



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, VERNEY CLOSE,
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Town Clerk: Claire Molyneux

RESOURCES
COMMITTEE

Wednesday, 09 November 2022

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 14th November 2022 at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. If you would like to address the meeting virtually, please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:

<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Claire Molyneux
Town Clerk

AGENDA

1. Apologies for absence

Members are asked to receive apologies for absence.

2. Declarations of interest

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

3. Minutes of last meeting

To receive and accept the minutes of the Resources Committee meeting held on 26th September 2022. [Copy previously circulated](#)

4. Minutes of Communications Strategy Group

To receive the minutes of the Communications Strategy Group meeting held on 20th July 2022. [Copy previously circulated](#)



Twinned with Mouvaux, France; Neurkirchen-Vluyn, Germany

Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't. All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk can send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

5. Budgets

To receive and agree the budget reports:

5.1 Summary Income and Expenditure report

5.2 Detailed Income and Expenditure report and summary of budget variances

5.3 Purchase Ledger from September to October 2022

[Appendix A](#)

[Appendix B](#)

[Appendix C](#)

6. Policies review

To review and amend or confirm the following policies

6.1 Cover Report

6.2 Pension Policy

6.3 Abandoned Trolley Policy

6.4 Signage Policy

6.5 Training Policy

6.6 Safeguarding Children Policy

6.7 Photographic and Filming Policy

[R/102/22](#)

[Appendix D](#)

[Appendix E](#)

[Appendix F](#)

[Appendix G](#)

[Appendix H](#)

[Appendix I](#)

7. Bank reconciliations

To check bank reconciliations - April to September 2022.

8. Petty cash

To check and agree petty cash - April to September 2022.

9. Meeting attendance questionnaire

To review the draft questionnaire.

[Appendix J](#)

10. Echo Reduction Council Chamber

To receive a report from the Office Administrator.

[R/103/22](#)

11. Updates from Representatives on Outside Bodies

To receive verbal updates from Councillors.

12. Action Report

To review and discuss the Action Report.

[Appendix K](#)

13. Chair's announcements

14. Date of next meeting: Monday 16th January 2022

COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

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

15. Staffing structure

To receive a report from the Town Clerk.

15.1 Existing Staffing Structure

15.2 Proposed Staffing Structure

15.3 Compliance and Projects Manager

15.4 National Pay Award figures

[R/104/22](#)

[Appendix L](#)

[Appendix M](#)

[Appendix N](#)

[Appendix O](#)

16. Mace bearer update

To receive a verbal update from the Town Clerk.

17. Debtors list

To receive the current list of debtors over 3 months old.

[Appendix P](#)

18. Banking arrangements

To receive a report from the Finance Officer.

[R/105/22](#)

19. Budget 2023-2024

To receive and review the report and the proposed 2023/24 budget.

[R/106/22](#)
[Appendix Q](#)

To:

Cllr. Collins
Cllr. Gateley Town Mayor
Cllr. Hetherington
Cllr. Mahi
Cllr. Mordue Vice-Chair
Cllr. O'Donoghue Chair
Cllr. Osibogun
Cllr. Ralph
Cllr. Schaefer
Cllr. Stuchbury
Cllr. Try
Cllr. Whyte

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Summary Income & Expenditure by Budget Heading 01/11/2022**Month No: 8****Committee Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>RESOURCES</u>							
Income	(8)	945,769	944,754	(1,015)			100.1%
Expenditure	2,069	232,145	388,185	156,040	5,550	150,490	61.2%
Net Income over Expenditure	<u>(2,077)</u>	<u>713,624</u>					
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	<u>(2,077)</u>	<u>713,624</u>					
<u>ENVIRONMENT</u>							
Income	325	69,970	117,713	47,743			59.4%
Expenditure	4,474	298,780	539,097	240,317	13,698	226,619	58.0%
Movement to/(from) Gen Reserve	<u>(4,149)</u>	<u>(228,810)</u>					
<u>TOWN CENTRE & EVENTS</u>							
Income	916	31,793	49,501	17,708			64.2%
Expenditure	3,442	96,073	190,413	94,340	8,154	86,186	54.7%
Movement to/(from) Gen Reserve	<u>(2,526)</u>	<u>(64,280)</u>					
<u>PARTNERSHIPS</u>							
Income	0	0	0	0			0.0%
Expenditure	0	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
<u>PLANNING</u>							
Income	0	0	0	0			0.0%
Expenditure	0	21,535	40,255	18,720	0	18,720	53.5%
Movement to/(from) Gen Reserve	<u>0</u>	<u>(21,535)</u>					
<u>EARMARKED RESERVES</u>							
Income	0	0	0	0			0.0%
Expenditure	0	117,453	457,754	340,301	22,334	317,967	30.5%
Movement to/(from) Gen Reserve	<u>0</u>	<u>(117,453)</u>					

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Summary Income & Expenditure by Budget Heading 01/11/2022**Month No: 8****Committee Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	1,233	1,047,532	1,111,968	64,436			94.2%
Expenditure	9,984	765,986	1,615,704	849,718	49,736	799,982	50.5%
Net Income over Expenditure	<u>(8,752)</u>	<u>281,546</u>	<u>(503,736)</u>	<u>(785,282)</u>			
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	<u>(8,752)</u>	<u>281,546</u>					

Detailed Income & Expenditure by Budget Heading 01/11/2022

Month No: 8

Cost Centre Report

	Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<u>101 Personnel costs</u>								
4000 Salaries Admin	0	89,285	160,425	71,140		71,140	55.7%	
4005 ERS National Insurance	0	8,735	15,549	6,814		6,814	56.2%	
4006 ERS Pension Cont	0	22,026	34,212	12,186		12,186	64.4%	
4007 Staff travel	0	167	1,346	1,179		1,179	12.4%	
4008 Occupational Health	0	0	1,293	1,293		1,293	0.0%	
4025 HR advice	0	4,325	4,544	219		219	95.2%	
4026 Staff & Recruitment	0	908	1,051	143		143	86.4%	
Personnel costs :- Indirect Expenditure	0	125,446	218,420	92,974	0	92,974	57.4%	
Net Expenditure								
	0	(125,446)	(218,420)	(92,974)				
<u>102 Office expenses</u>								
1010 Chamber hire	0	444	1,471	1,027			30.2%	
1012 Photocopier use	(8)	1	5	4			24.0%	
Office expenses :- Income	(8)	445	1,476	1,031			30.2%	
4010 Stationery	107	1,589	3,018	1,429		1,429	52.7%	
4011 Postage	1	166	730	564		564	22.7%	
4012 Photocopier	0	1,175	1,887	712		712	62.2%	
4013 Equipment purchase	0	3	1,156	1,153		1,153	0.2%	
4015 Advertisements	0	0	673	673		673	0.0%	
4017 Subscriptions	0	4,719	3,825	(894)		(894)	123.4%	£2163 due to be refunded
4018 Telephones	284	5,433	7,200	1,767		1,767	75.5%	
4019 Hire of Community Hall	0	0	270	270		270	0.0%	
4021 Hospitality	0	266	420	154		154	63.3%	
4023 Training	320	6,068	12,628	6,560	3,970	2,590	79.5%	
4027 Software	906	8,917	12,500	3,583		3,583	71.3%	
4030 Payroll	129	1,131	1,760	629		629	64.3%	
4032 Publicity and newsletter	0	3,366	7,924	4,558		4,558	42.5%	
4038 Computer equipment	0	70	4,000	3,930		3,930	1.7%	
4041 Website	0	3,332	5,908	2,576		2,576	56.4%	
4043 Protective clothing	0	1,199	1,813	614		614	66.2%	
4052 Heat, light, power	0	625	450	(175)		(175)	138.8%	Price increases in utilities
4156 Buckingham Centre rent	0	10,375	11,000	625		625	94.3%	
4225 Rates	0	2,794	5,000	2,206		2,206	55.9%	
Office expenses :- Indirect Expenditure	1,747	51,227	82,162	30,935	3,970	26,965	67.2%	
Net Income over Expenditure								
	(1,755)	(50,781)	(80,686)	(29,905)				

103 Councillors

4020	Mayor's duties	0	0	1,891	1,891	1,891	0.0%	
4029	Mayor's civic	0	939	1,628	689	689	57.7%	
4044	Councillors' mileage / exp.	182	182	518	337	337	35.0%	
4045	Councillors' allowance	0	0	9,833	9,833	9,833	0.0%	
4236	Election costs	0	0	2,150	2,150	2,150	0.0%	
4269	Councillor training	50	1,965	2,351	386	386	83.6%	
	Councillors :- Indirect Expenditure	232	3,086	18,371	15,285	0	15,285	16.8%

Net Expenditure

(232)	(3,086)	(18,371)	(15,285)
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104 Legal requirements

4014	Audit fees	0	2,385	3,500	1,115	1,115	68.1%	
4016	Legal costs	0	0	2,070	2,070	2,070	0.0%	
4022	Insurance	0	17,156	19,000	1,844	1,844	90.3%	
	Legal requirements :- Indirect Expenditure	0	19,541	24,570	5,029	0	5,029	79.5%

Net Expenditure

0	(19,541)	(24,570)	(5,029)
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120 Long-term grants

4040	Four Year Grants Awarded	0	18,777	18,777	0	0	100.0%
4080	Annual Grants Awarded	0	11,341	11,341	0	0	100.0%
	Long-term grants :- Indirect Expenditure	0	30,118	30,118	0	0	100.0%

Net Expenditure

0	(30,118)	(30,118)	0
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125 Commemorative items

4501	Civic award	0	798	1,050	252	252	76.0%	
4504	Remembrance wreath	59	59	27	(32)	(32)	216.7%	
4505	Mayor's salver	0	100	265	165	165	37.7%	
4506	Bardic gift	0	39	265	226	226	14.8%	
	Commemorative items :- Indirect Expenditure	59	996	1,607	611	0	611	62.0%

Net Expenditure

(59)	(996)	(1,607)	(611)
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Wreath insert stickers not budgeted for

130 Admin reserves

1176	Precept	0	942,773	942,778	5		100.0%
1190	Interest received	0	2,551	500	(2,051)		510.1%
	Admin reserves :- Income	0	945,324	943,278	(2,046)		100.2%

Net Income

0	945,324	943,278	(2,046)
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4500	Future planning / contingencie	32	1,732	11,283	9,551	1,580	7,971	29.4%
	Future planning / contingencie :- Indirect Expenditure	32	1,732	11,283	9,551	1,580	7,971	29.4%
	Net Expenditure	(32)	(1,732)	(11,283)	(9,551)			
	<u>201 Environment</u>							
3995	NI Environment	0	10,925	17,139	6,214		6,214	63.7%
3996	Pensions ERS Environment	0	28,843	47,391	18,548		18,548	60.9%
4004	Salaries environment	0	122,705	201,836	79,131		79,131	60.8%
4068	Community Service	0	4,000	11,006	7,006		7,006	36.3%
4112	Environment Equipment	365	5,335	9,688	4,353	420	3,933	59.4%
4168	Defibrillators	0	94	518	424		424	18.1%
	Environment :- Indirect Expenditure	365	171,901	287,578	115,677	420	115,256	59.9%
	Net Expenditure	(365)	(171,901)	(287,578)	(115,677)			
	<u>202 Roundabouts</u>							
1051	Roundabout no. 1	0	2,288	2,288	0			100.0%
1052	Roundabout no. 2	0	1,219	1,219	0			100.0%
1053	Roundabout no. 3	0	333	2,002	1,669			16.6%
1054	Roundabout no. 4	0	2,551	2,551	0			100.0%
1056	Rouncabout no. 6	0	1,386	2,718	1,332			51.0%
1057	Roundabout no. 7	0	1,386	1,386	0			100.0%
	Roundabouts :- Income	0	9,163	12,164	3,001			75.3%
4108	Roundabout	0	2,105	1,366	(739)		(739)	154.1%
	Roundabouts :- Indirect Expenditure	0	2,105	1,366	(739)	0	(739)	154.1%
	Net Income over Expenditure	0	7,058	10,798	3,740			
	<u>203 Maintenance</u>							
4082	Allotments	0	2,101	2,101	0		0	100.0%
	Maintenance :- Indirect Expenditure	0	2,101	2,101	0	0	0	100.0%
	Net Expenditure	0	(2,101)	(2,101)	0			
	<u>204 Devolved services expenses</u>							
1017	Devolved services income	0	20,992	20,964	(28)			100.1%
	Devolved services expenses :- Income	0	20,992	20,964	(28)			100.1%
4124	Devolved services	527	5,615	7,500	1,885		1,885	74.9%
	Devolved services expenses :- Indirect Expenditure	527	5,615	7,500	1,885	0	1,885	74.9%
	Net Income over Expenditure	(527)	15,377	13,464	(1,913)			

<u>205 Grounds maintenance</u>								
4033	Waste disposal	0	2,548	3,000	452	452	84.9%	
4035	Machinery	0	852	2,500	1,648	375	1,273	49.1%
4036	Fuel (Mower)	0	1,540	1,200	(340)	(340)	128.3%	Legislation changes for use of red diesel, fuel cost increases
4037	Sundries	60	628	2,606	1,978	1,978	24.1%	
4063	Vehicle hire and running costs	418	9,027	16,884	7,857	130	7,727	54.2%
	Grounds maintenance :- Indirect Expenditure	478	14,595	26,190	11,595	505	11,090	57.7%
	Net Expenditure							
		(478)	(14,595)	(26,190)	(11,595)			
<u>248 Depot</u>								
4013	Equipment purchase	0	2,000	4,070	2,070	2,070	49.1%	
4055	Alarm	0	0	431	431	431	0.0%	
4225	Rates	0	4,142	4,412	270	270	93.9%	
4601	Repairs & maintenance fund	61	591	840	249	249	70.3%	
4602	Electricity	55	1,292	1,000	(292)	(292)	129.2%	Price increases in utilities
4603	Water	0	212	850	638	638	25.0%	
	Depot :- Indirect Expenditure	116	8,236	11,603	3,367	0	3,367	71.0%
	Net Expenditure							
		(116)	(8,236)	(11,603)	(3,367)			
<u>249 C Meadow toilets & Shopmobilit</u>								
1085	Shopmobility income	0	141	40	(101)		352.5%	
	C Meadow toilets & Shopmobilit :- Income	0	141	40	(101)		352.5%	
4602	Electricity	0	0	518	518	518	0.0%	
4603	Water	0	0	518	518	518	0.0%	
4608	Shopmobility	0	187	1,077	890	6	883	18.0%
4612	Contractor charge	0	6,096	9,600	3,504	3,504	63.5%	
4709	MAINTENANCE	0	240	539	299	299	44.5%	
	C Meadow toilets & Shopmobilit :- Indirect Expenditure	0	6,523	12,252	5,729	6	5,723	53.3%
	Net Income over Expenditure							
		0	(6,382)	(12,212)	(5,830)			
<u>250 Lace Hill</u>								
1026	Lace Hill Community Centre	168	18,704	45,929	27,225		40.7%	
1027	Solar income	0	0	2,000	2,000		0.0%	
	Lace Hill :- Income	168	18,704	47,929	29,225		39.0%	
4050	Lace Hill playing fields	0	0	500	500	500	0.0%	
4118	Solar panels	0	0	362	362	362	0.0%	
4158	Lace Hill gas	0	1,387	4,202	2,815	2,815	33.0%	
4159	Lace Hill electricity	1,355	2,750	1,500	(1,250)	(1,250)	183.3%	Price increases in utilities
4160	Lace Hill water	0	234	300	66	66	78.0%	
4161	Lace Hill repairs & Maintenanc	11	2,854	3,707	853	83	770	79.2%
4162	Lace Hill contractor charge	0	3,442	6,800	3,358	3,358	50.6%	

4164	Lace Hill equipment	0	154	3,717	3,563	3,563	4.2%	
4225	Rates	0	9,731	10,072	342	342	96.6%	
	Lace Hill :- Indirect Expenditure	1,365	20,552	31,160	10,608	83	10,524	66.2%
	Net Income over Expenditure	(1,198)	(1,848)	16,769	18,617			
	<u>251 Chandos Park</u>							
1030	Bowls income	0	592	592	0		100.0%	
1035	TENNIS COURT RENT	0	0	674	674		0.0%	
	Chandos Park :- Income	0	592	1,266	674		46.8%	
4601	Repairs & maintenance fund	0	1,450	3,570	2,120	1,140	980	72.5%
4602	Electricity	0	830	539	(291)		(291)	154.0%
4603	Water	0	1,160	1,346	186		186	86.2%
4606	Bowls Club Maintenance	0	1,238	2,000	762	3	759	62.1%
	Chandos Park :- Indirect Expenditure	0	4,678	7,455	2,777	1,143	1,634	78.1%
	Net Income over Expenditure	0	(4,086)	(6,189)	(2,103)			
	<u>252 Bourton Park</u>							
4106	Play area maintenance	0	148	0	(148)		(148)	0.0%
4601	Repairs & maintenance fund	338	6,353	7,839	1,487	60	1,427	81.8%
	Bourton Park :- Indirect Expenditure	338	6,501	7,839	1,339	60	1,279	83.7%
	Net Expenditure	(338)	(6,501)	(7,839)	(1,339)			
	<u>253 Cemeteries</u>							
1041	Burial fees	157	12,501	24,000	11,499			52.1%
	Cemeteries :- Income	157	12,501	24,000	11,499			52.1%
4225	Rates	0	2,096	500	(1,596)		(1,596)	419.2%
4265	New cemetery maintenance	0	0	3,500	3,500		3,500	0.0%
4601	Repairs & maintenance fund	0	1,151	4,198	3,047	1,670	1,377	67.2%
4602	Electricity	0	212	250	38		38	85.0%
4617	Memorial testing	0	0	2,156	2,156		2,156	0.0%
4619	New cemetery repayments	0	20,683	58,647	37,964		37,964	35.3%
4620	Expenses for burial duties	207	2,219	5,175	2,956		2,956	42.9%
	Cemeteries :- Indirect Expenditure	207	26,361	74,426	48,065	1,670	46,395	37.7%
	Net Income over Expenditure	(50)	(13,861)	(50,426)	(36,565)			
	<u>254 Chandos Park toilets</u>							
4612	Contractor charge	0	6,096	10,736	4,640		4,640	56.8%
4709	MAINTENANCE	0	752	1,077	325	360	(35)	103.2%
	Chandos Park toilets :- Indirect Expenditure	0	6,847	11,813	4,966	360	4,606	61.0%

Price increases in utilities

rates under review, ref CM

Price increases in general, overspend

		0	(6,847)	(11,813)	(4,966)				
<u>255 Railway Walk & Castle Hill</u>									
1039	COMMUNITY FUNDING HOB	0	3,000	0	(3,000)		0.0%		
	Railway Walk & Castle Hill :- Income	0	3,000	0	(3,000)				
4120	Friends of Groups	0	175	1,077	902	5,100	(4,198)	489.8%	Funding received as above & funding yet to be received
4709	MAINTENANCE	0	236	1,035	799		799	22.8%	
	Railway Walk & Castle Hill :- Indirect Expenditure	0	411	2,112	1,701	5,100	(3,399)	261.0%	
Net Income over Expenditure									
		0	2,589	(2,112)	(4,701)				
<u>256 Storage Premises</u>									
4066	Grenville garage rent	0	398	722	324		324	55.2%	
	Storage Premises :- Indirect Expenditure	0	398	722	324	0	324	55.2%	
Net Expenditure									
		0	(398)	(722)	(324)				
<u>258 Cemetery Lodge</u>									
1061	Cemetery Lodge rental income	0	4,877	11,350	6,473			43.0%	
	Cemetery Lodge :- Income	0	4,877	11,350	6,473			43.0%	
4034	PWLB repayments inc. interest	0	2,351	4,072	1,721		1,721	57.7%	
4609	Cemetery Lodge maintenance	0	104	3,105	3,001		3,001	3.3%	
	Cemetery Lodge :- Indirect Expenditure	0	2,455	7,177	4,722	0	4,722	34.2%	
Net Income over Expenditure									
		0	2,422	4,173	1,751				
<u>260 CCTV</u>									
4100	CCTV maintenance	0	556	3,400	2,844		2,844	16.4%	
	CCTV :- Indirect Expenditure	0	556	3,400	2,844	0	2,844	16.4%	
Net Expenditure									
		0	(556)	(3,400)	(2,844)				
<u>261 Community Centre</u>									
4085	Structural repairs	0	7,000	7,000	0		0	100.0%	
4091	Chamber	0	1,594	1,051	(543)		(543)	151.7%	to be recharged, income to cover costs
	Community Centre :- Indirect Expenditure	0	8,594	8,051	(543)	0	(543)	106.7%	
Net Expenditure									
		0	(8,594)	(8,051)	543				
<u>262 Parks General</u>									
4101	Seats and bins	1,077	1,483	1,483	0		0	100.0%	
4102	Dog bins	0	0	4,502	4,502	4,350	152	96.6%	
4106	Play area maintenance	0	1,110	5,266	4,156		4,156	21.1%	

4122	Tree works	0	5,432	17,000	11,568	11,568	32.0%	
4270	Bridges	0	2,066	2,066	0	0	100.0%	
4275	Play area replacement fund	0	0	5,000	5,000	5,000	0.0%	
4276	Tree wardens	0	258	1,035	777	777	25.0%	
	Parks General :- Indirect Expenditure	1,077	10,349	36,352	26,003	4,350	21,653	40.4%

Net Expenditure

(1,077) (10,349) (36,352) (26,003)

301 Town Centre & Events

1013	Hanging baskets	0	0	431	431		0.0%
1028	Lace Hill events income	0	277	1,077	800		25.7%
1062	Community Fair table income	10	20	215	195		9.3%
1066	Comedy night income	0	0	3,233	3,233		0.0%
1069	Charter fairs income	0	7,233	7,189	(44)		100.6%
1091	Events Sponsorship Income	0	110	0	(110)		0.0%
	Town Centre & Events :- Income	10	7,639	12,145	4,506		62.9%

3997	NI TC&E	0	1,803	5,400	3,597	3,597	33.4%	
3998	Pensions ERS TC&E	0	8,857	13,696	4,839	4,839	64.7%	
3999	Salaries TC&E	0	33,219	74,340	41,121	41,121	44.7%	
4042	Events equipment	0	115	1,000	885	135	750	25.0%
4094	Youth project	0	3,030	3,152	122		122	96.1%
4104	Town in Bloom	0	4,823	10,000	5,177		5,177	48.2%
4107	Pride of Place	0	47	270	223		223	17.4%

4115	River rinse	0	360	431	71		71	83.5%
4166	Lace Hill events	0	1,784	2,541	757	21	736	71.0%
4201	Christmas lights	0	5,711	11,856	6,145		6,145	48.2%
4202	Firework display	650	845	5,800	4,955	4,484	472	91.9%
4203	Community fair	0	0	431	431	258	173	59.8%
4205	Christmas parade	0	40	4,098	4,058	1,100	2,958	27.8%
4207	Remembrance parade	0	1,018	1,000	(18)		(18)	101.8%
4208	Spring Fair	0	297	526	229		229	56.5%
4210	Pancake Race	0	0	84	84		84	0.0%
4211	Band Jam	0	3,772	4,023	251	259	(7)	100.2%
4212	Christmas lights switch on	0	1,308	2,627	1,319	1,010	309	88.2%
4213	Dog show	0	310	620	310		310	50.0%
4216	May Day event	0	0	53	53		53	0.0%
4220	Music in the Market	0	4,080	4,403	323	330	(7)	100.2%
4230	Scout Parade	0	0	53	53		53	0.0%
4241	Comedy Night expenditure	0	0	3,233	3,233		3,233	0.0%
4243	Charter Fairs	2,792	3,722	4,375	653	558	95	97.8%
4260	Twinning	0	0	2,101	2,101		2,101	0.0%

Road closure costs not in budget

general price increase, overspend

general price increase, overpsend

	Town Centre & Events :- Indirect Expenditure	3,442	75,140	156,113	80,973	8,154	72,819	53.4%
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Net Income over Expenditure

(3,432) (67,501) (143,968) (76,467)

<u>302 Street markets</u>							
1005 Street markets	798	12,179	16,000	3,821			76.1%
1006 Flea market	108	3,596	3,623	27			99.3%
Street markets :- Income	906	15,775	19,623	3,848			80.4%
4017 Subscriptions	0	384	473	89	89		81.2%
4225 Rates	0	2,121	2,700	579	579		78.5%
4234 Market Entertainment	0	900	950	50	50		94.7%
4235 Market infrastructure & Promot	0	902	1,576	674	674		57.2%
Street markets :- Indirect Expenditure	0	4,306	5,699	1,393	0	1,393	75.6%
Net Income over Expenditure	906	11,469	13,924	2,455			
<u>303 Special events</u>							
1020 Food fair income	0	0	539	539			0.0%
1083 Fringe income	0	25	2,109	2,084			1.2%
1090 Theatre Production	0	2,488	4,200	1,713			59.2%
Special events :- Income	0	2,513	6,848	4,336			36.7%
4221 Fringe	0	4,562	6,600	2,038	2,038		69.1%
4222 Theatre Production	0	3,923	4,200	278	278		93.4%
4242 Food fair	0	0	539	539	539		0.0%
4244 Flags	0	346	830	484	484		41.7%
4273 One-off events	0	0	1,035	1,035	1,035		0.0%
4278 Celebrate Buckingham Day	0	1,757	1,800	43	43		97.6%
Special events :- Indirect Expenditure	0	10,588	15,004	4,416	0	4,416	70.6%
Net Income over Expenditure	0	(8,076)	(8,156)	(80)			
<u>304 Youth Council</u>							
4237 Youth Council budget	0	0	1,551	1,551	1,551		0.0%
4238 Youth Council admin	0	0	103	103	103		0.0%
Youth Council :- Indirect Expenditure	0	0	1,654	1,654	0	1,654	0.0%
Net Expenditure	0	0	(1,654)	(1,654)			
<u>305 Tourist Information Centre</u>							
1084 TIC income	0	5,866	10,885	5,019			53.9%
Tourist Information Centre :- Income	0	5,866	10,885	5,019			53.9%
4253 TIC tickets & produce	0	5,857	9,185	3,328	3,328		63.8%
4255 Heritage app expenditure	0	0	776	776	776		0.0%
4274 Tourism website	0	181	1,035	854	854		17.5%
Tourist Information Centre :- Indirect Expenditure	0	6,038	10,996	4,958	0	4,958	54.9%
Net Income over Expenditure	0	(172)	(111)	61			

4254	Accessibility Costs	0	0	2,070	2,070	2,070	0.0%	
4266	Accessibility Costs	0	0	531	531	531	0.0%	
	Accessibility :- Indirect Expenditure	0	0	2,601	2,601	0	2,601	0.0%

Net Expenditure

0	0	(2,601)	(2,601)
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601 Planning

3992	Salaries Planning	0	18,502	31,877	13,375	13,375	58.0%	
3993	NI Planning	0	1,187	2,116	929	929	56.1%	
3994	Pensions ERS Planning	0	1,786	4,192	2,406	2,406	42.6%	
4624	Neighbourhood Plan	0	59	2,070	2,011	2,011	2.9%	
	Planning :- Indirect Expenditure	0	21,535	40,255	18,720	0	18,720	53.5%

Net Expenditure

0	(21,535)	(40,255)	(18,720)
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901 Ear-marked reserves

9001	Youth Council	0	0	2,015	2,015	2,015	0.0%	
9002	Cemetery development	0	44,371	56,460	12,089	12,089	78.6%	
9003	Legal Costs	0	0	2,000	2,000	2,000	0.0%	
9004	Solar panels at Lace Hill	0	0	6,379	6,379	6,379	0.0%	
9005	Website	0	0	4,000	4,000	4,000	0.0%	
9006	Speedwatch	0	0	598	598	598	0.0%	
9010	Flood relief fund	0	0	826	826	826	0.0%	
9011	War memorial	0	0	500	500	500	0.0%	
9012	Christmas lights	0	1,370	2,279	909	180	729	68.0%
9013	Youth projects	0	0	3,000	3,000	3,000	0.0%	
9015	Charter fairs	0	330	5,471	5,141	5,141	6.0%	
9025	Play area replacement	0	10,659	64,379	53,720	53,720	16.6%	
9027	Green Buckingham	0	0	226	226	29	197	12.8%
9029	Circular Walk	0	0	5,399	5,399	5,399	0.0%	
9030	Tourism leaflets	0	0	2,404	2,404	2,404	0.0%	
9035	Parks Development	0	14,806	21,405	6,599	2,230	4,369	79.6%
9040	Park run	0	0	89	89	89	0.0%	
9045	Access for All	0	0	251	251	251	0.0%	
9049	Neighbourhood Plan	0	0	22,000	22,000	22,000	0.0%	
9050	Bridge Repairs	0	20,555	40,450	19,895	19,895	(0)	100.0%
9051	Office development / furniture	0	4,476	6,172	1,696	1,696	1,696	72.5%
9052	Depot equipment	0	0	15,000	15,000	15,000	0.0%	
9053	AEDs	0	0	555	555	555	0.0%	
9054	Lace Hil repairs & Maintenance	0	0	25,000	25,000	25,000	0.0%	
9055	River rinse	0	0	250	250	250	0.0%	
9057	Cemetery Lodge repairs	0	4,820	10,000	5,180	5,180	48.2%	
9058	Bowls Club Pavillion repairs	0	7,230	8,000	770	770	90.4%	
9059	Making good / boundary repairs	0	0	45,000	45,000	45,000	0.0%	
9061	Covid bounce back events	0	0	906	906	906	0.0%	
9062	Grants	0	0	2,280	2,280	2,280	0.0%	

9063	Twinning	0	0	361	361	361	0.0%	
9065	Purchase cemetery & allotment	0	0	87,000	87,000	87,000	0.0%	
9066	Swan Sculpture Project	0	6,872	1,474	(5,398)	(5,398)	466.2%	
9067	Training	0	0	2,000	2,000	2,000	0.0%	
9068	Insurance	0	2,195	2,937	742	742	74.7%	
9069	Computer Equipment	0	0	1,000	1,000	1,000	0.0%	
9070	Rates	0	0	1,706	1,706	1,706	0.0%	
9071	Community Service	0	0	2,769	2,769	2,769	0.0%	
9072	One Off Events	0	632	1,000	368	368	63.2%	
9073	Tourism Events	0	0	700	700	700	0.0%	
9074	Accessibility	0	0	2,513	2,513	2,513	0.0%	
9075	Recruitment	0	0	1,000	1,000	1,000	0.0%	
9076	Ukraine Fund	0	(863)	0	863	863	0.0%	
	Ear-marked reserves :- Indirect Expenditure	0	117,453	457,754	340,301	22,334	317,967	30.5%
	Net Expenditure	0	(117,453)	(457,754)	(340,301)			
	Grand Totals:- Income	1,233	1,047,532	1,111,968	64,436			94.2%
	Expenditure	9,984	765,986	1,615,704	849,718	49,736	799,982	50.5%
	Net Income over Expenditure	(8,752)	281,546	(503,736)	(785,282)			
	Movement to/(from) Gen Reserve	(8,752)	281,546					

To be recharged once installed. Income to cover costs

09/11/2022

Buckingham Town Council

Appendix C

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/09/2022	A3516		ALR TRAINING	A023	195.00	39.00	234.00	4202	301	195.00	1st aid, 1 x eca,emt,para
01/09/2022	A3517		ALR TRAINING	A023	130.00	26.00	156.00	4212	301	130.00	1st aid 2 x eca
05/09/2022	2022-61		AMAZON	A035	28.33	5.66	33.99	4038	102	28.33	headphones LS
02/09/2022	2022-5746		AMAZON	A035	10.29	0.00	10.29	4043	102	8.57	gloves x 12
								4043	102	1.72	gloves x 12
01/09/2022	13759		ALLCOTT	A073	7,380.00	1,476.00	8,856.00	4085	261	7,000.00	Comm Centre Survey
								4091	261	380.00	Comm Centre Survey
23/09/2022	4022		BALC	B001	35.00	0.00	35.00	4023	102	35.00	BUDGETING COURSE - CM
20/09/2022	2205046343		BUCKS COUNCIL	B006	385.69	77.14	462.83	4243	301	385.69	clean up - charter fair 2022
06/09/2022	51507CI		BUILDBASE	B013	34.87	6.98	41.85	4037	205	34.87	decorating items
01/09/2022	320971		BROWNS	B031	3.32	0.66	3.98	4037	205	3.32	tent pegs x 10
13/09/2022	2022/44/BTC		BLACK DOG DESIGN	B038	1,164.00	84.00	1,248.00	4032	102	1,164.00	BTM
01/09/2022	28/8		COMPLETE	C003	560.00	112.00	672.00	4211	301	560.00	security band jam
01/09/2022	73713		CDS GROUP	C007	5,950.00	1,190.00	7,140.00	9002	901	5,950.00	new cemetery design
01/09/2022	441972		CLARITY	C053	291.67	58.33	350.00	4012	102	291.67	PHOTOCOPIES 27/6-27/9
01/09/2022	2259		CLOUDY IT	C073	905.60	181.12	1,086.72	4027	102	905.60	monthly hosting
06/09/2022	16839314		FORD LEASE	F051	365.49	73.10	438.59	4063	205	365.49	vehicle hire kw19 ndd
01/09/2022	23614		GANDERTON	G008	335.69	67.14	402.83	4063	205	335.69	fuel KW19 & OY15 & cans
07/09/2022	37391		GAZEBOSHOP	G023	901.67	180.33	1,082.00	4235	302	901.67	GAZEBO X 2
06/09/2022	693122		GRUNDON	G050	122.74	24.55	147.29	4033	205	122.74	wheelie bins
06/09/2022	693123		GRUNDON	G050	343.28	68.66	411.94	4033	205	343.28	wheelie bins
01/09/2022	1156		GM UTILITIES	G057	12,137.40	2,427.48	14,564.88	9035	901	12,137.40	bridge repairs - extra timber
28/09/2022	12280		HEALTH	H011	1,741.67	348.33	2,090.00	4612	249	870.83	toilet maintenance
								4612	254	870.84	toilet maintenance
01/09/2022	84206		HAGS	H050	116.00	23.20	139.20	4601	251	116.00	playground seat/fixings
08/09/2022	9743		HAMPSHIRE FLAG	H053	113.44	22.69	136.13	4244	303	113.44	Union Jack flag
06/09/2022	152612		JANITORIAL DIRECT	J013	154.49	30.89	185.38	4164	250	154.48	cleaning supplies
								4164	250	0.01	cleaning supplies

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/09/2022	SEPT22		JACKSON	J014	48.00	0.00	48.00	4253	305	48.00	honey
06/09/2022	138/2022		LUXLYK REINDEER	L014	1,143.00	0.00	1,143.00	4212	301	1,143.00	reindeer x 2 (plus elves)
01/09/2022	2129		MICHAELS	M003	491.45	98.29	589.74	4500	132	491.45	Town Clerk Wig
01/09/2022	1062430		MAINSTREAM	M061	75.00	15.00	90.00	4018	102	75.00	msdcare
01/09/2022	1062442		MAINSTREAM	M061	51.90	10.38	62.28	4018	102	51.90	824596
01/09/2022	233231		NATIONAL EXPRESS	N023	84.67	0.00	84.67	4253	305	84.67	national exp tickets
30/09/2022	233683		NATIONAL EXPRESS	N023	149.24	0.00	149.24	4253	305	149.24	national express tickets
01/09/2022	48442		ONLINE PLAYGROUNDS	O023	228.33	45.67	274.00	4106	262	228.33	mulch
30/09/2022	96863		OAKPARK	O060	55.00	11.00	66.00	4100	260	55.00	cctv main 1/10/22-30/9/23
23/09/2022	20222631		PKF	P002	2,000.00	400.00	2,400.00	4014	104	2,000.00	EXTERNAL AUDIT 21 22
01/09/2022	121047		PARAGON	P008	165.50	33.10	198.60	4620	253	165.50	skip loader
01/09/2022	121048		PARAGON	P008	371.94	74.39	446.33	4620	253	371.94	digger hire
01/09/2022	121168		PARAGON	P008	10.00	2.00	12.00	4037	205	10.00	gloves x 6
01/09/2022	121169		PARAGON	P008	38.87	7.77	46.64	4601	252	8.00	padlock
								4037	205	14.33	drill bit, blades,padlock,hose
								4112	201	16.54	drill bit, blades,padlock,hose
15/09/2022	121411		PARAGON	P008	230.70	46.14	276.84	4601	252	230.70	chipper hire
15/09/2022	121412		PARAGON	P008	204.30	40.86	245.16	4620	253	204.30	digger hire
30/09/2022	121908		PARAGON	P008	17.50	3.50	21.00	4037	205	17.50	gloves, socket set
30/09/2022	121909		PARAGON	P008	53.00	10.60	63.60	4112	201	8.25	blue rope
								4037	205	44.75	gloves, glasses, impact gloves
01/09/2022	140481		PAYROLL OPTIONS	P057	132.81	26.56	159.37	4030	102	132.81	payroll
27/09/2022	508505-1		SLCC	S005	33.50	0.80	34.30	4023	102	33.50	VAT Guide
02/09/2022	100349		SPHERETECH	S008	1,025.00	205.00	1,230.00	4091	261	1,025.00	decomm & recomm system Chamber
15/09/2022	5000		SURE2DOOR	S010	466.62	93.32	559.94	4032	102	466.62	BTM delivery
01/09/2022	76467		SOCIETY OF LONDON	S013	188.00	0.00	188.00	4253	305	188.00	theatre tickets
13/09/2022	0007		SSE	S019	71.87	3.59	75.46	4602	248	71.87	UNIT 17
06/09/2022	1005		SOUND AND LIGHT GUYS	S031	2,250.00	450.00	2,700.00	4207	301	2,250.00	big screen - remembrance
01/09/2022	BTC310822		STEWKLEY	S057	200.52	0.00	200.52	4124	204	200.52	grass cutting

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/09/2022	BTC310822-2		STEWKLEY	S057	223.08	0.00	223.08	4004	201	223.08	watering
06/09/2022	210084		TUDOR ENVIRONMENTAL	T002	80.00	16.00	96.00	4601	252	80.00	litter picker x 10
27/09/2022	213273		TUDOR ENVIRONMENTAL	T002	33.10	6.62	39.72	4112	201	33.10	Stihl HP 2 stroke
21/09/2022	48820		T KING ASSOC	T030	108.50	21.70	130.20	4043	102	108.50	BTC fleeces, Polos
08/09/2022	9219692		VIKING DIRECT	V001	273.26	54.65	327.91	4010	102	270.30	9219692/10112136/Stationery
								4010	102	2.96	stat
14/09/2022	9227529		VIKING DIRECT	V001	21.77	4.35	26.12	4168	201	21.39	clipframe
								4168	201	0.38	clipframe
14/09/2022	9240162		VIKING DIRECT	V001	-71.25	-14.25	-85.50	4010	102	-71.25	stat
06/09/2022	13184		ZONKEY	Z003	2,665.00	533.00	3,198.00	4041	102	200.00	website upgrade
								4041	102	176.00	website upgrade
								4041	102	2,289.00	website upgrade
TOTAL INVOICES					<u>46,525.82</u>	<u>8,723.30</u>	<u>55,249.12</u>			<u>46,525.82</u>	

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/10/2022	23867		AMBIVENT	A020	2,793.00	558.60	3,351.60	4161	250	1,396.50	repairs after PPM visit 50%
								4162	250	1,396.50	repairs after PPM visit 50%
01/10/2022	156028871-2022-		AMAZON	A035	70.00	14.00	84.00	4112	201	70.00	cordless drill
07/10/2022	156415761-2022-		AMAZON	A035	77.49	15.50	92.99	4112	201	77.49	drill battery
20/10/2022	70184		ABBOT FIRE	A054	294.12	58.82	352.94	4601	253	294.12	chapels fire extinguish serv
20/10/2022	70185		ABBOT FIRE	A054	94.64	18.93	113.57	4606	251	94.64	supply/fit batteries alarm pan
01/10/2022	4672		AB DESIGN	A062	500.00	100.00	600.00	9050	901	500.00	bridge repairs/inspection
01/10/2022	205007853		BUCKS COUNCIL	B006	5,250.00	0.00	5,250.00	4156	102	5,250.00	rental verney close 4/22-9/22
01/10/2022	2205046578		BUCKS COUNCIL	B006	5,125.08	0.00	5,125.08	4156	102	5,125.08	service charges 2018-2022
01/10/2022	52551		BUILDBASE	B013	23.75	4.75	28.50	4161	250	23.75	decorating supplies
04/10/2022	52687CI		BUILDBASE	B013	77.04	15.41	92.45	4091	261	47.09	paint
								4037	205	29.95	paint
04/10/2022	52751CI		BUILDBASE	B013	37.79	7.56	45.35	4091	261	37.79	paint
01/10/2022	320225		BROWNS	B031	95.00	19.00	114.00	4035	205	95.00	investigate/rectify fuel leak
01/10/2022	73766		CDS GROUP	C007	1,380.00	276.00	1,656.00	9002	901	1,380.00	cemetery design
25/10/2022	130908		CORDWALLIS	C009	28,596.92	5,719.38	34,316.30	4063	205	3,626.42	RK72HZG Isuzu
								4063	205	287.50	RK72HZG Isuzu
								4068	201	4,000.00	RK72HZG Isuzu
								4619	253	20,683.00	RK72HZG Isuzu
26/10/2022	7993		CGM	C016	200.00	40.00	240.00	4122	262	200.00	beech tree Church
01/10/2022	7550		COX	C041	87.00	17.40	104.40	4601	252	87.00	topsoil
04/10/2022	04/10		CARDIAID	C074	72.00	14.40	86.40	4168	201	72.00	replacement carry case aed
01/10/2022	28102022		DISCO	D015	250.00	0.00	250.00	4166	301	250.00	halloween disco
31/10/2022	19769E		EQUIP 2 CLEAN	E008	16.66	3.33	19.99	4037	205	16.66	pressure washer hose
21/10/2022	4557		FORTEM	F005	180.00	36.00	216.00	4041	102	180.00	2 months hosting SSL cert
01/10/2022	16977325		FORD LEASE	F051	353.70	70.74	424.44	4063	205	353.70	vehicle hire KW19 NDD
01/10/2022	23832		GANDERTON	G008	494.99	99.00	593.99	4036	205	290.00	machinery fuel
								4063	205	204.99	fuel

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Buckingham Town Council

Appendix C

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/10/2022	20879		GM TYRES	G013	80.83	16.17	97.00	4063	205	80.83	tyre kw19ndd
01/10/2022	707920		GRUNDON	G050	347.42	69.48	416.90	4033	205	347.42	wheelie bins depot
01/10/2022	707921		GRUNDON	G050	112.18	22.44	134.62	4033	205	112.18	wheelie bins LH
21/10/2022	19396		HERON	H009	118.20	23.64	141.84	4161	250	118.20	LHSCC letter M
27/10/2022	12368		HEALTH	H011	1,741.67	348.33	2,090.00	4612	249	870.83	toilet maint
								4612	254	870.84	toilet maint
01/10/2022	32247		HIGHGEAR	H32	444.80	88.96	533.76	4063	205	444.80	replace egr valve OY15 PZX
01/10/2022	1065676		MAINSTREAM	M061	57.90	11.58	69.48	4018	102	57.90	817433
01/10/2022	3606		NALC	N001	2,163.37	0.00	2,163.37	4017	102	2,163.37	Annual Subs
17/10/2022	97088		OAKPARK	O060	60.00	12.00	72.00	4091	261	60.00	call out chamber 14/10
30/10/2022	97203		OAKPARK	O060	501.00	100.20	601.20	4100	260	501.00	maint cctv nov 22- oct 23
31/10/2022	ART		PETER BOWTELL	P004	36.00	0.00	36.00	4010	102	36.00	artwork stat
01/10/2022	122043		PARAGON	P008	214.50	42.90	257.40	4620	253	214.50	digger hire
01/10/2022	122073		PARAGON	P008	30.60	6.12	36.72	4112	201	30.60	alluminium tower hire
27/10/2022	122382		PARAGON	P008	317.15	63.43	380.58	4601	252	317.15	tractor and flail hire
27/10/2022	122383		PARAGON	P008	117.00	23.40	140.40	4601	252	117.00	tracked wood shredder hire
01/10/2022	14966		PAYROLL OPTIONS	P057	128.94	25.79	154.73	4030	102	128.94	monthly payroll
07/10/2022	897909		QUEST	Q002	14.39	2.88	17.27	4037	205	14.39	abrasive disc
01/10/2022	25984		RBS	R001	302.00	60.40	362.40	4027	102	302.00	annual support RBS
10/10/2022	66931		ROSPA	R008	395.00	79.00	474.00	9025	901	395.00	inspection c park
18/10/2022	207992-1		SLCC	S005	499.00	65.80	564.80	4023	102	499.00	CM SLCC conference
01/10/2022	2223105		SEAHAWKS	S007	175.00	0.00	175.00	4120	255	175.00	stainless steel plaque
12/10/2022	0002		SSE	S019	74.55	3.73	78.28	4602	253	74.55	chapel b july - oct
12/10/2022	0003		SSE	S019	422.72	21.14	443.86	4602	248	422.72	Unit 12 jul - oct
31/10/2022	281472		SMITHS	S024	180.00	36.00	216.00	4115	301	180.00	skip river rinse
04/10/2022	284142		SMITHS	S024	180.00	36.00	216.00	4115	301	180.00	skip river rinse
01/10/2022	340334545		SAFETY CULTURE US	S035	388.56	0.00	388.56	4027	102	388.56	i auditor annual plan
01/10/2022	1297259416		SCREWFIX	S044	94.98	0.00	94.98	4043	102	94.98	safety boots x 2
01/10/2022	120620		SUTCLIFFE PLAY	S053	9,886.80	1,977.36	11,864.16	9025	901	9,886.80	toddlerzone unit

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Buckingham Town Council

Appendix C

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/10/2022	120621		SUTCLIFFE PLAY	S053	443.10	88.62	531.72	9025	901	443.10	grass mats
01/10/2022	BT300922		STEWKLEY	S057	808.42	0.00	808.42	4124	204	808.42	grass cutting
01/10/2022	BT300922-2		STEWKLEY	S057	250.97	0.00	250.97	4004	201	250.97	plant watering
18/10/2022	25619		SHELLEY	SO26	1,220.00	244.00	1,464.00	4601	252	1,155.00	finger arm, posts
								4601	252	65.00	finger arm,posts
03/10/2022	214205		TUDOR ENVIRONMENTAL	T002	22.35	4.47	26.82	4112	201	22.35	gloves x 15
31/10/2022	JCT		THOMSON REUTERS	T004	74.00	14.80	88.80	4106	252	74.00	design for play area
01/10/2022	AFV499		TRAVIS	T010	29.73	5.95	35.68	4037	205	29.73	polyfilla, roller sets
01/10/2022	AFV752		TRAVIS	T010	35.04	7.01	42.05	4709	254	35.04	cuprinol, ballast, cement
01/10/2022	AFV982		TRAVIS	T010	20.05	4.01	24.06	4161	250	20.05	paint
18/10/2022	280743765/22		TOTAL	T049	1.47	0.07	1.54	4052	102	1.47	feeder pillar july
18/10/2022	280743776/22		TOTAL	T049	5.50	0.27	5.77	4602	251	5.50	toilets july
19/10/2022	280767470/22		TOTAL	T049	34.19	1.71	35.90	4052	102	34.19	feeder pillar aug
19/10/2022	280767481/22		TOTAL	T049	149.85	7.49	157.34	4602	251	149.85	toilets aug
20/10/2022	280786907/22		TOTAL	T049	15.03	0.75	15.78	4052	102	15.03	feeder pillar
20/10/2022	280786918/22		TOTAL	T049	200.36	10.02	210.38	4602	251	200.36	CP Toilets
18/10/2022	3240		TS ELECTRICAL	T067	1,950.00	390.00	2,340.00	4201	301	1,950.00	EICR Remedials
01/10/2022	2872		ULTIMATE	U003	600.00	120.00	720.00	4094	301	600.00	basket ball coaching
01/10/2022	9306659		VIKING DIRECT	V001	47.72	9.54	57.26	4010	102	46.24	9306659/10112143/Stationery
								4010	102	1.48	stat
17/10/2022	9399892		VIKING DIRECT	V001	35.03	7.01	42.04	4010	102	34.05	stat
								4010	102	0.98	stat
01/10/2022	9444973		VIKING DIRECT	V001	86.31	17.26	103.57	4010	102	84.33	stat
								4010	102	1.98	stat
31/10/2022	202695687		VISTAPRINT	V009	87.90	17.58	105.48	4213	301	87.90	Banners
31/10/2022	203080820		VISTAPRINT	V009	30.92	6.18	37.10	4010	102	21.30	business cards
								4608	249	9.62	business cards
12/10/2022	203831046		VISTAPRINT	V009	140.23	28.04	168.27	4253	305	140.23	magnets, mugs

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Buckingham Town Council

Appendix C

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Ref No</u>	<u>Supplier A/c Name</u>	<u>Supplier A/c Code</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>A/C</u>	<u>Centre</u>	<u>Amount</u>	<u>Analysis Description</u>
				TOTAL INVOICES	<u>71,441.91</u>	<u>11,210.35</u>	<u>82,652.26</u>			<u>71,441.91</u>	

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 14th November 2022

Contact Officer: Louise Stubbs, Deputy Town Clerk

Cover Report: Policy Amendments November 2022

1. Recommendations

1.1. It is recommended that Members review and agree the proposed changes to the following policies: Pension Policy, Abandoned, Trolley Policy, Signage Policy, Training Policy, Safeguarding Children Policy, Photography Policy.

2. Background

2.1. Members are asked to review and agree the following policies annually. Proposed changes to the wording are highlighted in report below.

3. Pension Policy

3.1. No amendments required

4. Abandoned Trolley Policy

4.1. No amendments required

5. Signage Policy

5.1. No amendments required

6. Training Policy

6.1. Under 'Identification of training needs' addition: "Volunteer roles will also be reviewed regularly and volunteers offered training that will help them to deliver their role to a good standard. For some roles, becoming a volunteer will require mandatory training."

7. Safeguarding Children Policy

7.1. Under '2. Definitions' addition: Vulnerable children are any child or young person who is particularly at risk of harm to their wellbeing due to their circumstances. A person with special educational needs or disabilities (SEND) under the age of 25 is also identified as a vulnerable child or young person.

7.2. Under 'Appendix 3: practice that is not acceptable' addition: "Giving home or work mobile number or work email addresses..."

8. Photographic and Filming Policy

8.1.No amendments required



Pensions Auto-Enrolment Buckingham Town Council Policy

Date Agreed: 20/11/2021

Minute Number: 364/21

Prepared by: Claire Molyneux

Version: 1.0

This policy applies to employees of Buckingham Town Council ("The Council") and covers:

- Eligible Jobholders
- Local Government Pension Scheme (LGPS)
- Opting out
- Re-enrolment

Under the Pensions Act 2008, every employer in the UK must put certain staff into a pension scheme and contribute towards it. This is called 'automatic enrolment'. The Council 'staging' date was April 2017, after which date all eligible jobholders are required to be automatically enrolled.

Eligible Jobholders

For the purpose of automatic enrolment workers are put into three different categories depending on how much they earn and their age. The categories are "eligible jobholders", "non-eligible jobholders" and "entitled workers".

Employees of The council that are "eligible jobholders" will be:

- aged between 22 up to State Pension Age, and
- earn over the earnings threshold (*as at May 2017* this is £10,000 per year, or £833 per month or, £192 per week) *this will be periodically updated and can be viewed here:*

<https://www.moneyhelper.org.uk/en/pensions-and-retirement/building-your-retirement-pot/joining-a-workplace-pension-scheme?source=tpas#am-i-eligible-for-my-workplace-pension-scheme>

Eligible jobholders must be enrolled into a pension scheme and both the employee and The Council must pay into it.

Any employees that fall outside of the 'eligible jobholder' classification (age and earning criteria) can be enrolled into a pension scheme if they ask, but are not required to be auto-enrolled.

Local Government Pension Scheme (LGPS)

The Council are members of the Local Government Pension Scheme (LGPS) administered by Buckinghamshire County Council.

The LGPS is a valuable part of the pay and reward package for employees of local government, other participating employers and some councillors. It is heavily subsidised by The Council and is often viewed as one of the most valuable financial rewards of the job.



Pensions Auto-Enrolment Buckingham Town Council Policy

The LGPS has two sections - the Main Scheme, and the 50/50 Scheme. Employees will be auto-enrolled into the Main Scheme.

Employee Contributions

The rate of contributions that the employee pays is based on their actual salary. There are 9 different pay bands with contribution rates ranging from 5.5% to 12.5% of pensionable pay. If the employee elects to join the 50/50 section of the scheme they would pay half the rates. The contribution rates and / or pay bands are reviewed periodically, and the latest rates are available here:

<http://www.buckscc.gov.uk/services/council-and-democracy/local-government-pension-scheme/scheme-members/scheme-members/>

Employee contributions are calculated on their normal salary plus any overtime (both contractual and non-contractual), Maternity Pay, Paternity Pay, Adoption Pay, Shared Parental Pay and any other taxable benefit specified in their contract as being pensionable.

Employer Contributions

The Council pays the balance of the cost of providing the employees benefits after taking into account investment returns. Every three years, an independent actuary calculates how much The Council should contribute to the scheme. The amount will vary, but generally the present underlying assumption is that employees contribute approximately one third of the scheme's costs and the employer contributes the remainder. The latest employer contribution rates are available here:

<http://www.buckscc.gov.uk/services/council-and-democracy/local-government-pension-scheme/employers/contribution-rates/>

Tax Relief

The LGPS is fully approved by HM Revenue and Customs, which means that the employee receives tax relief on their contributions. To achieve this, their contributions are deducted from their pensionable pay before they pay tax.

Full details of the LGPS and the scheme benefits are available here:

<http://www.buckscc.gov.uk/services/council-and-democracy/local-government-pension-scheme/scheme-members/>

50/50 Section

Employees in the LGPS who feel they cannot afford to make the full contributions, can elect to enrol in the 50/50 section. The 50/50 section of the scheme allows employees to pay half their normal contributions and build up half their normal pension during the time they are in that section. This flexibility may be useful during times of financial hardship and it allows employees to remain in the scheme, building up valuable pension benefits, as an alternative to opting out of the scheme.



Pensions Auto-Enrolment Buckingham Town Council Policy

If an employee moves to the 50/50 section they can opt back into the main section whenever they wish. They will however automatically be re-auto enrolled into the main scheme on the 3-year anniversary of joining. They can choose at that point to elect back into the 50/50 section again at that time.

Opting out

An employee who is automatically enrolled into the LGPS can only opt out after they have been brought into the scheme. That does not mean that contributions have to be collected from pay before they can opt out. However they cannot sign and date the opt-out form until on or after the day they are enrolled.

If the employee opts out within 3 months of being enrolled they will be treated as never having been a member of the LGPS. The Council must refund the employee contributions to the employee within 6 weeks of receipt of the opt out form (or, if the payroll has already been run, by the end of the next pay period), and must reduce the next contribution pay over to the Pension Fund by the amount of the refunded employee contributions and by the amount of employer contributions already paid to the Pension Fund in respect of that employee.

Re-enrolment

The Council's re-enrolment date is the 3rd anniversary of the original staging date, and every 3 years after. On the re-enrolment date The Council must re-enrol any eligible jobholders who are not currently active members of the LGPS.

This policy is part of The Councils Employment policy group.

	Person/Group responsible	Version	Date completed
Report written by	Claire Childs	1.0	17/05/2017
Reviewed by	Christopher Wayman		05/06/2017
Agreed	Resources Committee		12/06/2017
Updated by	Paul Hodson	2.0	15/9/2021
Reviewed by	Paul Hodson		
Agreed	Resources Committee		20/11/2021

**Abandoned Trolley Policy
Buckingham Town Council Policy****Date Agreed:** 20/09/2021**Minute Number:** 364.3/21**Prepared by:** Paul Hodson**Version:** 1.0**BUCKINGHAM TOWN COUNCIL
ABANDONED TROLLEY POLICY**

The Town Council anticipates that stores will take responsibility for their trolleys

1. Any trolley outside of the boundaries of the store or adjacent car park may be classed as abandoned.
2. All reports to the Town Council alleging that a trolley has been abandoned will be treated as follows:
 - 2.1 The Manager of the store owning the trolley will be contacted by telephone that will be followed up by standard letter and advised that they have 12 hours from the time of the call to recover their trolley;
 - 2.2 on the expiration of this time, Buckingham Town Council will recover the trolley and send written confirmation to the store advising them of this fact and advising them that a charge of £25 will be payable on its collection from the Town Council store.
3. If after two weeks the trolley has not been recovered then it shall be disposed of at the discretion of the Town Council and without any further advice to the store.
4. The policy at paragraphs 2 and 3 above shall not apply if, in the opinion of the Town Clerk or designated officer of the Town Council, the trolley is causing or has the potential to represent a hazard or cause damage.
5. If paragraph 4 above is applicable, the Town Clerk or designated officer of the Town Council will take immediate steps to recover the trolley to the Town Council store and the policy at paragraphs 2.1 to 3 above shall apply.
6. If the recovery fee is not paid within 30 days the matter will be referred for legal action

**Signage Policy**
Buckingham Town Council Policy**Date Agreed:** 20/09/2021**Minute Number:** 364/21**Prepared by:** Paul Hodson**Version:** 1.0**Buckingham Signage Policy**

1. Buckingham Town Council will always seek to work in partnership with our business and organisations. We will accommodate tasteful and safe signage where possible. Should signage not meet the required standards then we will engage constructively with the signage owner in the first instance and attempt to find a solution. However, should signage present a genuine danger or be offensive it will be removed straight away.
2. This policy only refers to signage that is not already covered by planning or highways regulations.
3. All signage must be clean and in good condition.
4. Signage must be appropriate for the immediate area. For instance, what may be considered suitable for the industrial estate may not be suitable for the conservation area.
5. Signage must not block the pavement, or cause an obstruction to those with pushchairs or mobility equipment. Signage must be such that it is easily detected by the blind and visually impaired and be placed at least two metres from tactile paving.
6. Signage must never block vehicle sightlines or obstruct emergency vehicle access.
7. Signage must not contain any elements that could harm passers-by for instance by snagging or tripping. It must be heavy enough that it will not present a danger in high winds.
8. It is the sign owner's responsibility to ensure that they have sufficient public liability insurance to cover any incident found to be caused by their signage.
9. Buckingham Town Council will not impose an arbitrary limit on the amount of signage per business and recognises that signage such as A-boards are an effective way for businesses to advertise. However, in return businesses are expected to be respectful of the environment and to enhance the atmosphere of the town. Should excessive and detrimental signage build up in an area the Council will first engage with relevant interests and if necessary remove signage.
10. Should signage contravene this policy and after engagement has failed, the signage owner will receive a warning letter. If the issue is not rectified, then after seven days

**Signage Policy
Buckingham Town Council Policy**

the signage will be removed and stored by the Council for up to three months. A charge of £20 will be applied to each item removed. This does not apply to dangerous or offensive signage which will be removed immediately.

11. The Town Clerk (or in their absence the most senior officer on duty) will decide if signage is in contravention. Their decision is final.

**Training
Buckingham Town Council Policy****Date Agreed:****Minute Number:****Prepared by:** Louise Stubbs**Version:** 2.1

This policy applies to employees and councillors of Buckingham Town Council ("The Council").

Purpose of Training

The purpose of training is to equip people with the necessary skills, knowledge and attitudes to meet the Council's needs in relation to its objectives. By investing in employees (staff and councillors) through training the Council ensures that full potential is harnessed and energies are focussed on the needs of the Council, whilst also fulfilling the employees need for personal development and job satisfaction.

The Council recognise that such development is a continuing process for all councillors and every employee at every level. Training is seen as a necessary investment in order to provide the excellent services the Council demands.

The Council will strive to ensure that:

- Employees are properly trained in the skills they need to carry out their present roles at a standard acceptable to the Council and the public
- Employees are provided with the skills they may need for changes in the way roles are carried out.
- As far as possible, employees are encouraged to develop their skills and talents to enable them to progress within the Council and reach their full potential as The Council is committed to making the most effective use of talents, skills and abilities of its workforce.
- Individual training needs will be assessed on an annual basis as part of the appraisal process
- Councillors are able to access all the training they need to enable them to carry out their roles as councillors and committee members to the best of their abilities

Identification of training needs

Councillors and employees will be entitled to an induction programme upon joining the Council, to include an understanding of the overall and role specific objectives; and will receive equality of opportunity in all aspects of personal development during their role or employment.

Role specific training will be identified prior to employment, and details included in new employees contract of employment. Once employed training needs will be reviewed at least annually through The Council's appraisal system, and should new legislation or equipment be introduced during the year, appropriate training will be sought. Identified training needs will be assessed as part of the budget setting process.

Volunteer roles will also be reviewed regularly and volunteers offered training that will help them to deliver their role to a good standard. For some roles, becoming a volunteer will require mandatory training.

Committees will review the training needs and opportunities for their members each year, and make appropriate recommendations.



Safeguarding & Protecting Children Policy Buckingham Town Council Policy

Date Agreed: 20/09/2021
Minute Number: 364/21
Prepared by: Paul Hodson
Version: 1.0

Buckingham Town Council Safeguarding & Protecting Children Policy

Children and young people have the right to have fun and be safe in the service provided for them and the activities they choose to participate in.

All children and young people without exception have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity. They have the right to be treated with dignity and respect regardless of gender, ethnicity, disability, sexuality or religious belief.

1. POLICY STATEMENT

Buckingham Town Council is committed to ensuring that all children and young people are protected and kept safe and from harm whilst engaged in services organised and provided by the Council. Buckingham Town Council will also safeguard the welfare of children and young people who use the Council's services or who attend activities within its venues and events organised by the council, by protecting from abuse.

This policy has been drawn up based on law and guidance that seeks to protect children, namely:

- Children Act 1989 and 2004
- Sexual Offences 2003
- General Data Protection Regulations (GDPR), Data Protection Act 2018
- Working Together to Safeguard Children 2018 (WTtSC18)
- What to do if you are worried a child is being abused?
- Statutory Framework for the Early Years Foundation Stage (April 2017): *Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13]*.
- The Prevent Duty Guidance for England and Wales 2015
- United Convention of the Right of the Child 1991
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

Although overall responsibility for Children's Services and Social Services in Buckinghamshire lies with Buckinghamshire Council (BC), Buckingham Town Council has a duty to protect and promote the welfare of children and young people, both as provider of services and as a partner within local safeguarding arrangements.

This policy applies to all situations within the Council's operation, which could potentially involve children or young people. It acts as a guidance for elected members, staff, volunteers, casual

workers, agency staff and contract personnel to make informed responses to issues and concerns as and when they arise.

Buckingham Town Council will seek to ensure:

- Clear and prompt communication, internally and with other agencies; in accordance with information sharing protocols.
- We work in partnership with other agencies, including multi-agencies strategic partnerships such as the Buckinghamshire Children & Young People's Partnership (BCYPP).
- Adherence to locally agreed policies and procedures for responding to child protection issues. Buckinghamshire Council has detailed multi-agency guidance in relation to child protection which can be accessed at:

<http://www.buckscc.gov.uk/services/care-for-children-and-families/child-protection-and-safeguarding/>

<https://www.buckssafeguarding.org.uk/childrenpartnership/>

2. DEFINITIONS

- The term children or young people is used to refer to anyone under the age of 18 years.
- Vulnerable children are any child or young person who is particularly at risk of harm to their wellbeing due to their circumstances. A person with special educational needs or disabilities (SEND) under the age of 25 is also identified as a vulnerable child or young person.
- The term parent is used as a generic term to represent anyone with legal parental responsibility
- The terms elected members, staff and volunteers are used to refer to employees, town councillors, volunteers and anyone working on behalf of and/or representing Buckingham Town Council. This includes temporary workers, agency workers and contractors.
- All children and young people irrespective of their age, class, religion, culture, disability, gender, ethnicity or sexual preference have the right to protection.

3. POLICY PRINCIPLES

Buckingham Town Council is a statutory organisation and committed to providing a safe environment for all. This policy is based on the following principles:

- The welfare of children, young people and vulnerable people is of paramount importance.
- All children irrespective of their age, culture, disability, gender, language, ethnicity, socio-economic status, religious belief and sexuality have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse.
- All incidents of poor practice and allegations or concerns should be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld in line with GDPR and Data Protection Act 2018 and Human Rights legislation but must not be a barrier to effective information sharing between professionals.

4. PROCEDURES AND SYSTEMS

4.1 Definitions of Abuse:

The WTtSC18 defines abuse as a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.¹

Neglect – the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.²

Physical Abuse – a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.¹

Sexual Abuse – involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing or touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.³

Emotional Abuse – The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs or another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or who they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.³

¹ Working Together to Safeguard Children 2018; Glossary page 108

² Working Together to Safeguard Children 2018, Glossary page 110

³ Working Together to Safeguard Children 2018, Glossary page 109

Child Sexual Exploitation - is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and /or (b) for the financial advantage of increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.⁴

Domestic Violence - Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Female genital mutilation (FGM) - FGM is a collective term for a range of procedures which involve partial or total removal of the external female genitalia for non-medical reasons. It is sometimes referred to as female circumcision, or female genital cutting. The practice medically unnecessary, is extremely painful and has serious health consequences, both at the time when the mutilation is carried out, and in later life. FGM of girls is considered as child abuse.

FGM is against the law in the UK and an FGM duty came into force on 31 October 2015 which give relevant professionals and the police information on the mandatory reporting duty.

Peer on peer abuse - occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18. 'Peer-on-peer' abuse can relate to various forms of abuse (not just sexual abuse and exploitation), and crucially it does not capture the fact that the behaviour in question is harmful to the child perpetrator as well as the victim.

Extremism and radicalisation – Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.⁵

⁴ Working Together to Safeguard Children 2018, Glossary page 109

⁵ Working Together to Safeguard Children 2018, Glossary page 110

Disabled children and young people may be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them. Dependency on others for primary needs, e.g. feeding and clothing may make a person feel powerless to report abusive treatment.

4.2 Use of Video and Photography

Staff, elected members and volunteers should be vigilant at all times regarding people using cameras or videos within Buckingham Town Council services and at events or activities which involve children and young people. All staff and services must follow the guidance set out in the Council's Photography Policy and consent forms must be obtained from parents/carers as per the specifications laid out in the policy. Professional photographers and press invited to cover Council services, events and activities must be made aware of the Council's Photography Policy.

Other guidelines are:

- Do not allow unsupervised access to children or young people or one to one photographic sessions.
- Do not allow photographic sessions outside of the activities or services, or at a child's or young person's home.
- The child or young person should be happy with having their picture taken.
- Parents/carers must be informed that photographs of their child or young person may be taken during Council services, activities or events and parental consent forms need to be signed agreeing to this. This must include information about how and where these photographs will be used.
- The names of children or young people should not be used in photographs or video footage, unless with the express permission of the child or young person's parent/carer.

4.3 Recruitment, Training and Induction

Determined abusers have often managed to gain access to children and young people. We recognize therefore, that the most effective point at which Buckingham Town Council can use good management to minimize the possibility of abuse, is when new paid staff or volunteers are appointed, although it is important to ensure that vigilance is maintained thereafter.

4.3.1 Recruitment

It is Buckingham Town Council's policy that all staff and volunteers, temporary personnel and helpers who have contact with children and young people will be subject to a careful and rigorous selection and vetting process with the elements listed below. We hope these will be understood by good applicants and will put off ill-intentioned people.

- Completion of an application form and checking the person's identity by their birth certificate and passport or driving licence. One of the identification documents must have a photograph.
- Taking up two references, preferably someone who has experience of their work or contact with children. References from relatives will not be accepted.
- An interview by at least two people.
- Identifying reasons for gaps in employment or inconsistencies.
- Carrying out police checks and checks with the Disclosure and Barring Service (DBS) where relevant
- Allowing no unsupervised access to children and young people until a Full DBS check has been completed.
- Advice is sought about recruiting someone with a criminal record.
- A supervised probationary period of up to six months for new people to the project/service and a comprehensive induction period that includes our child protection policy and procedures.

4.3.2 Criminal Record Checks and Vetting

Enhanced checks will be carried out on all people applying to work with children and young people, including volunteers. Disclosure Barring Service is able to provide checks on the following:

- Police criminal records via the Police National Computer.
- Checks against lists of people considered unsuitable to work with children and vulnerable people maintained by the DBS.

4.3.3 Induction and Training

Appropriate training will be given to enable staff, elected members and volunteers to recognize their responsibilities with regard to their own good practice (Appendix 3), the reporting of suspected poor practice and concerns or allegations of abuse. Training informs members of staff of expected conduct and situations to avoid in order to protect themselves from allegations.

This will include the following:

- All staff whose role brings them into contact with children and young people will receive follow up training and best practices.
- Permanent staff working in contact with children undertake online Safeguarding Training.
- Staff who regularly come in contact with children and young people will refresh their appropriate Safeguarding training every three years.
- The designated safeguarding person (defined in section 5) and all those with advisory or policy writing responsibilities for child protection/safeguarding will receive/refresh appropriate training every two years.

4.4 Responding to Concerns and Allegations: General Procedures

4.4.1 Responding to a child or young person who reports that either they or another child/young person is/are being abused and responding to allegations against employee/volunteer/Member or another young person

If a person discloses abuse by someone else:

- a) Allow the person to speak without interruption, accepting what is said, but DO NOT investigate.
- b) Alleviate feelings of guilt and isolation, while passing no judgement. Reassure them that they did the right thing by talking to you.
- c) Advise that you will try to offer support, but that you MUST pass the information on.
- d) Record the facts as you know them.
- e) Refer the allegations immediately and directly to the appropriate person. If an employee or volunteer is implicated, refer to their Line Manager. If a senior officer or elected member is implicated, refer directly to the Town Clerk and if the Town Clerk is implicated, refer to the Mayor. An allegation must be referred, no matter how insignificant they seem to be, or when they occur.
- f) Try to ensure that no one is placed in a position which could cause further compromise.

Action to be taken by the person receiving the referral as soon as possible, in any event within 24 hours:

- a) Write down notes, dates, times, fact, observations, verbatim speech if possible, as soon as possible after the incident or disclosure has occurred.
- b) Ensure correct details are available: child/young person's name and address, and the name and address of their parent or carer.
- c) Immediately contact the First Response Team at Buckinghamshire Council (BCC), which is the single point of contact for BCC's Social Care. All relevant contact details are outlined in Appendix 1. When referring a child to First Response you must make the parents/carers aware and gain consent for Threshold Document level 3 referrals. You do not require consent if the child is likely to suffer or is suffering significant harm.

- d) Inform the appropriate person i.e. Line Manager, Town Clerk and/or Mayor as outlined in 4.4.1 e).
- e) Prepare a confidential file. Record all notes, conversations and advice from First Response/Police. Every effort should be made to ensure that confidentiality is maintained for all concerned.
- f) Information should be stored in a secure place with limited access to designated people, in line with GDPR legislation.
- g) Follow advice from First Response. Take no other action unless advised to do so by First Response.
- h) Any referral should be confirmed in writing within 24 hours using the Buckinghamshire Multi Agency Referral Form (MARF).
- i) If appropriate, make a referral to the Disclosure and Barring Service, if members of staff are implicated.

If in doubt about the advice you have received at any stage refer to Social Care for guidance. See Appendix 1 for contact details.

4.4.2 Responding to concerns about a child's welfare where there has been no specific disclosure or allegations:

All employees, volunteers and Members are encouraged to share concerns with the Town Clerk, Deputy Town Clerk or Lace Hill Coordinator. The Town Clerk/ Deputy Town Clerk/ Lace Hill Coordinator will, if appropriate, make a referral to First Response.

Recognising abuse is not always easy. The below list provides some indicators of abuse; however, the list not exhaustive and contains only indicators, not confirmation, of abuse:

- a) Having unexplained or suspicious injuries, e.g. bites or bruising
- b) Having an injury for which the explanation seems inconsistent or which has not been treated adequately.
- c) Change in behaviour, including becoming withdrawn, or becoming aggressive.
- d) Displaying inappropriate sexual awareness for their age.
- e) Refusal to remove clothing for normal activities, e.g. swimming
- f) Looking neglected in appearance.
- g) Losing or putting on weight for no apparent reason
- h) Lack of trust
- i) Inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

5. DESIGNATED CHILD SAFEGUARDING OFFICERS AND THEIR RESPONSIBILITIES

The Council has Designated Safeguarding Officers (DSO). All suspicions, concerns and disclosures must be reported to them immediately.

The Designated Safeguarding Officers are:

- Paul Hodson – Town Clerk
- Claire Molyneux – Deputy Town Clerk
- Sam Houreau – Lace Hill Sports and Community Centre Coordinator

They have the responsibility to:

- Ensure that arrangements are made to identify staff that require training in child protection issues;
- Ensure that report forms and copies of the policies and procedures are available and relevant;

- Receive information from Council Members, staff, volunteers and children who have concerns, record them, using appropriate forms and procedures identified;
- Represent the Council on formal investigations into allegations of abuse led by appropriate organisations;
- Offer Counselling to the confidante that has received the disclosure;
- Be trained to an appropriate level as per guidance provided by Buckinghamshire Council and the Buckinghamshire Safeguarding Children Board (BSCB)
- Ensure that all staff that have contact with children and young people on a one to one basis are trained in basic child protection awareness to an appropriate level if it is relevant to their post. Refresher training will be undertaken three yearly as required;
- Ensure that staff with the responsibility of writing, maintaining and updating child protection/safeguarding policies receive DSO training via BCC Early Years and Childcare, following basic awareness training which will be updated every two years;
- Ensure that the Council refers to BCC Early Years and Childcare regarding training needs on a yearly basis; and
- Ensure that all allegations made against Council employees, Council Members or volunteers are discussed with the LADO. See Appendix 1 for contact details.

6. CONFIDENTIALITY

If concerns around the protection of a child or young person are raised, confidentiality must not be guaranteed. If an allegation is made that indicates that a vulnerable child is being harmed or at risk of harm, then the person making the allegations should understand that the information will be shared with the appropriate agencies on a need to know basis.

7. INFORMATION SHARING

Whilst every effort is made to ensure that confidentiality is maintained at all times for all concerned in the safeguarding of children, information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Designated Safeguarding Officers who will be the sole contact after the disclosure;
- The LADO detailed above;
- First Response (Social care)/Police or other appropriate body;
- Parent/Carer
- The person making the allegation;

Where there is a possibility that a criminal act may have been committed, care should be taken to ensure that no action is taken that may jeopardize a subsequent criminal investigation. This includes contacting the alleged perpetrator. Advice should be sought from the Police and/or Social Care organisations (First Response)/LADO, without delay. See Appendix 1 for Contact details.

The Council's Designated Safeguarding Officers will ensure that procedures are followed appropriately in consultation with Social Care organisations.

The designated officers will follow the policy to ensure:

- The appropriate agencies are informed; (this includes The Independent Safeguarding Authority if necessary);
- Information is recorded and stored appropriately according to the Council's agreed GDPR Data Protection Policy; and
- The confidante is supported adequately and sympathetically.

It is extremely important that allegations or concerns are not discussed inappropriately as any breach of confidentiality could be damaging to a child or their family and any child protection investigations that may follow.

Where a staff member is the individual that is approached with an allegation, issues of confidentiality should be discussed early on and they will be informed that they will, at the very least, need to disclose the conversation to the Designated Safeguarding Officers and depending upon the severity of the information, this may be disclosed to Social Care organisations or the police.

Information and guidance on sharing information appropriately can be obtained via the gov.uk website

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

The Council follows the “Seven Golden Rules to Information Sharing” as outlined in the government’s *Information Sharing – Advice for practitioners providing safeguarding services to children, young people, parents and carers*. See Appendix 4

8. POLICY MONITORING AND REVISION

All incidents, allegations of abuse and complaints will be recorded and monitored.

This policy will be reviewed every two years and will also be revised in the light of changing needs, changes in legislation and guidance, or in the light of experience.

Related Policies

- Photography Policy

Appendix 1**Contact details for Social Care, the Police, NSPCC, Local Designated Officers****To report concerns regarding a child's safety, wellbeing and radicalisation****Buckinghamshire Council - First Response Team**

Call: 01296 383962

Out of hours: 0800 999 7677

NSPCC Child Protection Helpline

Call: 0808 800 5000 (free service, lines open 24 hours a day)

For further information or to report your concerns online visit:

www.nspcc.org.uk/what-you-can-do/report-abuse/

Thames Valley Police

Non-emergency telephone: 101

Emergency call: 999

Department for Education

Dedicated telephone helpline (020 7340 7264) to enable staff and councillors to raise concerns relating to extremism directly. Concerns can also be raised by email to

counter.extremism@education.gsi.gov.uk

Ofsted 0300 123 1231

To report allegations against a member of staff who works with children**Local Designated Officer (LADO)**

If you have a concern about a member of staff working with children (in either a paid or voluntary capacity)

Call: 01296 382070

Email: secure-LADO@buckinghamshire.gov.uk

Appendix 2**Buckingham Town Council****Child Safeguarding Incident Reporting Form**

Date:	Time:	Venue:
Your Name:		
Your Position:		
Name of child:		
Gender:	Age:	
Any identified disability or special factors:		
Child's address:		
Other people living at the address (if known):		
Tel No:		
Next of kin:		
Address (if different from above):		
Are you reporting your own concerns or passing on those of someone else? Please give details		
Brief description of what has prompted the concerns: include dates, times etc. on a specific incidents: (Use a separate sheet and attach to this form if more space required)		
Please describe any physical or behavioural indicators, which have been observed		

Have you or anyone else spoken with the parent/family/carer(s)? If so, what was said?	
Have you spoken or anyone else spoken with the person about their concerns and if so, what was discussed:	
Has anybody been alleged to be the abuser? If so, please give details:	
External agencies contacted (date and time)	
Police Yes / No	Name and contact number: Details of advice received:
Social Services (First Response) Yes / No	Name and contact number: Details of advice received:
Other (e.g. NSPCC) Yes / No	If yes which: Name and contact number: Details of advice received:
Date:	Signature:

REMEMBER; do not discuss this incident with friends or colleagues. Arrange to see your Designated Child Safeguarding Officer / Town Clerk urgently, they will initiate appropriate action.

Appendix 3

Codes of Good Practice and Behaviour

You will be better placed to avoid any misinterpretation of your actions and ensure the welfare of children and young people in your care if you always engage in the following good practice. Failure to adhere to these could be perceived as poor practice and become a disciplinary issue. There seems a lot to remember but do not worry you will probably find that you already do most of these things naturally.

- Always put the welfare of the children before any other agenda, i.e. winning, finishing a project, etc.
- Provide a good role model of behaviour.
- Treat all children equally with respect and dignity using positive constructive encouragement.
- Stay vigilant for the safety of all children around you, not just the ones in your immediate care.
- If you have to physically touch a child e.g. if they have fallen, then do so with consideration, never touch intimate areas and always tell the child what you are going to do.
- Always wear appropriate clothing when working with children e.g. dress according to the duties to be undertaken in a manner befitting the responsible care of children. If you have a uniform this must be worn as part of your contracted condition of employment. Name badges must be worn where provided and/or identification that you are representing the Council must be worn at all times.
- Use appropriate language and explanations (it is not always what is said but how it is said that can be of concern and of great importance).
- Enhanced DBS checks must be undertaken for all employees who will be working with children.
- At all stages when working with children, minimise the opportunities for abuse to take place.

Practice that is not acceptable

- Allowing inappropriate language of all parties to go unchallenged.
- Being alone with a child. If they are upset or need first aid, then take them to one side but do not enclose yourself in a room.
- Making sexually suggestive comments to or around a child.
- Engaging in rough physical or sexually provocative play with a child.
- Allowing or engaging in inappropriate touching.
- Inviting or allowing a child to stay in your home.
- Taking children to your home, for however short a time.
- Performing personal care for someone which they can do themselves or that you are not trained to do.
- Forming inappropriate relationships with children in your care, N.B. Remember this legally means a child up to 18 years of age.
- Allowing allegations made by a child to go unchallenged, unrecorded or un-acted-upon.
- Giving home or work mobile number or work email addresses to children (unless there is a good reason to do so) or obtaining children's mobile phone numbers or e-mail addresses.

First Aid and Treatment of Injuries

If a child or vulnerable adult requires first aid or any form of medical attention whilst in your care, then the following good practice should be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Keep a written record of any injuries that occurs, along with the details of any treatment given.
- Where possible, ensure access to medical advice and/or assistance is available.
- Only those with a current, recognised paediatric First Aid qualification should respond to any injuries.
- Where possible any course of action should be discussed with the child in a language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- A notification of Accident Form must be completed and signed and passed to the Senior Communities Officer or Town Clerk.

For Transporting Children

If it is necessary to provide transport for children, the following good practice must be followed:

- You should only transport a child/ren where are two members of staff/adults present in the selected mode of transport, where possible.
- Ensure where possible, a male and female accompany mixed groups of children.
- In addition to this, where practical, request written parental/carer consent
- Always plan and prepare a detailed programme of the journey and method of transport, give details of the route, anticipated length of the journey and ensure copies with contact details are available for other employees and parents/carers.
- Ensure all vehicles are correctly insured and serviced.
- All reasonable safety measures are taken, e.g. children in back seat, seatbelts are working, use of child safety seat if applicable.

Use of Contractors

The Council and its employees, elected members and volunteers should undertake reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor engaged by the Council in area where workers are likely to come into contact with children or vulnerable adults should have their own equivalent Children's safeguarding Policy, or failing this, comply with the terms of this policy.

Where is potential for contact with children it is the responsibility of the manager who is using the services of the contractor to check that the correct DBS check has been satisfactorily completed.

Appendix 4**Seven Golden Rules to Information Sharing**

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights laws are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share with informed consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. Where you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.



Photographic and Filming Policy Buckingham Town Council Policy

Date Agreed: 20/09/2021

Minute Number: 364/21

Prepared by: Paul Hodson

Version: 1.0

Buckingham Town Council Photographic and Filming Policy

The Town Council uses images to enhance its website, council publications such as the newsletter, leaflets, banners and other promotional material and to engage with the public through social media.

The use of images/film will be used to highlight council services, activities, projects and events rather than to promote individuals.

The Data Protection Act will apply where the photographs are taken for official use and stored with personal details such as names and addresses.

The Council is particularly mindful of its safeguarding obligations and this policy seeks to explain what steps the Council can take to protect everyone and in particular children and vulnerable adults from unwanted photography or filming.

For the avoidance of doubt, this policy applies to cameras, mobile phones, videos, drones and any other equipment capable of recording images. Any reference to photographs and photography should be interpreted as including filming.

Purpose of the Policy for the Use of Photographic Images

- To ensure responsible use of photographic images by Buckingham Town Council and its partners.
- To ensure that only a high standard of photographic images is used on the council's website, social media and printed material
- To ensure that all legal requirements are met in the taking and publication of photographic images.

General

a) Members and Officers will exercise the greatest discretion at all times when selecting photographic images for publication taking into consideration the sensitivities of any situation.

b) The Town Council and its Officers will consider the use of images submitted to them to enhance its website, newsletter, leaflets, promotional material, social media, which are used to promote the work of the Town Council.

c) The choice of photographic images used on the Town Council website, in the Buckingham Town Matters newsletter and other material will remain the decision of the Town Council and its Officers. The choice of media could include static photographs, slide shows and videos of appropriate length. Editorial control will be retained by the Town Council and its Officers at all times.



Photographic and Filming Policy Buckingham Town Council Policy

d) Photographic images, excluding public events, focusing on children and vulnerable adults who could be readily identified will not be used without prior permission from parents or carers. Consent forms are kept securely and are valid for five years.

e) An individual who has given consent may wish to withdraw that consent at a later date. If consent is withdrawn the individual must be advised that the Council cannot recall any publications or films in which their image appears. However once consent is withdrawn, no further use can be made of that individual's image and it should be deleted.

f) No personal information such as names, address, etc. will be used alongside images, when used on any promotional material, on the website, newsletter, the council's social media unless written permission has been obtained.

g) Access to public events in publicly accessible areas is not restricted. The Council therefore considers that any person who is present at these events is considered to have given implied consent to appear in the background of any photograph or film.

The Council will however make every effort to ensure the public is aware a photographer is on site taking photos for publicity purposes. Individuals are deemed to have given their consent by remaining at the event or location in which photographs are being taken.

h) Employees and visitors who have concerns about any photography taking place at an event or at council facilities should contact the Events Officer, Deputy Town Clerk or Town Clerk. If appropriate, the person about whom there are concerns should be asked to leave and the Deputy Town Clerk or Town Clerk should be informed.

i) Links may be given to other photographic sites on the Town Council's website and social media as appropriate at the discretion of the Town Council and its Officers. A statement alongside the link will advise that the Council can in no way be held responsible for the contents on any external website to which it gives a link.

j) The Town Council will not be responsible for the sale of photographs to members of the public or other agencies at any time.

k) Persons taking photographs at the request of the Town Council or its Officers will wear an identity badge signed by the Town Clerk or appropriate Council ID or a florescent waistcoat with 'Council Photographer' in large lettering on the back at all times and be required to sign an agreement containing rules as shown in Appendix 1 to this Policy. This will enable any person who does not wish to be photographed or filmed, the opportunity of taking steps to avoid being photographed or filmed.

l) Under18s will not be left alone with a photographer at any time.

m) A head teacher or community group leader may be able to authorise consent for a group of children being photographed for publicity purposes. Head teachers routinely obtain written permission from parents to allow their children to be photographed whilst at school or participating in activities, which the school are involved in. The teacher/leader must sign the



Photographic and Filming Policy Buckingham Town Council Policy

Council's official consent form to accept responsibility on behalf of the parents, for the children being photographed/filmed.

n) The copyright of any photographic images will remain the property of the person who has taken the photograph as set down in law, unless there is an agreement to assign copyright to a third party. Images created by a council employee as part of their work will belong exclusively to the Council.

o) Where a member of the public or other agency applies for the use of a photograph appearing on the Town Council's website, in the newsletter or other promotional material, the person or agency will be referred directly to the photographer responsible for the work.

p) Photographs that are out of date or no longer usable will be destroyed appropriately by shredding and deletion of the electronic version or archived.

q) The Council's official photographers will have been issued with the Council's Photography Policy. The Town Clerk will approve all official photographers.

r) If photography is being commissioned and purchased from an external photographer, the Council must be clear that it expects to purchase not just specific prints or uses of the photograph, but rights to use the photograph where and when it pleases. To avoid any doubt, the photographer will agree to these terms:

I hereby agree that Buckingham Town Council may use photographs commissioned and paid for by them for any usage that they wish and for whatever time they wish. All photography fees negotiated reflect that usage. As photographer, I do retain copyright to photographs created and transfer unlimited reproduction rights to Buckingham Town Council and any partner agency.

Civic Events

Pictures will be taken at civic events for printed and digital publicity and archiving purposes. The photographer will be clearly identifiable as the Town Council's photographer. The Council considers that any person who is present at Mayoral engagements is considered to have given implied consent to appear in the background of any photograph or film. Individuals are deemed to have given their consent by remaining at the event or location in which photographs are being taken.

Photographs taken for non-publicity purposes

This Policy is not intended to apply to photographs taken by or on behalf of the Council for day to day business purposes, such as event planning or recording purposes. Photographs will be routinely taken by council officers for example, for recording event layouts, the progress of developments, displays etc. Such photographs are unlikely to contain images of individuals other than council officers and will not be released into the public domain.

Officers must be mindful that the Data Protection Act will apply where such photographs contain images of individuals and are stored with personal details. They must be stored and disposed of appropriately in accordance with the Act. For further advice, please contact the Town Clerk.



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In addition, this Policy and Guidance is not intended to apply to photographs taken by or on behalf of the Council in the course of an investigation. Such images may be used as evidence in court proceedings and therefore will be governed by separate evidential procedure rules. You are advised to seek advice from the Town Clerk in relation to the storage and use of such images.

Legal Situation

- a) There are no restrictions on taking photographs in a public place of individuals whether they are adults or minors.
- b) There is no right to privacy in a public place although photographers are subject to the usual libel laws in the same way as other citizens.
- c) Equipment or film may not be confiscated, or images deleted by any person or Police Officer unless a warrant for such action is issued.
- d) The person taking a photograph retains the copyright of that photograph unless there is an agreement to assign copyright to a third party.

Attending a Buckingham Town Council meeting

* Required

1. Did you receive information requested from Buckingham Town Council before attending the meeting? *

2. Were you able to present your information to the Council in the time allocated? *

3. Please tell us your opinion of the response received to the information you presented. *

4. Based on your experience, please tell us any other information that you feel may help Buckingham Town Council and/or attendees at meetings. *

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 14th NOVEMBER 2022

Contact Officer: Bethanie Dowden, Administrator

Council Chamber Echo Reduction

1. Recommendations

- 1.1. It is recommended that Members agree the options to buy Supplier A: Option 2: 'SOLO' acoustic ceiling rafts. These are suspended from adjustable wire hangers to reduce echo in the Council Chamber and enhance the sound for meetings. This will cost £2,690, including installation, and be funded from the New Homes Budget.
- 1.2. It is recommended that Members agree the proposed list of items, as listed in section 5, to return to the Council Chamber.

2. Background

2.1 Since the Council Chamber was renovated, the new space has been used for hybrid council meetings where they are live streamed to YouTube. However, the sound quality of the recordings and video link can be poor.

2.3 BTC also hire this space out to local organisations and community groups for a set fee. These groups can use our technological resources but have also found the sound an issue at times.

2.4 The Office Administrator has researched and contacted companies who specialise in improving acoustics and worked with Cllr. Try who has experience in this area. One company contacted chose not to quote.

2.5 Room design issues identified contributing to poor sound quality are the height of the ceiling and hardness of the furnishings. To alleviate this, we could add foam cones to the lights, put a ridged and textured runner down the centre of the table and or put up some fire-retardant theatre cloth to the ceiling.

2.6 Suspending materials from the ceiling won't cause any damage. If they were ever removed there would be small holes left that would need to be filled.

3. Budget

- 3.1. The budget will be drawn from the New Homes Bonus grant for renovation and would be the final stage of the chamber side renovation.

4. Options

Supplier A: Option 1

4.1. This company has not been to survey the site yet but given an initial assessment from the pictures and plans that we provided for them.

4.2. The assessment included:

The hall will be suffering from a reverberation problem which is caused by a myriad of hard surfaces. The effect of this reverberation time is that there are excessive noise levels and a harsh sonic environment making it uncomfortable for users. To lower the overall volume, reduce sound propagation and lower the reverberation time we need to add absorption. I have allowed for a combination of hanging rafts and acoustic wall panels, both are around 50mm thick which is a class A sound absorber. The rafts will be suspended from the ceiling with the pitch, and we can install a band of acoustic wall panels on available wall space.

4.3. This company is based in Deptford, London.

ITEM	DESCRIPTION	QUANTITY	UNIT COST
Solo Raft Rectangle 1800 X 1200mm	Supply and install 'SOLO' acoustic ceiling rafts. Suspended from adjustable wire hangers. SURFACE FINISH: Akutex FT COLOUR: White Frost FIXING: Wire Hangers ABSORPTION CLASS: A	9	£260
Sonics 50 Wall 2400 X 1200	Supply and install 'SONICS' fabric wrapped acoustic panels. Consisting of sound absorbing acoustic core, reinforced edges and fabric face. FABRIC: Sonus COLOUR: TBC SYSTEM THICKNESS: 50mm ABSORPTION CLASS: A SIZE 2400 x 1200	7	£275
Preliminary Cost	Includes where applicable: off/on-site project management, deliveries, manufacturer delivery fees, manufacturer international shipping fees, material offloading & hoisting, site surveys, method statements & risk assessments, packaging waste removal & recycling, plant, tools, and low-level access equipment, protection of existing finishes, co-ordination with other trades, O&M manuals, insurances, fuel, travel & accommodation, parking & congestion fees.	1	£350
Total			£4,615

Supplier A: Option 2

ITEM	DESCRIPTION	QUANTITY	UNIT COST
Solo Raft Rectangle 1800 X 1200mm	Supply and install 'SOLO' acoustic ceiling rafts. Suspended from adjustable wire hangers. SURFACE FINISH: Akutex FT COLOUR: White Frost FIXING: Wire Hangers ABSORPTION CLASS: A	9	260
Preliminary Cost	Includes where applicable: off/on-site project management, deliveries, manufacturer delivery fees, manufacturer international shipping fees, material offloading & hoisting, site surveys, method statements & risk assessments, packaging waste removal & recycling, plant, tools, and low-level access equipment, protection of existing finishes, co-ordination with other trades, O&M manuals, insurances, fuel, travel & accommodation, parking & congestion fees.	1	350
Total			£2,690

4.4. Supplier A suggested materials:

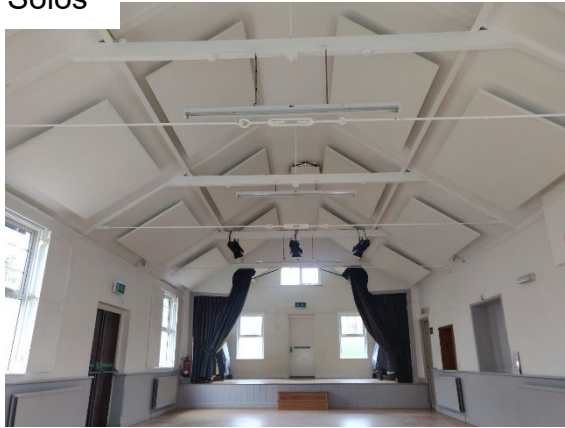
Suspended Solos



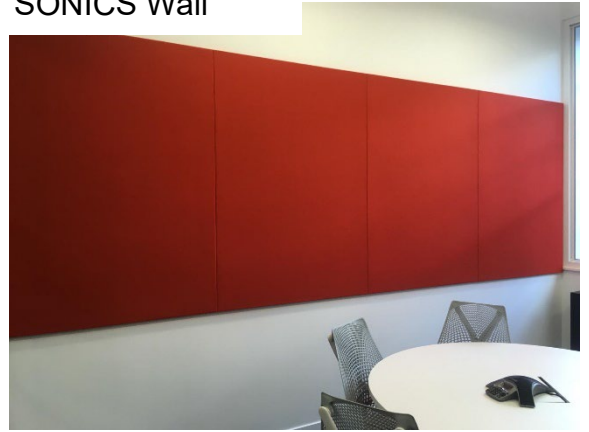
Fabric Wrapped



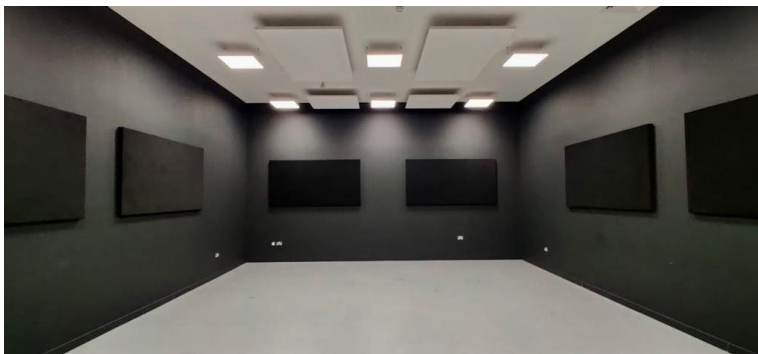
Solos



SONICS Wall



SONICS Wall / Solo Ceiling



Supplier B

4.6 This company does not do site visits or installation.

4.7 They have said that based on our floor measurements, they recommend installing a minimum of 22.59m² acoustic panels to our walls/ceilings.

4.8 This company doesn't provide installation services, but they will provide instructions for us to do this. They have said that each option is easy to install. There would be additional costs for a contractor to install as scaffolding would be required to reach the ceiling.

ITEM	DESCRIPTION	QUANTITY	UNIT COST
Cloud Sorption Panels	Cloudsorption panels are suspended horizontally from the ceiling giving more of a 'cloud' effect. This method of installation reduced reverberation within a room because it will absorb noise from both below and above the panel. Complete with suspension kits	7	£244.80

	1.2 x 2.7m x 40mm. (5 -7 days lead time)		
Delivery		1	£200
Scaffolding for installation			TBC
Total			£1,913.60 (not including installation cost)



4.9 This company is based in Oxford.

5. Council Chamber Furniture

5.1 Officers have reviewed whether existing furniture should be put back in the Council Chamber to help alleviate the reverberation.

5.2 Recommended items to display in the Council Chamber:

- Living Mayor's Portraits
- Town Charters x2
- Swan Artwork Framed
- John Speed Maps
- Current Council Portraits (Oldest & Newest)
- Buckingham Townships
- Twinning Agreements x 2
- Twinning Crests

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Resources	800/18	Compliments, Complaints and FOI requests	Members AGREED for a six monthly report.	Town Clerk	To be reviewed again in Jan 2023	Jan-23
Resources	658/19	Staffing Handbook	Updated AGREED. To be reviewed in 12 months time.	Town Clerk	To be reviewed again in January 2023	Jan-23
Resources	739/21	Code of Conduct	Members agreed that training should be provided for all Councillors. Training options to be considered: evening training session or online training.	Town Clerk	Code of Conduct training has been agreed with Buckinghamshire Council. A date to be arranged.	Completed
Resources	863/21	Public involvement	Cllr. O'Donoghue suggested asking members of public who have attended a recent meeting for feedback. Cllr. Harvey seconded this and suggested asking them to complete a questionnaire anonymously so that they can offer full and frank responses. Members AGREED the proposal.	Town Clerk	Awaiting the completion of the new website so a confidential web form can be added. Attendees will be emailed a link and invited to comment. There will also be a paper option.	On agenda
Resources	140.2/22	Income and Expenditure	The figures do not show the rising utility/fuel costs, but the new Town Clerk will offer a revised forecast in October.	Town Clerk	Full review underway. Changes to business tariffs expected which will have a significant impact.	Presented in Environment budget. Full budget to next Resources after each committee has reviewed.
Resources	141/22	20mph speed limit study	Members unanimously AGREED that the Town Clerk will write to Buckinghamshire Council to investigate the decision to refuse the grant; the Town Council will look at options again when a response has been received.	Town Clerk		To be chased.

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Resources	143/22	BTC Banking arrangements	Cllr. Try asked if we need to amend our processes and think about cash flow. The Town Clerk will discuss this with the Finance Officer. It was agreed that a confidential item is included on the November agenda to reflect on the impact of the bank closure.	Town Clerk	A working strategy is in place. A confidential report will be prepared for November.	On agenda
Resources	153/22	Debtors	For the next meeting a report showing debts over 3 months will be included with an explanation for each.	Finance Officer		Ongoing - for each agenda.