



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr. P. Hodson

RESOURCES
COMMITTEE

Wednesday, 06 July 2022

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 11th July 2022, following the Staffing Committee meeting 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/>

Mr. P. Hodson
Town Clerk

AGENDA

1. Election of Chair

Members to elect a Chair of the Resources Committee for 2022-2023.

2. Election of Vice Chair

Members to elect a Vice Chair of the Resources Committee for 2022-2023.

3. Apologies for absence

Members are asked to receive apologies for absence.

4. Declarations of interest

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



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. Minutes of last meeting

To receive and accept as a correct record the minutes of the Resources Committee meeting held on 16th May 2022 and received at the Full Council meeting held on 30th May 2022.

[Copy previously circulated](#)

6. Budgets

To receive and agree the budget reports:

5.1 Summary Income and Expenditure Report

[Appendix A](#)

5.2 Detailed Income and Expenditure Report including variations explanation
(New format, for comment)

[Appendix B](#)

5.3 Purchase Ledger from June 2022

[Appendix C](#)

7. 20mph Speed Limits

Members to consider funding the full cost of £10,359.78 for the proposed 20mph limit study from next year's Precept. Referred from Interim 7th March 2022 (708/21). Background report provided.

[IM/118/21](#)

8. Compliments and Complaints Log

[Appendix D](#)

9. Banking Arrangements

To receive and discuss a report from the Town Clerk outlining the impact of the closure of the Lloyds Bank branch in Buckingham on the Town Council's banking arrangements.

[R/37/22](#)

10. Lost Property Policy

To receive and discuss a report from the Estates Manager.

[R/38/22](#)

11. New Website

To receive and discuss a verbal update from the Town Clerk

12. Economic Regeneration Project

To receive and discuss a written report from the Town Clerk

[R/39/22](#)

13. Climate Emergency Action Plan

To receive the latest action plan relevant to the Committee with recent updates

[Appendix E](#)

14. Updates from Representatives on Outside Bodies

To receive verbal updates from Councillors.

15. Action Report

To review and discuss the Action Report.

[Appendix F](#)

16. Chair's announcements**17. Date of next meeting:** Monday 26th September 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.

18. Mace Bearer

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

[R/40/22](#)

19. Debtors

To receive and discuss a written report from the Town Clerk.
To receive the current list of debtors over 3 months old.

[R/41/22](#)
[Appendix G](#)

20. Staffing

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

[R/42/22](#)

To:

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

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>RESOURCES</u>						
Income	472,209	944,754	472,545			50.0%
Expenditure	120,070	388,185	268,115	4,917	263,198	32.2%
Net Income over Expenditure	<u>352,139</u>					
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	<u>352,139</u>					
<u>ENVIRONMENT</u>						
Income	43,602	117,713	74,111			37.0%
Expenditure	113,960	539,097	425,137	52,821	372,316	30.9%
Movement to/(from) Gen Reserve	<u>(70,358)</u>					
<u>TOWN CENTRE & EVENTS</u>						
Income	8,718	49,501	40,783			17.6%
Expenditure	38,132	190,413	152,281	6,486	145,795	23.4%
Movement to/(from) Gen Reserve	<u>(29,414)</u>					
<u>PARTNERSHIPS</u>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>					
<u>PLANNING</u>						
Income	0	0	0			0.0%
Expenditure	9,204	40,255	31,051	0	31,051	22.9%
Movement to/(from) Gen Reserve	<u>(9,204)</u>					
Grand Totals:-						
Income	524,528	1,111,968	587,440			47.2%
Expenditure	281,366	1,157,950	876,584	64,223	812,361	29.8%
Net Income over Expenditure	<u>243,162</u>	<u>(45,982)</u>	<u>(289,144)</u>			
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	<u>243,162</u>					

Detailed Income and Expenditure

Detailed Income & Expenditure	Actual Year to Date	Current Annual Budget	Variance Annual Total	Committed Funds	Funds Available	% Spent	Explanation for significant differences
05/07/2022							
RESOURCES							
101 Personnel costs							
4000 Salaries Admin	39,639	160,425	120,786	0	120,786	24.7%	
4005 ERS National Insurance	3,760	15,549	11,789	0	11,789	24.2%	
4006 ERS Pension Cont	9,565	34,212	24,647	0	24,647	28.0%	
4007 Staff travel	54	1,346	1,292	0	1,292	4.0%	
4008 Occupational Health	0	1,293	1,293	0	1,293	0.0%	
4025 HR advice	4,325	4,544	219	0	219	95.2%	
4026 Staff & Recruitment	376	1,051	675	-347	328	68.8%	
Net Expenditure	57,719	218,420	160,701	-347	160,354	9.9%	
102 Office expenses							
1010 Chamber hire	363	1,471	1,108	0	0	24.7%	
1012 Photocopier use	0	730	730	0	730	0.0%	
Office expenses :- Income	363	2,201	1,838	0	730	24.7%	
4010 Stationery	433	3,018	2,585	310	2,275	24.6%	
4011 Postage	0	730	730	0	730	0.0%	
4012 Photocopier	139	1,887	1,748	0	1,748	7.4%	
4013 Equipment purchase	3	1,156	1,153	0	1,153	0.2%	
4015 Advertisements	0	673	673	0	673	0.0%	
4017 Subscriptions	2,408	3,825	1,417	0	1,417	63.0%	
4018 Telephones	2,270	7,200	4,930	0	4,930	31.5%	
4019 Hire of Community Hall	0	270	270	0	270	0.0%	
4021 Hospitality	92	420	328	0	328	21.8%	
4023 Training	3,015	12,628	9,613	1,283	8,330	34.0%	
4027 Software	3,916	12,500	8,584	0	8,584	31.3%	
4030 Payroll	467	1,760	1,293	0	1,293	26.5%	
4032 Publicity and newsletter	1,269	7,924	6,655	0	6,655	16.0%	
4038 Computer equipment	42	4,000	3,958	3	3,956	1.1%	
4041 Website	110	5,908	5,798	376	5,422	8.2%	
4043 Protective clothing	534	1,813	1,279	0	1,279	29.5%	
4052 Heat, light, power	521	450	71	0	71	115.8%	
4156 Buckingham Centre rent	0	11,000	11,000	0	11,000	0.0%	
4225 Rates	2,794	5,000	2,206	0	2,206	55.9%	
Office expenses :- Indirect Expe	18,013	82,162	64,291	1,972	62,320	21.9%	
Net Expenditure	17,650	79,961	62,453	1,972	61,590	22.1%	
103 Councillors							
4020 Mayor's duties	0	1,891	1,891	0	1,891	0.0%	
4029 Mayor's civic	939	1,628	689	0	689	57.7%	
4044 Councillors' mileage / exp.	0	518	518	0	518	0.0%	
4045 Councillors' allowance	0	9,833	9,833	0	9,833	0.0%	
4236 Election costs	0	2,150	2,150	0	2,150	0.0%	
4269 Councillors training	675	2,351	1,676	248	1,428	39.3%	
Net Expenditure	1,614	18,371	16,757	248	16,509	8.8%	
104 Legal requirements							
4014 Audit fees	385	3,500	3,115	0	3,115	11.0%	
4016 Legal costs	0	2,070	2,070	0	2,070	0.0%	

Detailed Income and Expenditure

Detailed Income & Expenditure		Actual Year to Date	Current Annual Budget	Variance Annual Total	Committed Funds	Funds Available	% Spent	Explanation for significant differences
4022	Insurance	16,292	19,000	2,708	0	2,708	85.7%	
Net Expenditure		16,677	24,570	7,893	0	7,893	67.9%	

120 Long-term grants

4040	Four Year Grants Awarded	15,573	18,777	3,204	0	3,204	82.9%	
4080	Annual Grants Awarded	8,795	11,341	2,546	0	2,546	77.6%	
Net Expenditure		24,368	30,118	5,750	0	5,750	80.9%	

125 Commemorative items

4501	Civic award	553	1,050	498	0	498	52.6%	
4504	Remembrance wreath	0	27	27	0	27	0.0%	
4505	Mayor's salver	100	265	165	0	165	37.7%	
4506	Bardic gift	14	265	251	3	248	6.4%	
Net Expenditure		667	1,607	941	3	938	41.5%	

130 Admin reserves

1176	Precept	471,387	942,778	471,392	0	0	50.0%	
1190	Interest received	457	500	43	0	0	91.4%	
Net Income		471,844	943,278	471,435	0	0	50.0%	

132 Future planning / contingencies

4500	Future planning / contingencies	1,013	11,283	10,270	2,030	8,240	27.0%	
Net Expenditure		1,013	11,283	10,270	2,030	8,240	9.0%	

304 Youth Council

4237	Youth Council budget	0	1,551	1,551	0	1,551	0.0%	
4238	Youth Council admin	0	103	103	0	103	0.0%	
Net Expenditure		0	1,654	1,654	0	1,654	0.0%	

RESOURCES SUMMARY

Income	472,207	945,479	473,273	0	730	49.9%	
Expenditure	120,071	388,185	268,257	3,906	263,658	30.9%	
Net Expenditure	-352,136	-557,294	-205,016	3,906	262,928		

RESOURCES EAR-MARKED RESERVES

9003	Legal Costs	0	6,379	6,379	0	6,379	0.0%	
9005	Website	0	598	598	0	598	0.0%	
9006	Speedwatch	0	826	826	0	826	0.0%	
9010	Flood relief fund	0	500	500	0	500	0.0%	
9051	Office development / furniture	0	15,000	15,000	0	15,000	0.0%	

Detailed Income and Expenditure

Detailed Income & Expenditure		Actual Year to Date	Current Annual Budget	Variance Annual Total	Committed Funds	Funds Available	% Spent	Explanation for significant differences
9062	Grants	0	361	361	0	361	0.0%	
9063	Twinning	0	87,000	87,000	0	87,000	0.0%	
9067	Training	0	2,937	2,937	2,195	742	74.7%	
9068	Insurance	0	1,000	1,000	0	1,000	0.0%	
9069	Computer Equipment	0	1,706	1,706	0	1,706	0.0%	
9075	Recruitment	524,383	1,111,968	587,585	0	0	47.2%	
201 Environment		0	0	0	0	0	0.0%	
3995	NI Environment	4,732	17,139	12,407	0	12,407	27.6%	
3996	Pensions ERS Environment	12,458	47,391	34,933	0	34,933	26.3%	
4004	Salaries environment	51,694	201,836	150,142	0	150,142	25.6%	
4068	Community Service	0	11,006	11,006	4,000	7,006	36.3%	
4112	Environment Equipment	2,647	9,688	7,041	467	6,574	32.1%	
4168	Defibrillators	0	518	518	0	518	0.0%	
Net Expenditure		71,531	287,578	216,047	4,467	211,580	24.9%	
202 Roundabouts								
1051	Roundabout no. 1	1,050	2,288	1,238	0	0	45.9%	
1052	Roundabout no. 2	1,219	1,219	0	0	0	100.0%	
1053	Roundabout no. 3	2,288	2,002	286	0	0	114.3%	
1054	Roundabout no. 4	2,551	2,551	0	0	0	100.0%	
1056	Rouncabout no. 6	1,386	2,718	1,332	0	0	51.0%	
1057	Roundabout no. 7	1,386	1,386	0	0	0	100.0%	
Net Income		9,880	12,164	2,856	0	0	81.2%	
4108	Roundabout	1,411	1,366	45	693	739	154.1%	
Expenditure		1,411	1,366	45	693	739	103.3%	
Net Expenditure		-8,469	-10,798	-2,811	693	739	78.4%	
203 Maintenance								
4082	Allotments	0	2,101	2,101	0	2,101	0.0%	
Net Expenditure		0	2,101	2,101	0	2,101	0.0%	
204 Devolved services expenses								
1017	Devolved services income	20,992	20,964	28	0	0	100.1%	
Net Income		20,992	20,964	28	0	0	100.1%	
4124	Devolved services	2,483	7,500	5,017	0	5,017	33.1%	
Net Expenditure		2,483	7,500	5,017	0	5,017	33.1%	
Expenditure		-18,509	-13,464	4,989	0	5,017		
205 Grounds maintenance								
4033	Waste disposal	769	3,000	2,231	0	2,231	25.6%	
4035	Machinery	190	2,500	2,310	940	1,370	45.2%	

Detailed Income and Expenditure

Detailed Income & Expenditure		Actual Year to Date	Current Annual Budget	Variance Annual Total	Committed Funds	Funds Available	% Spent	Explanation for significant differences
4036	Fuel (Mower)	0	1,200	1,200	0	1,200	0.0%	
4037	Sundries	211	2,606	2,395	337	2,059	21.0%	
4063	Vehicle hire and running costs	2,386	16,884	14,498	3,663	10,834	35.8%	
Net Expenditure		3,556	26,190	22,634	4,940	17,694	13.6%	
248 Depot								
4013	Equipment purchase	2,000	4,070	2,070	0	2,070	49.1%	
4055	Alarm	0	431	431	0	431	0.0%	
4225	Rates	4,142	4,412	270	0	270	93.9%	
4601	Repairs & maintenance fund	0	840	840	530	310	63.1%	
4602	Electricity	294	1,000	706	0	706	29.4%	
4603	Water	100	850	750	0	750	11.8%	
Net Expenditure		6,536	11,603	5,067	530	4,537	56.3%	
249 C Meadow toilets & Shopmobility								
1085	Shopmobility income	0	40	40	0	0	0.0%	
4602	Electricity	0	518	518	0	518	0.0%	
4603	Water	0	518	518	0	518	0.0%	
4608	Shopmobility	0	1,077	1,077	0	1,077	0.0%	
4612	Contractor charge	1,742	9,600	7,858	0	7,858	18.1%	
4709	MAINTENANCE	0	539	539	240	299	44.5%	
nditure		1,742	12,292	10,550	240	10,270	14.2%	
250 Lace Hill								
1026	Lace Hill Community Centre	9,668	45,929	36,261	0	0	21.1%	
1027	Solar income	0	2,000	2,000	0	0	0.0%	
Net Income		9,668	47,929	38,261	0	0	20.2%	
4050	Lace Hill playing fields	0	500	500	0	500	0.0%	
4118	Solar panels	0	362	362	0	362	0.0%	
4158	Lace Hill gas	1,109	4,202	3,093	0	3,093	26.4%	
4159	Lace Hill electricity	434	1,500	1,066	0	1,066	28.9%	
4160	Lace Hill water	69	300	231	0	231	23.0%	
4161	Lace Hill repairs & Maintenan	294	3,707	3,413	777	2,636	28.9%	
4162	Lace Hill contractor charge	463	6,800	6,337	105	6,232	8.4%	
4164	Lace Hill equipment	0	3,717	3,717	1,090	2,627	29.3%	
4225	Rates	9,731	10,072	342	0	342	96.6%	
Net Expenditure		12,100	31,160	19,061	1,972	17,089	38.8%	
Expenditure		2,432	-16,769	-19,200	1,972	17,089		
251 Chandos Park								
1030	Bowls income	0	592	592	0	0	0.0%	
1035	Tennis income	0	674	674	0	0	0.0%	

Detailed Income and Expenditure

Detailed Income & Expenditure		Actual Year to Date	Current Annual Budget	Variance Annual Total	Committed Funds	Funds Available	% Spent	Explanation for significant differences
Net Income		0	1,266	1,266	0	0	0.0%	
4601	Repairs & maintenance fund	1,059	3,570	2,511	1,069	1,442	59.6%	
4602	Electricity	267	539	272	0	272	49.6%	
4603	Water	351	1,346	995	0	995	26.1%	
4606	Bowls Club Maintenance	124	2,000	1,876	0	1,876	6.2%	
Net Expenditure		1,801	7,455	5,654	1,069	4,585	24.2%	
Expenditure		-1,801	-8,721	-6,920	-1,069	-4,585		

252 Bourton Park

4601	Repairs & maintenance fund	319	7,839	7,520	4,417	3,102	4.1%	
Expenditure		319	7,839	7,520	4,417	3,102	4.1%	

253 Cemeteries

1041	Burial fees	1,274	24,000	22,726	0	0	5.3%	
Net Income		1,274	24,000	22,726	0	0	5.3%	
4225	Rates	2,096	500	1,596	0	1,596	419.2%	
4265	New cemetery maintenance	0	3,500	3,500	0	3,500	0.0%	
4601	Repairs & maintenance fund	492	4,198	3,706	1,175	2,531	39.7%	
4602	Electricity	32	250	218	0	218	12.6%	
4617	Memorial testing	0	2,156	2,156	0	2,156	0.0%	
4619	New cemetery repayments	0	58,647	58,647	20,683	37,964	35.3%	
4620	Expenses for burial duties	541	5,175	4,634	0	4,634	10.5%	
Net Expenditure		3,161	74,426	74,457	21,858	52,599	4.2%	
Expenditure		-4,435	-98,426	-97,183	-21,858	-52,599		

254 Chandos Park toilets

4612	Contractor charge	1,742	10,736	8,994	0	8,994	16.2%	
4709	MAINTENANCE	58	1,077	1,135	595	540	49.8%	
Expenditure		1,800	11,813	10,129	595	9,534	15.2%	

255 Railway Walk & Castle Hill

4120	Friends of Groups	0	1,077	1,077	0	1,077	0.0%	
4709	MAINTENANCE	0	1,035	1,035	0	1,035	0.0%	
Expenditure		0	2,112	2,112	0	2,112	0.0%	

256 Storage Premises

4066	Grenville garage rent	150	722	572	0	572	20.7%	
Expenditure		150	722	572	0	572	20.8%	

Detailed Income and Expenditure

Detailed Income & Expenditure		Actual Year to Date	Current Annual Budget	Variance Annual Total	Committed Funds	Funds Available	% Spent	Explanation for significant differences
258 Cemetery Lodge								
1061	Cemetery Lodge rental income	1,644	11,350	9,706	0	0	14.5%	
Net Income		1,644	11,350	9,706	0	0	14.5%	
4034	PWLB repayments inc. interest	0	4,072	4,072	0	4,072	0.0%	
4609	Cemetery Lodge maintenance	0	3,105	3,105	0	3,105	0.0%	
Net Expenditure		0	7,177	7,177	0	7,177	0.0%	
Expenditure		-1,644	-4,173	-2,529	0	7,177		
260 CCTV								
4100	CCTV maintenance	0	3,400	3,400	0	3,400	0.0%	
Expenditure		0	3,400	3,400	0	3,400	0.0%	
261 Community Centre								
4085	Structural repairs	0	7,000	7,000	7,000	0	100.0%	
4091	Chamber	44	1,051	1,007	380	627	40.4%	
Expenditure		44	8,051	8,007	7,380	627	0.5%	
262 Parks General								
4101	Seats and bins	406	1,483	1,077	0	1,077	27.4%	
4102	Dog bins	0	4,502	4,502	4,350	152	96.6%	
4106	Play area maintenance	776	5,266	4,490	0	4,490	14.7%	
4122	Tree works	5,245	17,000	11,755	0	11,755	30.9%	
4270	Bridges	1,015	2,066	1,051	0	1,051	49.1%	
4275	Play area replacement fund	0	5,000	5,000	0	5,000	0.0%	
4276	Tree wardens	0	1,035	1,035	310	725	29.9%	
Expenditure		7,442	36,352	28,910	4,660	24,250	20.5%	
ENVIRONMENT SUMMARY								
Income		43,458	117,673	74,843	0	0	36.9%	
Expenditure		114,076	539,137	428,460	52,821	376,985	21.2%	
Net Expenditure		70,618	421,464	353,617	52,821	376,985		
ENVIRONMENT EAR-MARKED RESERVES								
9002	Cemetery development	0	2,000	2,000	0	2,000	0.0%	
9004	Solar panels at Lace Hill	0	4,000	4,000	0	4,000	0.0%	
9011	War memorial	0	2,279	2,279	900	1,379	39.5%	
9025	Play area replacement	0	226	226	0	226	0.0%	
9027	Green Buckingham	0	5,399	5,399	0	5,399	0.0%	
9029	Circular Walk	0	2,404	2,404	0	2,404	0.0%	
9035	Parks Development	0	89	89	0	89	0.0%	
9040	Park run	0	251	251	0	251	0.0%	

Detailed Income and Expenditure

Appendix B

Detailed Income & Expenditure		Actual Year to Date	Current Annual Budget	Variance Annual Total	Committed Funds	Funds Available	% Spent	Explanation for significant differences
9050	Bridge Repairs	4,386	6,172	1,786	21	1,765	71.4%	
9052	Depot equipment	0	555	555	0	555	0.0%	
9053	AEDs	0	25,000	25,000	0	25,000	0.0%	
9054	Lace Hill repairs & Maintenance	0	250	250	0	250	0.0%	
9057	Cemetery Lodge repairs	7,230	8,000	770	0	770	90.4%	
9058	Bowls Club Pavillion repairs	0	45,000	45,000	0	45,000	0.0%	
9059	Making good / boundary repairs	0	906	906	0	906	0.0%	
9065	Purchase cemetery & allotment	0	1,474	1,474	0	1,474	0.0%	
9070	Rates	0	2,769	2,769	0	2,769	0.0%	
9071	Community Service	0	1,000	1,000	0	1,000	0.0%	

301 Town Centre & Events

1013	Hanging baskets income	0	431	431	0	0	0.0%	
1028	Lace Hill events income	223	1,077	854	0	0	20.7%	
1062	Community Fair table income	0	215	215	0	0	0.0%	
1066	Comedy night income	0	3,233	3,233	0	0	0.0%	
1069	Charter fairs income	0	7,189	7,189	0	0	0.0%	
Net Income		223	12,145	11,922	0	0	1.8%	
3997	NI TC&E	682	5,400	4,718	0	4,718	12.6%	
3998	Pensions ERS TC&E	4,149	13,696	9,547	0	9,547	30.3%	
3999	Salaries TC&E	13,580	74,340	60,760	0	60,760	18.3%	
4042	Events equipment	25	1,000	975	5	970	3.0%	
4094	Youth project	2,430	3,152	722	720	2	99.9%	
4104	Town in Bloom	1,498	10,000	8,502	0	8,502	15.0%	
4105	Hanging baskets	0	270	270	0	270	0.0%	
4107	Pride of Place	0	431	431	0	431	0.0%	
4115	River rinse	1,487	2,541	1,054	0	1,054	58.5%	
4166	Lace Hill events	0	11,856	11,856	0	11,856	0.0%	
4201	Christmas lights	0	5,800	5,800	0	5,800	0.0%	
4202	Firework display	0	431	431	0	431	0.0%	
4203	Community fair	0	4,098	4,098	0	4,098	0.0%	
4205	Christmas parade	0	1,000	1,000	0	1,000	0.0%	
4207	Remembrance parade	257	526	269	0	269	48.8%	
4208	Spring Fair	0	84	84	0	84	0.0%	
4210	Pancake Race	0	4,023	4,023	0	4,023	0.0%	
4211	Band Jam	0	2,627	2,627	0	2,627	0.0%	
4212	Christmas lights switch on	0	620	620	0	620	0.0%	
4213	Dog show	0	53	53	0	53	0.0%	
4216	May Day event	3,994	4,403	409	330	79	98.2%	
4220	Music in the Market	0	53	53	0	53	0.0%	
4230	Scout Parade	0	3,233	3,233	0	3,233	0.0%	

Detailed Income and Expenditure

Detailed Income & Expenditure		Actual Year to Date	Current Annual Budget	Variance Annual Total	Committed Funds	Funds Available	% Spent	Explanation for significant differences
4241	Comedy Night expenditure	850	4,375	3,525	374	3,151	28.0%	
4243	Charter Fairs	0	2,101	2,101	0	2,101	0.0%	
4260	Twinning	0	0	0	0	0	0.0%	
Net Expenditure		28,952	156,113	127,161	1,429	125,732	18.5%	
Expenditure		28,729	143,968	115,239	1,429	125,732		
302 Street markets								
1005	Street markets	1,456	3,623	2,167	0	0	40.2%	
1006	Flea market	384	473	89	0	89	81.2%	
Net Income		1,840	4,096	2,256	0	89	44.9%	
4017	Subscriptions	2,121	2,700	579	0	579	78.5%	
4225	Rates	800	950	150	0	150	84.2%	
4234	Market Entertainment	0	1,576	1,576	0	1,576	0.0%	
4235	Market infrastructure & Promotion	0	0	0	0	0	0.0%	
Net Expenditure		2,921	5,226	2,305	0	2,305	55.9%	
Expenditure		1,081	1,130	49	0	2,216		
303 Special events								
1020	Food fair income	0	2,109	2,109	0	0	0.0%	
1083	Fringe income	0	4,200	4,200	0	0	0.0%	
1090	Theatre Production income	80	6,600	6,520	2,337	4,183	36.6%	
Net Income		80	12,909	12,829	2,337	4,183	0.6%	
4221	Fringe	3,783	4,200	418	140	278	93.4%	
4222	Theatre Production	0	539	539	0	539	0.0%	
4242	Food fair	290	830	540	120	420	49.4%	
4244	Flags	0	1,035	1,035	0	1,035	0.0%	
4273	One-off events	544	1,800	1,256	1,220	36	98.0%	
4278	Celebrate Buckingham Day	0	0	0	0	0	0.0%	
Net Expenditure		4,617	8,404	3,788	1,480	2,308	54.9%	
Expenditure		4,537	-4,505	-9,041	-857	-1,875		
304 Youth Council								
4237	Youth Council budget	0	103	103	0	103	0.0%	
4238	Youth Council admin	0	0	0	0	0	0.0%	
Expenditure		0	103	103	0	103	0.0%	
305 Tourist Information Centre								
1084	TIC income	1,137	9,185	8,048	0	8,048	12.4%	
4253	TIC tickets & produce	0	776	776	0	776	0.0%	
4255	Heritage app expenditure	42	1,035	993	34	959	7.3%	
4274	Tourism website	0	0	0	0	0	0.0%	
Expenditure		1,179	10,996	9,817	34	9,783	19.7%	

Detailed Income and Expenditure

Detailed Income & Expenditure	Actual Year to Date	Current Annual Budget	Variance Annual Total	Committed Funds	Funds Available	% Spent	Explanation for significant differences
306 Accessibility							
4254	Accessibility costs	0	531	531	0	531	0.0%
4266	Accessibility costs	0	0	0	0	0	0.0%
Expenditure		0	531	531	0	531	0.0%

TOWN CENTRE & EVENTS SUMMARY

Income	2,143	29,150	27,007	2,337	4,272	7.4%
Expenditure	37,669	181,373	143,705	2,943	140,762	20.8%
Net Expenditure	35,526	152,223	116,698	606	136,490	

TOWN CENTRE & EVENTS EAR-MARKED RESERVES

9001	Youth Council	20,666	56,460	35,794	0	35,794	36.6%
9012	Christmas lights	0	3,000	3,000	0	3,000	0.0%
9013	Youth projects	0	5,471	5,471	330	5,141	6.0%
9015	Charter fairs	66	64,379	64,445	15,397	49,048	23.8%
9030	Tourism leaflets	0	21,405	21,405	0	21,405	0.0%
9045	Access for All	0	22,000	22,000	0	22,000	0.0%
9055	River rinse	4,820	10,000	5,180	0	5,180	48.2%
9061	Covid bounce back events	0	2,280	2,280	0	2,280	0.0%
9066	Swan Sculpture Project	0	2,000	2,000	0	2,000	0.0%
9072	One Off Events	0	700	700	0	700	0.0%
9073	Tourism Events	0	2,513	2,513	0	2,513	0.0%
9074	Accessibility	0	1,000	1,000	0	1,000	0.0%

PLANNING

601	Planning	7,929	31,877	23,948	0	23,948	24.9%
3992	Salaries Planning	509	2,116	1,607	0	1,607	24.1%
3993	NI Planning	766	4,192	3,426	0	3,426	18.3%
3994	Pensions ERS Planning	0	2,070	2,070	0	2,070	0.0%
4624	Neighbourhood Plan	0	0	0	0	0	0.0%
Expenditure		9,204	40,255	31,051	0	31,051	22.9%

PLANNING SUMMARY

Income	0	0	0	0	0	
Expenditure	9,204	40,255	31,051	0	31,051	22.9%
Net Expenditure	9,204	40,255	31,051	0	31,051	

PLANNING EAR-MARKED RESERVES

9049	Neighbourhood Plan	14,566	40,450	25,884	25,884	0	100.0%
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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

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User: JODIE

Bought Ledger 1 for Month No 3

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
01/06/2022	14DC-YD1G		AMAZON	A035	33.99	6.80	40.79	4500	132	33.99	laptop docking station
01/06/2022	2021-4158		AMAZON	A035	148.32	29.66	177.98	4500	132	148.32	walkie talkies
17/06/2022	2022-540		AMAZON	A035	24.98	5.00	29.98	4038	102	24.98	headset
17/06/2022	2022-2472		AMAZON	A035	7.16	1.43	8.59	4018	102	7.16	mobile phone cables
17/06/2022	2022-20594		AMAZON	A035	4.16	0.83	4.99	4038	102	4.16	mains charger adaptor
17/06/2022	2022-54776		AMAZON	A035	4.07	0.81	4.88	4112	201	4.07	fire safety log book
07/06/2022	DFNP-396K		AMAZON	A035	14.15	2.83	16.98	4506	125	14.15	vintage quill
01/06/2022	59008		ABBOT FIRE	A054	123.52	24.70	148.22	4606	251	123.52	fire alarm rededials bowls clu
01/06/2022	3490		BALC	B001	50.00	0.00	50.00	4023	102	50.00	property law - PH
01/06/2022	3606		BALC	B001	2,163.37	0.00	2,163.37	4017	102	2,163.37	annual subs, balc and halc
13/06/2022	3864		BALC	B001	45.00	0.00	45.00	4023	102	45.00	training - LP
13/06/2022	3866		BALC	B001	45.00	0.00	45.00	4023	102	45.00	training - LS
01/06/2022	209		COMMUNITY CENTRE	B002	54.45	0.00	54.45	4500	132	54.45	hall hire Ukraine meeting
01/06/2022	221		COMMUNITY CENTRE	B002	257.95	0.00	257.95	4029	103	257.95	hall hire mayor making
21/06/2022	566400		BUCKS COUNCIL	B006	70.00	0.00	70.00	4500	132	70.00	premises Licence
01/06/2022	288363		BROXAP	B027	406.00	81.20	487.20	4101	262	406.00	replacement parts benches
01/06/2022	108549		BROWNS	B031	208.29	41.66	249.95	4035	205	208.29	mach maint
01/06/2022	180548		BROWNS	B031	189.63	37.93	227.56	4035	205	189.63	scraper x 3
17/06/2022	182930		BROWNS	B031	-208.29	-41.66	-249.95	4035	205	-208.29	Credit invoice 180549
01/06/2022	318161		BROWNS	B031	30.05	6.01	36.06	4112	201	30.05	chain loop
07/06/2022	1760966		BADGEMASTER	B035	16.60	3.32	19.92	4010	102	16.60	badges - staff
03/06/2022	3/6/22		BUCK ACOUSTIC	B069	2,291.25	0.00	2,291.25	4220	301	2,291.25	Music in the Market
01/06/2022	3/6		COMPLETE	C003	528.00	105.60	633.60	4220	301	528.00	security staff for MIM
09/06/2022	73555		CDS GROUP	C007	6,841.00	1,368.20	8,209.20	9002	901	6,841.00	Drainage survey
07/06/2022	7335		COX	C041	491.66	98.33	589.99	4601	253	491.66	screened topsoil
01/06/2022	290		CLOUDY IT	C073	5,895.00	1,179.00	7,074.00	4023	102	995.00	Cloudy IT PO10111932
								4269	103	675.00	Cloudy IT PO10111932
								9051	901	4,225.00	Cloudy IT PO10111932

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

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User: JODIE

Bought Ledger 1 for Month No 3

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
01/06/2022	1521		CLOUDY IT	C073	889.60	177.92	1,067.52	4027	102	889.60	hosting
15/06/2022	1791		DJ DOORS	D021	105.00	21.00	126.00	4162	250	105.00	auto door service LH
30/06/2022	KI-C151764D-0002		E-ON	E006	219.07	10.95	230.02	4159	250	219.07	LHSCC May 22
01/06/2022	2/2022		FIRST CHOICE	F007	531.20	0.00	531.20	4029	103	531.20	Mayor Making buffet
01/06/2022	16420721		FORD LEASE	F051	365.49	73.10	438.59	4063	205	365.49	vehicle hire kw19ndd
07/06/2022	23019		GANDERTON	G008	503.39	100.68	604.07	4063	205	503.39	fuel
01/06/2022	634817		GRUNDON	G050	344.98	69.00	413.98	4033	205	344.98	wheelie bins Unit 12
01/06/2022	634818		GRUNDON	G050	104.30	20.86	125.16	4033	205	104.30	wheelie bins LH
10/06/2022	16/7		HEFFER MICHAELA	H004	520.00	0.00	520.00	4234	302	520.00	2 x stiltwalkers
01/06/2022	11829		HEALTH	H011	2,424.80	484.96	2,909.76	9025	901	2,424.80	Replace wallgate C Park Toilet
01/06/2022	11873		HEALTH	H011	1,741.67	348.33	2,090.00	4612	254	870.83	toilet maintenance
								4612	249	870.84	toilet maintenance
01/06/2022	6361		HAMPSHIRE FLAG	H053	123.44	24.69	148.13	4244	303	123.44	pride flag
01/06/2022	42020		IMPACT	I005	77.63	15.53	93.16	4709	254	77.63	anti vandal sign
01/06/2022	42020CR		IMPACT	I005	-77.63	-15.53	-93.16	4709	254	-77.63	Credit invoice mispost
01/06/2022	42020		IMPACT SIGN SOLUTION	I009	77.63	15.53	93.16	4709	254	77.63	anti vandal sign
01/06/2022	85272		JUST PROJECTORS	J006	55.00	11.00	66.00	9051	901	55.00	vision mount
01/06/2022	149959		JANITORIAL DIRECT	J013	66.58	13.32	79.90	4037	205	66.58	cleaning supplies
16/06/2022	JUNE22		JACKSON	J014	48.00	0.00	48.00	4253	305	48.00	12 jars of honey
01/06/2022	108271		LANDSCAPE	L019	124.25	24.85	149.10	4043	102	124.25	wellies, litter pickers
01/06/2022	108494		LANDSCAPE	L019	23.90	4.78	28.68	4043	102	23.90	safety wellies
01/06/2022	109025		LANDSCAPE	L019	37.75	7.55	45.30	4112	201	37.75	rubber tree pads x 20
15/06/2022	111006		LANDSCAPE	L019	260.64	52.13	312.77	4112	201	260.64	pole saw, attachment
21/06/2022	2032		MCK PHOTOGRAPGHY	M006	250.00	0.00	250.00	4500	132	250.00	individual Cllr photos/framing
07/06/2022	1053507		MAINSTREAM	M061	75.00	15.00	90.00	4018	102	75.00	msdcare
07/06/2022	1053508		MAINSTREAM	M061	9.22	1.84	11.06	4018	102	9.22	816426
07/06/2022	1053520		MAINSTREAM	M061	51.90	10.38	62.28	4018	102	51.90	824596
01/06/2022	702528		NALC	N001	300.00	60.00	360.00	4026	101	300.00	Sits Vac ad - Town Clerk
01/06/2022	231410		NATIONAL EXPRESS	N023	121.53	0.00	121.53	4253	305	121.53	TIC ticket sales

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

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User: JODIE

Bought Ledger 1 for Month No 3

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
01/06/2022	11873		PARAGON	P008	355.47	71.09	426.56	4620	253	355.47	digger hire
01/06/2022	118732		PARAGON	P008	81.00	16.20	97.20	4601	252	81.00	niftylift hire
01/06/2022	119021		PARAGON	P008	2.25	0.45	2.70	4601	252	2.25	threaded bar
07/06/2022	1829		PRESTON BISSET	P021	1,472.60	294.52	1,767.12	4105	301	1,472.60	hanging baskets x 60 extras
13/06/2022	758		PAYROLL OPTIONS	P057	-33.20	-6.64	-39.84	4030	102	-33.20	credit late processing chrg
01/06/2022	139002		PAYROLL OPTIONS	P057	166.01	33.20	199.21	4030	102	166.01	monthly payroll
01/06/2022	62717		ROSPA	R008	605.50	121.10	726.60	4106	262	605.50	playground inspections
08/06/2022	8/6		RUSLANA LAZARENKO	R057	450.00	0.00	450.00	4500	132	450.00	Translation Ukrainian welcome
07/06/2022	205584-1		SLCC	S005	494.00	59.20	553.20	4023	102	494.00	conference / Accom - PH
08/06/2022	2223062		SEAHAWKS	S007	100.00	0.00	100.00	4505	125	100.00	GG past mayor glass bowl award
08/06/2022	2223062A		SEAHAWKS	S007	330.00	0.00	330.00	4501	125	330.00	glass awards x 6
07/06/2022	371882597/0003		SSE	S019	33.92	1.70	35.62	4602	248	33.92	May Unit 17
07/06/2022	371882597/0004		SSE	S019	33.92	1.70	35.62	4602	248	33.92	June Unit 17
23/06/2022	463		SIMON SAYS MAGIC	S023	280.00	0.00	280.00	4234	302	280.00	fringe week festival
07/06/2022	196688		SIMPLY PLASTICS	S034	103.03	20.61	123.64	4601	252	103.03	clear cast acrylic sheet
17/06/2022	1273674847		SCREWFIX	S044	64.15	12.83	76.98	4043	102	30.83	safety trainers, goldscrew gen
								4112	201	33.32	safety trainers, goldscrew gen
03/06/2022	431		STRAWBERRY	S056	875.00	0.00	875.00	4220	301	875.00	stage MIM
30/06/2022	CREDIT		STRAWBERRY	S056	-875.00	0.00	-875.00	4220	301	-875.00	posted via cb
01/06/2022	BT310322		STEWKLEY	S057	1,001.95	0.00	1,001.95	4124	204	1,001.95	dev serv mowing
15/06/2022	195806		TUDOR ENVIRONMENTAL	T002	336.67	67.33	404.00	4112	201	336.67	herbicide, oil etc
01/06/2022	196849		TUDOR ENVIRONMENTAL	T002	59.00	11.80	70.80	4037	205	59.00	disposable coverall
01/06/2022	AFR580		TRAVIS	T010	12.44	2.49	14.93	4037	205	12.44	brushes
10/06/2022	000002		TALIESIN	T036	150.00	0.00	150.00	4029	103	150.00	Music - Mayors Reception
30/06/2022	265669640/22		TOTAL	T049	13.54	0.68	14.22	4052	102	13.54	feeder pillar
30/06/2022	265669651/22		TOTAL	T049	147.59	7.38	154.97	4602	251	147.59	chandos toilets april 22
03/06/2022	267078751/22		TOTAL	T049	31.59	1.58	33.17	4602	253	31.59	chapel a
13/06/2022	268555435/22		TOTAL	T049	25.36	1.27	26.63	4052	102	25.36	feeder pillar May
13/06/2022	268555446/22		TOTAL	T049	119.85	5.99	125.84	4602	251	119.85	C P Toilets may

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 3

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
10/06/2022	7065387		VIKING DIRECT	V001	38.32	7.66	45.98	4010	102	37.34	stationery
								4010	102	0.98	stationery
01/06/2022	2022/2		WINSLOW CONCERT	W011	280.00	0.00	280.00	4278	303	280.00	2022/2/10112009/Celebrate Buck
TOTAL INVOICES					<u>35,864.61</u>	<u>5,231.66</u>	<u>41,096.27</u>			<u>35,864.61</u>	

Buckingham Town Council
Full Council
Monday 7th March 2022

Contact Officer: Paul Hodson, Town Clerk

20mph Speed Limits

1. Recommendations

1.1. It is recommended that Members note the report and consider any appropriate actions.

2. Background

2.1. The Council agreed the following motion on 5th October 2020:

Motion – Cllr. Stuchbury

“I propose that Buckingham town council investigate the cost of the traffic regulation order and associated costs for lowering the speed limits in appropriate areas of the town to 20 miles per hour. To request that the Community Board provides the necessary funding to implement such a scheme, and that the Town Council considers whether a contribution for such a scheme should be added to the precept. I put this motion to the Council having listened to the discussions of Buckinghamshire Council’s Environment and Transport Select Committee where the Cabinet member suggested he had no finances to progress these matters but was personally supportive of the principle of the lowering of speed limits outside schools. The webcast of that meeting can be seen at this link:

https://buckinghamshire.public-i.tv/core/portal/webcast_interactive/507039”

(701.2/20)

2.2. The Town Council then submitted a proposal for Community Board funding in November 2020 as follows:

2.3. *Town Councillors and residents have discussed the need for additional traffic calming measures, particularly outside schools, several times in recent years, most recently on 5th October 2020. The Council agreed to request that the policy of having 20mph speed limits at specified points in the Buckingham area is implemented. This should be achieved by Buckingham Council carrying out a town wide review and implementing speed reductions as required following the necessary formal consultation with residents. This matter was previously discussed and a motion passed (minute 276/18) in August 2018. Since then traffic movements have intensified. Specifically, limits should be considered: 1. Outside schools and other places vulnerable residents can be at risk 3. Within existing developments; Lace Hill, St. Rumbolds Field, Moreton Road 1 & 2, etc.*

The DfT's study into the effectiveness of 20mph schemes as published in November 2018 and amended March 2019 makes clear that this is an evidenced solution that would be appropriate for Buckingham.

- 2.4. The Town Council received a Project Initiation Document, proposing a scope of works and cost for a scheme, on 24th June 2021, which is attached.
- 2.5. The Town Council then submitted a bid to the Community Board for the scheme proposed to be carried out on 26th July 2021.
- 2.6. Regular requests for an update were then made to Buckinghamshire Council.

3. Community Board Response

- 3.1. The Town Council received the following update from the Community Board Coordinator on 2nd March 2022:

“As discussed, unfortunately, the Community Board has not been able to progress the Town Council’s application for funding for 20mph Speed Limit Study. The reason for this is because the project is to undertake Speed Limit Assessments and feasibility studies only and not to carry out implementation as outlined in the Project Initiation Document attached. Speed Limit Assessments must be funded in full by Town or Parish Councils. I have copied the relevant section below for you.

Scheme Deliverables / Scope: Scope includes:

- *Scheme outline design - 10 Traffic Speed Surveys carried out by Asset Data Team.*
- *TfB to carry out speed limit assessment in liaison with Thames Valley Police (TVP)*
- *If a 20 mph speed limit is not appropriate at a location, we will include feasibility options for traffic calming, including indicative costings.*

Not in Scope:

- *The feasibility study is only to carry out the study, not to implement any formal traffic calming measures or speed limits.*
- *If this study recommends the implementation of a new speed limit or traffic calming measures a further preliminary design / detailed design would be required in addition to a statutory consultation/legal traffic regulation order.*

Community Board funding for 20mph speed limit changes can only be obtained for implementation work once a Speed Limit Assessment has been carried out (funded by the Town or Parish Council) and is in support of a 20mph only speed limit (along with support from relevant members). I’ve included the link below for information:

<https://www.buckinghamshire.gov.uk/parking-roads-and-transport/road-safety/managing-speed/change-a-speed-limit/>

As discussed, the Town Council can undertake a Speed Limit Assessment by requesting this from TfB directly. If this is supported, then the Town Council can apply for funding from the Community Board.

- 3.2. The Community Board Coordinator has advised that applications for 2022/23 are not yet open, and neither the budget or criteria are yet set for any funding that may be available.

4. Conclusion

- 4.1. It is unfortunate that it has taken 16 months for the Community Board to reach a decision on the Town Council's application. The Council's options are now to either directly fund the proposed feasibility studies at a cost of £10,359 or to withdraw the scheme. Councillors may wish to consider any other ways forward.

TfB Participating Authorities Commissions

Contract TfB	Version 21-22 v0	Review Date March 2022
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PID - 1. Sign off Sheet



Transport for
Buckinghamshire



integrated expertise

Scheme Title:	Various Locations - Buckingham (20 mph Speed Limit & Feasibility)
Reference:	BK&V 2122_04
Scheme Promotor:	Buckingham Town Council
Client / Funding	Community Board / Buckingham Town Council
Community Board:	Buckingham and Villages
Assessment completed by:	Shane Thomas, Assistant Engineer - Design Services
Date of Scheme Assessment:	07/06/2021

Stage	Revision	Date of Issue
Stage 2 Gateway		
Stage 3 Gateway		
Stage 4 Gateway		

TFB PID BUILD-UP CHECK & VERIFICATION	Documented through Aconex Workflow
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CLIENT APPROVAL			
Position	Name	Signed	Date

COST SUMMARY (all costs exclude VAT)	
Previous Costs	
ORDER TO BE RAISED	£ 10,359.78
Anticipated Future Costs (Indicative)	£ -
Anticipated Total Cost	£ 10,359.78

PAYMENT MECHANISM	Cost Reimbursable
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**TfB Participating Authorities Commissions
PID - 2. Scheme Assessment and Scope Form**




Transport for
Buckinghamshire



Scheme Title:	Various Locations - Buckingham (20 mph Speed Limit & Feasibility Study)
Reference:	BK&V 2122_04
Scheme Promotor:	Buckingham Town Council
Client / Funding	Community Board / Buckingham Town Council
Community Board:	Buckingham and Villages
Assessment completed by:	Shane Thomas, Assistant Engineer - Design Services
Date of Scheme Assessment:	14/05/2021

Scheme Description:	<p>Town Councillors and residents have discussed the need for additional traffic calming measures, particularly outside schools, several times in recent years, most recently on 5th October 2020.</p> <p>The Council agreed to request that the policy of having 20mph speed limits at specified points in the Buckingham area is implemented. This should be achieved by Buckingham Council carrying out a town wide review and implementing speed reductions as required following the necessary formal consultation with residents. This matter was previously discussed and a motion passed (minute 276/18) in August 2018. Since then traffic movements have intensified. Specifically, limits should be considered:</p> <ol style="list-style-type: none"> 1. Outside schools and other places vulnerable residents can be at risk 3. Within existing developments; Lace Hill, St. Rumbolds Field, Moreton Road 1 & 2, etc. <p>The DfT's study into the effectiveness of 20mph schemes as published in November 2018 and amended March 2019 makes clear that this is an evidenced solution that would be appropriate for Buckingham.</p>
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TfB Feedback	
Scheme Appraisal: (including assumptions and constraints)	<ul style="list-style-type: none"> - Carry out feasibility study for traffic calming for specific places in Buckingham as determined by the Town Council this is to include: - schools, existing developments & residential care homes. - Carry out Speed Limit Assessment for various roads for 20 mph Speed Limits to see if it is viable to install restrictions - it is assumed there are 10 locations. - Existing housing developments within Buckingham - Lace Hill, St Rumbolds Field & Moreton Road. - 20 mph speed limits within new housing developments will have to be considered in the future, and not part of this PID. - We have accounted for 4 Schools in Buckingham: - Bourton Meadow School, Royal Latin, Buckingham School & Buckingham Primary School. - Outside 2 residential care homes: - Clarendon House and Hamilton House. 
Scheme Deliverables / Scope:	<p>Scope includes:</p> <ul style="list-style-type: none"> - Scheme outline design - 10 Traffic Speed Surveys carried out by Asset Data Team. - TfB to carry out speed limit assessment in liaison with Thames Valley Police (TVP) - If a 20 mph speed limit is not appropriate at a location, we will include feasibility options for traffic calming, including indicative costings.
Not in Scope:	<ul style="list-style-type: none"> -The feasibility study is only to carry out the study, not to implement any formal traffic calming measures or speed limits. - If this study recommends the implementation of a new speed limit or traffic calming measures a further preliminary design / detailed design would be required in addition to a statutory consultation/legal traffic regulation order.
Key Risks:	If support is not obtained from TVP during the speed limit assessment stage then the scheme will not be progressed.
Programme Constraints:	<ul style="list-style-type: none"> - None identified at this stage. - Once scheme is approved and order issued, TfB to carry out Project Initiation and provide outline programme including the key milestones for each stage of project. - The costs will be valid for a period of 3 months or in the case of Community Board schemes, the cost is valid for the completion of submission within Community Board Year.
Change Control	Changes that have an impact on time, cost or quality shall be communicated through change control procedures to the Client for agreement as to what action is required.

Design Specification	TfB will undertake any scheme to DfT or TfB policy and guidance appropriate and relevant to the scheme.
Quality Control	The Project Manager/Lead will be responsible for ensuring TfB's procedures are followed and documented.
Health and Safety	The project shall comply with the Health and Safety at Work Act 1974, CDM Regulations 2015 and Ringway Jacobs' Health and Safety Policy Ringway Jacobs will act as Principle Designer and Principal Contractor.
Order / Payment Method	For Community Board funded schemes, the budget estimate including indicative costs where known. The Community Board Manager (Bucks Council) will be responsible for raising the purchase order to TfB for the whole value of the works including any contribution from third parties. TfB to invoice Community Board Manager for actual costs incurred.
Invoicing	TfB (RJ) will issue up to monthly interim invoices up to the agreed value, unless alternative arrangement has been agreed.
	All costs shown exclude VAT

**TfB Participating Authorities Commissions
PID - 3. Cost Summary Sheet**



Scheme Title:	Various Locations - Buckingham (20 mph Speed Limit & Feasibility Study)
Reference:	BK&V 2122_04
Scheme Promotor:	Buckingham Town Council
Client / Funding:	Community Board / Buckingham Town Council
Community Board:	Buckingham and Villages
Assessment completed by:	Shane Thomas, Assistant Engineer - Design Services
Date of Scheme Assessment:	07/06/2021

Costs highlighted in Grey are **actual** costs for work undertaken to date
 Costs highlighted in green are **proposed** costs for current stage should form the basis of the works order.
 Costs not highlighted are budget estimates for **anticipated** final cost only (**indicative** only)

Stage 1 Gateway, Project Brief

Undertaken by commissioning party - date of brief submitted to TfB Enter Date

Stage 2 Gateway, Feasibility / Preliminary Work / Consultation

Feasibility Stage (includes speed limit assessment & speed data collection at 10x locations)	£	10,359.78
	£	-
RISK ALLOWANCE		
Risk 1	£	-
Risk 2	£	-
Stage 2 Gateway Cost	£	10,359.78

Current Commission

Stage 3 Gateway, Detailed Design and Obtaining Quotations

Detailed Design and Obtaining Quotations	£	-
RISK ALLOWANCE		
Risk 1	£	-
Risk 2	£	-
Risk 3	£	-
Risk 4	£	-
Stage 3 Gateway Cost	£	-

Anticipated Future Costs

Stage 4 Gateway, Implementation

Fees	Supervision and Completion	£	-
		£	-
Works		£	-
		£	-
		£	-
		£	-
		£	-
		£	-
Works Base Cost		£	-
RISK ALLOWANCE (based upon known quantifiable risks)			
Risk 1	£	-	
Risk 2	£	-	
Implementation Risk Allowance	£	-	
CONTINGENCY (allowance for unknown uncertainties)			
Contingency Allowance:		10%	
Contingency Cost (% of Base Cost for Implementation)	£	-	
Stage 4 Gateway Costs	£	-	

Previous Costs	£	10,359.78
ORDER TO BE RAISED	£	10,359.78
Anticipated Future Costs (Indicative)	£	-
Anticipated Total Cost	£	10,359.78

Notes:

1. Change control procedures will be used for current commission/order only.
2. Costs will be valid for 3 months after issue or in the case of Community Board schemes, valid within relevant Community Board financial year.
3. All costs include the RJ and BCC Management Fee and Overheads.
4. All costs above exclude VAT
5. All purchase orders must be raised to Ringway Jacobs Ltd, Victoria House, 101-105 Victoria Road, Chelmsford, Essex, CM1 1JR

Date	Who received compliment/complaint	Location of Issue	Details of compliment/complaint	Who is responsible for area	Action Required	Outcome/ Follow up
29/01/2022	AB	Bourton Park	my sincere thanks to the Mayor of Buckingham Councillor Margaret Gateley for inviting me to attend the Buckingham Holocaust Memorial Day commemoration . It was a fitting occasion with a moving story of one survivor. The prayers and readings chosen were most sensitive and the event was compassionate and reflected our need to remember and learn from the lessons of the past.The new stone provides a meaningful memorial, and will I am sure be appreciated by those in the Jewish community, and by those who have been affected by genocide in more recent times. It also provides a fitting reminder for the many people who enjoy the amenity of Bourton Park.	BTC	Message passed on to team.	

Date	Who received compliment/complaint	Location of Issue	Details of compliment/complaint	Who is responsible for area	Action Required	Outcome/ Follow up
12/05/2022	PH	Council	<p>As a Black resident in Buckingham since 2001, I am astonished at that the Town Council's refusal to distance Buckingham Town from the racist post endorsed by Ms Collins, to which she has been found to have re-posted after numerous denials. The time and resources invested in proving this has been unnecessary when an apology and recognition of the wrong doing would have helped put matters to rest in acknowledging the hurt and distress caused to the diverse community.</p> <p>My children and I am part of this community, I pay my Council Tax which in part supports the work of the Town. I have the right to be represented by elected members in a positive light regardless of my race or your personal views of people who look like me. The post was highly offensive and the Town Council's refusal to even write a press release to apologise and disassociate themselves from this post speaks volumes. The hurt, distress and alarm caused by the contents of this disgusting post to people who look like me is not acceptable. Town Council in condoning this racist post is a breach of my human rights and puts me and my children at risk living in this town. You have a legal responsibility to serving the whole community in a non-discriminatory way and I feel discriminated by the Town Council.</p> <p>I am therefore logging this complaint as a hate crime</p>	BTC	Response from Paul Hodson	Acknowledgement sent

Date	Who received compliment/complaint	Location of Issue	Details of compliment/complaint	Who is responsible for area	Action Required	Outcome/ Follow up
21/05/2022	CM	Old Gaol	Gaol lady - VERY helpful. Twice explaining local bus timetables to me	BTC	Staff member congratulated	None

Compliment

Complaint

Buckingham Town Council
Resources Committee
Monday 11th July 2022

Contact Officer: Paul Hodson, Town Clerk

Banking Arrangements

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. The Council banks with Lloyds Bank. The Buckingham branch of Lloyds will close on 9th September 2022, leaving no bank in the town.

2.2. Efforts are being made to establish a banking hub in the town. The Town Council are supporting efforts to establish a hub. However it is not yet clear whether this will be successful and if so when and where the hub would operate from.

3. Current Banking Use

3.1. The Council's use of the branch currently includes:

- 3.1.1. Depositing cash taken by the market
- 3.1.2. Depositing cash taken by the Tourist Information Centre
- 3.1.3. Depositing cash from Lace Hill,
- 3.1.4. Depositing cheques received
- 3.1.5. Obtaining cash for the Tourist Information Centre
- 3.1.6. Obtaining petty cash

4. Planned Banking Arrangements Following Branch Closure

4.1. It will be possible to deposit cash and take out cash (to obtain change for the TIC till and for petty cash) using the Post Office. It is likely that queues will be longer for the bank. This is likely to impact staff time, although efforts will be made to combine as many transactions as possible into each visit.

4.2. Cheques can now be cashed using the Lloyds Bank app. This was used during lockdown, and it is proposed that this approach is used again.

4.3. Should the banking hub be successfully launched, officers will use the hub wherever possible.

 <p>Buckingham Town Council Lost Property Policy & Procedure</p>	<p>Date Agreed: Draft Minute Number: Prepared by: Lee Phillips Version: 1.1</p>
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Buckingham Town Council will, wherever possible, and practicable return lost property to its rightful owner. Where it is not possible for the property to be returned to the owner, the Town Council will dispose of the property in an appropriate and responsible manner and where appropriate that disposal should benefit a local reuse charity.

Background Information

From time-to-time items are found on Town Council land or handed in at Council buildings. There is limited space for these items to be stored and the Town Council acknowledges that there should be a consistent way to deal with these items. This policy and procedure takes the following into consideration: limited storage space, limited staffing, legal obligations regarding data and a responsibility to reuse and recycle items.

Procedure

1. Items Found

All items that are found are to be recorded and logged. The record should include:

- what the item is;
- the date of when the item was found;
- a photograph of the item
- any serial numbers or other identifying marks and the condition of the item.

The details of any found items that may have an intrinsic value e.g. mobile phone, laptops, bicycles will be given to the local neighbourhood police team and their instructions / policy followed.

2. Advertising the missing item

The item will be advertised on the Town Council's website and the Town Council's Facebook Page for two weeks.

3. Disposal of the item

If the item is not claimed within two months, then the following methods of disposal available are as follows:

- a. If the item is in poor condition then it should be disposed of responsibly, at Buckingham's Household Recycling Centre or the Town Council's depot.

- b. If the item is in good condition and has an intrinsic value, then all efforts should be made to donate the item to a local reuse charity e.g. Cycle Saviours, Willen Hospice.
- c. If the item may contain personal information e.g. bank cards, laptop then the items will be destroyed in an appropriate manner.

4. Accountability

To ensure that items are dealt with in an appropriate manner a log will be kept to record information on all items found including date and method of disposal. Log entries will be reported annually to the Resources Committee.

Appendix A

Example of local reuse projects:

[Milton Keynes Re-Use Community Project - Reuse MK](#)

[Home | Florence Nightingale Hospice Charity \(fnhospice.org.uk\)](#)

[Kiln Farm Furniture Shop - Willen Hospice \(willen-hospice.org.uk\)](#)

[Cycle Saviours | Milton Keynes Christian Foundation
\(mkchristianfoundation.co.uk\)](#)

[Recycle or donate old mobile phones with Oxfam | Oxfam GB](#)

Buckingham Town Council**Resources Committee****Monday 11th July 2022**

Contact Officer: Paul Hodson, Town Clerk

Economic Regeneration Project**1. Recommendations**

1.1. It is recommended that Members agree to accept the funding described, pending a full project plan being agreed by the Town Clerk in liaison with the Mayor and Buckinghamshire Council.

2. Background

2.1. The Town Council has received the following information from the Buckingham and Villages Community Board Coordinator:

Dear Members of the Buckingham & Villages Community Board,

As you will know, Economic Regeneration has been a priority for the board and subsequently funding was agreed from the 2021/22 budget for a Buckingham Town Centre Regeneration project. Following Member feedback and reflection, we have been working with Buckingham Town Council to develop an amended project scope. Therefore, the following proposal has been agreed by the Chairman subject to formal agreement from Buckingham Town Council:

The proposed collaborative solution is for the Town Council to employ an officer for 10 hours per week to undertake a 6-9 month Community Engagement 'Town Centre Needs' project. This is a more cost effective solution than the initial £50,000 feasibility project and will be easier to manage. It also ensures that we are working with and continuing to build a good partnership with the Town Council. Buckingham Town Council have an Officer who is currently covering the Town Centre Manager maternity leave until August who could slot into the role.

The scope will focus on residents, tourists and employees and look at the bigger picture of the public realm- with a focus on root cause and co-producing solutions that could then be taken forward by either the board or town council. We anticipate the officer cost to be in the region of £7k, with a further £3k for engagement tools etc. We propose that the remaining £12k from the original £22,000 allocated from the boards 2021/22 budget to be ringfenced towards solutions- likely to be more small scale projects rather than large highways type projects.

3. Proposed Approach

- 3.1. The project proposed would be complimentary to the Town Centre Manager's current role. It is proposed to accept the funding described, conditional a project plan being agreed with Buckinghamshire Council.

Buckingham Town Council's Climate Emergency Action Plan

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.				
	Action	Measure	Responsibility	Update
1.	Creation of a Climate Emergency webpage to enable discussion, idea sharing and extend public awareness of the issues.	Number of visitors per year	Resources Committee	<p>Feedback from the public meeting is added to the website.</p> <p>Creation of a link to the section on the climate emergency on the council's website should be promoted by a permanent banner at the top of the home page and the website pages relating to the environment should be more interactive to encourage more public involvement. To be created week beginning 18th July as switching to new website.</p>
2.	Information can be made available in Buckingham library and on notice boards to maximise public awareness and access to information	Number of contacts made	Resources Committee	Investigate a display for Summer 2022



5.	Encourage the formation of Local Climate Action Groups.	One formed	Climate Champions	Due to lack of interest, it is suggested this action is revisited in 2023.
6.	Host a public meeting on the issue.	One per year	Climate Champions	It is suggested that the Town Council host an information stall on climate change at every public event in Buckingham, as deemed appropriate. Feedback from each event is to be reviewed in line with the objectives of the Climate Emergency Action Plan's objectives.
Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat				
	Action	Measure	Responsibility	Updates
7.	Implement an Energy Audit of all Council buildings, operations and vehicles	Actions implemented	Resources Committee	Eco Audit is currently taking place across a number of stages. The draft report should be ready by late summer 2022. The Auditor has



				agreed to include data from 21/22.
12.	Install renewable energy generation on Council owned buildings	Installation of Photovoltaic Panels on all the Lace Hill Centre, The Community Centre and the new cemetery building (once constructed).	Full Council and Resources Committee	Greenway Solar Panels commissioned and installed 55 Trina Solar Vertex S 380W all black split cell mono photovoltaic (solar) panels at the Lace Hill Sports and Community Centre. Plans in place to install Solar Panels on the Tingewick Road Cemetery building.
Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water				
	Action	Measure	Responsibility	Update
14	Investigate possibilities of rainwater harvesting for all new town council buildings and use the water for planters and hanging baskets	One per new build (owned by BTC)	Resources Committee	To be considered within the construction design stage of the new cemetery buildings.
15.	Promote the installation of the water bottle refill station in Chandos Park and the national refill initiative	Number of interactions through Social Media	Environment Committee and Resources Committee	COMPLETE <u>Water bottle refill</u> station installed and positively received.



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



18.	Request a carbon footprint of any Town Council investment and seek to reduce this by switching to investments supporting renewable energy projects and eco-enhancements.	Measure and publish low carbon emission certification	Resources Committee	To be considered within the forthcoming Eco Audit commissioned by Resources.
19.	Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available.	Consideration of a procurement strategy	Resources Committee	Wherever possible sustainable materials will always be sourced from local providers. July 2021: Full Council adopted a <u>Sustainable Purchasing and Procurement Policy</u>
20.	Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.		Resources Committee	From 2021/21 each applicant must state how their organisation is working to reduce the environmental impact of their project.
Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.				
	Action	Measure	Responsibility	Updates
27.	Finalise Flood Plans with local partners	Number of contacts established	Environment & Resources Committee	Meetings have been held between
28.	Advise residents on steps to increase resilience	Increased number of residents signed	Environment & Resources Committee	Buckinghamshire Council and the Town Council to discuss how



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

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Resources	800/18	Compliments, Complaints and FOI requests	Members AGREED for a six monthly report.	Town Clerk	To be reviewed again in June 2022	Jun-22
Resources	658/19	Staffing Handbook	Updated AGREED. To be reviewed in 12 months time.	Town Clerk	To be reviewed again in January 2023	Jan-23
Resources	209/21	Climate Emergency Action Plan	Members AGREED TO RECOMMEND that all Town Council owned buildings are considered for retrofitting rainwater harvesting to be used for watering the town's planters and hanging baskets. ACTION TOWN CLERK/ESTATES MANAGER	Estates Manager	Currently being investigated by the Estates Team	Jun-22
Resources	739/21	Code of Conduct	Members agreed that training should be provided for all Councillors. Training options to be considered: evening training session or online training.	Town Clerk	Code of Conduct training has been agreed with Buckinghamshire Council. A date to be arranged.	Jun-22
Resources	757/21	Debtors	Members agreed that the Town Clerk should write to debtors to arrange a repayment schedule. Town Clerk to update members on responses at the next Resources Committee meeting in May.	Town Clerk	Letters sent, awaiting responses.	Agenda

Resources	860/21	Banking options	Cllr. Stuchbury referred to Lloyds Bank closing in the town and asked whether this should be discussed, and other options considered. The Town Clerk suggested that banking arrangements are added as an agenda item at the next meeting. Members agreed.	Town Clerk		Agenda
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	Ongoing	Oct-22
Resources	868/21	Lapel badges	The Town Clerk pointed out that they may cost more with wording and asked whether members would like to look at new quotes. Cllr. Stuchbury suggested that members agreed that the Mayor, the Town Clerk and the Chair of Resources could request two quotes and agree on the cost, which should be approximately £500.	Mayor, Chair of Resources and Town Clerk	Ongoing	