



# BUCKINGHAM TOWN COUNCIL

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

23 December 2014

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on **Monday 5<sup>th</sup> January 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 10<sup>th</sup> November 2014 ratified at the Full Council meeting held on Monday 24<sup>th</sup> November 2014.

Previously Circulated **R/04/14**

### 4. Action Report

To receive and discuss the Action Report

**Appendix A**

### 5. Accounts and Budgets

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

**Appendix AA**

5.2 To receive a report from the Deputy Town Clerk - proposed precept budget amounts

**R /49/14**

### 6. Financial Documents for approval

6.1 To review and approve the Financial Regulations

**Appendix B**

6.2 To review and approve the Standing Orders

**Appendix C**

6.3 To review and approve the Financial Risk assessment

**Appendix D**

### 7. Grants 2015

To receive and agree the grant applications

**Appendix E**

Buckingham



Twinned with Mouvaux, France



8 **Internal Audit**

**R/50/14**

To receive a written report from the Town Clerk and to agree the internal auditor for 2015

9 **Chairman's Announcements**

10 **Date of next meeting** Monday 23<sup>rd</sup> February 2015, 7pm

11 **COMMITTEE IN PRIVATE SESSION**

Exclusion of Public and Press

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

To receive a written report on staffing from the Town Clerk

**R/51/14**

**To:**

Cllr. T. Bloomfield - Vice-Chairman  
Cllr. H. Cadd  
Cllr. Mrs. G. Collins - Chairman  
Cllr. P. Collins  
Cllr. J. Harvey  
Cllr. P. Hirons  
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	CSG to action. Tenders received.
511/14	Toilets	10.11.14	Check a response from J. McGinty	Chased up but no response received over time scales.

Printed on : 22/12/2014

## Buckingham Town Council

Page No 1

At : 14:31

## Trial Balance for Month No: 9

User : JB

## 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
	<b>Trial Balance Total :</b>	<b>0.00</b>	<b>270,421.54</b>
	<b>Difference :</b>	<b>-270,421.54</b>	

**Ledger No 1 for Month No 9**

**Supplier A/c Order**

Items marked with a \* are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
27/12/2014	412523		B.T.	B003	141.82	28.36	170.18	4018	102	141.82	mobiles
01/12/2014	310022		BROWNS	B031	8.33	1.67	10.00	4601	253	8.33	compost
01/12/2014	310341		BROWNS	B031	54.79	10.96	65.75	4112	201	54.79	reake - flexo
12/12/2014	310853		BROWNS	B031	546.01	109.20	655.21	4112	201	524.17	hedge trimmer
		10111019								21.84	hedge trimmer
01/12/2014	133828		COLES	C040	209.15	41.83	250.98	4601	253	209.15	plants
01/12/2014	G101617142		GRUNDON	G050	32.40	6.48	38.88	4112	201	32.40	wheelie bins
01/12/2014	152369		LINNELL BROS	L010	730.93	146.19	877.12	4122	255	134.40	wood
		1011985								94.49	wood
		1011985								378.12	wood
		1011985								123.92	wood
09/12/2014	13349		ONLINE PLAYGROUNDS	O023	42.12	8.42	50.54	4106	252	42.12	caps
09/12/2014	13350		ONLINE PLAYGROUNDS	O023	11.50	2.30	13.80	4106	252	11.50	chain protector
01/12/2014	58662		PARAGON	P008	153.57	30.71	184.28	4202	301	153.57	gene, tower light
01/12/2014	58663		PARAGON	P008	10.80	2.16	12.96	4620	253	10.80	scaffold boards
01/12/2014	58664		PARAGON	P008	54.80	10.96	65.76	4620	253	54.80	gene, pump, tripod lamp
01/12/2014	58804		PARAGON	P008	19.25	3.85	23.10	4112	201	19.25	washer, shovel
01/12/2014	58855		PARAGON	P008	20.90	4.18	25.08	4112	201	20.90	carpet cleaner, shampoo
01/12/2014	310200		TRAVIS	T010	8.67	1.73	10.40	4112	201	8.67	post, compost
01/12/2014	ACG129		TRAVIS	T010	11.85	2.37	14.22	4112	201	11.85	sand
15/12/2014	2206019849		TFB	TFB01	600.00	120.00	720.00	4500	132	600.00	road safely audit - toilets
01/12/2014	734760		VIKING DIRECT	V001	199.00	39.80	238.80	4013	102	199.00	laminator
05/12/2014	774537		VIKING DIRECT	V001	45.46	9.09	54.55	4010	102	45.46	stat
<b>TOTAL INVOICES</b>					<b>2,901.35</b>	<b>580.26</b>	<b>3,481.61</b>			<b>2,901.35</b>	



**Ledger No 1 for Month No 8**

**Supplier Alc Order**

Items marked with a \* are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier Alc Code	Net Value	VAT	Invoice	AC	Centre	Amount	Analysis Detail
01/1/2014	1597790		GRUNDON	G050	44.68	8.94	53.62	4112	201	44.68	wheelie bins
01/1/2014	2316240		JOHNSTON PRESS	J010	158.00	31.60	189.60	4202	301	158.00	newspaper advert
01/1/2014	151084		LINNELL BROS	L010	34.68	6.94	41.62	4122	255	34.68	green mix, post
01/1/2014	58056		PARAGON	P008	15.75	3.15	18.90	4112	201	15.75	petrol saw, 2 stroke mix
01/1/2014	58257		PARAGON	P008	55.25	11.05	66.30	4112	201	55.25	washers, gloves etc
01/1/2014	58309		PARAGON	P008	40.50	8.10	48.60	4202	301	40.50	fencing panels (bonfire)
13/1/2014	9949		PLANTSCAPE	P014	2,040.00	408.00	2,448.00	4104	301	2,040.00	9949/1011992/plantscap
01/1/2014	528609		QUEST	Q002	57.13	11.42	68.55	4112	201	57.13	bags, cable ties, gloves
08/1/2014	141108		ROGERS	R010	18.80	0.00	18.80	4010	102	18.80	newspapers to 8/11/14
22/1/2014	141122		ROGERS	R010	4.70	0.00	4.70	4010	102	4.70	newspapers
22/1/2014	3235		SPARKX	S050	5,415.00	1,083.00	6,498.00	4201	301	5,415.00	pea lights, install & supply
01/1/2014	2475		SMB RESTORATION	S051	750.00	150.00	900.00	9011	901	750.00	cleaning war memorial
01/1/2014	ACF328		TRAVIS	T010	75.00	15.00	90.00	4122	255	75.00	cement
04/1/2014	ACF484		TRAVIS	T010	5.16	1.03	6.19	4122	255	5.16	cement
01/1/2014	C22159		T KING ASSOC	T030	129.75	25.95	155.70	4219	505	38.75	jacket
		1011999						4043	102	91.00	jackets, fleeces etc
21/1/2014	1453		3VK	T039	238.60	0.00	238.60	4063	203	238.60	quad repairs
01/1/2014	1633		TELESHORE GROUP	TO22	2,662.50	532.50	3,195.00	9019	901	2,692.50	memorial testing
		1011990						9019	901	-30.00	memorial testing
10/1/2014	616283		VIKING DIRECT	V001	41.63	8.33	49.96	4010	102	41.63	stat
14/1/2014	722818		WICKSTEED LEISURE	W004	5.76	1.15	6.91	4106	252	5.76	plastic plug
			<b>TOTAL INVOICES</b>		<b>26,126.45</b>	<b>4,379.91</b>	<b>30,506.36</b>			<b>26,126.45</b>	

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>RESOURCES</b>								
<b>101</b>	<b>PERSONNEL COSTS</b>							
4000	WAGES & SALARIES ADMIN	151,964	116,926	155,000	38,074		38,074	75.4 %
4001	WAGES & SALARIES EXTERNAL	59,317	45,626	60,000	14,374		14,374	76.0 %
4003	APPRENTICESHIP	0	0	6,000	6,000		6,000	0.0 %
4005	ERS NATIONAL INS	15,289	11,624	15,000	3,376		3,376	77.5 %
4006	ERS PENSION CONT	27,559	14,577	30,000	15,423		15,423	48.6 %
4007	STAFF TRAVEL	502	212	350	138		138	60.6 %
4008	OCCUPATIONAL HEALTH	370	229	500	271		271	45.8 %
	PERSONNEL COSTS :- Expenditure	<b>255,000</b>	<b>189,195</b>	<b>266,850</b>	<b>77,655</b>	<b>0</b>	<b>77,655</b>	<b>70.9 %</b>
1001	APPRENTICESHIP GRANT	0	0	2,500	-2,500			0.0 %
	PERSONNEL COSTS :- Income	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>-2,500</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>255,000</b>	<b>189,195</b>	<b>264,350</b>	<b>75,155</b>			
<b>102</b>	<b>OFFICE EXPENSES</b>							
4010	STATIONERY	2,076	1,305	1,650	345		345	79.1 %
4011	POSTAGE	557	303	650	347		347	46.7 %
4012	PHOTOCOPIER	1,535	1,012	2,000	988		988	50.6 %
4013	EQUIPMENT PURCHASE	0	199	200	1		1	99.5 %
4015	ADVERTISMENT	166	0	200	200		200	0.0 %
4017	SUBSCRIPTIONS	2,843	2,110	3,000	890		890	70.3 %
4018	TELEPHONE	3,259	2,398	3,400	1,002		1,002	70.5 %
4019	HIRE OF HALL	208	0	250	250		250	0.0 %
4021	HOSPITALITY	257	163	500	337		337	32.5 %
4023	TRAINING	3,401	2,474	4,000	1,526	1,395	131	96.7 %
4032	PUBLICITY	9,289	4,941	9,500	4,559		4,559	52.0 %
4038	COMPUTER EQUIP/MAINT	2,185	1,662	2,000	338		338	83.1 %
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	104	1,600	1,496		1,496	6.5 %
4055	ALARM	185	148	200	52		52	74.0 %
4156	BUCKINGHAM CENTRE RENT	13,757	-3,488	13,000	16,488		16,488	-26.8 %
	OFFICE EXPENSES :- Expenditure	<b>42,416</b>	<b>14,073</b>	<b>46,050</b>	<b>31,977</b>	<b>1,395</b>	<b>30,582</b>	<b>33.6 %</b>
1010	CHAMBER HIRE	1,253	624	400	224			156.1 %
1012	PHOTOCOPIER USE	45	46	50	-4			91.6 %
	OFFICE EXPENSES :- Income	<b>1,298</b>	<b>670</b>	<b>450</b>	<b>220</b>			<b>148.9 %</b>
	<b>Net Expenditure over Income</b>	<b>41,117</b>	<b>13,403</b>	<b>45,600</b>	<b>32,197</b>			



		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>103</u>	<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	<b>9,947</b>	<b>2,162</b>	<b>12,160</b>	<b>9,998</b>	<b>0</b>	<b>9,998</b>	<b>17.8 %</b>
	<b>Net Expenditure over Income</b>	<b>9,947</b>	<b>2,162</b>	<b>12,160</b>	<b>9,998</b>			
<u>104</u>	<u>LEGAL REQUIREMENTS</u>							
4014	AUDIT FEE	4,109	-579	2,410	2,989		2,989	-24.0 %
4022	INSURANCE	12,320	12,686	12,500	-186		-186	101.5 %
	LEGAL REQUIREMENTS :- Expenditure	<b>16,428</b>	<b>12,107</b>	<b>14,910</b>	<b>2,804</b>	<b>0</b>	<b>2,804</b>	<b>81.2 %</b>
	<b>Net Expenditure over Income</b>	<b>16,428</b>	<b>12,107</b>	<b>14,910</b>	<b>2,804</b>			
<u>120</u>	<u>GRANTS (PREV 137)</u>							
4070	SECTION 137 GRANTS	9,800	0	0	0		0	0.0 %
4077	OLD GAOL FUNDING	3,000	0	3,000	3,000		3,000	0.0 %
4150	FILM PLACE FUNDING	1,250	1,250	1,250	0		0	100.0 %
	GRANTS (PREV 137) :- Expenditure	<b>14,050</b>	<b>1,250</b>	<b>4,250</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>29.4 %</b>
	<b>Net Expenditure over Income</b>	<b>14,050</b>	<b>1,250</b>	<b>4,250</b>	<b>3,000</b>			
<u>125</u>	<u>COMMEMORATIVE ITEMS</u>							
4501	CIVIC AWARD	267	0	280	280		280	0.0 %
4504	REMEMBERANCE WREATH	18	17	20	3		3	85.0 %
4505	MAYORS SALVER	0	0	160	160		160	0.0 %
	COMMEMORATIVE ITEMS :- Expenditure	<b>285</b>	<b>17</b>	<b>460</b>	<b>443</b>	<b>0</b>	<b>443</b>	<b>3.7 %</b>
	<b>Net Expenditure over Income</b>	<b>285</b>	<b>17</b>	<b>460</b>	<b>443</b>			
<u>130</u>	<u>ADMIN RESERVES</u>							
1176	PRECEPT	482,912	581,643	527,259	54,384			110.3 %
1190	INTEREST RECEIVED	1,841	0	4,500	-4,500			0.0 %
	ADMIN RESERVES :- Income	<b>484,753</b>	<b>581,643</b>	<b>531,759</b>	<b>49,884</b>			<b>109.4 %</b>
	<b>Net Expenditure over Income</b>	<b>-484,753</b>	<b>-581,643</b>	<b>-531,759</b>	<b>49,884</b>			

Month No : 9

## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>131</u>	<u>GRANTS</u>							
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	<b>5,000</b>	<b>22,740</b>	<b>29,956</b>	<b>7,216</b>	<b>0</b>	<b>7,216</b>	<b>75.9 %</b>
	<b>Net Expenditure over Income</b>	<b>5,000</b>	<b>22,740</b>	<b>29,956</b>	<b>7,216</b>			
<u>132</u>	<u>CONTINGENCIES</u>							
4500	CONTINGENCIES	5,195	2,787	7,000	4,213		4,213	39.8 %
	CONTINGENCIES :- Expenditure	<b>5,195</b>	<b>2,787</b>	<b>7,000</b>	<b>4,213</b>	<b>0</b>	<b>4,213</b>	<b>39.8 %</b>
	<b>Net Expenditure over Income</b>	<b>5,195</b>	<b>2,787</b>	<b>7,000</b>	<b>4,213</b>			
<u>304</u>	<u>BUCKINGHAM TOWN YOUTH COUNCIL</u>							
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	<b>635</b>	<b>830</b>	<b>1,000</b>	<b>170</b>	<b>0</b>	<b>170</b>	<b>83.0 %</b>
1067	SKATEBOARD COMP INCOME	41	0	0	0			0.0 %
	BUCKINGHAM TOWN YOUTH COUNCIL :- Income	<b>41</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Net Expenditure over Income</b>	<b>594</b>	<b>830</b>	<b>1,000</b>	<b>170</b>			
	RESOURCES :- Expenditure	<b>348,956</b>	<b>245,161</b>	<b>382,636</b>	<b>137,475</b>	<b>1,395</b>	<b>136,080</b>	<b>64.4 %</b>
	Income	<b>486,093</b>	<b>582,313</b>	<b>534,709</b>	<b>47,604</b>			<b>108.9 %</b>
	<b>Net Expenditure over Income</b>	<b>-137,136</b>	<b>-337,152</b>	<b>-152,073</b>	<b>185,079</b>			

**ENVIRONMENT**

<u>201</u>	<u>ENVIRONMENT</u>							
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	0	3,000	3,000	576	2,424	19.2 %
4112	ENVIRONMENT EQUIPMENT	3,621	4,459	5,891	1,432	56	1,375	76.7 %
4118	GREEN WASTE DISPOSAL	360	300	360	60		60	83.3 %
	ENVIRONMENT :- Expenditure	<b>10,208</b>	<b>6,819</b>	<b>16,651</b>	<b>9,832</b>	<b>633</b>	<b>9,199</b>	<b>44.8 %</b>
	<b>Net Expenditure over Income</b>	<b>10,208</b>	<b>6,819</b>	<b>16,651</b>	<b>9,832</b>			

Month No : 9

## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>202</u>	<u>ROUNDAABOUTS</u>							
4108	ROUNDAABOUT	7,693	5,282	10,000	4,718	2,641	2,076	79.2 %
	ROUNDAABOUTS :- Expenditure	<b>7,693</b>	<b>5,282</b>	<b>10,000</b>	<b>4,718</b>	<b>2,641</b>	<b>2,076</b>	<b>79.2 %</b>
1051	ROUNDAABOUT NO 1 OPEN	1,652	1,982	1,982	0			100.0 %
1052	ROUNDAABOUT NO 2 ELLA	881	1,057	1,509	-452			70.1 %
1053	ROUNDAABOUT NO 3	1,652	1,735	1,735	0			100.0 %
1054	ROUNDAABOUT NO 4 R & B	0	0	2,211	-2,211			0.0 %
1056	ROUNDAABOUT NO 6 EUROLANE	1,095	2,367	2,367	0			100.0 %
1057	ROUNDAABOUT NO 7 RING ROAD	1,097	1,207	1,207	0			100.0 %
	ROUNDAABOUTS :- Income	<b>6,377</b>	<b>8,348</b>	<b>11,011</b>	<b>-2,663</b>			<b>75.8 %</b>
	<b>Net Expenditure over Income</b>	<b>1,316</b>	<b>-3,066</b>	<b>-1,011</b>	<b>2,055</b>			
<u>203</u>	<u>MAINTENANCE</u>							
4063	VEHICLE HIRE AND RUNNING	3,713	2,853	6,000	3,147		3,147	47.6 %
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	<b>8,666</b>	<b>4,353</b>	<b>10,500</b>	<b>6,147</b>	<b>0</b>	<b>6,147</b>	<b>41.5 %</b>
	<b>Net Expenditure over Income</b>	<b>8,666</b>	<b>4,353</b>	<b>10,500</b>	<b>6,147</b>			
<u>204</u>	<u>DEVOLVED SERVICES EXPENSES</u>							
1017	DONATIONS/GRANTS	8,460	6,390	15,000	-8,610			42.6 %
	DEVOLVED SERVICES EXPENSES :- Income	<b>8,460</b>	<b>6,390</b>	<b>15,000</b>	<b>-8,610</b>			<b>42.6 %</b>
	<b>Net Expenditure over Income</b>	<b>-8,460</b>	<b>-6,390</b>	<b>-15,000</b>	<b>-8,610</b>			
<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	1,104	600	-504		-504	184.0 %
4605	HORTICULTURAL CONTRACT	14,577	10,009	15,050	5,041	5,005	36	99.8 %
	CHANDOS PARK :- Expenditure	<b>18,741</b>	<b>17,148</b>	<b>28,650</b>	<b>11,502</b>	<b>5,005</b>	<b>6,498</b>	<b>77.3 %</b>
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	<b>2,611</b>	<b>1,300</b>	<b>1,300</b>	<b>0</b>			<b>100.0 %</b>
	<b>Net Expenditure over Income</b>	<b>16,130</b>	<b>15,848</b>	<b>27,350</b>	<b>11,502</b>			

Month No : 9

## Committee Report

		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	17,389	26,083	8,694	8,695	-1	100.0 %
4708	PLAY EQUIPMENT	0	39,095	0	-39,095		-39,095	0.0 %
	BOURTON PARK :- Expenditure	<b>33,547</b>	<b>65,910</b>	<b>36,654</b>	<b>-29,256</b>	<b>8,695</b>	<b>-37,951</b>	<b>203.5 %</b>
1078	NEW HOMES BONUS	0	38,513	0	38,513			0.0 %
	BOURTON PARK :- Income	<b>0</b>	<b>38,513</b>	<b>0</b>	<b>38,513</b>			
	<b>Net Expenditure over Income</b>	<b>33,547</b>	<b>27,397</b>	<b>36,654</b>	<b>9,257</b>			
<u>253</u>	<u>CEMETERY</u>							
4225	RATES	924	2,251	1,300	-951		-951	173.1 %
4601	REPAIRS& MAINTENANCE FUND	7,364	630	4,058	3,428	58	3,370	16.9 %
4602	ELECTRICITY	181	236	400	164		164	59.0 %
4605	HORTICULTURAL CONTRACT	21,113	14,497	21,850	7,353	7,249	104	99.5 %
4620	EXPENSES RE BURIAL DUTIES	5,157	1,590	5,512	3,922		3,922	28.8 %
	CEMETERY :- Expenditure	<b>34,738</b>	<b>19,204</b>	<b>33,120</b>	<b>13,916</b>	<b>7,307</b>	<b>6,610</b>	<b>80.0 %</b>
1041	BURIAL FEES	21,546	8,166	10,000	-1,834			81.7 %
1045	CEMETERY WAR GRAVES COMM	60	0	60	-60			0.0 %
	CEMETERY :- Income	<b>21,606</b>	<b>8,166</b>	<b>10,060</b>	<b>-1,894</b>			<b>81.2 %</b>
	<b>Net Expenditure over Income</b>	<b>13,132</b>	<b>11,038</b>	<b>23,060</b>	<b>12,022</b>			
<u>254</u>	<u>CHANDOS PARK TOILETS</u>							
4612	CONTRACTOR CHARGE	10,208	5,284	12,000	6,716		6,716	44.0 %
709	MAINTENANCE	319	1,018	1,000	-18		-18	101.8 %
	CHANDOS PARK TOILETS :- Expenditure	<b>10,527</b>	<b>6,302</b>	<b>13,000</b>	<b>6,698</b>	<b>0</b>	<b>6,698</b>	<b>48.5 %</b>
	<b>Net Expenditure over Income</b>	<b>10,527</b>	<b>6,302</b>	<b>13,000</b>	<b>6,698</b>			
<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	1,478	1,500	22	5	17	98.9 %
	RAILWAY WALK :- Expenditure	<b>3,114</b>	<b>1,913</b>	<b>3,500</b>	<b>1,587</b>	<b>5</b>	<b>1,582</b>	<b>54.8 %</b>
	<b>Net Expenditure over Income</b>	<b>3,114</b>	<b>1,913</b>	<b>3,500</b>	<b>1,587</b>			

Month No : 9

## Committee Report

	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	<b>3,250</b>	<b>3,250</b>	<b>3,900</b>	<b>650</b>	<b>0</b>	<b>650</b>	<b>83.3 %</b>
<b>Net Expenditure over Income</b>	<b>3,250</b>	<b>3,250</b>	<b>3,900</b>	<b>650</b>			
<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	683	1,100	417	341	76	93.1 %
KEN TAGG PLAYGROUND :- Expenditure	<b>1,064</b>	<b>914</b>	<b>2,100</b>	<b>1,186</b>	<b>341</b>	<b>845</b>	<b>59.8 %</b>
<b>Net Expenditure over Income</b>	<b>1,064</b>	<b>914</b>	<b>2,100</b>	<b>1,186</b>			
<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	<b>4,702</b>	<b>2,351</b>	<b>4,702</b>	<b>2,351</b>	<b>0</b>	<b>2,351</b>	<b>50.0 %</b>
1061 CEMETERY LODGE RENTAL	7,657	4,564	8,000	-3,436			57.1 %
CEMETERY LODGE :- Income	<b>7,657</b>	<b>4,564</b>	<b>8,000</b>	<b>-3,436</b>			<b>57.0 %</b>
<b>Net Expenditure over Income</b>	<b>-2,955</b>	<b>-2,213</b>	<b>-3,298</b>	<b>-1,085</b>			
<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	2,175	3,300	1,125	1,087	38	98.9 %
OTTERS BROOK :- Expenditure	<b>3,237</b>	<b>2,244</b>	<b>3,950</b>	<b>1,706</b>	<b>1,087</b>	<b>618</b>	<b>84.3 %</b>
<b>Net Expenditure over Income</b>	<b>3,237</b>	<b>2,244</b>	<b>3,950</b>	<b>1,706</b>			
<u>260</u> <u>CCTV</u>							
4100 CCTV ONGOING COSTS	460	229	1,000	771	290	481	51.9 %
CCTV :- Expenditure	<b>460</b>	<b>229</b>	<b>1,000</b>	<b>771</b>	<b>290</b>	<b>481</b>	<b>51.9 %</b>
<b>Net Expenditure over Income</b>	<b>460</b>	<b>229</b>	<b>1,000</b>	<b>771</b>			
ENVIRONMENT :- Expenditure	<b>139,947</b>	<b>135,920</b>	<b>167,727</b>	<b>31,807</b>	<b>26,003</b>	<b>5,803</b>	<b>96.5 %</b>
Income	<b>46,711</b>	<b>67,281</b>	<b>45,371</b>	<b>21,910</b>			<b>148.3 %</b>
<b>Net Expenditure over Income</b>	<b>93,236</b>	<b>68,639</b>	<b>122,356</b>	<b>53,717</b>			

**TOWN CENTRE & EVENTS**

Month No : 9

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<b>301</b>	<b>TOWN CENTRE &amp; EVENTS</b>							
4078	0	0	400	400		400	0.0 %	
4079	250	33	250	217		217	13.2 %	
4094	1,227	1,908	5,178	3,270	280	2,990	42.3 %	
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	3,761	5,089	1,328	200	1,128	77.8 %	
4203	773	232	500	268		268	46.5 %	
4205	3,009	3,198	3,000	-198		-198	106.6 %	
4209	114	290	200	-90		-90	144.9 %	
4210	41	0	75	75		75	0.0 %	
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 %	
4241	4,443	3,253	6,710	3,457		3,457	48.5 %	
4243	2,544	354	1,800	1,446		1,446	19.7 %	
	<b>TOWN CENTRE &amp; EVENTS :- Expenditure</b>	<b>39,363</b>	<b>34,617</b>	<b>48,615</b>	<b>13,998</b>	<b>480</b>	<b>13,518</b>	<b>72.2 %</b>
1005	0	368	0	368			0.0 %	
1006	0	63	0	63			0.0 %	
1013	467	400	500	-100			80.0 %	
1021	0	0	400	-400			0.0 %	
1062	270	230	300	-70			76.7 %	
1063	0	98	350	-252			28.1 %	
1066	3,980	1,810	5,400	-3,591			33.5 %	
1069	5,794	5,967	6,000	-33			99.5 %	
	<b>TOWN CENTRE &amp; EVENTS :- Income</b>	<b>10,511</b>	<b>8,936</b>	<b>12,950</b>	<b>-4,014</b>			<b>69.0 %</b>
	<b>Net Expenditure over Income</b>	<b>28,853</b>	<b>25,681</b>	<b>35,665</b>	<b>9,984</b>			
<b>302</b>	<b>STREET MARKET</b>							
4017	318	0	325	325		325	0.0 %	
4225	3,557	3,627	4,300	673		673	84.3 %	
4226	3,820	3,425	3,200	-225		-225	107.0 %	
4235	986	3,831	6,217	2,386		2,386	61.6 %	
	<b>STREET MARKET :- Expenditure</b>	<b>8,681</b>	<b>10,883</b>	<b>14,042</b>	<b>3,159</b>	<b>0</b>	<b>3,159</b>	<b>77.5 %</b>

Month No : 9

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	13,629	21,000	-7,371			64.9 %
1006	FLEA MARKET	4,734	3,196	5,000	-1,804			63.9 %
1007	CONTINENTAL MARKET	300	213	750	-537			28.4 %
	STREET MARKET :- Income	<b>27,733</b>	<b>17,038</b>	<b>26,750</b>	<b>-9,712</b>			<b>63.7 %</b>
	<b>Net Expenditure over Income</b>	<b>-19,052</b>	<b>-6,155</b>	<b>-12,708</b>	<b>-6,553</b>			
<u>303</u>	<u>SPECIAL EVENTS</u>							
4240	JUBILEE MEMORY BOOK	0	0	1,600	1,600		1,600	0.0 %
4242	FOOD FAIR	0	0	1,935	1,935		1,935	0.0 %
4260	TWINNING	0	854	2,854	2,000		2,000	29.9 %
1064	BUS TRANSPORT	2,585	0	0	0		0	0.0 %
	SPECIAL EVENTS :- Expenditure	<b>2,585</b>	<b>854</b>	<b>6,389</b>	<b>5,535</b>	<b>0</b>	<b>5,535</b>	<b>13.4 %</b>
1020	FOOD FAIR INCOME	735	0	450	-450			0.0 %
	SPECIAL EVENTS :- Income	<b>735</b>	<b>0</b>	<b>450</b>	<b>-450</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>1,850</b>	<b>854</b>	<b>5,939</b>	<b>5,085</b>			
	TOWN CENTRE & EVENTS :- Expenditure	<b>50,629</b>	<b>46,354</b>	<b>69,046</b>	<b>22,692</b>	<b>480</b>	<b>22,212</b>	<b>67.8 %</b>
	Income	<b>38,979</b>	<b>25,974</b>	<b>40,150</b>	<b>-14,176</b>			<b>64.7 %</b>
	<b>Net Expenditure over Income</b>	<b>11,651</b>	<b>20,380</b>	<b>28,896</b>	<b>8,516</b>			
	<b><u>PARTNERSHIPS</u></b>							
<u>505</u>	<u>AYLESBURY VALE SHORTFALL</u>							
4219	BUCKINGHAM FRINGE	5,011	8,727	12,451	3,724	80	3,644	70.7 %
5001	TIC GRANT	25,000	25,000	25,000	0		0	100.0 %
1003	VALE OF AYLESBURY PLAN	15,787	3,374	2,500	-874		-874	135.0 %
	AYLESBURY VALE SHORTFALL :- Expenditure	<b>45,798</b>	<b>37,101</b>	<b>39,951</b>	<b>2,850</b>	<b>80</b>	<b>2,770</b>	<b>93.1 %</b>
1065	BUCKINGHAM FRINGE INCOME	3,189	3,763	10,000	-6,238			37.6 %
1068	COUNCIL TAX TOP UP GRANT	50,692	-27,192	0	-27,192			0.0 %
	AYLESBURY VALE SHORTFALL :- Income	<b>53,882</b>	<b>-23,430</b>	<b>10,000</b>	<b>-33,430</b>			<b>-234.3 %</b>
	<b>Net Expenditure over Income</b>	<b>-8,084</b>	<b>60,531</b>	<b>29,951</b>	<b>-30,580</b>			
	PARTNERSHIPS :- Expenditure	<b>45,798</b>	<b>37,101</b>	<b>39,951</b>	<b>2,850</b>	<b>80</b>	<b>2,770</b>	<b>93.1 %</b>
	Income	<b>53,882</b>	<b>-23,430</b>	<b>10,000</b>	<b>-33,430</b>			<b>-234.3 %</b>
	<b>Net Expenditure over Income</b>	<b>-8,084</b>	<b>60,531</b>	<b>29,951</b>	<b>-30,580</b>			
	<b><u>EARMARKED RESERVES</u></b>							

Month No : 9

## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>901</u>	<u>EARMARKED RESERVES</u>							
9006	NAG	148	69	598	529		529	11.6 %
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 %
27	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	2,150	20,750	18,600		18,600	10.4 %
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	<b>29,740</b>	<b>66,224</b>	<b>264,124</b>	<b>197,900</b>	<b>2,965</b>	<b>194,935</b>	<b>26.2 %</b>
1070	DESTINATION BUCKINGHAM	10,000	10,000	0	10,000			0.0 %
	EARMARKED RESERVES :- Income	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>			
	<b>Net Expenditure over Income</b>	<b>19,740</b>	<b>56,224</b>	<b>264,124</b>	<b>207,900</b>			
	EARMARKED RESERVES :- Expenditure	<b>29,740</b>	<b>66,224</b>	<b>264,124</b>	<b>197,900</b>	<b>2,965</b>	<b>194,935</b>	<b>26.2 %</b>
	Income	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>19,740</b>	<b>56,224</b>	<b>264,124</b>	<b>207,900</b>			



## BUCKINGHAM TOWN COUNCIL

## RESOURCES COMMITTEE

MONDAY 6 JANUARY 2015

## Agenda Item no. 5.2

**Councillor:** Cllr Geraldine Collins – Committee Chairman  
07749 270 5879

**Officer:** Chris Robson – Deputy Town Clerk  
01280 816426

Finance Administration and Personnel Committee**Personnel Costs**

Cost Centre	Account Code	Wages and Salaries – Admin	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
101	4000		£151,964	£154,200	£155,000	£	£161,000

This is based on the current staffing levels and the increase in line with contracts and the cost of living increase, which was confirmed at 2.2%

Cost Centre	Account Code	Wages and Salaries - External	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
101	4001		£59,317	£60,000	£60,000	£	£62,000

This is based on the current staffing levels and the increases in line with contracts and the cost of living increase (2.2%) as highlighted in the report before Resources; an estimate of overtime is included.

Cost Centre	Account Code	ERS National Ins	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
101	4005		£15,289	£15,000	£15,000	£	£16,000

This is based on the estimate NI contribution.

Cost Centre	Account Code	ERS Pensions Contribution	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
101	4006		£27,559	£28,500	£30,000	£	£35,000

This is based on all staff who are currently signed up to the LGPS and paying the contribution of 14.8% of their wage along with a fixed £775 monthly deficit payment. Employer contributions are now also due on all over time paid. Expected others will join the scheme.

Cost Centre	Account Code	Staff Travel	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
101	4007		£502	£350	£350	£	£500

It is anticipated there will be more expenditure in 2015/16 due to the number of training courses that will need to be attended.

Cost Centre	Account Code	Occupational Health	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
101	4008			£370	£300	£500	£

This is based on the cost of ongoing health surveillance as agreed at Resources.

Cost Centre	Account Code	Apprenticeship	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
101	4003			£0	£0	£6,000	£

The expected costs of taking on an Outdoor Maintenance apprentice. This was budgeted for but did not go ahead in 2014/15.

Cost Centre	Account Code	Apprenticeship Grants	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
101	1001			£0	£0	-£2,500	£

Expected grants the Council would be eligible to receive for taking on an apprentice.

2013/14 Actual	£255,000	2013/14 Estimate	£258,350
2014/15 Budget	£264,350	2014/15 Committee Rec	£
2015/16 Officer Rec	£278,500		

Difference in 2014/15 Budget and Committee Rec

Difference in 2014/15 Budget and Officer Rec

increase of £14,150 or 5.4%

#### Office Expenses

Cost Centre	Account Code	Stationery	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	4010			£2,076	£1,650	£1,650	£

This is based on the usage of stationery over the past year.

Cost Centre	Account Code	Postage	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	4011			£557	£600	£650	£

Based on current years usage and allowance for any possible increase.

Cost Centre	Account Code	Photocopier	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	4012			£1,535	£1,610	£2,000	£

This is based on the new photocopier agreement and the current years printing costs.

Cost Centre	Account Code	Equipment Purchase	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	4013			£0	£180	£200	£

Small allocation in case of need to purchase equipment – As per minute 636.2.

Cost Centre	Account Code	Advertisement	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	4015			£166	£180	£200	£

This figure is based on advertising in the Buckingham and Winslow Advertiser for the Annual Town Meeting.

Cost Centre	Account Code	Subscriptions	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	4017			£2,843	£2,798	£3,000	£

The Town Council pays for the subscriptions to: NALC (£1,578) Institute of Cemetery and Cremation Management (£90) Information Commission (£35) Zurich Local Councils Advisory Service (£145) Twinning Association (£15) North Bucks Parish Planning (£20) Bucks Playing Fields Association (£20) SLCC for the Town and Deputy Clerks (£500) DIS (£245) Campaign for the Protection of Rural England (£30) Best Kept Village (£10) Aylesbury Vales Sports Council (£10) Local Councils Update (£100) Increase in subscription fees is anticipated.

2014/15 costs are lower due to a change over in Payroll and Accounting systems.

Cost Centre	Account Code	Telephone	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	4018			£3,259	£3,460	£3,400	£

This is based on a £175 per month contract for the mobile phones and £340 per quarter for the main lines, with an allowance for price increases.

Cost Centre	Account Code	Hire of Hall	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	4019			£208	£215	£250	£

The cost of hire £210 for use of the Community Centre to hold the Annual Town Meeting. Most other meetings can now be held in the Town Council Chamber therefore negating the need for additional meeting room hire. Allowance made for possible price increase.

Cost Centre	Account Code	Hospitality	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	4019			£257	£250	£500	£

Hospitality covers tea, coffee etc. for visitors to the Town Council Offices and for the Community Service workers – all products are FairTrade. Also includes purchasing of cleaning products etc.

Cost Centre	Account Code	Training	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	4019			£3,401	£4,000	£4,000	£

Based on the training report submitted to Resources Committee on 10 November 2014 and allowance from new Councillor training.

Cost Centre	Account Code	Publicity	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	4032			£9,289	£6,600	£9,500	£

Based on the cost of the production of Buckingham Town Council quarterly. 2014/15 is considerable lower due to a contract with a new supplier.

Cost Centre	Account Code	Computer Equipment	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	4038		£2,185	£1,962	£2,000	£	£2,100

This budget encompasses the annual fees payable to companies for use and maintenance of their software, Antivirus £78 Cemetery Software £260, Local Council Risk System £100, Cara £500, Sage £300 and RBS £724. No new equipment was purchased.

Cost Centre	Account Code	Web Site Provision	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	4041		£126	£3,600	£3,600	£	£1,000

The figure has previously been based on Cllr. Try maintaining the website. With additional budget to cover the costs of a new website. The 2015/16 budget is based on the quoted on going costs of running the website.

Cost Centre	Account Code	Protective Clothing and Uniforms	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	4043		£367	£335	£300	£	£400

This is for various bits of protective clothing and uniform which may be needed in the coming year.

Cost Centre	Account Code	Heat Light Power	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	4052		£2,206	£2,200	£1,600	£	£2,500

This based on the last few year's figures.

Cost Centre	Account Code	Alarm	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	4055		£185	£222	£200	£	£305

Based on the cost of switching to a separate alarm system from the Community Centre and maintaining the Chamber system.

Cost Centre	Account Code	Buckingham Centre Rent	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	4156		£13,757	£11,000	£13,000	£	£11,000

To cover rent and service charge on the Buckingham Centre. 2013/14 was higher due to late invoicing in 2012/13.

## Income

Cost Centre	Account Code	Chamber Hire	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	1010		-£1,253	-£1,000	-£400	-£	-£1,000

Income Estimated use of the Council Chamber.

Cost Centre	Account Code	Photocopier Use	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
102	1012		-£45	-£46	-£50	-£	-£50

Estimated use of the photocopier by other organisations.

2013/14 Actual	£41,117	2013/14 Estimate	£39,854
2014/15 Budget	£45,600	2015/16 Committee Rec	£
2015/16 Officer Rec	£40,505		

Difference in 2014/15 Budget and Committee Rec

Difference in 2014/15 Budget and Officer Rec

decrease of £5,095 or 11.2%

### Councillors

Cost Centre	Account Code	Mayors Duties	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
103	4020		£1,800	£1,800	£1,800	£	£1,800
Mayors allowance to fund the costs of carrying out the role (Tickets to events, transport costs, etc)							

Cost Centre	Account Code	Mayors Civic	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
103	4020		£1,200	£1,200	£1,200	£	£1,200
To fund the Mayor's Civic duties, including Mayor Making, Twinning, etc.							

Cost Centre	Account Code	Councillor's Mileage/Expenses	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
103	4044		£227	£300	£1,000	£	£500
Raised in line with minute 636.2 of FA&P.							

Cost Centre	Account Code	Councillor's Allowance	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
103	4045		£6,720	£7,200	£8,160	£	£8,160
This is based on £480 (current allowance) for 17 Councillors.							

Cost Centre	Account Code	Election Costs	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
103	4236		£0	£0	£0	£	£3,500
2015/16 will be an election year. Budget to cover election costs as advised by AVDC							

2013/14 Actual	£9,947	2014/15 Estimate	£10,500
2014/15 Budget	£12,160	2015/16 Committee Rec	£
2015/16 Officer Rec	£15,160		

Difference in 2014/15 Budget and Committee Rec

Difference in 2014/15 Budget and Officer Rec

increase of £3,000 or 24.7%

### Legal Requirements

Cost Centre	Account Code	Audit Fee	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
104	4014		£4,109	£2,420	£2,410	£	£2,420
This is based on £1,950 for the external auditor and £470 to Internal Auditor. 2013/14 included payment to the auditor for a risk assessment (Review of contracts)							



Difference in 2014/15 Budget and Committee Rec

Difference in 2014/15 Budget and Officer Rec

increase of £10 or 5.6%

### Admin Reserves

### Income

Cost Centre	Account Code	Interest Received	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
130	1190		-£1,841	-£2,000	-£4,500	-£	-£2,500

2013/14 Actual -£1,841

2014/15 Budget -£4,500

2015/16 Officer Rec -£2,500

2014/15 Estimate -£2,000

2015/16 Committee Rec -£

Difference in 2014/15 Budget and Committee Rec

Difference in 2014/15 Budget and Committee Rec

decrease of £2,000 or 44.4%

### Grants

Cost Centre	Account Code	Community Centre Capital	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
131	4084		£0	£0	£4,000	£	£0

Following the new lease this budget line is no longer necessary.

Cost Centre	Account Code	Community Centre	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
131	4085		£5,000	£5,784	£9,000	£	£5,000

To cover the maintenance of the Community Centre under the new lease, as requested by Buckingham Community Association.

2013/14 Actual £5,000

2014/15 Budget £13,000

2015/16 Officer Rec £5,000

2014/15 Estimate £5,784

2015/16 Committee Rec £

Difference in 2014/15 Budget and Committee Rec

Difference in 2014/15 Budget and Officer Rec

decrease of £8,000 or 61.5%

### Contingencies

Cost Centre	Account Code	Contingencies	2013/14 Actual	2014/15 Est.	2014/15 Budget	2015/16 Comm Rec	2015/16 Officer Rec
132	4500		£5,195	£3,000	£7,000	£	£10,000

The amount of contingencies was reduced to aid in the cost savings needing to be made.

2013/14 Actual £5,195

2014/15 Budget £7,000

2015/16 Officer Rec £10,000

2014/15 Estimate £3,000

2015/16 Committee Rec £

Difference in 2014/15 Budget and Committee Rec

Difference in 2014/15 Budget and Officer Rec

increase of £3,000 or 42.9%

**Finance, Administration and Personnel Committee Totals**


2013/14 Actual	£336,957
2014/15 Estimate	£337,029
2014/15 Budget	£361,450
2015/16 Committee Recommendation	£
2015/16 Officer Recommendation	£368,025

Difference in 2014/15 Budget and Committee Rec

Difference in 2014/15 Budget and Officer Rec

increase of £6,575 or 1.8%



	<p><b>Buckingham Town Council</b></p> <p><b>Financial Regulations</b></p>	<p><b>Date Agreed:</b> 25.02.13  <b>Minute Number:</b> 775.2  <b>Prepared by:</b> C.P. Wayman  <b>Version:</b> 3.3</p>
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## 1. General

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

## **2. Annual Estimates**

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

## **3. Budgetary Control**

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

- 3.7 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or requisite borrowing approval has been approved.
- 3.8 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

#### **4. Accounting and Audit**

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 1996 and any subsequent amendments, whilst taking into consideration 'proper practices'.
- 4.2 The RFO shall be responsible for completing the annual financial statement of the Council as soon as practicable after the end of the financial year and shall submit them to and report thereon to the Finance and Administration and Personnel Committee.
- 4.3 The RFO shall ensure that there is adequate and effective system of internal audit of Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.4 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council.
- 4.5 The RFO shall make arrangements for the opportunity for inspection of the accounts, books and vouchers, and for the display or publication of any Notices and statements of account required by the Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.6 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative nature.

## **5. Banking Arrangements and Cheques**

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

## **6. Payment of Accounts**

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

## **7. Payment of Salaries and Wages**

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

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

## **8. Loans and Investments**

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

## **9. Income**

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

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

## **10. Orders for Work, Goods and Services**

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

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

## **11. Contracts**

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

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

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

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

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

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

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

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

## **12. Payments under Contracts for Building or Other Construction Works**

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

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

### **13. Stores and Equipment**

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

### **14. Properties and Estates**

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

### **15. Insurance**

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



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

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

## **16. Revision of Financial Regulations**

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

### **NOTE:**

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



**Buckingham Town  
Council**  
**Standing Orders**

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

**1. Meetings**

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

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

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

## **2. Ordinary Council meetings**

*See also standing order 1 above*

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

office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.

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

- 2.15 If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- 2.16 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- 2.17 There will be a public session, normally lasting 15 minutes, held prior to all Council meetings except for the Annual Statutory meeting.

### **3. Proper Officer**

- 3.1 The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- 3.2 The Council's Proper Officer shall do the following:
- 3.2.1 Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.
- 3.2.2 Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them.
- 3.2.3 Subject to standing orders 4.1 – 4.5 below, include in the agenda all motions in the order received unless a councillor has given written notice at least 4 clear days before the meeting confirming his withdrawal of it.
- 3.2.4 Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order [3.2.1] OR [3.2.2] above.
- 3.2.5 Make available for inspection the minutes of meetings.
- 3.2.6 Receive and retain copies of byelaws made by other local authorities.
- 3.2.7 Receive and retain declarations of acceptance of office from councillors.
- 3.2.8 Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.

- 3.2.9 Keep proper records required before and after meetings;
- 3.2.10 Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- 3.2.11 Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- 3.2.12 Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- 3.2.13 Arrange for legal deeds to be sealed using the Council's common seal and witnessed.  
(See also standing orders 14.1 and 14.2.)
- 3.2.14 Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- 3.2.15 Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose. Record all consultations replied to in a book for such purposes.
- 3.2.16 Refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee.
- 3.2.17 Retain custody of the seal of the Council which shall not be used without a resolution to that effect.
- 3.2.18 Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

#### **4. Motions requiring written notice**

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

language at least 4 clear days before the meeting.

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

## **5. Motions not requiring written notice**

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



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

## **6. Rules of debate**

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

and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.

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

been breached or specify the irregularity in the meeting he is concerned by.

6.17 A point of order shall be decided by the Chairman and his decision shall be final.

6.18 With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.

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

6.19.1 to amend the motion;

6.19.2 to proceed to the next business;

6.19.3 to adjourn the debate;

6.19.4 to put the motion to a vote;

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

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

6.19.7 to exclude the public and press;

6.19.8 to adjourn the meeting;

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

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

## **7. Code of conduct (England)**

*See also standing orders 1.4 – 1.10 above*

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

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

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

the business being transacted.

- 7.4 Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

## **8. Questions**

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

## **9. Minutes**

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

## **10. Disorderly conduct**

- 10.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

- 10.2 If, in the opinion of the Chairman, there has been a breach of standing order 10.1 above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- 10.3 If a resolution made in accordance with standing order 10.2 above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

## **11. Reversing of previous resolutions**

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

## **12. Voting on appointments**

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

## **13. Expenditure**

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

services and the execution of works over £5,000.00 (five thousand pounds sterling) in value, a minimum of three closed tender bids shall be obtained.

13.5 Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time (the council must consider whether the Public Contracts regulation 2006 (SI No 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.

#### **14. Execution and sealing of legal deeds**

*See also standing order 5.1.16 above*

14.1 A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

14.2 In accordance with a resolution made under standing order 14.1 above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the deed as witnesses.

#### **15. Committees**

*See also standing order 1 above*

15.1 The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:

15.1.1 shall determine their terms of reference;

15.1.2 may permit committees to determine the dates of their meetings;

15.1.3 shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;

15.1.4 may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer 3 days before the meeting that they are unable to attend;

15.1.5 an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15.1.4 above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;

15.1.6 may in accordance with standing orders, dissolve a committee at any time.

## **16. Sub-committees**

*See also standing order 1 above*

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

## **17. Extraordinary meetings**

*See also standing order 1 above*

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

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

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

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

## **18. Advisory committees**

*See also standing order 1 above*

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

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

## **19. Estimates/precepts**

19.1 The Council shall approve written estimates for the coming financial year at its meeting

before the end of January.

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

## **20. Canvassing of and recommendations by councillors**

20.1 Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

20.2 A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

20.3 This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **21. Inspection of documents**

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

## **22. Unauthorised activities**

22.1 Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

22.1.1 inspect any land and/or premises which the Council has a right or duty to inspect; or

22.1.2 issue orders, instructions or directions.

## **23. Confidential business**

23.1 Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

23.2 A councillor in breach of the provisions of standing order 23.1 above may be removed



from a committee or a sub-committee by a resolution of the Council.

**24. Variation, revocation and suspension of standing orders**

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

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

**25 Standing orders to be given to councillors**

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

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

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

 <p><b>Buckingham Town Council</b> <b>Financial Risk Assessment</b></p>	<p><b>Date Agreed:</b> Mr. C.P. Wayman <b>Minute Number:</b> 2.5 <b>Prepared by:</b> <b>Version:</b></p>
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RISK AREA	RISK IDENTIFIED	MITIGATION	NOTES
To provide and maintain standards for Town Council services to the residents of Buckingham	<p>The risk of legislative change which will have an impact on the Town Councils power's, duties and funding</p> <p>The protection of physical assets owned by the Town Council including buildings and equipment (loss or damage)</p> <p>The risk of damage to third party property or individuals as a consequence of the Town council providing services (public liability)</p> <p>Insufficient staff or other resources to deliver the service needs</p>	<p>Town Clerk &amp; staff keep appraised of developments</p> <p>All physical assets insured</p> <p>All assets checked regularly</p> <p>Management Systems being put in place</p> <p>Public liability Insurance renewed annually</p>	
To provide a safe and fulfilling working environment for staff	<p>Employees contravene H &amp; S Regs</p> <p>Potential legal proceedings up to corporate manslaughter</p>	<p>Staff have general awareness of other team member's essential tasks and can provide cover when required.</p> <p>Town Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council</p> <p>H &amp; S &amp; First Aid training, insurance, Risk Assessments regularly checked and updated</p> <p>Employers Liability insurance Employee training and awareness</p>	

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

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

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

		information & highlight and discrepancies	
Banking Arrangements & Procedures Banking Security/Access to Finances	The Lloyds Bank is used which offers no Bank charges Accounts  Cheques  Transfers	one bank account used daily with RFO & Accounts Assistant  Reviewing how much is placed into a higher rate deposit account  Each cheque from the main account must be signed by 2 Councillors as detailed on the back mandates (which are amended when required to ensure that sufficient signatories are available at all times)	
	Bank Reconciliation	Monies may be transferred between the Councils accounts by letter signed by the Clerk apart from transfers to the higher rate deposit which are done via telephone by Clerk or by authorisation by the Clerk via online banking.  All accounts are reconciled using the RBS Omega system within 5 days of receipt of any statement  Any discrepancies are immediately reported to the bank for investigation  All petty cash accounts which do not have statements are reconciled on a monthly basis by the Accounts Assistant against the cash held and any discrepancies are immediately reported to the Clerk	
	Separation of Duties  Access to the main bank accounts	The office has established separation of duties over the last few years to ensure that no one person has access to the bank balances or cash wherever possible  As detailed under Banking arrangements & Procedures above, no one person has access to monies held in the main accounts	

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

		<p>itemised &amp; given to the Accounts Assistant for processing</p> <p>All cash received from hirers that visit the office is itemised on the Accounts system</p> <p>Cash collected from community events</p> <p>All cash collected at events is collected by appointed staff and volunteers in approved charity buckets which are allocated at the start of the event</p> <p>Any buckets are locked securely in the Town Council office or Chamber and at the end of the event</p> <p>At the office the cash is emptied and counted manually the following working day by at least two members of staff</p> <p>Processing and banking</p> <p>When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained</p> <p>The hire charges are banked when received</p> <p>The cash element is usually below £500</p> <p>A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation</p> <p><b>This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for</b></p>	
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Financial Administration	Records non-compliant or inadequate	Internal auditor reviews record keeping annually Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation	
	Expenditure/income coded incorrectly	Town Clerk checks nominal ledger every quarter Items are coded	
	Standing Orders Standing orders are reviewed and approved by Town Council on an annual basis at the AGM	The Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings to meet statutory deadlines	
	Invoice payment without authority	All payments reviewed against purchase order Town Clerk authorises two councillors sign cheques and finance, Administration and personnel review	
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request	
	Theft of funds	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons Cash and cheques stored securely and banked within 5 working days of receipt	
	Incorrect entries by bank	Bank statements reconciled monthly	
Ordering Procedure	To avoid fraud and ensure authority of expenditure	A comprehensive ordering system was established in 2010	

		<p>which ensures that all orders are requested in writing, correctly authorised by the Clerk or approved by council &amp; are within acceptable budget limits</p> <p>This system incorporates job numbers/minutes and RBS Omega codes so that any order can be traced from origin to finish across a variety of systems</p>
<p>Annual Budget &amp; Precept Calculations</p>	<p>The annual budget and precept calculations</p>	<p>The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members</p> <p>The Town Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by AVDC discuss &amp; amend any highlighted budget levels in order to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p>

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

			depending on situation
	Theft of money by employee or member	Fidelity Guarantee cover	Reviewed annually Limit of cover £10,000,000
	Property	Cover for buildings & contents All risks cover for selected items	
	Officials Indemnity	Continue with existing cover (£250k)	
	Libel and Slander	Continued existing cover (£250k)	Limit of cover £250,000
	Personal Accident	Continue with existing cover (scale benefits)	
	Legal disputes	Cover for specified legal disputes	Limit of cover £10,000,000
	Long term sickness of employee	Not covered	
	Business interruption	Liability limited by contract Potential alternative premises, IT back-up off site and ability to restore onto hired equipment etc Cover in place for excess costs	Limit of cover £50,000
	Loss/destruction of financial records	Key financial data held electronically and backed up off site All electronic documents backed up daily offsite	Residual risk considered acceptable

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

Insurance		<p>Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Town Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	
Insurance	Fidelity Insurance	<p>Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts</p> <p>Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, cross referenced receipts of income and the decision not to currently use e-banking</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>	
Insurance	Insurance	<p>Zurich has been used as a recognised Town Council provider</p> <p>BTC are currently tied into a deal until 2015</p> <p>Annual reviews are carried out to ensure sufficient cover is in place</p>	

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

**BUCKINGHAM TOWN COUNCIL  
FINANCE ADMINISTRATION AND PERSONNEL COMMITTEE  
MONDAY 6<sup>th</sup> JANUARY 2015.**

**Agenda item no:** 8

**Contact Officer:** Christopher Wayman

Internal Auditor

**Background**

Buckingham Town Council has a requirement to carry out various actions as a result of the Audit and Accounting Regulations. One such requirement is to have the Council's accounts and procedures audited by an independent internal auditor. The internal auditor on completion of their audit then fills in and signs Section 4 of the Annual Return.

**Information**

A draft schedule of works was drawn up and then sent to various companies that provide internal auditing services.

The following suppliers were sent the schedule:

Auditing Solutions

Arrow Accounting

As Howes & Co.

Internal Audit and compliance Ltd

Tearle and Carver

Estimated prices (in some cases travel is included) :

3 suppliers returned quotations.

Company A: £700

Company B: £200 – donation to charity

Company C: £469

**Recommendation**

That the Committee agrees to appoint an internal auditor. If the Committee wishes for a mixture of good quality and low cost then Company C is recommended.

Grants 2015-16

Applicant	Contact Name	Contact Address	Contact Details	Grant applied for	Grant Awarded
Buckingham AED Project	Geoffrey Shaw	8 Nightingale Place Buckingham MK18 1VF	01280 812547 Geoff.icf@btinternet.com	£555	
Buckingham Churches' Childrens' Holiday Club	Stephen Townsend	c/o 18 Well Street Buckingham MK18 1ET	01280 817 081 administrator@buckinghamchurches holidayclub.co.uk	£750	
Buckingham Summer Festival	Mr. J. Walton	c/o 7 Partridge Close Buckingham MK18 7HH	01280 814668 Thicket_63@o2.co.uk	£1,500	
Buckingham Tennis Club	Hilary Baxter	57 Moorhen Way Buckingham MK18 1GN	07769 700410 Hilary.baxter@studentrelaunch.org	£3,840	
Buckingham Winslow & District Citizens Advice Bureau	Mr Ian Payne	Wheeldon House Market Hill Buckingham MK18 1JX	01280 816787 ian.payne@buckinghamcab.org.uk	£5,000	
Buckingham Youth Clubs Ltd	Mr John Barnett	Buckingham Youth Centre London Road, Buckingham MK18 1AS	01280 822 472 or 07793 210053 barnettjc@tiscali.co.uk	£5,000	
Chandos Park Bowls Club	Bob Reynolds	32 Kingfisher Road Buckingham MK18 7EY	01280 817954 1987bobby@live.co.uk	£500	
Friends of the Old Gaol	Jean Summers	Market Hill Buckingham MK18 1JX	01280 823020 info@buckinghamoldgaol.org.uk	£300	
North Bucks Carers Support Group	Martina Gibson	6 Pitchford Walk Buckingham MK18 7BU	07887920143 martinagibson@hushmail.com	£411.82	
Project Street Life	Jill Townsend	20 Bernardines Way Buckingham MK18 1BF	01280 817 081 jill@ibex-hr.co.uk	£800	



Slade Recreation Club Limited	Mr James Melrose	12 Moreton Drive Buckingham MK18 1JQ	01280817557 James.melrose@racertracer.com	£566	
The Swan Community Hub (Job Club)	Stephen Townsend	PO Box 2192 Buckingham MK18 9BH	01280 817 081 Stephen@swancommunityhub.org.uk	£1,000	
YC 2 (Young Carers)	Margo Parfitt	1 Villiers Close Buckingham MK18 1JH	07984045788 margo@fishersfield.plus.com	£500	
3 <sup>rd</sup> Buckingham Scouts	Dean Jones	11 Otters Brook Buckingham MK18 7EB	01280 823 754/07502 331 500 deanandamyjones@hotmail.co.uk	£30,000	

**BUCKINGHAM TOWN COUNCIL  
FINANCE ADMINISTRATION AND PERSONNEL COMMITTEE  
MONDAY 6<sup>th</sup> JANUARY 2015.**

**Agenda item no:**

**Contact Officer:** Christopher Wayman

Staffing Report

**Clerical Assistant**

Following on from the report to last meeting :

The Clerical Assistant (CA) has expressed her intention to reduce the number of hours worked over a period of time in the run up to a potential retirement. The CA wishes to reduce the number of hours worked from 37 currently to 32 from January 1<sup>st</sup> then to 27 from April the 1<sup>st</sup> and look to reduce to 21 hours at some point around the time of the Summer Holidays (the CA wished to be flexible to provide cover if necessary for other members of staff during the peak holiday period).

The prospect of the General Administrator (GA) taking on the role of planning was discussed and agreed as the way forward with the position. However, following initial training the GA has decided that this is not something that they wish to take on.

Following this there has been discussion with the Chair of Resources and various staff members about the solution going forward. The GA has agreed to take on 5 hours extra of general admin from the CA starting from January, with another 10 hours general admin which could be taken on by the Accounts Assistant and the Committee Clerk in April and in the summer.

However, a new post would need to be appointed to take over from the CA when they finally wish to retire. The post would be almost entirely based on Planning with some administrative help when available. The post would be for 22 hours a week and would be based on pay scale 18-22 (£17,714 - £20,253) as per the existing CA post.

**Accounts Assistant**

From the appraisal process it has also been identified that from the next financial year there is going to be further work required from the Accounts Assistant as there are further requirements from Buckinghamshire County Council in regard to pensions as the Council moves towards auto-enrolment and a predicted increase in the number of staff having a pension.

Also there has, due to the continuation of the Council to use cheques further time needed to deal with the increase in the number of cheques and invoices required due to the Council's increase in work load over the past two years and expected increase over the coming years. It is felt that an increase of 4 hours a week in relation to the accounts would also allow the Accounts Assistant to undertake

research into some of the accounting guidelines and processes and free up the Town Clerk and Deputy Town Clerk to do other jobs.

**Recommendation**

That the Council agrees to the path way set out in relation to the Clerical Assistant.  
That the Council agrees to increase the Accounts Assistant hours by 4 hours a week.