



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
VERNEY CLOSE, BUCKINGHAM MK18 1JP

Telephone/Fax: (01280) 816 426

Email: office@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

FULL COUNCIL

Thursday, 19 January 2023

Councillors,

You are summoned to an Extraordinary meeting of the Full Council of Buckingham Town Council to be held on **Tuesday 24th January 2023** 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. Motion from Cllr. Gateley to be Proposed by Cllr. Schaefer

The Lord Lieutenant of Buckinghamshire, Countess Howe, has requested that the County Civic Service, to be held during the afternoon of Sunday May 7 to celebrate the Coronation of HM King Charles III, should be held at Buckingham Parish Church. This represents a great honour for our town. I therefore propose that Buckingham Town Council supports this plan, and that we work alongside the Lieutenancy and Buckingham Parish Church to plan and deliver this historic event.

Letter from the Lord Lieutenant.

[Appendix A](#)



Twinned with Mouvaux, France;  Neukirchen-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.

4. New cemetery consultation

To receive a written report from the Town Clerk

[FC/135/22](#)

5. Budget 2023-2024

5.1. To receive a written report from the Town Clerk

5.2. Draft Budget 2023 – 2024

[FC/136/22](#)
[Appendix B](#)

6. Chair's announcements**7. Date of the next meeting:**

Precept: Monday 30th January 2023

Interim: Monday 27th February 2023

Full Council: Monday 20th March 2023

To:

All Councillors



The Countess Howe
HM Lord-Lieutenant of Buckinghamshire

The Lord-Lieutenant, as His Majesty's representative in the county of Buckinghamshire is looking forward to hosting a special service at 2pm on Sunday 7th May 2023 in celebration of the Coronation of His Majesty King Charles III. The Lord-Lieutenant is keen to involve different areas of the County and has identified Buckingham Parish Church as the perfect venue for this historic occasion.

The initial scope of the service will be led by Buckinghamshire Lieutenancy Office in conjunction with Buckingham Parish Church, and whilst there is no expectation on Buckingham Town Council to co-ordinate the planning of the service the Lieutenancy welcomes suggestions and ideas, to make this a truly inclusive event.

Invited guests will include civic dignitaries, faith group representatives, deputy lieutenants and youth group representatives as well as the local congregation and wider community.

Buckingham Town Council
Full Council
Tuesday 24th January 2022

Contact Officer: Claire Molyneux, Town Clerk

Cemetery, Depot and Allotments Consultation

1. Recommendations

- 1.1. It is recommended that Members note the result of the cemetery consultation which evidenced broad public support for proceeding with the provision of a new cemetery but did not show broad public support for raising the precept by £68,000 to cover the cost of the loan repayments.
- 1.2. It is recommended the Buckingham Town Council proceed with the purchase of the land off the A421.
- 1.3. It is recommended that Buckingham Town Council do not add the additional £68,000 for public works loan board repayments to the precept.
- 1.4. It is recommended that the budget changes detailed in Part 3 of this report be implemented.
- 1.5. It is recommended that the Environment Committee be asked to reevaluate the scope of the proposed works and consider the option to split the project into two phases –
Phase 1 being the external works needed to have a functioning cemetery and allotments. The aspiration is to start Phase 1 in the coming financial year.
Phase 2 which will include the depot building and public toilet to be re-costed and implemented at a future date when the national financial situation has stabilised.

2. Background

- 2.1. On the 28th November, Full Council agreed the recommendation of the Environment Committee to carry out a public consultation on Option 3 of the proposed cemetery, depot and allotment plans (Option 3 was the most expensive option and included an operational depot building).
- 2.2. This consultation concluded on the 19th of January and the results were:

Are you in favour of Buckingham Town Council proceeding with the provision of a new cemetery, maintenance depot and allotments on land off the A421?
Yes – 67% No – 33%

Are you in favour of Buckingham Town council proceeding with the provision of a new cemetery, maintenance depot and allotments on land off the A421, if it includes a Council Tax precept increase of 7.2%? This is the equivalent of an additional £68,000 a year for the purpose of the annual loan repayments.
Yes – 42% No – 58%

2.3. The consultation was consistent with the Public Works Loan Board (PWLB) guidelines set by the Department for Levelling Up, Housing and Communities.

2.4. The consultation was promoted online, through social media, notice boards and posters, the library, Tourist Information Centre and Lace Hill Centre as well as a number of pop-up displays and drop ins.

2.5. 254 responses were received in total, but only 212 were valid.

3 had no address given
 5 were repeat submissions
 1 was from a business address
 1 was a staff test
 32 were from outside of the Parish and therefore not eligible as the respondent would not be paying the increased precept.

The removal of the above responses did not affect the overall result.

2.6. There was nothing to suggest any fraud and no other irregularities.

2.7. In order to meet the criteria for the loan the PWLB would expect at least 50% of consultees to have answered yes to both questions.

3. Budget

3.1. It is recommended that the additional £68,000 towards PWLB cemetery repayments not be added to the 2023-2024 precept.

3.2. It is recommended that the existing budget line 253/4619 – New Cemetery Repayments which was introduced to the budget in 2019 be renamed Cemeteries Development.

3.3. It is recommended that the Cemeteries Development budget line be precepted for at £69,647 (this would be the £58,647 which has always been on the draft precept, plus a saving of £11,000 from budget line 104/4022- Insurance. This saving is possible because the renewal quote for the insurance has now been received and is less than was estimated).

4. Recommended Working Strategy

4.1. The consultation evidenced clear support for the development of the new cemetery, however there was less support for raising the precept by the 7.2%. Therefore, it is recommended to split the project into two phases. The first phase would end with a working cemetery and allotments. Phase two

would add a building including depot and public toilet when the financial situation is more stable.

- 4.2. It is recommended the Council continue with the purchase of the land (The money for this has already been raised and is in an ear-marked reserve). At the same time the Environment Committee will consider and finalise reduced Phase 1 plans for recommendation to Full Council.
- 4.3. If the reduced project still requires a rise to the 2024-2025 precept, the Council can reasonably reconsult the public on a much reduced increase. This would demonstrate that the Council has listened to public opinion and acted.
- 4.4. The aim is to apply for a public works loan in late spring 2023. If agreed the Council would have six months to make the first repayment which would be paid for from the Cemeteries Development budget. This would be possible as PWLB repayments are made twice annually and so only half a year's money would be required.
- 4.5. The aim would be to have the new basic cemetery and allotments ready before the Brackley Road cemetery runs out of spaces.

Buckingham Town Council

Resources Committee

Monday 16th January 2023

Contact Officer: Claire Molyneux, Town Clerk

Proposed Budget and Precept for 2023/2024

1. Recommendations

- 1.1. That the 2023/24 budget as set out in Appendix B be recommended to the Precept meeting.
- 1.2. That the precept meeting be recommended to increase the precept from **£942,773 to £1,164,561 at a cost of £208.74 per Band D household**. This is an increase of 63p per week or 18.78% from the current level of £175.74.
- 1.3. To note the overspend prediction of 1.12% or £11,100.
- 1.4. To agree the reduction to the ear-marked reserves (detailed in paragraph 4.6) in order to increase the estimated general reserve to £287,834.
- 1.5. To note that the budget recommended by the Resources Committee has been amended by the removal of the £68,000 cemetery costs and the transfer of £11,000 from budget to 104/4022 – Insurance to 253/4619 – Cemetery Development.
- 1.6. To recommend that the total funding requirement for 2023/24 to be levied on Buckinghamshire Council be set at £1,164,561.

2. Proposed Budget Summary

	2022/2023		2023/24
	Budget	Forecast	Proposed Budget
Resources			
Income	£ 1,976	£ 8,605	£ 4,355
Expenditure	£ 386,531	£ 400,693	£ 455,838
Total	£ 384,555	£ 392,088	£ 451,483
	OVERSPEND	-£ 7,533	
Environment			
Income	£ 117,713	£ 106,556	£ 115,276
Expenditure	£ 539,097	£ 540,459	£ 636,707
Total	£ 421,384	£ 433,903	£ 521,431
	OVERSPEND	-£ 12,519	
Town Centre & Events			
Income	£ 49,501	£ 42,166	£ 43,133
Expenditure	£ 192,067	£ 173,598	£ 189,863
Total	£ 142,566	£ 131,432	£ 146,729
	UNDERSPEND	£ 11,134	
Planning			
Income	£ -	£ -	£ -
Expenditure	£ 40,255	£ 42,436	£ 44,918
Total	£ 40,255	£ 42,436	£ 44,918
	OVERSPEND	-£ 2,181	
TOTAL			
Income	£ 169,190	£ 157,327	£ 162,765
Expenditure	£ 1,157,950	£ 1,157,187	£ 1,327,326
Total	£ 988,760	£ 999,860	£ 1,164,561

**TOTAL
OVERSPEND -£11,100.09**

3. Background

- 3.1. 2022/23 has been an extremely difficult year with unprecedented price rises due to inflation and world events. Buckingham Town Council have managed to keep the overspend to 1.12% or £11,100 however the price increases during this financial year will have a roll-on impact into the next financial year.
- 3.2. This year, the Council Tax base figure provided by Buckinghamshire council has increased by 214.35 to 5,579.04.

4. Reserves

- 4.1. As of 31 March 2022, coincidentally, both earmarked reserves and general reserves were £370k. As of January 2023, remaining earmarked reserves are £310k and general reserves are estimated at £271k.

- 4.2. The current general reserve is estimated as:

£370k General Reserves as at 31/03/22
 -£88k Was moved from general reserve to Earmarked Reserves for 22/23
-£11k Assumed Overspend for 22/23
 £271k Estimated General Reserves at 31/03/23

- 4.3. The Joint Panel on Accountability and Governance (JPAG) advise that *any authority with Net Revenue Expenditure (NRE) in excess of £200,000 should plan on 3 months equivalent General Reserve, although it is important that each authority adopt, as a General Reserve policy, the level appropriate to their size and situation and plan their Budget so as to ensure that the adopted level is maintained.*¹
- 4.4. At the last precept meeting the Council agreed a policy to keep 4-5 months expenditure in the general reserve. However, with the above changes and the proposed significant expected increase in expenditure the estimated general reserve at the end of this year will be less than three months. It is therefore recommended to make the below changes in order to move more money into the general reserve.
- 4.5. **General reserves** are funds held to meet unexpected expenditure. It is the remaining balance after deducting earmarked reserves and scheduled/budgeted expenditure from total balances held. **Earmarked reserves** are funds set aside for a particular purpose such as planned capital expenditure; buying or repairing equipment; or saving towards a specific future expenditure (e.g., election costs). It is **NOT** permitted to stockpile earmarked funds without an expectation of it being spent within an agreed timescale, as this may be considered an overcharge on the precept.

¹ Joint Panel on Accountability and Governance (JPAG), (2021). Governance and Accountability for Smaller Authorities in England

4.6. Proposed movement from EMR to General reserve.

Cost Code	Reserve name	Current reserve	Amount to move to general reserve
9004	Solar panels at lace Hill	£6,379	£6,379
9006	Speedwatch	£598	£598
9013	Youth Projects	£3,000	£3,000
9027	Green Buckingham	£191	£191
9045	Access for all	£251	£251
9051	Office Development/Furniture	£1,696	£1,000
9055	River Rinse	£250	£250
9061	Covid Bounce Back Events	£906	£906
9071	Community Service	£2,769	£2,769
9073	Tourism Events	£700	£700
9075	Recruitment	£1,000	£790
	TOTAL		£16,834

5. Other Options

5.1. *Maintain the current charge of £175.74 per band D property and reduce the precept through reducing budgets.*

This would require the total precept being reduced by £184101. This level of savings would need to be identified in the proposed budget and would involve extreme cuts to services. No other cuts have been identified as desirable during multiple committee reviews.

5.2. *Maintain the current charge of £175.74 per band D property and reduce the precept through using the General Reserve.*

As discussed above this is not a sensible option.

5.3. *Make further savings on the current budget*

This budget has been scrutinised by the relevant committees over the last three months and no further cuts have been identified. Where there are no other factors at play an increase of 5.9% has been assumed. It is not recommended to budget for less than this assumption, as another volatile year could leave the Council dangerously short of funds. This budget runs until March 2024 and with the world situation so unsettled and the general reserve already lower than ideal the Council needs to be prepared.

6. Staffing

- 6.1. The Council has agreed for each committee to report and budget for staffing under one heading. In this way, it is not possible to identify the salaries paid to any individuals. However, the Council's staffing structure, including the salary ranges of each post, are published, in line with the Transparency Code and are shown in on the website. The Town Council pays staff using the National Joint Council for Local Government Services pay scale and agreed annual increases. The agreed inflationary increase for all staff for 2022/23 was a flat £1,925 which was significantly more than the 3.5% budgeted for. An increase of 5.9% has been assumed in 2023/24.
- 6.2. Staff appraisals were carried out by line managers in line with staff contracts during October 2022. Where staff have performed satisfactorily, salaries will rise by one increment point, and by an additional increment point where exemplary performance has been delivered. Staff already at the top of their range are only eligible for an inflationary increase.

Town Centre Events Committee Budget 2023 - 2024

Budget Code	Cost Centre	Name	Description	Budgeted Expenditure 2022 - 2023	Predicted Expenditure 2022 - 2023	Budgeted Income 2022 - 2023	Predicted income 2022 - 2023	Recommended budgeted expenditure 2023 - 2024	Recommended budgeted income 2023 - 2024	Reason
301	1013	Hanging Baskets income				£ 431	£ 431		£ 456	Agreement in place
301	1028	Lace Hill events income				£ 1,077	£ 800		£ 847	Partners have less to spend, low chance of raising stall fees inline with inflation
301	1029	Good ending fair							£ -	Event no longer planned to take place
301	1062	Community Fair income				£ 215	£ 190		£ 230	Estimated rise in line with inflation
301	1066	Comedy Night income				£ 3,233	£ 1,300		£ 1,500	Reduced as smaller event planned
301	1069	Charter Fairs income				£ 7,189	£ 7,233		£ 7,660	Linked to 3-year RPI. Final figure TBC.
301	1091	Events sponsorship income				£ -	£ 360		£ 50	Aim to secure Pancake Race sponsor
		Events stalls income							£ 800	Sale of pitch fees at Bonfire & Fireworks and Christmas Lights Switch On
301	3997	NI TC&E		£ 5,400	£ 3,271			£ 4,323		Estimate only, subject to national pay negotiations and Government budget
301	3998	Pensions ERS TC&E		£ 13,696	£ 14,166			£ 19,863		Estimate only, subject to national pay negotiations. Staff auto-enrolled
301	3999	Salaries TC&E		£ 74,340	£ 74,340			£ 79,743		Estimate only, subject to national pay negotiations
301	4042	Events equipment		£ 1,000	£ 1,000			£ 1,000		No requirement to increase this budget
301	4094	Youth Projects	Play around the parishes and basketball	£ 3,152	£ 3,030			£ 3,485		Quoted increase higher than inflation plus two additional basketball sessions
301	4104	Town in Bloom	Planters, hanging baskets, Buckingham in Bloom contest	£ 10,000	£ 8,718			£ 9,000		Previously underspent and still in contract for main costs, reducing price rise.
301	4107	Pride of Place	Buckingham in Bloom contest	£ 270	£ 47			£ 60		Actual spend plus inflationary increase
301	4115	River Rinses	x 2	£ 431	£ 360			£ 450		Skip hire - large percentage increase as effected by fuel and waste management costs
		Small events						£ 300		Merged budget lines for Pancake Races, May Day and Scout Parade. Budget for Art events added
301	4166	Lace Hill events	Easter, Summer Fun Day, Halloween and Winter events	£ 2,541	£ 2,540			£ 1,500		Reduced as there will not be an additional Jubilee Event this year.
301	4201	Christmas Lights	Installation, hire, replacements, feeder pillar repairs	£ 11,856	£ 11,667			£ 12,800		High levels of expected price rises
301	4202	Fireworks display		£ 5,800	£ 5,390			£ 6,600		High levels of expected price rises after consulting with provider
301	4203	Community Fair		£ 431	£ 258			£ 490		Based on quoted price rises
301	4205	Christmas Parade		£ 4,098	£ 4,098			£ 5,000		Estimated RPI increase plus additional traffic management costs.
301	4207	Remembrance Parade	Contribution towards screen hire	£ 1,000	£ 1,018			£ 1,030		Screen hire cost likely to rise due to contractor fuel costs. Road closure cost was not budgeted for this year.
301	4208	Spring Fair		£ 526	£ 297			£ 300		Based on previous expenditure
301	4210	Pancake Race		£ 84	£ 84			£ -		Merged budget line with small events
301	4211	BandJam		£ 4,023	£ 4,030			£ 4,462		Estimated RPI increase. Payment towards Music in the Market and BandJam equalised
301	4212	Christmas Lights Switch On		£ 2,627	£ 2,348			£ 3,000		High levels of expected price rises eg stage
301	4213	Dog Show		£ 620	£ 310			£ 700		Last years event cancelled so expenditure unusually low. High levels of expected price rises
		Dog Show income							£ 125	Addition of income line for Dog Show
301	4216	May Day		£ 53	£ -			£ -		Merged budget line with small events
301	4220	Music in the Market		£ 4,403	£ 4,410			£ 4,462		Estimated RPI increase. Payment towards Music in the Market and BandJam equalised

Environment Committee Budget 2023 - 2024

Budget Code	Cost Centre	Name	Description	Budgeted Expenditure 2022 - 2023	Predicted Expenditure 2022 - 2023	Budgeted Income 2022 - 2023	Predicted income 2022 - 2023	Recommended budgeted expenditure 2023 - 2024	Recommended budgeted income 2023 - 2024	Reason
201	3995	NI Environment		£ 17,139	£ 20,418			£ 20,582		Estimate only, subject to national pay negotiations and Government budget
201	3996	Pensions ERS Environment		£ 47,391	£ 55,521			£ 57,963		Estimate only, subject to national pay negotiations. Staff auto-enrolled
201	4004	Salaries environment		£ 201,836	£ 225,199			£ 230,926		Estimate only, subject to national pay negotiations
201	4068	Community Service	Community Payback scheme	£ 11,006	£ 4,000			£ -		Agreed to end scheme
201	4112	Environment Equipment	General Environment equipment and sudries	£ 9,688	£ 9,688			£ 10,260		Predicted 5.9% Increase
201	4168	Defibrillators	Service and maintenance of AED's	£ 518	£ 518			£ 518		Can be held
202	1051	Roundabout 1 Sponsorship	Sponsor agreement			£ 2,288	£ 2,288		£ 2,576	increase of 12.6% (RPI) as per the sponsorship agreements (from budgeted income)
202	1052	Roundabout 2 Sponsorship	Sponsor agreement			£ 1,219	£ 1,219		£ 1,373	increase of 12.6% (RPI) as per the sponsorship agreements
202	1053	Roundabout 3 Sponsorship	Sponsor agreement			£ 2,002	£ 333		£ 2,254	increase of 12.6% (RPI) as per the sponsorship agreements
202	1054	Roundabout 4 Sponsorship	Sponsor agreement			£ 2,551	£ 2,551		£ 2,872	increase of 12.6% (RPI) as per the sponsorship agreements
202	1056	Rouncabout 6 Sponsorship	Sponsor agreement			£ 2,718	£ 1,386		£ 3,060	increase of 12.6% (RPI) as per the sponsorship agreements
202	1057	Roundabout 7 Sponsorship	Sponsor agreement			£ 1,386	£ 1,386		£ 1,561	increase of 12.6% (RPI) as per the sponsorship agreements
202	4108	Roundabout Expenditure	New and replacement signage	£ 1,366	£ 2,105			£ 2,110		Three new sponsors this year and potential for three more next year
203	4082	Allotments	Fundig for Bourton Road Allotments	£ 2,101	£ 2,101			£ 2,101		Can be held
204	1017	Devolved services income	Buckinghamshire Highways devolved services agreement			£ 20,964	£ 20,992		£ 20,992	No movement on any increase from Buckinghamshire Council
204	4124	Devolved services expenses	Social enterprise grass cutting	£ 7,500	£ 5,600			£ -		Agreed to end scheme
205	4033	Waste disposal	Waste collection for parks and buildings	£ 3,000	£ 5,100			£ 5,610		Increased recycling and increased rubbish collection
205	4035	Machinery	Servicing and replacment Grounds equipment	£ 2,500	£ 2,500			£ 2,650		Predicted 5.9% increase
205	4036	Fuel (Mower)	Fuel for mowers and grounds maintenace equipment	£ 1,200	£ 1,900			£ 2,300		Red diesel no longer available and increase in price
205	4037	Sundries	Grounds maintenance sundries	£ 2,606	£ 2,606			£ 2,750		Predicted 5.9% increase
205	4063	Vehicle hire and running costs	Fuel, servicing and repairs of 3 vehicles	£ 16,884	£ 12,500			£ 7,000		No vehicle hire this year, just running costs for three vehicles and fuel for two vehicles. Some of running cost has gone to electric bill. 10% due to fuel costs
248	4013	Depot Equipment purchase	Equipment and sundries for depot	£ 4,070	£ 4,070			£ 4,070		Electrical work and Welfare to come
248	4055	Depot Alarm	Service and upkeep of alarm system	£ 431	£ 431			£ 500		Slight increase
248	4225	Depot Rates	Business rates	£ 4,412	£ 4,142			£ 4,556		Will rise with Septembers CPI - 10.1%
248	4601	Depot Repairs & maintenance fund	repairs and maintenace of the depot	£ 840	£ 840			£ 900		
248	4602	Depot Electricity	2 electricity supplies 1 for building and one for EV charging	£ 1,000	£ 2,000			£ 2,000		Inceased standing charges, electricity costs and additional EV charging. Fixed until Sept 2025
248	4603	Depot Water	Water supply	£ 850	£ 500			£ 550		Previously overbudgeted
249	1085	Shopmobility income	Hire of scooters			£ 40	£ 200		£ 200	Likely to be held
249	4602	Shopmobility Electricity	electric supply	£ 518	£ 518			£ 600		Predicted increase
249	4603	Shopmobility Water	water supply	£ 518	£ 518			£ 600		Predicted Increase
249	4608	Shopmobility expenditure	service of scooters etc.	£ 1,077	£ 1,077			£ 1,250		Predicted 5.9% increase
249	4612	Contractor charge	Toilet cleaning and maintenance	£ 9,600	£ 9,600			£ 10,560		10% predicted
249	4709	Maintenance	Shop mob and toilets	£ 539	£ 565			£ 600		Slight overspend - Predicted increase
250	1026	Lace Hill Community Centre Income	Hall's and pitch hire			£ 45,929	£ 39,000		£ 40,250	This was unrealistically budgeted and the target will not be met. Uplift at 5.9%
250	1027	Solar income	export of un-used electricity			£ 2,000	£ -		£ -	Eon will not even engage in order to change the meter. However only offering around 3p per unit so best case wouldn't make half of what has been budgeted.
250	4050	Lace Hill playing fields	pitch maintenance	£ 500	£ 500			£ 550		Realistic increase
250	4118	Solar panels	panel and system maintenace	£ 362	£ 362			£ 380		Service costs
250	4158	Lace Hill gas	gas supply for heating and hot water	£ 4,202	£ 4,202			£ 4,202		Fixed prices until July 2025
250	4159	Lace Hill electricity	electrcity supply	£ 1,500	£ 6,384			£ 7,660		Massively underbudgeted and increased costs. Solar panels have decreased chargeable usage by 2/3rds. However 20% uplift realistic.
250	4160	Lace Hill water	water supply	£ 300	£ 350			£ 385		10% predicted
250	4161	Lace Hill repairs & Maintenanc	repairs and maintenance for building	£ 3,707	£ 3,707			£ 3,707		Frozen for this year
250	4162	Lace Hill contractor charge	Planned maintenance costs	£ 6,800	£ 6,800			£ 7,200		Alarm and other servicing costs
250	4163	Lace Hill alarm	maintenance of alarm system	£ -	£ -			£ -	£ -	Move into 4162
250	4164	Lace Hill equipment	supply of equipment and sundries	£ 3,717	£ 3,717			£ 3,000		Planned reduction in costs
250	4225	LH Rates	Business rates	£ 10,072	£ 9,731			£ 10,704		Will rise with Septembers CPI - 10.1%
251	1030	Bowls Club Lease income	Lease agreement			£ 592	£ 592		£ 627	At 5.9 - Subject to rent review
251	1035	Tennis Club Lease income	Lease agreement			£ 674	£ 674		£ 714	At 5.9 - Subject to rent review
251	4601	Repairs & maintenance fund	Chandos Park maintenance	£ 3,570	£ 3,570			£ 3,780		Predicted at 5.9

Environment Committee Budget 2023 - 2024

Budget Code	Cost Centre	Name	Description	Budgeted Expenditure 2022 - 2023	Predicted Expenditure 2022 - 2023	Budgeted Income 2022 - 2023	Predicted income 2022 - 2023	Recommended budgeted expenditure 2023 - 2024	Recommended budgeted income 2023 - 2024	Reason
251	4602	Electricity	Chandos Park toilets electric supply	£ 539	£ 1,600			£ 1,600		Massively underbudgeted for this year. Now fixed until 2025
251	4603	Water	water supply	£ 1,346	£ 2,000			£ 2,120		5.9% increase however this cost is being investigated and will be clarified.
251	4606	Bowls Club Maintenance	bulding maintenance	£ 2,000	£ 2,469			£ 2,120		5.9% on the budgeted as the overspend is due to one of electrical upgrade This is considerably higher than the current rent
252	4601	Bourton Park repairs & maintenance fund	Park maintenace	£ 7,839	£ 7,839			£ 8,300		Predicted 5.9%
253	1041	Burial fees	Cemetery fees income			£ 24,000	£ 24,000		£ 27,050	Uplift of RPI (12.6%).
253	4225	Rates	Business rates	£ 500	£ 959			£ 1,056		Rebate issued but still higher than expected. To be further investigated
253	4265	New cemetery maintenance	New Cemetery maintenance	£ 3,500	£ 3,500			£ 3,500		Planned fencing works as soon as land purchased. To be held.
253	4601	Repairs & maintenance fund	Current Cemetery maintenance	£ 4,198	£ 4,198			£ 4,445		New burial equipment needed - increase by 5.9
253	4602	Electricity	Cemetery electricity supply	£ 250	£ 800			£ 960		20% increase predicted. Contract too small to move supplier.
253	4617	Memorial testing	Testing and repairs of memorials	£ 2,156	£ 2,156			£ 2,156		Costs held
253	4619	Cemeteries Development	Cemeteries Development	£ 58,647	£ 22,000			£ 69,647		Current budgeted cemetery preperation costing - was used to pay for new truck.
253	4620	Expenses for burial duties	Burial costs	£ 5,175	£ 5,175			£ 5,510		6.5% rise as costs such as digger hire expected to rise more than 5.9%
254	4612	Chandos Toilets Contractor charge	Cleaning and maintenace	£ 10,736	£ 10,736			£ 11,810		10% contractor increase predicted.
254	4709	Chandos Toilets Maintenance	Building and toilets maintenace	£ 1,077	£ 1,077			£ 1,185		10% increase - as was reduced last year incorrectly
255	1039	COMMUNITY FUNDING	Temporary budget line for funding income			£ -	£ 3,600	£ -	£ -	Heart of Bucks and Waitrose funding (to be spent) will not be repeated.
255	4120	Friends of Groups	Includes insurance	£ 1,077	£ 1,077			£ 1,140		Predicted 5.9% Increase
255	4709	MAINTENANCE	Railway Walk and Castle Hill	£ 1,035	£ 1,035			£ 1,096		Predicted 5.9% Increase
256	4066	Grenville garage rent	Storage of signage and cones etc.	£ 722	£ 722			£ 765		Predicted 5.9%
258	1061	Cemetery Lodge rental income	Rent with management fee taken off			£ 11,350	£ 8,335		£ 11,747	3.5% predicted at this time, but a rent review is ongoing. Some maintenance costs included
258	4034	Cem Lodge PWLB repayments inc. interest	PWLB repayments	£ 4,072	£ 4,702			£ 4,702		Typo on last year's budget. Correct figure is £4702 (and will remain the same)
258	4609	Cemetery Lodge maintenance	Building maintance cost	£ 3,105	£ 3,105			£ 3,105		Can be held as lots of work work done this year - Some costs have come from 258/1061
260	4100	CCTV maintenance	Mobile unit and fixed cctv data and maintenace costs	£ 3,400	£ 2,500			£ 2,500		Can be reduced.
261	4085	Community Centre Structural repairs	Building maintenace costs	£ 7,000	£ 12,000			£ 15,000		Dependent on fire survey and structural surveys. Overspend predicted if fire engineer report agreed.
261	4091	Chamber	Chamber maintenance costs	£ 1,051	£ 1,051			£ 1,051		Can be held
262	4101	Seats and bins	Repacment and maintenace cost for BTC dog and litter bins around town	£ 1,483	£ 1,550			£ 1,605		Overspend due to need to replace additional Dog bin
262	4102	Dog bins	Bin emptying contract	£ 4,502	£ 4,502			£ 4,660		Predicted increase 5.9%
262	4106	Play area maintenance	Maintenance of all play areas	£ 5,266	£ 5,266			£ 5,450		Predicted increase 5.9%
262	4122	Tree works	Tree works budget for all BTC areas	£ 17,000	£ 17,000			£ 17,600		Predicted increase 5.9%
262	4270	Bridges	Bourton Park Bridge repairs	£ 2,066	£ 2,066			£ 45,000		Budget for cost of removing Bridge 2. Estimate only
262	4275	Play area replacement fund	Play area replacement budget to be put into reserve fund	£ 5,000	£ 5,000			£ 5,000		Budget straight to to EMR
262	4276	Tree wardens	To fund tree warden activities	£ 1,035	£ 1,035			£ 1,100		Predicted 5.9% increase
TOTALS				£ 539,097	£ 540,459	£ 117,713	£ 106,556	£ 636,707	£ 115,276	
Budget 2022				£ 421,384						
Predicted actual spend 2022				£ 433,903			Budget 2023	£ 521,431		
ACTUAL OVERSPEND				-£ 12,519	-£ 0		BUDGET increase	£ 100,047		
					Budget to budget percentage increase			23.74%	Actual increase	20.17%

Resources Committee Budget 2023 - 2024

Budget Code	Cost Centre	Name	Budgeted Expenditure 2022 - 2023	Predicted Expenditure 2022 - 2023	Budgeted Income 2022 - 2023	Predicted income 2022 - 2023	Recommended budgeted expenditure 2023 - 2024	Recommended budgeted income 2023 - 2024	Reason
101	4000	Salaries Admin	£ 160,425	£ 165,063			£ 197,122		Estimate only, subject to national pay negotiations
101	4005	ERS National Insurance	£ 15,549	£ 16,071			£ 21,446		Estimate only, subject to national pay negotiations and Government budget
101	4006	ERS Pension Cont	£ 34,212	£ 41,046			£ 49,465		Estimate only, subject to national pay negotiations.
101	4007	Staff travel	£ 1,346	£ 300			£ 500		Can be reduced and virtual attendance encouraged
101	4008	Occupational Health	£ 1,293	£ 1,293			£ 1,369		Potential underspend if not required
101	4025	HR advice	£ 4,544	£ 4,325			£ 4,998		Estimated increase - needs evaluation and retender
101	4026	Staff & Recruitment	£ 1,051	£ 1,257			£ 500		Can be reduced and cheaper methods used in the future
102	1010	Chamber hire			£ 1,471	£ 600		£ 850	Estimated increase, based on actual use. Was over budgeted
102	1012	Photocopier use			£ 5	£ 5		£ 5	No rise predicted
102	4010	Stationery	£ 3,018	£ 3,018			£ 3,020		Despite reduction in usage, costs in this area are spiralling
102	4011	Postage	£ 730	£ 300			£ 450		Whilst costs have increased, staff are reducing use so budget to be reduced.
102	4012	Photocopier	£ 1,887	£ 2,352			£ 2,500		Overspend and estimated 5.9% increase
102	4013	Equipment purchase	£ 1,156	£ 1,000			£ 1,150		Underspend but addition of £150 for officers to spend on ECDI merchandise
102	4015	Advertisements	£ 673	£ -			£ -		Replaced with free advertising such as social media
102	4017	Subscriptions	£ 3,825	£ 3,825			£ 4,050		5.9% increase
102	4018	Telephones	£ 7,200	£ 8,840			£ 10,000		Large overspend due to high RPI and expected continual increases
102	4019	Hire of Community Hall	£ 270	£ 270			£ 300		Above average raise due to increased costs quoted by supplier
102	4021	Hospitality	£ 420	£ 400			£ 400		Can be reduced
102	4023	Training	£ 12,628	£ 11,500			£ 10,000		Can be reduced as a number of staff have 3 year qualifications.
102	4027	Software	£ 12,500	£ 14,500			£ 16,000		Significant raise due to expected increased costs and previous under budgeting
102	4030	Payroll	£ 1,760	£ 1,953			£ 2,070		Estimated increase - needs evaluation and retender
102	4032	Publicity and newsletter	£ 7,924	£ 7,924			£ 6,879		Reduction of editions from 4 to 3, transfer of £850 from budget 303/4221 Fringe to 102/4032 Publicity, reduction of social media manager package costs
102	4038	Computer equipment	£ 4,000	£ 4,000			£ 4,000		Can be held although underspend should go to EMR as most laptops roughly the same age.
102	4041	Website	£ 5,908	£ 5,908			£ 3,000		Costs to reduce once new website launched. Refund due and money to come from EMR

102	4043	Protective clothing	£ 1,813	£ 1,813			£ 2,000		Estimated 5.9% increase
102	4052	Heat, light, power	£ 450	£ 2,000			£ 2,500		Above average raise due to expected increased costs. Underbudgeted.
102	4156	Buckingham Centre rent	£ 11,000	£ 17,000			£ 17,000		Underbudgeted as failure to allow for backdated utilities costs.
102	4225	Rates	£ 5,000	£ 5,000			£ 5,000		No rise necessary
103	4020	Mayor's duties	£ 1,891	£ 1,891			£ 2,000		Estimated 5.9% increase
103	4029	Mayor's civic	£ 1,628	£ 1,628			£ 1,724		Estimated 5.9% increase
103	4044	Councillors' mileage / exp.	£ 518	£ 518			£ 549		Estimated RPI increase
103	4045	Councillors' allowance	£ 9,833	£ 9,833			£ 10,413		Estimated 5.9% increase - TBC
103	4236	Election costs	£ 2,150	£ 2,150			£ 2,150		To EMR to spread the election costs
103	4269	Councillor training	£ 2,351	£ 2,351			£ 2,490		Higher than average increase to reflect likely expenditure
104	4014	Audit fees	£ 3,500	£ 3,250			£ 3,707		Estimated 5.9% increase
104	4016	Legal costs	£ 2,070	£ 3,000			£ 3,450		Awaiting billing for legal work - Expected increased costs
104	4022	Insurance	£ 19,000	£ 19,000			£ 19,000		Renewal quote received, reduced to £19,000
120	4040	Four Year Grants Awarded	£ 18,777	£ 18,777			£ 22,069		Agreed 3.5% increase (one four year grant coded to annual in the previous year)
120	4080	Annual Grants Awarded	£ 11,341	£ 11,341			£ 9,000		Estimated amount
125	4501	Civic award	£ 1,050	£ 798			£ 845		Reduced based on actual spend
125	4504	Remembrance wreath	£ 27	£ 59			£ 62		above average raise due to increased costs
125	4505	Mayor's salver	£ 265	£ 100			£ 110		Reduced based on actual spend
125	4506	Bardic gift	£ 265	£ 39			£ 50		Reduced based on actual spend
130	1190	Interest received			£ 500	£ 8,000		£ 3,500	Expected flattening on interest rate
132	4500	Future planning / contingencie	£ 11,283	£ 5,000			£ 12,500		Slightly higher than predicted RPI increase as unprecidatable year.
TOTALS			£ 386,531	£ 400,693	£ 1,976	£ 8,605	£ 455,838	£ 4,355	
Budget 2022			£ 384,555						
Predicted actual spend 2022			£ 392,088						
ACTUAL OVERSPEND			-£ 7,533						
Budget 2023							£ 451,483		
BUDGET increase							£ 66,928		
Budget to budget percentage increase							17.40%	Actual Increase	15.15%

Budget Code	Cost Centre	Name	Budgeted Expenditure 2022 - 2023	Predicted Expenditure 2022 - 2023	Budgeted Income 2022 - 2023	Predicted income 2022 - 2023	Recommended budgeted expenditure 2023 - 2024	Recommended budgeted income 2023 - 2024	Reason
601	3992	Salaries	£ 31,877	£ 34,670			£ 36,458		Estimate only, subject to national pay negotiations
601	3993	National Insurance	£ 2,116	£ 2,373			£ 2,750		Estimate only, subject to national pay negotiations and Government budget
601	3994	Pensions	£ 4,192	£ 3,323			£ 3,520		Estimate only, subject to national pay negotiations.
601	4262	Neighbourhood Plan	£ 2,070	£ 2,070			£ 2,190		Estimated 5.9% increase
TOTALS			£ 40,255	£ 42,436	£ -	£ -	£ 44,918	£ -	
Budget 2022			£ 40,255						
Effective actual spend 2022			£ 42,436			effective budget 2023	£ 44,918		
ACTUAL OVERSPEND			-£ 2,181			BUDGET increase	£ 4,663		
						Budget to budget increase	11.58%	Actual Increase 5.85%	

Summary 2023 - 2024 Budget

	2022/2023		2023/24
	Budget	Forecast	Proposed Budget
Resources			
Income	£ 1,976	£ 8,605	£ 4,355
Expenditure	£ 386,531	£ 400,693	£ 455,838
Total	£ 384,555	£ 392,088	£ 451,483
	OVERSPEND	-£ 7,533	
Environment			
Income	£ 117,713	£ 106,556	£ 115,276
Expenditure	£ 539,097	£ 540,459	£ 636,707
Total	£ 421,384	£ 433,903	£ 521,431
	OVERSPEND	-£ 12,519	
Town Centre & Events			
Income	£ 49,501	£ 42,166	£ 43,133
Expenditure	£ 192,067	£ 173,598	£ 189,863
Total	£ 142,566	£ 131,432	£ 146,729
	UNDERSPEND	£ 11,134	
Planning			
Income	£ -	£ -	£ -
Expenditure	£ 40,255	£ 42,436	£ 44,918
Total	£ 40,255	£ 42,436	£ 44,918
	OVERSPEND	-£ 2,181	
TOTAL			
Income	£ 169,190	£ 157,327	£ 162,765
Expenditure	£ 1,157,950	£ 1,157,187	£ 1,327,326
Total	£ 988,760	£ 999,860	£ 1,164,561

TOTAL
OVERSPEND -£ 11,100.09

Detailed Income & Expenditure by Budget Heading 10/01/2023

Month No: 10

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
901	<u>Ear-marked reserves</u>							
9001	Youth Council	0	0	2,015	2,015		2,015	0.0%
9002	Cemetery development	71,073	45,491	56,460	10,969		10,969	80.6%
9003	Legal Costs	0	0	2,000	2,000		2,000	0.0%
9004	Solar panels at Lace Hill	22,047	0	6,379	6,379		6,379	0.0%
9005	Website	0	0	4,000	4,000		4,000	0.0%
9006	Speedwatch	0	0	598	598		598	0.0%
9010	Flood relief fund	0	0	826	826		826	0.0%
9011	War memorial	0	0	500	500		500	0.0%
9012	Christmas lights	0	1,370	2,279	909		909	60.1%
9013	Youth projects	0	0	3,000	3,000		3,000	0.0%
9015	Charter fairs	0	330	5,471	5,141		5,141	6.0%
9025	Play area replacement	(15,752)	15,726	64,379	48,653		48,653	24.4%
9027	Green Buckingham	0	35	226	191		191	15.4%
9029	Circular Walk	0	0	5,399	5,399		5,399	0.0%
9030	Tourism leaflets	0	0	2,404	2,404		2,404	0.0%
9035	Parks Development	0	15,986	21,405	5,419	2,230	3,189	85.1%
9036	Election costs	5,594	0	0	0		0	0.0%
9040	Park run	0	0	89	89		89	0.0%
9045	Access for All	0	0	251	251		251	0.0%
9048	Buckingham Action Group	1,302	0	0	0		0	0.0%
9049	Neighbourhood Plan	0	0	22,000	22,000		22,000	0.0%
9050	Bridge Repairs	20,509	27,187	40,450	13,263	13,263	(0)	100.0%
9051	Office development / furniture	5,828	4,476	6,172	1,696		1,696	72.5%
9052	Depot equipment	0	0	15,000	15,000		15,000	0.0%
9053	AEDs	0	0	555	555		555	0.0%
9054	Lace Hil repairs & Maintenance	0	0	25,000	25,000		25,000	0.0%
9055	River rinse	0	0	250	250		250	0.0%
9057	Cemetery Lodge repairs	0	4,820	10,000	5,180		5,180	48.2%
9058	Bowls Club Pavillion repairs	0	7,230	8,000	770		770	90.4%
9059	Making good / boundary repairs	0	0	45,000	45,000		45,000	0.0%
9060	River Wardens	1,575	0	0	0		0	0.0%
9061	Covid bounce back events	7,574	0	906	906		906	0.0%
9062	Grants	0	0	2,280	2,280		2,280	0.0%
9063	Twinning	1,639	0	361	361		361	0.0%
9064	Holocaust memorial	1,000	0	0	0		0	0.0%
9065	Purchase cemetery & allotment	0	0	87,000	87,000		87,000	0.0%
9066	Swan Sculpture Project	(1,474)	6,872	1,474	(5,398)		(5,398)	466.2%
9067	Training	0	0	2,000	2,000		2,000	0.0%
9068	Insurance	0	2,195	2,937	742		742	74.7%
9069	Computer Equipment	0	0	1,000	1,000		1,000	0.0%

Detailed Income & Expenditure by Budget Heading 10/01/2023

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9070 Rates	0	0	1,706	1,706		1,706	0.0%
9071 Community Service	0	0	2,769	2,769		2,769	0.0%
9072 One Off Events	0	632	1,000	368		368	63.2%
9073 Tourism Events	0	0	700	700		700	0.0%
9074 Accessibility	0	0	2,513	2,513		2,513	0.0%
9075 Recruitment	0	0	1,000	1,000		1,000	0.0%
Ear-marked reserves :- Indirect Expenditure	120,914	132,350	457,754	325,404	15,493	309,911	32.3%
Net Expenditure	<u>(120,914)</u>	<u>(132,350)</u>	<u>(457,754)</u>	<u>(325,404)</u>			
Grand Totals:- Income	0	0	0	0			0.0%
Expenditure	120,914	132,350	457,754	325,404	15,493	309,911	32.3%
Net Income over Expenditure	<u>(120,914)</u>	<u>(132,350)</u>	<u>(457,754)</u>	<u>(325,404)</u>			
Movement to/(from) Gen Reserve	<u>(120,914)</u>	<u>(132,350)</u>					