



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Claire Molyneux

Wednesday, 21 September 2022

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 26th September 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 11th July 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](#)

5. Action Report

To review and discuss the Action Report.

[Appendix A](#)



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.

6. Budgets

To receive and agree the budget reports:

- 5.1 Highlight Report of main budget variations
- 5.2 Summary Income and Expenditure Report
- 5.3 Detailed Income and Expenditure Report
- 5.4 Purchase Ledger from July-August 2022

[Appendix B](#)
[Appendix C](#)
[Appendix D](#)
[Appendix E](#)

7. Changes to grants

To receive a report from the Interim Deputy Town Clerk.

[R/73/22](#)

8. Operation London Bridge

To receive a verbal update from the Town Clerk.

9. Town Clerk wig

To receive a report from the Interim Deputy Town Clerk.

[R/74/22](#)

10. Motion – Cllr. Collins

“Any council employee undertaking a funded qualification such as the Certificate in Local Council Administration (CiLCA), other equivalent training or any of the higher levels of local government qualification which can follow from CiLCA who then leaves within 12 months of the completion date of the training shall repay the full cost of the training. Employees leaving 12 – 15 months would repay 75% of the training cost, within 15-18 months would pay 50%, within 18 – 24 months would pay 25% of the cost and employees leaving after 24 months would pay nothing.”

11. Climate Emergency Action Plan

To receive and discuss updates to the Climate Emergency Action Plan.

[Appendix F](#)

12. Updates from Representatives on Outside Bodies

To receive verbal updates from Councillors.

13. Chair’s announcements

14. Date of next meeting: Monday 14th November 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 update

To receive a written report from the Town Clerk.

[R/75/22](#)

16. Debtors

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

[Appendix G](#)

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

Minute No.	Action	Action Required	Action Owner	Update	Deadline
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
658/19	Staffing Handbook	Updated AGREED. To be reviewed in 12 months time.	Town Clerk	To be reviewed again in January 2023	Jan-23
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 and Environment Committee.	Jun-23
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.	Monday 3rd October - 7pm. Hybrid - in person at the Chamber or online if preferred.
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.	Nov-22

Minute No.	Action	Action Required	Action Owner	Update	Deadline
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	Completed	
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.	Oct-23
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		

Minute No.	Action	Action Required	Action Owner	Update	Deadline
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.	Nov-22
153/22	Debtors	Agreement to write-off two debtors: Town Clerk to write to inform.	Town Clerk		Completed
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.

Variances Report

Income

Cost Centre	Nominal Code	Item	Actual Year to Date	Current Annual Budget	Variance Annual Total	Committed Expenditure	Funds Available	%Spent	Explanation for Variance
102	1012	Photocopier use	9	5	-4	0		188.0%	Income higher than expected
130	1190	Interest received	821	500	-321	0	0	164.1%	Interest rate highed than expected

Expenditure

102	4052	Heat, light, power	574	450	-124		-124	127.5%	Gas/electric prices have risen / budget too low
202	4108	Roundabouts	2105	1366	-739		-739	154.1%	Overspend due to increased price for new signage for new sponsors
253	4225	Rates	2096	500	-1596		-1596	419.20%	Review pending expecting partial refund of charges
255	4120	Friends of Groups	0	1077	1077	5,100	-4023	473.50%	Conservation Volunteer Group grant to be received before end of financial year
261	4091	Chamber	44	1051	1007	1405	-398	137.90%	NHB money to be received, and structural survey of community centre
901	9066	Swan Sculpture Project	6872	1474	-5398		-5398	466.20%	Awaiting grant from Community Board

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Summary Income & Expenditure by Budget Heading 20/09/2022

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>RESOURCES</u>						
Income	472,611	944,754	472,143			50.0%
Expenditure	173,685	388,185	214,500	5,835	208,665	46.2%
Net Income over Expenditure	<u>298,926</u>					
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	<u>298,926</u>					
<u>ENVIRONMENT</u>						
Income	54,630	117,713	63,083			46.4%
Expenditure	192,872	539,097	346,225	50,863	295,362	45.2%
Movement to/(from) Gen Reserve	<u>(138,242)</u>					
<u>TOWN CENTRE & EVENTS</u>						
Income	19,404	49,501	30,097			39.2%
Expenditure	72,326	190,413	118,087	4,290	113,797	40.2%
Movement to/(from) Gen Reserve	<u>(52,922)</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	15,399	40,255	24,856	0	24,856	38.3%
Movement to/(from) Gen Reserve	<u>(15,399)</u>					
Grand Totals:- Income	546,645	1,111,968	565,323			49.2%
Expenditure	454,282	1,157,950	703,668	60,988	642,681	44.5%
Net Income over Expenditure	<u>92,363</u>	<u>(45,982)</u>	<u>(138,345)</u>			
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	<u>92,363</u>					

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Detailed Income & Expenditure by Budget Heading 20/09/2022

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
RESOURCES							
101 Personnel costs							
4000 Salaries Admin	65,761	160,425	94,664		94,664	41.0%	
4005 ERS National Insurance	6,335	15,549	9,214		9,214	40.7%	
4006 ERS Pension Cont	16,122	34,212	18,091		18,091	47.1%	
4007 Staff travel	140	1,346	1,206		1,206	10.4%	
4008 Occupational Health	0	1,293	1,293		1,293	0.0%	
4025 HR advice	4,325	4,544	219		219	95.2%	
4026 Staff & Recruitment	830	1,051	221		221	79.0%	
Personnel costs :- Indirect Expenditure	93,514	218,420	124,906	0	124,906	42.8%	0
Net Expenditure	(93,514)	(218,420)	(124,906)				
102 Office expenses							
1010 Chamber hire	394	1,471	1,077			26.8%	
1012 Photocopier use	9	5	(4)			188.0%	
Office expenses :- Income	404	1,476	1,072			27.3%	0
4010 Stationery	1,034	3,018	1,984	292	1,692	43.9%	
4011 Postage	128	730	602		602	17.6%	
4012 Photocopier	744	1,887	1,143		1,143	39.4%	
4013 Equipment purchase	3	1,156	1,153		1,153	0.2%	
4015 Advertisements	0	673	673		673	0.0%	
4017 Subscriptions	2,443	3,825	1,382		1,382	63.9%	
4018 Telephones	3,804	7,200	3,396		3,396	52.8%	
4019 Hire of Community Hall	0	270	270		270	0.0%	
4021 Hospitality	172	420	248		248	41.0%	
4023 Training	5,095	12,628	7,533	3,855	3,678	70.9%	
4027 Software	6,415	12,500	6,085		6,085	51.3%	
4030 Payroll	740	1,760	1,020		1,020	42.1%	
4032 Publicity and newsletter	1,736	7,924	6,188		6,188	21.9%	
4038 Computer equipment	42	4,000	3,958		3,958	1.0%	
4041 Website	487	5,908	5,421		5,421	8.2%	
4043 Protective clothing	960	1,813	853	109	745	58.9%	
4052 Heat, light, power	574	450	(124)		(124)	127.5%	
4156 Buckingham Centre rent	0	11,000	11,000		11,000	0.0%	
4225 Rates	2,794	5,000	2,206		2,206	55.9%	
Office expenses :- Indirect Expenditure	27,171	82,162	54,991	4,255	50,736	38.2%	0
Net Income over Expenditure	(26,767)	(80,686)	(53,919)				

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Detailed Income & Expenditure by Budget Heading 20/09/2022

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 Councillors							
4020 Mayor's duties	0	1,891	1,891		1,891	0.0%	
4029 Mayor's civic	939	1,628	689		689	57.7%	
4044 Councillors' mileage / exp.	0	518	518		518	0.0%	
4045 Councillors' allowance	0	9,833	9,833		9,833	0.0%	
4236 Election costs	0	2,150	2,150		2,150	0.0%	
4269 Councillor training	1,915	2,351	436		436	81.5%	
Councillors :- Indirect Expenditure	2,854	18,371	15,517	0	15,517	15.5%	0
Net Expenditure	(2,854)	(18,371)	(15,517)				
104 Legal requirements							
4014 Audit fees	385	3,500	3,115		3,115	11.0%	
4016 Legal costs	0	2,070	2,070		2,070	0.0%	
4022 Insurance	17,156	19,000	1,844		1,844	90.3%	
Legal requirements :- Indirect Expenditure	17,541	24,570	7,029	0	7,029	71.4%	0
Net Expenditure	(17,541)	(24,570)	(7,029)				
120 Long-term grants							
4040 Four Year Grants Awarded	18,777	18,777	0		0	100.0%	
4080 Annual Grants Awarded	11,341	11,341	0		0	100.0%	
Long-term grants :- Indirect Expenditure	30,118	30,118	0	0	0	100.0%	0
Net Expenditure	(30,118)	(30,118)	0				
125 Commemorative items							
4501 Civic award	798	1,050	252		252	76.0%	
4504 Remembrance wreath	0	27	27		27	0.0%	
4505 Mayor's salver	100	265	165		165	37.7%	
4506 Bardic gift	39	265	226		226	14.8%	
Commemorative items :- Indirect Expenditure	937	1,607	670	0	670	58.3%	0
Net Expenditure	(937)	(1,607)	(670)				
130 Admin reserves							
1176 Precept	471,387	942,778	471,392			50.0%	
1190 Interest received	821	500	(321)			164.1%	
Admin reserves :- Income	472,207	943,278	471,071			50.1%	0
Net Income	472,207	943,278	471,071				

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Detailed Income & Expenditure by Budget Heading 20/09/2022

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>132 Future planning / contingencie</u>							
4500 Future planning / contingencie	1,550	11,283	9,733	1,580	8,153	27.7%	
Future planning / contingencie :- Indirect Expenditure	<u>1,550</u>	<u>11,283</u>	<u>9,733</u>	<u>1,580</u>	<u>8,153</u>	<u>27.7%</u>	<u>0</u>
Net Expenditure	<u>(1,550)</u>	<u>(11,283)</u>	<u>(9,733)</u>				
<u>304 Youth Council</u>							
4237 Youth Council budget	0	1,551	1,551		1,551	0.0%	
4238 Youth Council admin	0	103	103		103	0.0%	
Youth Council :- Indirect Expenditure	<u>0</u>	<u>1,654</u>	<u>1,654</u>	<u>0</u>	<u>1,654</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1,654)</u>	<u>(1,654)</u>				
RESOURCES :- Income	472,611	944,754	472,143			50.0%	
Expenditure	173,685	388,185	214,500	5,835	208,665	46.2%	
Movement to/(from) Gen Reserve	<u>298,926</u>						
ENVIRONMENT							
<u>201 Environment</u>							
3995 NI Environment	7,835	17,139	9,304		9,304	45.7%	
3996 Pensions ERS Environment	20,678	47,391	26,713		26,713	43.6%	
4004 Salaries environment	87,372	201,836	114,464		114,464	43.3%	
4068 Community Service	0	11,006	11,006	4,000	7,006	36.3%	
4112 Environment Equipment	4,712	9,688	4,976	211	4,766	50.8%	
4168 Defibrillators	0	518	518	21	497	4.1%	
Environment :- Indirect Expenditure	<u>120,597</u>	<u>287,578</u>	<u>166,981</u>	<u>4,232</u>	<u>162,749</u>	<u>43.4%</u>	<u>0</u>
Net Expenditure	<u>(120,597)</u>	<u>(287,578)</u>	<u>(166,981)</u>				
<u>202 Roundabouts</u>							
1051 Roundabout no. 1	1,050	2,288	1,238			45.9%	
1052 Roundabout no. 2	1,219	1,219	0			100.0%	
1053 Roundabout no. 3	333	2,002	1,669			16.6%	
1054 Roundabout no. 4	2,551	2,551	0			100.0%	
1056 Roundabout no. 6	1,386	2,718	1,332			51.0%	
1057 Roundabout no. 7	1,386	1,386	0			100.0%	
Roundabouts :- Income	<u>7,925</u>	<u>12,164</u>	<u>4,239</u>			<u>65.2%</u>	<u>0</u>
4108 Roundabout	2,105	1,366	(739)		(739)	154.1%	
Roundabouts :- Indirect Expenditure	<u>2,105</u>	<u>1,366</u>	<u>(739)</u>	<u>0</u>	<u>(739)</u>	<u>154.1%</u>	<u>0</u>
Net Income over Expenditure	<u>5,821</u>	<u>10,798</u>	<u>4,977</u>				

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Detailed Income & Expenditure by Budget Heading 20/09/2022

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Maintenance</u>							
4082 Allotments	2,101	2,101	0		0	100.0%	
Maintenance :- Indirect Expenditure	<u>2,101</u>	<u>2,101</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>(2,101)</u>	<u>(2,101)</u>	<u>0</u>				
<u>204 Devolved services expenses</u>							
1017 Devolved services income	20,992	20,964	(28)			100.1%	
Devolved services expenses :- Income	<u>20,992</u>	<u>20,964</u>	<u>(28)</u>			<u>100.1%</u>	<u>0</u>
4124 Devolved services	4,078	7,500	3,422		3,422	54.4%	
Devolved services expenses :- Indirect Expenditure	<u>4,078</u>	<u>7,500</u>	<u>3,422</u>	<u>0</u>	<u>3,422</u>	<u>54.4%</u>	<u>0</u>
Net Income over Expenditure	<u>16,914</u>	<u>13,464</u>	<u>(3,450)</u>				
<u>205 Grounds maintenance</u>							
4033 Waste disposal	1,623	3,000	1,377		1,377	54.1%	
4035 Machinery	757	2,500	1,743	470	1,273	49.1%	
4036 Fuel (Mower)	0	1,200	1,200		1,200	0.0%	
4037 Sundries	352	2,606	2,254		2,254	13.5%	
4063 Vehicle hire and running costs	4,120	16,884	12,764	3,626	9,137	45.9%	
Grounds maintenance :- Indirect Expenditure	<u>6,853</u>	<u>26,190</u>	<u>19,337</u>	<u>4,096</u>	<u>15,241</u>	<u>41.8%</u>	<u>0</u>
Net Expenditure	<u>(6,853)</u>	<u>(26,190)</u>	<u>(19,337)</u>				
<u>248 Depot</u>							
4013 Equipment purchase	2,000	4,070	2,070		2,070	49.1%	
4055 Alarm	0	431	431		431	0.0%	
4225 Rates	4,142	4,412	270		270	93.9%	
4601 Repairs & maintenance fund	530	840	310		310	63.1%	
4602 Electricity	742	1,000	258		258	74.2%	
4603 Water	212	850	638		638	25.0%	
Depot :- Indirect Expenditure	<u>7,626</u>	<u>11,603</u>	<u>3,977</u>	<u>0</u>	<u>3,977</u>	<u>65.7%</u>	<u>0</u>
Net Expenditure	<u>(7,626)</u>	<u>(11,603)</u>	<u>(3,977)</u>				
<u>249 C Meadow toilets & Shopmobilit</u>							
1085 Shopmobility income	0	40	40			0.0%	
C Meadow toilets & Shopmobilit :- Income	<u>0</u>	<u>40</u>	<u>40</u>			<u>0.0%</u>	<u>0</u>
4602 Electricity	0	518	518		518	0.0%	

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Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 20/09/2022

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4603 Water	0	518	518		518	0.0%	
4608 Shopmobility	178	1,077	899	16	883	18.0%	
4612 Contractor charge	4,354	9,600	5,246		5,246	45.4%	
4709 MAINTENANCE	240	539	299		299	44.5%	
C Meadow toilets & Shopmobilit :- Indirect Expenditure	4,772	12,252	7,480	16	7,464	39.1%	0
Net Income over Expenditure	(4,772)	(12,212)	(7,440)				
250 Lace Hill							
1026 Lace Hill Community Centre	12,829	45,929	33,100			27.9%	
1027 Solar income	0	2,000	2,000			0.0%	
Lace Hill :- Income	12,829	47,929	35,100			26.8%	0
4050 Lace Hill playing fields	0	500	500		500	0.0%	
4118 Solar panels	0	362	362		362	0.0%	
4158 Lace Hill gas	1,231	4,202	2,971		2,971	29.3%	
4159 Lace Hill electricity	1,396	1,500	105		105	93.0%	
4160 Lace Hill water	234	300	66		66	78.0%	
4161 Lace Hill repairs & Maintenan	1,284	3,707	2,423		2,423	34.6%	
4162 Lace Hill contractor charge	1,955	6,800	4,845		4,845	28.7%	
4164 Lace Hill equipment	0	3,717	3,717		3,717	0.0%	
4225 Rates	9,731	10,072	342		342	96.6%	
Lace Hill :- Indirect Expenditure	15,830	31,160	15,330	0	15,330	50.8%	0
Net Income over Expenditure	(3,001)	16,769	19,770				
251 Chandos Park							
1030 Bowls income	0	592	592			0.0%	
1035 TENNIS COURT RENT	0	674	674			0.0%	
Chandos Park :- Income	0	1,266	1,266			0.0%	0
4601 Repairs & maintenance fund	1,334	3,570	2,236	511	1,725	51.7%	
4602 Electricity	474	539	65		65	88.0%	
4603 Water	1,160	1,346	186		186	86.2%	
4606 Bowls Club Maintenance	1,144	2,000	856		856	57.2%	
Chandos Park :- Indirect Expenditure	4,112	7,455	3,343	511	2,832	62.0%	0
Net Income over Expenditure	(4,112)	(6,189)	(2,077)				
252 Bourton Park							
4601 Repairs & maintenance fund	3,454	7,839	4,385	1,155	3,230	58.8%	
Bourton Park :- Indirect Expenditure	3,454	7,839	4,385	1,155	3,230	58.8%	0
Net Expenditure	(3,454)	(7,839)	(4,385)				

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Detailed Income & Expenditure by Budget Heading 20/09/2022

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
253 Cemeteries							
1041 Burial fees	9,545	24,000	14,455			39.8%	
Cemeteries :- Income	9,545	24,000	14,455			39.8%	0
4225 Rates	2,096	500	(1,596)		(1,596)	419.2%	
4265 New cemetery maintenance	0	3,500	3,500		3,500	0.0%	
4601 Repairs & maintenance fund	857	4,198	3,341	935	2,406	42.7%	
4602 Electricity	138	250	112		112	55.2%	
4617 Memorial testing	0	2,156	2,156		2,156	0.0%	
4619 New cemetery repayments	0	58,647	58,647	20,683	37,964	35.3%	
4620 Expenses for burial duties	1,056	5,175	4,119		4,119	20.4%	
Cemeteries :- Indirect Expenditure	4,146	74,426	70,280	21,618	48,662	34.6%	0
Net Income over Expenditure	5,398	(50,426)	(55,824)				
254 Chandos Park toilets							
4612 Contractor charge	4,354	10,736	6,382		6,382	40.6%	
4709 MAINTENANCE	717	1,077	360		360	66.5%	
Chandos Park toilets :- Indirect Expenditure	5,071	11,813	6,742	0	6,742	42.9%	0
Net Expenditure	(5,071)	(11,813)	(6,742)				
255 Railway Walk & Castle Hill							
4120 Friends of Groups	0	1,077	1,077	5,100	(4,023)	473.5%	
4709 MAINTENANCE	236	1,035	799		799	22.8%	
Railway Walk & Castle Hill :- Indirect Expenditure	236	2,112	1,876	5,100	(3,224)	252.7%	0
Net Expenditure	(236)	(2,112)	(1,876)				
256 Storage Premises							
4066 Grenville garage rent	298	722	424		424	41.3%	
Storage Premises :- Indirect Expenditure	298	722	424	0	424	41.3%	0
Net Expenditure	(298)	(722)	(424)				
258 Cemetery Lodge							
1061 Cemetery Lodge rental income	3,340	11,350	8,010			29.4%	
Cemetery Lodge :- Income	3,340	11,350	8,010			29.4%	0
4034 PWLB repayments inc. interest	2,351	4,072	1,721		1,721	57.7%	
4609 Cemetery Lodge maintenance	104	3,105	3,001		3,001	3.3%	
Cemetery Lodge :- Indirect Expenditure	2,455	7,177	4,722	0	4,722	34.2%	0
Net Income over Expenditure	885	4,173	3,288				

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Detailed Income & Expenditure by Budget Heading 20/09/2022

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
260 CCTV							
4100 CCTV maintenance	0	3,400	3,400		3,400	0.0%	
CCTV :- Indirect Expenditure	0	3,400	3,400	0	3,400	0.0%	0
Net Expenditure	0	(3,400)	(3,400)				
261 Community Centre							
4085 Structural repairs	0	7,000	7,000	7,000	0	100.0%	
4091 Chamber	44	1,051	1,007	1,405	(398)	137.9%	
Community Centre :- Indirect Expenditure	44	8,051	8,007	8,405	(398)	104.9%	0
Net Expenditure	(44)	(8,051)	(8,007)				
262 Parks General							
4101 Seats and bins	406	1,483	1,077	1,077	0	100.0%	
4102 Dog bins	0	4,502	4,502	4,350	152	96.6%	
4106 Play area maintenance	956	5,266	4,310	228	4,082	22.5%	
4122 Tree works	5,407	17,000	11,593		11,593	31.8%	
4270 Bridges	2,066	2,066	0		0	100.0%	
4275 Play area replacement fund	0	5,000	5,000	74	4,926	1.5%	
4276 Tree wardens	258	1,035	777		777	25.0%	
Parks General :- Indirect Expenditure	9,093	36,352	27,259	5,729	21,530	40.8%	0
Net Expenditure	(9,093)	(36,352)	(27,259)				
ENVIRONMENT :- Income	54,630	117,713	63,083			46.4%	
Expenditure	192,872	539,097	346,225	50,863	295,362	45.2%	
Movement to/(from) Gen Reserve	(138,242)						
TOWN CENTRE & EVENTS							
301 Town Centre & Events							
1013 Hanging baskets	0	431	431			0.0%	
1028 Lace Hill events income	223	1,077	854			20.7%	
1062 Community Fair table income	0	215	215			0.0%	
1066 Comedy night income	0	3,233	3,233			0.0%	
1069 Charter fairs income	0	7,189	7,189			0.0%	
1091 Events Sponsorship Income	110	0	(110)			0.0%	
Town Centre & Events :- Income	333	12,145	11,812			2.7%	0
3997 NITC&E	1,292	5,400	4,108		4,108	23.9%	

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Detailed Income & Expenditure by Budget Heading 20/09/2022

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3998 Pensions ERS TC&E	7,044	13,696	6,652		6,652	51.4%	
3999 Salaries TC&E	24,012	74,340	50,328		50,328	32.3%	
4042 Events equipment	115	1,000	885		885	11.5%	
4094 Youth project	2,430	3,152	722	720	2	99.9%	
4104 Town in Bloom	4,698	10,000	5,302		5,302	47.0%	
4107 Pride of Place	47	270	223	125	98	63.7%	
4115 River rinse	0	431	431	180	251	41.8%	
4166 Lace Hill events	1,513	2,541	1,028	250	778	69.4%	
4201 Christmas lights	3,761	11,856	8,095		8,095	31.7%	
4202 Firework display	0	5,800	5,800		5,800	0.0%	
4203 Community fair	0	431	431		431	0.0%	
4205 Christmas parade	0	4,098	4,098		4,098	0.0%	
4207 Remembrance parade	0	1,000	1,000		1,000	0.0%	
4208 Spring Fair	257	526	269		269	48.8%	
4210 Pancake Race	0	84	84		84	0.0%	
4211 Band Jam	3,126	4,023	897	259	639	84.1%	
4212 Christmas lights switch on	0	2,627	2,627	1,010	1,617	38.4%	
4213 Dog show	100	620	520	543	(23)	103.7%	
4216 May Day event	0	53	53		53	0.0%	
4220 Music in the Market	3,994	4,403	409	330	79	98.2%	
4230 Scout Parade	0	53	53		53	0.0%	
4241 Comedy Night expenditure	0	3,233	3,233		3,233	0.0%	
4243 Charter Fairs	850	4,375	3,525	760	2,765	36.8%	
4260 Twinning	0	2,101	2,101		2,101	0.0%	
Town Centre & Events :- Indirect Expenditure	53,238	156,113	102,875	4,177	98,698	36.8%	0
Net Income over Expenditure	(52,905)	(143,968)	(91,063)				
302 Street markets							
1005 Street markets	8,972	16,000	7,028			56.1%	
1006 Flea market	2,648	3,623	975			73.1%	
Street markets :- Income	11,620	19,623	8,003			59.2%	0
4017 Subscriptions	384	473	89		89	81.2%	
4225 Rates	2,121	2,700	579		579	78.5%	
4234 Market Entertainment	900	950	50		50	94.7%	
4235 Market infrastructure & Promot	0	1,576	1,576	0	1,576	0.0%	
Street markets :- Indirect Expenditure	3,405	5,699	2,294	0	2,294	59.7%	0
Net Income over Expenditure	8,215	13,924	5,709				

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Detailed Income & Expenditure by Budget Heading 20/09/2022

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Special events							
1020 Food fair income	0	539	539			0.0%	
1083 Fringe income	25	2,109	2,084			1.2%	
1090 Theatre Production	2,488	4,200	1,713			59.2%	
Special events :- Income	2,513	6,848	4,336			36.7%	0
4221 Fringe	4,553	6,600	2,047		2,047	69.0%	
4222 Theatre Production	3,923	4,200	278		278	93.4%	
4242 Food fair	0	539	539		539	0.0%	
4244 Flags	233	830	597	113	484	41.7%	
4273 One-off events	0	1,035	1,035		1,035	0.0%	
4278 Celebrate Buckingham Day	1,757	1,800	43		43	97.6%	
Special events :- Indirect Expenditure	10,466	15,004	4,538	113	4,425	70.5%	0
Net Income over Expenditure	(7,953)	(8,156)	(203)				
305 Tourist Information Centre							
1084 TIC income	4,938	10,885	5,947			45.4%	
Tourist Information Centre :- Income	4,938	10,885	5,947			45.4%	0
4253 TIC tickets & produce	5,078	9,185	4,107		4,107	55.3%	
4255 Heritage app expenditure	0	776	776		776	0.0%	
4274 Tourism website	139	1,035	896		896	13.4%	
Tourist Information Centre :- Indirect Expenditure	5,217	10,996	5,779	0	5,779	47.4%	0
Net Income over Expenditure	(279)	(111)	168				
306 Accessibility							
4254 Accessibility costs	0	2,070	2,070		2,070	0.0%	
4266 Accessibility costs	0	531	531		531	0.0%	
Accessibility :- Indirect Expenditure	0	2,601	2,601	0	2,601	0.0%	0
Net Expenditure	0	(2,601)	(2,601)				
TOWN CENTRE & EVENTS :- Income	19,404	49,501	30,097			39.2%	
Expenditure	72,326	190,413	118,087	4,290	113,797	40.2%	
Movement to/(from) Gen Reserve	(52,922)						

PLANNING

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Detailed Income & Expenditure by Budget Heading 20/09/2022

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
601 Planning							
3992 Salaries Planning	13,216	31,877	18,661		18,661	41.5%	
3993 NI Planning	848	2,116	1,268		1,268	40.1%	
3994 Pensions ERS Planning	1,276	4,192	2,916		2,916	30.4%	
4624 Neighbourhood Plan	59	2,070	2,011		2,011	2.9%	
Planning :- Indirect Expenditure	15,399	40,255	24,856	0	24,856	38.3%	0
Net Expenditure	(15,399)	(40,255)	(24,856)				
PLANNING :- Income	0	0	0			0.0%	
Expenditure	15,399	40,255	24,856	0	24,856	38.3%	
Movement to/(from) Gen Reserve	(15,399)						
<u>EARMARKED RESERVES</u>							
901 Ear-marked reserves							
9001 Youth Council	0	2,015	2,015		2,015	0.0%	
9002 Cemetery development	37,041	56,460	19,419		19,419	65.6%	
9003 Legal Costs	0	2,000	2,000		2,000	0.0%	
9004 Solar panels at Lace Hill	0	6,379	6,379		6,379	0.0%	
9005 Website	0	4,000	4,000		4,000	0.0%	
9006 Speedwatch	0	598	598		598	0.0%	
9010 Flood relief fund	0	826	826		826	0.0%	
9011 War memorial	0	500	500		500	0.0%	
9012 Christmas lights	1,370	2,279	909	180	729	68.0%	
9013 Youth projects	0	3,000	3,000		3,000	0.0%	
9015 Charter fairs	330	5,471	5,141		5,141	6.0%	
9025 Play area replacement	(66)	64,379	64,445	15,397	49,048	23.8%	
9027 Green Buckingham	0	226	226		226	0.0%	
9029 Circular Walk	0	5,399	5,399		5,399	0.0%	
9030 Tourism leaflets	0	2,404	2,404		2,404	0.0%	
9035 Parks Development	0	21,405	21,405	14,367	7,038	67.1%	
9040 Park run	0	89	89		89	0.0%	
9045 Access for All	0	251	251		251	0.0%	
9049 Neighbourhood Plan	0	22,000	22,000		22,000	0.0%	
9050 Bridge Repairs	23,223	40,450	17,227	17,227	(0)	100.0%	
9051 Office development / furniture	4,476	6,172	1,696		1,696	72.5%	
9052 Depot equipment	0	15,000	15,000		15,000	0.0%	
9053 AEDs	0	555	555		555	0.0%	
9054 Lace Hill repairs & Maintenance	0	25,000	25,000		25,000	0.0%	
9055 River rinse	0	250	250		250	0.0%	

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Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 20/09/2022

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9057 Cemetery Lodge repairs	4,820	10,000	5,180		5,180	48.2%	
9058 Bowls Club Pavillion repairs	7,230	8,000	770		770	90.4%	
9059 Making good / boundary repairs	0	45,000	45,000		45,000	0.0%	
9061 Covid bounce back events	0	906	906		906	0.0%	
9062 Grants	0	2,280	2,280		2,280	0.0%	
9063 Twinning	0	361	361		361	0.0%	
9065 Purchase cemetery & allotment	0	87,000	87,000		87,000	0.0%	
9066 Swan Sculpture Project	6,872	1,474	(5,398)		(5,398)	466.2%	
9067 Training	0	2,000	2,000		2,000	0.0%	
9068 Insurance	2,195	2,937	742		742	74.7%	
9069 Computer Equipment	0	1,000	1,000		1,000	0.0%	
9070 Rates	0	1,706	1,706		1,706	0.0%	
9071 Community Service	0	2,769	2,769		2,769	0.0%	
9072 One Off Events	632	1,000	368		368	63.2%	
9073 Tourism Events	0	700	700		700	0.0%	
9074 Accessibility	0	2,513	2,513		2,513	0.0%	
9075 Recruitment	0	1,000	1,000		1,000	0.0%	
9076 Ukraine Fund	(1,163)	0	1,163		1,163	0.0%	
Ear-marked reserves :- Indirect Expenditure	<u>86,961</u>	<u>457,754</u>	<u>370,793</u>	<u>47,171</u>	<u>323,622</u>	<u>29.3%</u>	<u>0</u>
Net Expenditure	<u>(86,961)</u>	<u>(457,754)</u>	<u>(370,793)</u>				
EARMARKED RESERVES :- Income	<u>0</u>	<u>0</u>	<u>0</u>			<u>0.0%</u>	
Expenditure	<u>86,961</u>	<u>457,754</u>	<u>370,793</u>	<u>47,171</u>	<u>323,622</u>	<u>29.3%</u>	
Movement to/(from) Gen Reserve	<u>(86,961)</u>						
Grand Totals:- Income	<u>546,645</u>	<u>1,111,968</u>	<u>565,323</u>			<u>49.2%</u>	
Expenditure	<u>541,242</u>	<u>1,615,704</u>	<u>1,074,462</u>	<u>108,159</u>	<u>966,303</u>	<u>40.2%</u>	
Net Income over Expenditure	<u>5,402</u>	<u>(503,736)</u>	<u>(509,138)</u>				
Movement to/(from) Gen Reserve	<u>5,402</u>						

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Buckingham Town Council

Appendix E

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PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 4

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
07/07/2022	23463		AMBIVENT	A020	599.00	119.80	718.80	4161	250	599.00	New water metre
01/07/2022	A3406		ALR TRAINING	A023	140.00	28.00	168.00	4222	303	140.00	first aid 1 x eca & vehicle
25/07/2022	A3443		ALR TRAINING	A023	285.00	57.00	342.00	4211	301	285.00	first aid 2 x eca & vehicle
25/07/2022	100122931-2022-		AMAZON	A035	44.55	8.91	53.46	4112	201	44.55	reusable cable ties
19/07/2022	GB24HG108AEUI		AMAZON	A035	16.20	3.24	19.44	4021	102	16.20	desk tissues
20/07/2022	GB24INSX3AEUI		AMAZON	A035	10.79	2.16	12.95	4112	201	10.79	gorilla tape
31/07/2022	GB24R35KCAEUI		AMAZON	A035	20.29	4.06	24.35	4112	201	20.29	waterproof padlock
31/07/2022	59504		ABBOT FIRE	A054	103.75	20.75	124.50	4609	258	103.75	fire alarm serv Cem Lodge
27/07/2022	29367		AYLESBURY FIRE	A058	45.00	9.00	54.00	4162	250	45.00	minor alarm serv
27/07/2022	29368		AYLESBURY FIRE	A058	103.50	20.70	124.20	4161	250	103.50	drain down test LHSCC
11/07/2022	13673		ALLCOTT	A073	2,195.00	439.00	2,634.00	9068	901	2,195.00	Buck Comm Centre inspection
21/07/2022	49137CI		BUILDBASE	B013	24.30	4.86	29.16	4037	205	24.30	cuprinol
21/07/2022	49470CI		BUILDBASE	B013	14.86	2.97	17.83	4601	253	14.86	shingle, carcassing
01/07/2022	317895		BROWNS	B031	470.00	94.00	564.00	4112	201	460.00	mower mulch serial 444775372
								4112	201	10.00	mower mulch serial 444775372
11/07/2022	319233		BROWNS	B031	97.27	19.45	116.72	4035	205	97.27	Service stihl FS100R
19/07/2022	319514		BROWNS	B031	10.46	2.09	12.55	4037	205	10.46	plant food tube 2kg
01/07/2022	BMM/2212		BRACKLEY	B039	140.00	0.00	140.00	4278	303	140.00	Morris dance Cele Buck
31/07/2022	73628		CDS GROUP	C007	2,600.00	520.00	3,120.00	9002	901	2,600.00	drainage survey new cem
07/07/2022	KI-C151764D003		E-ON	E006	752.83	10.41	763.24	4159	250	752.83	june
11/07/2022	4325		FORTEM	F005	80.00	16.00	96.00	4041	102	80.00	hosting x 2 months
08/07/2022	133825		FR JONES	F010	287.95	57.59	345.54	4043	102	287.95	safety glasses, helmet - stihl
01/07/2022	16563123		FORD LEASE	F051	353.70	70.74	424.44	4063	205	353.70	vehicle rental KW19 NDD
26/07/2022	424		FABRICHINE	F058	180.00	36.00	216.00	4106	201	125.00	mesh panel CP MUGA
								4112	201	55.00	retap/supply new bolts CP MUGA
07/07/2022	23206		GANDERTON	G008	559.42	111.88	671.30	4063	205	559.42	Fuel
01/07/2022	649804		GRUNDON	G050	343.86	68.77	412.63	4033	205	343.86	whellie bins Unit 12
01/07/2022	649805		GRUNDON	G050	124.95	24.99	149.94	4033	205	124.95	LH Wheelie bins

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Buckingham Town Council

Appendix E

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PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 4

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
15/07/2022	19289		HERON	H009	69.50	13.90	83.40	4617	253	69.50	corex water safety signs
25/07/2022	19291		HERON	H009	693.20	138.64	831.84	4108	202	693.20	roundabout signs x 4
26/07/2022	12080		HEALTH	H011	1,741.67	348.33	2,090.00	4612	249	870.83	maint toilets
								4612	254	870.84	maint toilets
26/07/2022	1185		KING RAMPS	K008	1,750.00	350.00	2,100.00	4221	303	1,750.00	skate park comp
01/07/2022	4897		M2	M066	294.54	58.91	353.45	4709	254	294.54	chandos toilets plumbing
21/07/2022	7799253		NAMESCO	N015	16.99	3.40	20.39	4274	305	16.99	renewal discover.co.uk
21/07/2022	7799254		NAMESCO	N015	16.99	3.40	20.39	4274	305	16.99	renewal discover.uk
21/07/2022	7877116		NAMESCO	N015	109.99	22.00	131.99	4041	102	109.99	renewal .gov.uk
31/07/2022	232349		NATIONAL EXPRESS	N023	134.43	0.00	134.43	4253	305	134.43	national express sales
07/07/2022	119507		PARAGON	P008	15.00	3.00	18.00	4112	201	15.00	fencing pins
07/07/2022	119508		PARAGON	P008	31.25	6.25	37.50	4161	250	14.25	cable ties, tape ect
								4037	205	17.00	cable ties, tape ect
31/07/2022	120073		PARAGON	P008	382.92	76.58	459.50	4620	253	382.92	digger hire
31/07/2022	120074		PARAGON	P008	131.64	26.33	157.97	4620	253	131.64	skip loader hire
31/07/2022	120179		PARAGON	P008	6.08	1.22	7.30	4037	205	6.08	jubilee clips, tape
27/07/2022	134992		PEAR TECHNOLOGY	P043	365.00	73.00	438.00	4027	102	365.00	tree mapper s/wear support
01/07/2022	25140		RBS	R001	59.00	11.80	70.80	4027	102	59.00	MTD support 2022
05/07/2022	3145574		RSPB	R018	258.25	51.65	309.90	4276	262	258.25	Bird Boxes x 10
20/07/2022	BK206770-1		SLCC	S005	15.00	3.00	18.00	4023	102	15.00	New clerk webinar - CM
21/07/2022	QL201705-1		SLCC	S005	120.00	24.00	144.00	4023	102	120.00	Filca JB
01/07/2022	4871		SURE2DOOR	S010	466.62	93.32	559.94	4221	303	466.62	Fringe brochure delivery
01/07/2022	2518820840001		SSE	S019	106.30	5.32	111.62	4602	253	106.30	chapel b
01/07/2022	6418830830002		SSE	S019	128.76	6.44	135.20	4602	248	128.76	unit 12
12/07/2022	2/7		TRYUS	T001	400.00	0.00	400.00	4278	303	400.00	PA systems for Cele Buck day
01/07/2022	AFS885		TRAVIS	T010	13.63	2.72	16.35	4037	205	13.63	rollers. brushes
21/07/2022	AFT307		TRAVIS	T010	49.00	9.80	58.80	4043	102	49.00	work trousers x 2
21/07/2022	AFT444		TRAVIS	T010	26.02	5.20	31.22	4043	102	26.02	work trousers x 1
08/07/2022	270987337/22		TOTAL	T049	16.08	0.80	16.88	4052	102	16.08	feeder pillar june

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PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 4

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
08/07/2022	270987348/22		TOTAL	T049	109.77	5.49	115.26	4602	251	109.77	Chandos Toilets June
20/07/2022	3034		TS ELECTRICAL	T067	90.00	18.00	108.00	9051	901	90.00	install projector bracket
23/07/2022	23/7		UDO DOLZ	U007	100.00	0.00	100.00	4221	303	100.00	performance cattle pens fringe
25/07/2022	7285814		VIKING DIRECT	V001	38.81	7.76	46.57	4010	102	37.83	stat
								4010	102	0.98	stat
18/07/2022	PF CLLR BADGES		VAUGHTONS	V003	101.75	20.35	122.10	4501	125	101.75	councillor badges
25/07/2022	29354		YOUR SPRAY PAINTS	Y001	83.66	16.73	100.39	4112	201	83.66	spray paints
07/07/2022	516320338		ZURICH	Z001	1,376.91	0.00	1,376.91	4022	104	1,376.91	inspection contract
21/07/2022	CTB0002		ZEN SEETA	Z004	50.00	0.00	50.00	4278	303	50.00	doodle art cele buck
TOTAL INVOICES					18,971.44	3,159.71	22,131.15			18,971.44	

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PURCHASE LEDGER INVOICE LISTING

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Bought Ledger 1 for Month No 5

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
08/08/2022	10865450		ANGLIAN WATER	A015	808.80	0.00	808.80	4603	251	808.80	Chandos Park May - Aug
12/08/2022	10886926		ANGLIAN WATER	A015	72.47	5.51	77.98	4603	248	72.47	Unit 12 may - aug
15/08/2022	10899772		ANGLIAN WATER	A015	39.44	2.25	41.69	4603	248	39.44	unit 17 may - aug
15/08/2022	10899786		ANGLIAN WATER	A015	164.93	14.64	179.57	4160	250	164.93	may - aug
01/08/2022	A3316		ALR TRAINING	A023	80.00	16.00	96.00	4278	303	80.00	1st aid
01/08/2022	A3407		ALR TRAINING	A023	120.00	24.00	144.00	4221	303	120.00	first aid 1 x eca & vehicle
24/08/2022	A3498		ALR TRAINING	A023	100.00	20.00	120.00	4213	301	100.00	first aid 1 x eca and vehicle
01/08/2022	2022-278		AMAZON	A035	5.83	1.16	6.99	4112	201	5.83	key tags
01/08/2022	2022-278503826		AMAZON	A035	89.96	17.99	107.95	4042	301	89.96	TRANSPORT TROLLEY
01/08/2022	321681615-2022-		AMAZON	A035	7.53	1.51	9.04	4112	201	7.53	brass padlocks
01/08/2022	59417		ABBOT FIRE	A054	90.00	18.00	108.00	4606	251	90.00	fire alarm service Bowls Club
01/08/2022	4583		AB DESIGN	A062	1,810.00	362.00	2,172.00	4112	201	1,810.00	Bridge repair consult
01/08/2022	3946		BALC	B001	100.00	0.00	100.00	4269	103	100.00	code of conduct MT. SH
01/08/2022	3952		BALC	B001	90.00	0.00	90.00	4269	103	45.00	Grants/Funding AO
								4023	102	45.00	Grants/Funding NS
01/08/2022	49658CI		BUILDBASE	B013	18.15	3.63	21.78	4601	252	18.15	ballast, cement, sand
01/08/2022	49660CI		BUILDBASE	B013	14.49	2.90	17.39	4601	252	14.49	ballast, cement
11/08/2022	50427CI		BUILDBASE	B013	7.86	1.57	9.43	4112	201	7.86	spray paint (R Green)
01/08/2022	65293		BADGE CREATION	B020	144.00	28.80	172.80	4501	125	144.00	enamel badges councillors
31/08/2022	320689		BROWNS	B031	14.45	2.89	17.34	4112	201	14.45	adjustable lever
24/08/2022	1795520		BADGEMASTER	B035	25.50	5.10	30.60	4010	102	25.50	BTC badges
01/08/2022	2022/37/BTC		BLACK DOG DESIGN	B038	1,126.00	80.00	1,206.00	4221	303	1,126.00	fringe brochure
01/08/2022	73658		CDS GROUP	C007	6,300.00	1,260.00	7,560.00	9002	901	6,300.00	fee for amendments to design
01/08/2022	2027		CLOUDY IT	C073	889.60	177.92	1,067.52	4027	102	889.60	monthly hosting
01/08/2022	C151764D		E-ON	E006	208.97	10.45	219.42	4159	250	208.97	1-31/7
01/08/2022	19954		FESTIVE	F009	3,761.37	752.27	4,513.64	4201	301	3,761.37	year 2 of hire chrgs
01/08/2022	16699813		FORD LEASE	F051	365.49	73.10	438.59	4063	205	365.49	vehicle hire KW19 NDD
01/08/2022	23416		GANDERTON	G008	455.52	91.10	546.62	4063	205	455.52	fuel

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PURCHASE LEDGER INVOICE LISTING

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Bought Ledger 1 for Month No 5

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
01/08/2022	663637		GRUNDON	G050	106.87	21.37	128.24	4033	205	106.87	wheelie bins LHSCC
01/08/2022	663638		GRUNDON	G050	278.48	55.70	334.18	4033	205	278.48	wheelie bins depot
10/08/2022	1152		GM UTILITIES	G057	8,657.00	1,731.40	10,388.40	9050	901	8,657.00	Bridge No 4 repairs
01/08/2022	1154		GM UTILITIES	G057	3,828.38	765.67	4,594.05	4270	262	1,051.00	bridge repairs
								4601	252	2,777.38	bridge repairs
01/08/2022	1238		HUMAN CAPITAL DEPT	H005	880.25	176.05	1,056.30	4269	103	880.25	Equality/Diversity Training
18/08/2022	0038		HIGH STREET SAFARI	H006	632.33	126.47	758.80	4221	303	632.33	luminauts summer trail
25/08/2022	12186		HEALTH	H011	1,741.67	348.33	2,090.00	4612	254	870.83	toilet maintenance
								4612	249	870.84	toilet maintenance
09/08/2022	151890		JANITORIAL DIRECT	J013	98.53	19.71	118.24	4112	201	98.53	cleaning supplies
08/08/2022	031		MAKING TRAILS	M007	6,872.00	0.00	6,872.00	9066	901	6,872.00	swan sculpture trail
01/08/2022	1059487		MAINSTREAM	M061	54.90	10.98	65.88	4018	102	54.90	816801
01/08/2022	1059488		MAINSTREAM	M061	99.15	19.83	118.98	4018	102	99.15	816801
01/08/2022	1059489		MAINSTREAM	M061	51.90	10.38	62.28	4018	102	51.90	812872
01/08/2022	1059490		MAINSTREAM	M061	66.15	13.23	79.38	4018	102	66.15	812872
01/08/2022	1843296999		NALC	N001	64.39	12.88	77.27	4269	103	64.39	future communities 2021
01/08/2022	1865016829		NALC	N001	64.39	12.88	77.27	4269	103	8.62	Future Communities 2021
								4269	103	8.62	Future Communities 2021
								4269	103	47.15	future communities 2021
01/08/2022	3573796339		NALC	N001	43.09	8.62	51.71	4269	103	43.09	nalc training
01/08/2022	3573828879		NALC	N001	43.09	8.62	51.71	4269	103	43.09	nalc training
01/08/2022	7914151		NAMESCO	N015	186.99	37.40	224.39	4041	102	186.99	-tc.gov.uk
01/08/2022	7914152		NAMESCO	N015	59.46	11.89	71.35	4624	601	59.46	plan.uk
01/08/2022	94666		OAKPARK	O060	96.00	19.20	115.20	4161	250	96.00	call out LHSCC
22/08/2022	120884		PARAGON	P008	236.46	47.29	283.75	4709	255	236.46	digger hire/skip loader
25/08/2022	41300		PROJECT SOLUTIONS	P012	1,720.00	344.00	2,064.00	4023	102	1,720.00	signage/barrier training
01/08/2022	1720		PRESTON BISSET	P021	162.21	32.44	194.65	4122	262	162.21	fruit trees LH
10/08/2022	69240017		PHS	P051	182.17	36.43	218.60	4162	250	182.17	mats/waste disposal
10/08/2022	69240018		PHS	P051	17.55	3.51	21.06	4162	250	17.55	sanitary waste disposal

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PURCHASE LEDGER INVOICE LISTING

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Bought Ledger 1 for Month No 5

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
01/08/2022	140008		PAYROLL OPTIONS	P057	136.62	27.32	163.94	4030	102	136.62	monthly payroll
01/08/2022	QL201752-1		SLCC	S005	30.00	6.00	36.00	4023	102	30.00	gdpr - kmc
01/08/2022	QL201753-1		SLCC	S005	30.00	6.00	36.00	4023	102	30.00	gdpr - AB
01/08/2022	QL201754-1		SLCC	S005	30.00	6.00	36.00	4023	102	30.00	gdpr - ns
01/08/2022	SD102-1		SLCC	S005	347.00	69.40	416.40	4026	101	347.00	job ad TC
12/08/2022	2223130		SEAHAWKS	S007	47.00	0.00	47.00	4107	301	47.00	trophy and engraving
04/08/2022	100209		SPHERETECH	S008	177.78	35.56	213.34	4608	249	177.78	additional system A/C
01/08/2022	0005		SSE	S019	171.46	8.57	180.03	4602	248	171.46	unit 17 Jun - jul
01/08/2022	0006		SSE	S019	147.06	7.35	154.41	4602	248	147.06	unit 17 Jul - Aug
01/08/2022	4052		SPARKX	S050	374.50	74.90	449.40	4601	251	374.50	call out, repair chandos park
08/08/2022	BT310722		STEWKLEY	S057	718.41	0.00	718.41	4124	204	718.41	mowing
01/08/2022	BT310722-2		STEWKLEY	S057	223.08	0.00	223.08	4004	201	223.08	watering
01/08/2022	7300		THE INFLATABLES MK	T005	325.00	0.00	325.00	4221	303	325.00	inflatables LH fun day
11/08/2022	AFU345		TRAVIS	T010	16.77	3.36	20.13	4037	205	16.77	decorating items
11/08/2022	AFU467		TRAVIS	T010	6.38	1.28	7.66	4112	201	6.38	decorating items
08/08/2022	273737865/22		TOTAL	T049	36.56	1.83	38.39	4052	102	36.56	feeder pillar town
08/08/2022	273737876/22		TOTAL	T049	97.08	4.85	101.93	4602	251	97.08	chandos toilets july
11/08/2022	3078		TS ELECTRICAL	T067	2,730.00	546.00	3,276.00	4601	251	830.00	electrical work required
								4601	253	240.00	electrical work required
								4601	248	460.00	electrical work required
								4709	254	240.00	electrical work required
								4709	249	240.00	electrical work required
								9012	901	720.00	electrical work required
25/08/2022	3114		TS ELECTRICAL	T067	650.00	130.00	780.00	9012	901	650.00	jardines f/pillar elec work
23/08/2022	37503		TELESHORE GROUP	TO22	67.00	13.40	80.40	4601	253	55.00	breeze 5Litre
								4601	253	12.00	carriage
01/08/2022	7225408		VIKING DIRECT	V001	73.30	14.66	87.96	4010	102	71.32	7225408/10112074/Stationery
								4010	102	1.98	stat
23/08/2022	9105824		VIKING DIRECT	V001	71.25	14.25	85.50	4010	102	69.37	9105824/10112104/Stationery

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PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 5

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
								4010	102	1.88	stationery
25/08/2022	53741		VAUGHTONS	V003	107.75	21.55	129.30	4010	102	107.75	councillor name badges x 25
22/08/2022	818873		WICKSTEED LEISURE	W004	255.26	51.05	306.31	4601	252	255.26	outdoor gym signage
					TOTAL INVOICES						
					50,023.03	7,890.40	57,913.43			50,023.03	

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
Monday 26th September 2022

Contact Officer: Louise Stubbs, Interim Deputy Town Clerk

2022 grants update

1. Recommendations

- 1.1. It is recommended that Members note this report.

2. Background

- 2.1. Grants were awarded as part of the budget setting process in January 2022, with payments made in May 2022. £2000 was awarded to Transitions UK
- 2.2. The Town Council have been contacted by grants awardee Transitions UK, who state they have gone into liquidation.

3. Transitions UK

- 3.1. Transitions UK were awarded a one year 2022 – 2023 grant for the following purpose:

“Transitions UK’s Aspire Partnership Project supports vulnerable young people aged 14-21 who are at risk of offending or criminal exploitation. Our two-year mentoring and personal development programme offers alternatives to offending by providing positive role-models (volunteer mentors), personal development opportunities and positive life experiences to develop a life-path with attainable goals. We will offer around 6 hours of support per week per young person, year-round (c.300 hrs/yr) through a blended face-to-face and online service. Partnering with SOFEA will ensure beneficiaries have guaranteed employment opportunities and training for 3-4 months which will enhance their CVs for best future prospects.”

How many will benefit: “6 in Buckingham (Part of a wider project across Milton Keynes area – 25 young people, but we are not seeking funding for this.)”

- 3.2. Transitions were awarded £2,000 which was paid to them in May 2022.

- 3.3. Transitions UK sent us the following request in July 2022:

“Firstly, please accept our apologies that things have not gone as planned. We have grown a little too quickly and some things have gone a little awry. In our application to yourselves, we promised support for six young people in Buckingham. We cannot currently offer this, due to obligations promised prior to communication with yourselves. What we are committed to is six young people in the villages surrounding Buckingham, 21 in and around Milton

Keynes and two in Buckingham. We measure our beneficiaries' location by their home address but we know from experience that where our young people (should) attend school/college and where they engage in anti-social and illegal activities is often in the areas surrounding their home. So we are confident that by providing the support that we do, we will be benefitting Buckingham.

We started this expansion earlier this year but have been slowed by referral pathways that have taken longer to establish than planned and long-term illness of our Hub Co-ordinator. Due to restructuring within the charity, we will redeploy a Hub Co-ordinator to focus on Milton Keynes and Buckingham from September, with another supporting the villages around your town. These two members of staff will work together to develop referral pathways and support for our beneficiaries.

The funding that you have provided represents the approximate cost of supporting one young person for a year.

We have a successful hub, supporting 20 young people, operating in South Bucks (Aylesbury, Chesham, High Wycombe and surrounds) with huge demand for expansion of places there. We are seeking funding to make this possible. We also anticipate provision in your area growing over the coming years.

We hope that all of this will reassure you that we have a plan, the ability to deliver this plan and that it will sufficiently benefit Buckingham for the investment you have made."

3.4. The decision was made by the former Town Clerk that the revised plan to only support one young person, rather than 6, was insufficiently similar to the original application. Transitions UK were informed in writing that the grant was withdrawn and that the grant must be repaid.

3.5. The grant was not repaid over the summer. Last week the Council received the following email:

"I am sorry to have to tell you that Transitions UK has gone into liquidation. I do not have any details to share with you of what the next steps will be. We have appointed an insolvency practitioner and I hope that they will be in touch with you in due course" [regarding the repayment of the grant].

3.6. The Town Council will take what steps it can to claim the money from the insolvency practitioner.

**BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY**

Contact Officer: Louise Stubbs, Interim Deputy Town Clerk

Town Clerk Wig

1. Recommendations

- 1.1. It is recommended that Members agree to the swap of a suitably sized Town Clerk wig if possible, or if not, the purchase of a Town Clerk Wig at £491.45 to be paid for from budget code: **132/4500 Future Planning/Contingencies**

2. Background

- 2.1. Buckingham Town Council Clerk traditionally wears a wig at ceremonial occasions. With the varying head sizes of Town Clerks, the Council has occasionally purchased a new wig or swapped the wig with another town to ensure the wig fits the Clerk.
- 2.2. The Town Clerk wig is too large for the current Clerk and a smaller one needs to be acquired.

3. Budget

- 3.1. It is **RECOMMENDED** that the Council aims to swap the Clerk wig with another Council that has one of a suitable size and in good condition.
- 3.2. If this is not possible, it is **RECOMMENDED** that a Town Clerk wig is purchased for £491.45 to be paid for from budget code: **132/4500 Future Planning/Contingencies**

Item	Cost (Excl. VAT)
Town Clerk Wig and delivery	£491.45
Total	£491.45

- 3.3. Estimated delivery for the new wig would be up to 6 weeks so would hopefully arrive in time for Remembrance Sunday.

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	Feedback from the public meeting is to be added to the website. 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.
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 2022/2022
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. It is hoped that a final report will be ready for late Summer 2022.
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.
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	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. Example: Tetrapack water 'bottles' have been purchased for staff use at this year's Celebrate Buckingham.
17.	Implement waste education and promotional campaigns	Number of interactions through social media and with groups including schools	Resources Committee	2021'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. The Office Apprentice ran a Recycling Mosaics competition with the Buckingham School to create artworks for display in the Tourist Information Centre.
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 Buckinghamshire Council and the Town Council to discuss how 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.
28.	Advise residents on steps to increase resilience	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	
29.	Promote the community flood warden scheme	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	