINGHAM
MK18 1HD

BANKERS:

BARCLAYS BANK
MARKET SQUARE
BUCKINGHAM

BUCKINGHAM CENTRE for the ARTS
(a company limited by guarantee)

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

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Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9-14

BUCKINGHAM CENTRE FOR THE ARTS
(a company limited by guarantee)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2014

The Trustees present their report along with the financial statements of the charity for the year ended 31 March 2014.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The organisation is a charitable company limited by guarantee, incorporated on 24 March 1999 and registered as a charity on 30 April 1999.

The charity was created by its Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under these Articles the Board of Trustees are elected at the AGM to serve a period of 3 years, subject to ratification at each AGM.

The full list of Trustees who served during the year is shown on page 1.

All Trustees are members of the charitable company and stand as guarantors of the charitable company in the sum of £1 each.

RISK MANAGEMENT

The Trustees examine the major risks that the charity faces each financial year when preparing and updating the strategic plan. The charity has developed systems to monitor and control these risks to mitigate any impact that they may have on the charity in the future.

OBJECTIVES AND ACTIVITIES

The objectives of the charity are to advance the education of the public, in particular the community of the town of Buckingham and its environs, in the appreciation of the visual and performing arts by fostering awareness and understanding of such arts.

The Charity has continued to focus on 'The Film Place', the independent community cinema it established in November 2005.

The Charity further continues to support Arts related projects in Buckingham.

BUCKINGHAM CENTRE FOR THE ARTS
(a company limited by guarantee)

REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2014

ACHIEVEMENTS AND PERFORMANCE

Management restructure

Mark Gadd has been our part time manager covering most of the administrative tasks since November 2007 but has decided to hand over some of these during this year. The tasks he covered were analysed and some were taken on by present members of JMC. Interviews were held for the role of new part-time administrator/manager and the paid job was given to David and Jan Pickering from 1st February 2014. It is particularly good news to have two people who can share this workload.

As a result of the interview process, we invited Anne Lucas to join the JMC which she kindly accepted. Anne has good and experienced marketing skills. JMC began the process of finding a volunteer to co-ordinate the volunteers. Geoff has done wonders with the scheme over the past 3 years but, understandably, would like to hand over responsibility for this role in the summer 2014.

We thank Peter Hoare for taking the role of Chairman while Carolyn Cumming held the office of High Sheriff of Buckinghamshire.

Front of House/Entrance

A new dedicated 'Film Place' sign has been placed at the entrance to CRB and we hope to install a light to illuminate aforesaid sign. We should also like to create a more cinematic, welcoming atmosphere/space.

Finances

Despite a disappointing autumn period when audiences were lower than anticipated, the Jan-April season of 2014 looks like it will redress the position. This is almost entirely due to the quality of the films (which traditionally come our way Jan-April) and to the seasonal swing to cinema which occurs with the major Awards.

To conclude:

All in all, a more confident picture is emerging as TFP enters its ninth year of operation. Confident but not complacent. We could not remain viable without the umbilical cords that hold the cinema together and give our repeated, appreciative thanks to the University, the Town Council and our volunteers.

FINANCIAL REVIEW

The income resources for the year amounted to £26,033. All of these were restricted funds. The charity had an overall deficit of £1,997. Unrestricted reserves were increased by £NIL. The value of Restricted Reserves at the yearend was £23,101.

PLANS FOR THE FUTURE

The BCA will continue to support The Film Place as it provides a much appreciated community activity for the town of Buckingham and surrounding area.

BUCKINGHAM CENTRE FOR THE ARTS
(a company limited by guarantee)

REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2014

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the profit or loss of the company for that year. In preparing these financial statements the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts and;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees have prepared this report in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board on
and signed on its behalf by

.....
Mr D M McGahey-Trustee

BUCKINGHAM CENTRE FOR THE ARTS
(a company limited by guarantee)

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BUCKINGHAM CENTRE FOR THE ARTS**

We report on the financial statements of the Buckingham Centre for the Arts Limited for the year ended 31 March 2014 which are set out on pages 7 to 15.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Charity Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charity Act; and
- to state whether particular matters have come to our attention.

Basis of independent examiner's statement

Our examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

TEARLE & CARVER LIMITED
Chandos House, School Lane, Buckingham, MK18 1HD

BUCKINGHAM CENTRE FOR THE ARTS
(a company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2014

	Note	Unrestricted Funds £	Restricted Funds £	2014 Total £	2013 Total £
INCOMING RESOURCES					
Incoming Resources from Generated Funds Voluntary Income	3	-	2,988	2,988	18,411
Incoming Resources from Charitable Activities	4	-	23,044	23,044	19,409
Investment Income	5	-	1	1	7
TOTAL INCOMING RESOURCES		-	26,033	26,033	37,827
RESOURCES EXPENDED					
Costs of Generating Funds		-	-	-	-
Charitable Activities		-	28,030	28,030	23,785
Governance Costs		-	-	-	-
TOTAL RESOURCES EXPENDED	6	-	28,030	28,030	23,785
NET MOVEMENT IN FUNDS		-	(1,997)	(1,997)	14,042
FUND BALANCES BROUGHT FORWARD		3,576	25,098	28,674	14,632
FUND BALANCES CARRIED FORWARD		3,576	23,101	26,677	28,674

The notes on pages 9 to 15 form part of these accounts

BUCKINGHAM CENTRE FOR THE ARTS
(a company limited by guarantee)

BALANCE SHEET
AT 31 MARCH 2014

	Note	£	2014 £	£	2013 £
FIXED ASSETS					
Tangible Assets	10		10,632		13,487
Intangible Assets	11		-		-
 CURRENT ASSETS					
Stock	12	927		927	
Debtors	13	1,195		893	
Bank & Cash		16,217		15,013	
			-----	-----	
		18,339		16,833	
 CREDITORS					
Amounts falling due within one year	14	2,294		1,645	
			-----	-----	
NET CURRENT ASSETS			16,045		15,188
 NET ASSETS			-----		-----
			26,677		28,674
			-----		-----
 CAPITAL FUNDS					
General Reserves	15		3,576		3,576
Restricted Reserves			23,101		25,098
			-----		-----
			26,677		28,674
			-----		-----

For the financial period ended 31 March 2014, the company is entitled to exemption from audit under section 477 (1) of the Companies Act 2006, and no notice has been deposited under section 476(1) requesting an audit. The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the company as at the period end and of its profit or loss for the financial period in accordance with the requirements of section 394, and which otherwise comply with the requirements of the Companies Act 2006, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime under the Companies Act 2006 with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board on and signed on its behalf.

.....
Mr D M McGahey-Trustee

The notes on pages 9 to 14 form part of these accounts

BUCKINGHAM CENTRE FOR THE ARTS
(a company limited by guarantee)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014

1) ACCOUNTING POLICIES

a) Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities issued in March 2005, applicable accounting standards and the Companies Act 2006.

b) Cashflow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008).

c) Fund Accounting

- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. Unrestricted funds include a revaluation reserve representing the restatement of investment assets at market values.
- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

d) Incoming Resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

BUCKINGHAM CENTRE FOR THE ARTS
(a company limited by guarantee)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014
(continued)

e) Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred.

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

f) Depreciation

Depreciation is calculated to write off the cost of all tangible and intangible fixed assets by equal instalments over their estimated useful lives at the following rates:-

Film Equipment	25%
Other Equipment	25%
Set-Up Costs	50%

2) LEGAL STATUS OF THE CHARITY

The Charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

BUCKINGHAM CENTRE FOR THE ARTS
(a company limited by guarantee)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014 (continued)

3) VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	2014 Total £	2013 Total £
Friends and Patrons	-	230	230	257
Gift Aid Recoverable	-	99	99	120
Other Donations	-	1,409	1,409	1,284
Buckingham Town Council	-	1,250	1,250	3,250
Aylesbury Vale Arts Council	-	-	-	13,500
	-----	-----	-----	-----
	-	2,988	2,988	18,411
	-----	-----	-----	-----

4) INCOME RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	2014 Total £	2013 Total £
Ticket Sales	-	19,055	19,055	16,261
Advertising Income	-	814	814	424
Confectionery	-	3,175	3,175	2,724
	-----	-----	-----	-----
	-	23,044	23,044	19,409
	-----	-----	-----	-----

5) INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	2014 Total £	2013 Total £
Bank Interest	-	1	1	7
	-----	-----	-----	-----
	-	1	1	7
	-----	-----	-----	-----

BUCKINGHAM CENTRE FOR THE ARTS
(a company limited by guarantee)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014
(continued)

6) **TOTAL RESOURCES EXPENDED**
Basis of Allocation for all expenditure is direct

	Fashion Show £	The Film Place £	Governance Costs £	2014 Total £	2013 Total £
Film Costs	-	12,078	-	12,078	7,926
Confectionery Costs	-	1,416	-	1,416	1,490
Printing, Postage & Stationery	-	1,822	-	1,822	1,058
Commissions	-	154	-	154	156
Accountancy Fees	-	630	-	630	630
Management Fees	-	5,270	-	5,270	6,000
Bookkeeping Fees	-	840	-	840	-
Licences	-	215	-	215	371
Insurance	-	724	-	724	795
Sundries	-	-	-	-	-
Advertising	-	104	-	104	-
Depreciation	-	3,544	-	3,544	4,495
Subscriptions	-	95	-	95	85
Projectionists	-	780	-	780	485
Repairs & Renewals	-	358	-	358	294
	-----	-----	-----	-----	-----
	-	28,030	-	28,030	23,785
	-----	-----	-----	-----	-----

7) **NET INCOMING RESOURCES**

	2014 £	2013 £
This stated after Charging:		
Depreciation	3,544	4,495
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8) **TAXATION**

As a Charity, Buckingham Centre for the Arts is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or S256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

9) **TRUSTEES REMUNERATION**

Members of the Board of Trustees received no remuneration for their services. No expenses were reimbursed during the year.

BUCKINGHAM CENTRE FOR THE ARTS
(a company limited by guarantee)
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014
(continued)

10) TANGIBLE FIXED ASSETS	Film Equipment £	Other Equipment £	TOTAL £
COST			
At 1 April 2013	23,608	11,674	35,282
Additions	494	196	690
31 March 2014	24,102	11,870	35,972
DEPRECIATION			
At 1 April 2013	13,127	8,670	21,797
Charge for the Period	2,744	800	3,544
31 March 2014	15,870	9,470	25,341
NET BOOK VALUE			
31 March 2014	8,232	2,400	10,632
31 March 2013	10,481	3,006	13,487
11) INTANGIBLE FIXED ASSETS	Set Up Costs £		Total £
COST			
At 1 April 2013	4,266		4,266
Additions	-		-
31 March 2014	4,266		4,266
DEPRECIATION			
At 1 April 2013	4,266		4,266
Charge for the Period	-		-
31 March 2014	4,266		4,266
NET BOOK VALUE			
31 March 2014	-		-
31 March 2013	-		-

BUCKINGHAM CENTRE FOR THE ARTS
(a company limited by guarantee)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014
(continued)

12) STOCK		2014	2013	
		£	£	
Confectionary Stock		423	423	
Projector Parts		504	504	
		<u>927</u>	<u>927</u>	
13) DEBTORS		2014	2013	
		£	£	
Prepayments		553	-	
Gift Aid Recoverable		189	90	
VAT Recoverable		453	803	
		<u>1,195</u>	<u>893</u>	
14) CREDITORS		2014	2013	
Amounts falling due within one year		£	£	
Trade Creditors		1,694	1,045	
Accruals & Deferred Income		600	600	
Other Creditors		-	-	
		<u>2,294</u>	<u>1,645</u>	
15) MOVEMENT IN FUNDS				
	At	Incoming	Outgoing	At
	31 March	Resources	Resources	31 March
	2013			2014
Restricted Funds				
The 'Film Place'	25,098	26,033	(28,030)	-
				23,101
Unrestricted Funds				
General Funds	3,576	-	-	-
				3,576
TOTAL FUNDS	<u>28,674</u>	<u>26,033</u>	<u>(28,030)</u>	<u>-</u>
				<u>26,677</u>