



BUCKINGHAM TOWN COUNCIL

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

RESOURCES
COMMITTEE

Wednesday, 01 March 2023

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 6th March 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. Minutes of last meeting

To receive and accept the minutes of the Resources Committee meeting held on 16th January 2023.

[Copy previously circulated](#)

4. Budgets

To receive and agree the budget reports:

4.1 Summary Income and Expenditure report

4.2 Detailed Income and Expenditure report and summary of budget variances.

4.3 Purchase Ledger from January and February 2023

[Appendix A](#)

[Appendix B](#)

[Appendix C](#)



Twinned with Mouvaux, France; Neurkirchen-Vluyn, Germany

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

5. Annual Community Grants

- 5.1 To receive and discuss a written report from the Deputy Town Clerk recommending four year grant awards for 2023/24. [R/153/22](#)
- 5.2 To receive and discuss a written report from the Deputy Town Clerk recommending annual one year grant awards for 2023/26. [R/154/22](#)

6. Internal audit report and financial regulations

- 6.1 To receive a report from the Town Clerk and the Compliance and Projects Manager [R/155/22](#)
- 6.2 Financial Regulations. [Appendix D](#)
- 6.3 Rota of signatories prepared by the Town Clerk. [Appendix E](#)
- 6.4 Interim audit observations and BTC comments. [Appendix F](#)

7. Financial Risk Assessment

- 7.1 To receive a report from the Compliance and Projects Manager. [R/156/22](#)
- 7.2 Financial and Management Risk Assessment. [Appendix G](#)

8. Investment Strategy

- 8.1 To receive a report from the Compliance and Projects Manager which includes the Annual Investment strategy prepared by the RFO. [R/157/22](#)
- 8.2 Investment Strategy policy March 2023 [Appendix H](#)

9. Coronation weekend – Civic Service

- To receive a report from the Committee Clerk. [R/158/22](#)

10. Media Policy review

- 10.1 To receive a report from the Deputy Town Clerk. [R/159/22](#)
- 10.2 Media policy. [Appendix I](#)

11. Updates from representatives on outside bodies

- To receive verbal updates from Councillors.

12. Action report

- To review and discuss the Action Report. [Appendix J](#)

13. Chair’s announcements

14. Date of next meeting: Monday 15th May 2023

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. Insurance

- 15.1 To receive a report from the Town Clerk.
- 15.2 Proposal
- 15.3 [Schedule](#)

[R/160/22](#)
[Appendix K](#)

16. Debtors list

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

[Appendix L](#)

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

23/02/2023

Buckingham Town Council

Page 1

16:20

Summary Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
101	Personnel costs	Expenditure	199,218	209,423	218,420	8,997	8,997	95.9%	
102	Office expenses	Income	356	718	1,476	758		48.6%	
		Expenditure	73,252	72,536	82,162	9,626	1,175	89.7%	
	Net Income over Expenditure		(72,897)	(71,818)	(80,686)	(8,868)			
	plus Transfer from EMR		0	0					
	Movement to/(from) Gen Reserve		(72,897)	(71,818)					
103	Councillors	Expenditure	13,746	3,105	18,371	15,266	30	15,236	17.1%
104	Legal requirements	Expenditure	17,123	19,936	24,570	4,634	1,844	2,790	88.6%
120	Long-term grants	Expenditure	13,546	30,118	30,118	0	0	0	100.0%
125	Commemorative items	Expenditure	1,155	996	1,607	611	611	611	62.0%
130	Admin reserves	Income	904,283	950,164	943,278	(6,886)			100.7%
131	Grants	Expenditure	14,935	0	0	0	0	0	0.0%
132	Future planning / contingencies	Expenditure	10,188	1,769	11,283	9,514	1,450	8,064	28.5%
201	Environment	Expenditure	276,167	285,003	287,578	2,575	334	2,241	99.2%
202	Roundabouts	Income	8,817	9,137	12,164	3,027			75.1%
		Expenditure	0	2,105	1,366	(739)		(739)	154.1%
	Movement to/(from) Gen Reserve		8,817	7,033					
203	Maintenance	Expenditure	2,030	2,101	2,101	0	0	0	100.0%
204	Devolved services expenses	Income	20,381	20,992	20,964	(28)			100.1%
		Expenditure	4,010	5,615	7,500	1,885	1,885	1,885	74.9%
	Movement to/(from) Gen Reserve		16,370	15,377					
205	Grounds maintenance	Expenditure	21,439	22,911	26,190	3,279	46	3,232	87.7%
248	Depot	Expenditure	6,460	8,812	11,603	2,791	2,205	586	94.9%
249	C Meadow toilets & Shopmobility	Income	90	383	40	(343)			957.5%
		Expenditure	11,011	10,330	12,252	1,922	1,922	1,922	84.3%
	Movement to/(from) Gen Reserve		(10,921)	(9,947)					
250	Lace Hill	Income	38,097	33,898	47,929	14,031			70.7%
		Expenditure	30,902	27,113	31,160	4,047	4,047	4,047	87.0%
	Movement to/(from) Gen Reserve		7,195	6,784					
251	Chandos Park	Income	1,223	1,266	1,266	0			100.0%
		Expenditure	2,998	6,958	7,455	497	860	(363)	104.9%
	Movement to/(from) Gen Reserve		(1,775)	(5,692)					
252	Bourton Park	Expenditure	6,777	7,126	7,839	713	713	713	90.9%
253	Cemeteries	Income	24,285	19,529	24,000	4,471			81.4%
		Expenditure	16,155	28,339	74,426	46,087	2,841	43,246	41.9%
	Movement to/(from) Gen Reserve		8,130	(8,811)					
254	Chandos Park toilets	Expenditure	10,911	10,744	11,813	1,069	1,069	1,069	90.9%
255	Railway Walk & Castle Hill	Income	0	3,600	0	(3,600)			0.0%
		Expenditure	402	5,311	2,112	(3,199)		(3,199)	251.5%
	Movement to/(from) Gen Reserve		(402)	(1,711)					
256	Storage Premises	Expenditure	599	598	722	124	124	124	82.8%

Continued over page

23/02/2023
16:20

Buckingham Town Council

Appendix A
Page 2

Summary Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
258	Cemetery Lodge							
	Income	9,976	7,769	11,350	3,581			68.4%
	Expenditure	4,902	4,806	7,177	2,371		2,371	67.0%
	Movement to/(from) Gen Reserve							
		5,074	2,963					
260	CCTV							
	Expenditure	1,748	1,006	3,400	2,394		2,394	29.6%
261	Community Centre							
	Expenditure	698	10,721	8,051	(2,670)		(2,670)	133.2%
262	Parks General							
	Expenditure	8,298	15,031	36,352	21,321	5,866	15,455	57.5%
301	Town Centre & Events							
	Income	7,780	8,575	12,145	3,570			70.6%
	Expenditure	121,055	125,274	156,113	30,839	674	30,165	80.7%
	Movement to/(from) Gen Reserve							
		(113,275)	(116,699)					
302	Street markets							
	Income	26,268	22,099	19,623	(2,476)			112.6%
	Expenditure	3,726	4,436	5,699	1,263		1,263	77.8%
	Movement to/(from) Gen Reserve							
		22,542	17,663					
303	Special events							
	Income	2,739	3,063	6,848	3,786			44.7%
	Expenditure	7,992	10,601	15,004	4,403	289	4,114	72.6%
	Movement to/(from) Gen Reserve							
		(5,253)	(7,539)					
304	Youth Council							
	Expenditure	0	0	1,654	1,654		1,654	0.0%
305	Tourist Information Centre							
	Income	12,588	8,561	10,885	2,324			78.6%
	Expenditure	15,376	8,304	10,996	2,692		2,692	75.5%
	Movement to/(from) Gen Reserve							
		(2,788)	257					
306	Accessibility							
	Expenditure	0	0	2,601	2,601		2,601	0.0%
601	Planning							
	Income	0	10,000	0	(10,000)			0.0%
	Expenditure	36,847	37,030	40,255	3,225		3,225	92.0%
	Movement to/(from) Gen Reserve							
		(36,847)	(27,030)					
901	Ear-marked reserves							
	Expenditure	120,914	131,977	457,754	325,777	21,266	304,511	33.5%
	Grand Totals:- Income	1,056,882	1,099,753	1,111,968	12,215			98.9%
	Expenditure	1,054,580	1,110,136	1,615,704	505,568	38,880	466,688	71.1%
	Net Income over Expenditure	2,302	(10,382)	(503,736)	(493,354)			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	2,302	(10,382)					

23/02/2023

Buckingham Town Council

Page 1

16:18

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
RESOURCES							
<u>101 Personnel costs</u>							
4000 Salaries Admin	151,277	160,425	9,148		9,148	94.3%	
4005 ERS National Insurance	14,796	15,549	753		753	95.2%	
4006 ERS Pension Contribution	37,586	34,212	(3,374)		(3,374)	109.9%	underbudgeted / annual pay increase
4007 Staff travel	167	1,346	1,179		1,179	12.4%	
4008 Occupational Health	15	1,293	1,278		1,278	1.2%	
4025 HR advice	4,325	4,544	219		219	95.2%	
4026 Staff & Recruitment	1,257	1,051	(206)		(206)	119.6%	More recruitment than anticipated
<u>102 Office expenses</u>							
1010 Chamber hire	700	1,471	771			47.6%	
1012 Photocopier use	17	5	(12)			348.0%	
4010 Stationery	2,069	3,018	949		949	68.5%	
4011 Postage	166	730	564		564	22.7%	
4012 Photocopier	1,751	1,887	136		136	92.8%	
4013 Equipment purchase	38	1,156	1,118		1,118	3.3%	
4015 Advertisements	0	673	673		673	0.0%	
4017 Subscriptions	2,408	3,825	1,417		1,417	62.9%	
4018 Telephones	8,231	7,200	(1,031)		(1,031)	114.3%	Price increases / underbudgeted / change over did not happen
4019 Hire of Community Hall	0	270	270		270	0.0%	
4021 Hospitality	343	420	77		77	81.7%	
4023 Training	9,564	12,628	3,064	1,175	1,889	85.0%	
4027 Software	13,620	12,500	(1,120)		(1,120)	109.0%	Additional packages required (adobe) not budgeted for
4030 Payroll	1,537	1,760	223		223	87.3%	
4032 Publicity and newsletter	5,072	7,924	2,852		2,852	64.0%	
4038 Computer equipment	1,273	4,000	2,727		2,727	31.8%	
4041 Website	3,974	5,908	1,934		1,934	67.3%	
4043 Protective clothing	1,396	1,813	417		417	77.0%	
4052 Heat, light, power	2,676	450	(2,226)		(2,226)	594.6%	price increases / Comm Centre recharges not budgeted for
4156 Buckingham Centre rent	15,625	11,000	(4,625)		(4,625)	142.0%	Service charges backdated 2018-2022, not budgeted for
4225 Rates	2,794	5,000	2,206		2,206	55.9%	

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.	200	518	318		318	38.7%
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	1,965	2,351	386	30	356	84.9%

104 Legal requirements

4014	Audit fees	2,780	3,500	720		720	79.4%
4016	Legal costs	0	2,070	2,070		2,070	0.0%
4022	Insurance	17,156	19,000	1,844	1,844	0	100.0%

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%

125 Commemorative items

4501	Civic award	798	1,050	252		252	76.0%
4504	Remembrance wreath	59	27	(32)		(32)	216.7%
4505	Mayor's salver	100	265	165		165	37.7%
4506	Bardic gift	39	265	226		226	14.8%

Refund of £40.00 due, charged BTC and RBL (RBL to pay)

130 Admin reserves

1176	Precept	942,773	942,778	5			100.0%
1190	Interest received	7,391	500	(6,891)			1478.3%

Interest rate much kinder than budgeted for

132 Future planning / contingencies

4500	Future planning / contingencies	1,769	11,283	9,514	1,450	8,064	28.5%
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304 Youth Council

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

ENVIRONMENT201 Environment

3995	NI Environment	18,625	17,139	(1,486)		(1,486)	108.7%
3996	Pensions ERS Environment	49,668	47,391	(2,277)		(2,277)	104.8%
4004	Salaries environment	205,478	201,836	(3,642)		(3,642)	101.8%
4068	Community Service	4,000	11,006	7,006		7,006	36.3%
4112	Environment Equipment	7,014	9,688	2,674	334	2,340	75.8%
4168	Defibrillators	219	518	299		299	42.2%

underbudgeted / annual pay increase

underbudgeted / annual pay increase

underbudgeted / annual pay increase

<u>202 Roundabouts</u>						
1051	Roundabout no. 1	2,263	2,288	26		98.9%
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	Rouncabout no. 6	1,386	2,718	1,332		51.0%
1057	Roundabout no. 7	1,386	1,386	0		100.0%
4108	Roundabout	2,105	1,366	(739)	(739)	154.1%
<u>203 Maintenance</u>						
4082	Allotments	2,101	2,101	0	0	100.0%
<u>204 Devolved services expenses</u>						
1017	Devolved services income	20,992	20,964	(28)		100.1%
4124	Devolved services	5,615	7,500	1,885	1,885	74.9%
4033	Waste disposal	3,747	3,000	(747)	(747)	124.9%
4035	Machinery	3,578	2,500	(1,078)	(1,078)	143.1%
4036	Fuel (Mower)	1,935	1,200	(735)	(735)	161.2%
4037	Sundries	1,139	2,606	1,467	46	45.5%
4063	Vehicle hire and running costs	12,512	16,884	4,372	4,372	74.1%
<u>248 Depot</u>						
4013	Equipment purchase	2,000	4,070	2,070	2,070	0
4055	Alarm	0	431	431		431
4225	Rates	4,142	4,412	270		270
4601	Repairs & maintenance fund	710	840	130	135	(5)
4602	Electricity	1,478	1,000	(478)		(478)
4603	Water	482	850	368		368
<u>249 C Meadow toilets & Shopmobility</u>						
1085	Shopmobility income	383	40	(343)		957.5%
4602	Electricity	0	518	518		518
4603	Water	0	518	518		518
4608	Shopmobility	187	1,077	890		890
4612	Contractor charge	9,579	9,600	21		21
4709	MAINTENANCE	564	539	(25)		(25)
<u>250 Lace Hill</u>						
1026	Lace Hill Community Centre	33,898	45,929	12,031		73.8%

New sponsors required new signage, prices increases

Further bin required, increase in prices since budget set

Unexpected mower repairs required, price increase

Fuel price increase

Price increases, underbudgeted

Price increases

Electrical checks carried out, price increases

1027	Solar income	0	2,000	2,000		0.0%
4050	Lace Hill playing fields	0	500	500	500	0.0%
4118	Solar panels	0	362	362	362	0.0%
4158	Lace Hill gas	3,555	4,202	647	647	84.6%
4159	Lace Hill electricity	2,356	1,500	(856)	(856)	157.1%
4160	Lace Hill water	501	300	(201)	(201)	167.0%
4161	Lace Hill repairs & Maintenance	4,532	3,707	(825)	(825)	122.3%
4162	Lace Hill contractor charge	6,084	6,800	716	716	89.5%
4164	Lace Hill equipment	354	3,717	3,363	3,363	9.5%
4225	Rates	9,731	10,072	342	342	96.6%

Price increases

Price increases

Price increases for cleaning supplies and supplies in general

251 Chandos Park

1030	Bowls income	592	592	0		100.0%
1035	TENNIS COURT RENT	674	674	0		100.0%

4601	Repairs & maintenance fund	2,590	3,570	980	980	72.5%
4602	Electricity	1,098	539	(559)	(559)	203.7%
4603	Water	1,985	1,346	(639)	(639)	147.5%
4606	Bowls Club Maintenance	1,285	2,000	715	860	(145) 107.3%

Price increases

Price increases

Unexpected repairs to emergency lighting/sensors

252 Bourton Park

4601	Repairs & maintenance fund	7,126	7,839	713	713	90.9%
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253 Cemeteries

1041	Burial fees	19,529	24,000	4,471		81.4%
4225	Rates	539	500	(39)	(39)	107.8%
4265	New cemetery maintenance	0	3,500	3,500	3,500	0.0%
4601	Repairs & maintenance fund	1,729	4,198	2,469	2,841	(371) 108.8%
4602	Electricity	473	250	(223)	(223)	189.1%
4617	Memorial testing	550	2,156	1,606	1,606	25.5%
4619	New cemetery repayments	20,683	58,647	37,964	37,964	35.3%
4620	Expenses for burial duties	4,366	5,175	809	809	84.4%

Refund of £1136.87 received, under budgeted

Chapel Survey required, under budgeted, price increases

Price increases

254 Chandos Park toilets

4602	Electricity	(8)	0	8	8	0.0%
4612	Contractor charge	9,640	10,736	1,096	1,096	89.8%
4709	MAINTENANCE	1,112	1,077	(35)	(35)	103.2%

general maintenance required and general price increases

255 Railway Walk & Castle Hill

1039	Community Funding H.O.B.	3,000	0	(3,000)		0.0%
1040	Donations Received	600	0	(600)		0.0%

Funding received

Funding received

4120 Friends of Groups	5,075	1,077	(3,998)	(3,998)	471.2%
4709 MAINTENANCE	236	1,035	799	799	22.8%

Funding received see above

256 Storage Premises

4066 Grenville garage rent	598	722	124	124	82.8%
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258 Cemetery Lodge

1061 Cemetery Lodge rental income	7,769	11,350	3,581		68.4%
4034 PWLB repayments inc. interest	4,702	4,072	(630)	(630)	115.5%
4609 Cemetery Lodge maintenance	104	3,105	3,001	3,001	3.3%

Incorrect figure but agreed at precept, therefore underbudgeted

260 CCTV

4100 CCTV maintenance	1,006	3,400	2,394	2,394	29.6%
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261 Community Centre

4085 Structural repairs	9,127	7,000	(2,127)	(2,127)	130.4%
4091 Chamber	1,594	1,051	(543)	(543)	151.7%

Roof repairs over bin store required, not budgeted for Chamber works, to be reclaimed from New Home Bonus Fund

262 Parks General

4101 Seats and bins	1,483	1,483	0	0	100.0%
4102 Dog bins	3,812	4,502	690	4,350	(3,660) 181.3%
4106 Play area maintenance	1,980	5,266	3,286	1,516	1,770 66.4%
4122 Tree works	5,432	17,000	11,568	11,568	32.0%
4270 Bridges	2,066	2,066	0	0	100.0%
4275 Play area replacement fund	0	5,000	5,000	5,000	0.0%
4276 Tree wardens	258	1,035	777	777	25.0%

committed is c/fwd from previous year, remains un-invoiced

TOWN CENTRE & EVENTS301 Town Centre & Events

1013 Hanging baskets	0	431	431		0.0%
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1028	Lace Hill events income	793	1,077	284		73.6%		
1062	Community Fair table income	190	215	25		88.4%		
1066	Comedy night income	0	3,233	3,233		0.0%		
1069	Charter fairs income	7,233	7,189	(44)		100.6%		
1091	Events Sponsorship Income	360	0	(360)		0.0%		
3997	NI TC&E	3,053	5,400	2,347	2,347	56.5%		
3998	Pensions ERS TC&E	13,312	13,696	384	384	97.2%		
3999	Salaries TC&E	57,476	74,340	16,864	16,864	77.3%		
4042	Events equipment	250	1,000	750	750	25.0%		
4094	Youth project	3,030	3,152	122	122	96.1%		
4104	Town in Bloom	8,766	10,000	1,234	1,234	87.7%		
4107	Pride of Place	47	270	223	223	17.4%		
4115	River rinse	360	431	71	71	83.5%		
4166	Lace Hill events	1,934	2,541	607	607	76.1%		
4201	Christmas lights	11,667	11,856	189	189	98.4%		
4202	Firework display	5,390	5,800	410	410	92.9%		
4203	Community fair	258	431	173	173	59.8%		
4205	Christmas parade	4,098	4,098	0	0	100.0%		
4207	Remembrance parade	1,018	1,000	(18)	(18)	101.8%	Overspend due to price increase on screen hire	
4208	Spring Fair	297	526	229	229	56.5%		
4210	Pancake Race	43	84	41	41	51.1%		
4211	Band Jam	3,772	4,023	251	259	(7)	100.2%	Overspend due to waste disposal price increases
4212	Christmas lights switch on	2,348	2,627	279	279	89.4%		
4213	Dog show	310	620	310	310	50.0%		
4216	May Day event	0	53	53	53	0.0%		
4220	Music in the Market	4,080	4,403	323	330	(7)	100.2%	Overspend due to waste disposal price increases
4230	Scout Parade	0	53	53	53	0.0%		
4241	Comedy Night expenditure	0	3,233	3,233	85	3,148	2.6%	
4243	Charter Fairs	3,722	4,375	653	653	85.1%		
4260	Twinning	44	2,101	2,057	2,057	2.1%		
<u>302 Street markets</u>								
1005	Street markets	17,360	16,000	(1,360)		108.5%		
1006	Flea market	4,739	3,623	(1,116)		130.8%		
4017	Subscriptions	384	473	89	89	81.2%		
4225	Rates	2,121	2,700	579	579	78.5%		
4234	Market Entertainment	950	950	0	0	100.0%		
4235	Market infrastructure & Promotion	982	1,576	594	594	62.3%		
<u>303 Special events</u>								
1020	Food fair income	550	539	(11)		102.0%		
1083	Fringe income	25	2,109	2,084		1.2%		

1090 Theatre Production	2,488	4,200	1,713		59.2%
4221 Fringe	4,562	6,600	2,038	2,038	69.1%
4222 Theatre Production	3,923	4,200	278	278	93.4%
4242 Food fair	29	539	510	289	59.0%
4244 Flags	233	830	597	597	28.0%
4273 One-off events	97	1,035	938	938	9.4%
4278 Celebrate Buckingham Day	1,757	1,800	43	43	97.6%

305 Tourist Information Centre

1084 TIC income	8,561	10,885	2,324		78.6%
4253 TIC tickets & produce	8,060	9,185	1,125	1,125	87.7%
4255 Heritage app expenditure	0	776	776	776	0.0%
4274 Tourism website	244	1,035	791	791	23.6%

306 Accessibility

4254 Accessibility Costs	0	2,070	2,070	2,070	0.0%
4266 Accessibility Costs	0	531	531	531	0.0%

PLANNING601 Planning

1073 Neighbourhood Plan Income	10,000	0	(10,000)		0.0%	grant income received
3992 Salaries Planning	31,746	31,877	131	131	99.6%	
3993 NI Planning	2,178	2,116	(62)	(62)	102.9%	underbudgeted / annual pay increase
3994 Pensions ERS Planning	3,046	4,192	1,146	1,146	72.7%	
4624 Neighbourhood Plan	59	2,070	2,011	2,011	2.9%	

EARMARKED RESERVES901 Ear-marked reserves

9001 Youth Council	0	2,015	2,015	2,015	0.0%
9002 Cemetery development	45,491	56,460	10,969	10,969	80.6%
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	909	60.1%

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	15,726	64,379	48,653		48,653	24.4%
9027 Green Buckingham	35	226	191		191	15.4%
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	15,986	21,405	5,419	2,230	3,189	85.1%
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	27,187	40,450	13,263	13,263	(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	5,773	9,227	38.5%
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%
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	(373)	2,280	2,653		2,653	(16.4%)
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%

Funding for this is due once project installed

Grand Totals:- Income	1,099,753	1,111,968	12,215			98.9%
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Expenditure	1,110,136	1,615,704	505,568	38,880	466,688	71.1%
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Net Income over Expenditure

	(10,382)	(503,736)	(493,354)			
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Movement to/(from) Gen Reserve

	(10,382)					
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23/02/2023

Buckingham Town Council

Page 1

16:19

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 10

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
16/01/2023	24308		AMBIVENT	A020	333.00	66.60	399.60	4161	250	333.00	Light fault comm room
20/01/2023	945304987		ARCO LTD	A021	224.60	44.92	269.52	4112	201	224.60	road salt x 40 25kg bags
19/01/2023	129250961-2023-		AMAZON	A035	37.16	7.44	44.60	4500	132	37.16	hi viz bomber jacket
18/01/2023	71090		ABBOT FIRE	A054	46.98	9.40	56.38	4606	251	46.98	Tennis Club extinguisher service
31/01/2023	32385		AYLESBURY FIRE	A058	154.44	30.89	185.33	4162	250	154.44	major fire alarm serv LH
05/01/2023	423761		BUILDBASE	B013	35.24	7.05	42.29	4112	201	35.24	brushes, ballast, cement
01/01/2023	322893		BROWNS	B031	40.00	8.00	48.00	4035	205	40.00	investigate fault Stihl BR430
19/01/2023	35342		B & S CHAINS	B036	25.46	5.09	30.55	4106	262	25.46	bolt & nut, hose for chain
31/01/2023	223220		CS	C017	567.20	113.44	680.64	4085	261	567.20	Dado rail for chamber
05/01/2023	7641		COX	C041	377.00	75.40	452.40	4620	253	377.00	topsoil/type 1
31/01/2023	3507		CLOUDY IT	C073	810.00	162.00	972.00	4027	102	810.00	adobe acrobat licence x 2
31/01/2023	3537		CLOUDY IT	C073	905.60	181.12	1,086.72	4027	102	905.60	monthly hosting
31/01/2023	H1AB4EBA51CR		E-ON	E006	-398.81	-79.76	-478.57	4159	250	-398.81	credit inv added to next balance
01/01/2023	KCR-CI151764D-		E-ON	E006	-7.15	0.00	-7.15	4159	250	-7.15	lh ebrs cr
01/01/2023	KCR-CI151764D-		E-ON	E006	-218.62	0.00	-218.62	4159	250	-218.62	lh erbs
05/01/2023	KCR-CI151764D-		E-ON	E006	-696.43	-139.29	-835.72	4159	250	-696.43	CNOTE LH HALF HRLY EBRS
31/01/2023	KI-C151764D-0011		E-ON	E006	1,126.72	225.34	1,352.06	4159	250	1,126.72	Jan LH
01/01/2023	KI-D4173CFC-		E-ON	E006	33.55	0.00	33.55	4602	253	33.55	Dec - Feb 22
31/01/2023	4817		FORTEM	F005	80.00	16.00	96.00	4041	102	80.00	2 x months hosting .gov.uk
17/01/2023	38113		FIRST RESPONSE	F024	450.00	90.00	540.00	4023	102	450.00	first aid training
17/01/2023	38121		FIRST RESPONSE	F024	550.00	110.00	660.00	4023	102	550.00	1st aid - catastrophic bleeding
09/01/2023	17227305		FORD LEASE	F051	305.00	0.00	305.00	4063	205	305.00	faults on drop off KW19 NDD
01/01/2023	24455		GANDERTON	G008	295.19	59.04	354.23	4063	205	276.31	fuel
								4036	205	18.88	fuel
01/01/2023	21190		GM TYRES	G013	380.00	76.00	456.00	4035	205	380.00	mower tryes x 2
01/01/2023	1166		GM UTILITIES	G057	6,631.66	1,326.33	7,957.99	9050	901	6,631.66	bridge repairs 1/3 payment
20/01/2023	19474		HERON	H009	185.00	37.00	222.00	4162	250	185.00	letter signage
31/01/2023	12610		HEALTH	H011	1,741.67	348.33	2,090.00	4612	249	870.83	toilet maintenance

23/02/2023

Buckingham Town Council

16:19

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 10

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
								4612	254	870.84	toilet maintenance
16/01/2023	35055		LINNELL BROS	L010	669.64	133.93	803.57	4601	252	219.55	wood, treated
								4601	248	119.30	wood, treated
								4106	262	198.90	wood, treated
								4112	201	131.89	wood, treated
12/01/2023	647		LOCKFAST	L022	103.00	20.60	123.60	4162	250	103.00	LH locksmith call out
16/01/2023	1074363		MAINSTREAM	M061	57.90	11.58	69.48	4018	102	57.90	817433
31/01/2023	1076938		MAINSTREAM	M061	60.90	12.18	73.08	4018	102	60.90	816801
31/01/2023	1076939		MAINSTREAM	M061	99.15	19.83	118.98	4018	102	99.15	816801
31/01/2023	1076940		MAINSTREAM	M061	57.90	11.58	69.48	4018	102	57.90	812872
31/01/2023	1076941		MAINSTREAM	M061	66.15	13.23	79.38	4018	102	66.15	812872
31/01/2023	124497		PARAGON	P008	697.00	139.40	836.40	4620	253	697.00	digger hire, skip loader hire
01/01/2023	20/12		PRESTON BISSET	P021	48.33	9.67	58.00	4104	301	48.33	compost/plants
11/01/2023	2278953		PRS	P044	804.08	160.82	964.90	4162	250	804.08	PRS Licence (music licence)
01/01/2023	69322047		PHS	P051	6.50	1.30	7.80	4162	250	6.50	sanitary waste/mats
01/01/2023	69450136		PHS	P051	198.58	39.72	238.30	4162	250	198.58	sanitary waste and mats
01/01/2023	69450137		PHS	P051	19.11	3.82	22.93	4162	250	19.11	sanitary waste/mats
31/01/2023	142886		PAYROLL OPTIONS	P057	132.81	26.56	159.37	4030	102	132.81	monthly payroll
01/01/2023	905681		QUEST	Q002	23.19	4.64	27.83	4112	201	23.19	screws, bits, bolts
06/01/2023	905868		QUEST	Q002	7.25	1.45	8.70	4112	201	7.25	screws, washers etc
17/01/2023	26872		RBS	R001	271.50	54.30	325.80	4027	102	271.50	asset reg annual support
31/01/2023	209209-1		SLCC	S005	60.00	12.00	72.00	4023	201	60.00	Legionella control course SH
23/01/2023	2223236		SEAHAWKS	S007	42.96	0.00	42.96	4210	301	42.96	4 x cups and engraving
01/01/2023	56187163/0002		SSE	S019	123.77	6.19	129.96	4052	102	123.77	feeder pillar Mkt Hill nov-dec
31/01/2023	251882084/0003		SSE	S019	-74.56	-3.72	-78.28	4602	253	-74.56	chapel b jul-oct
31/01/2023	251882084/0004		SSE	S019	-106.31	-5.31	-111.62	4602	253	-106.31	feb - jul chapel b
31/01/2023	251882084/0005		SSE	S019	93.20	4.66	97.86	4602	253	93.20	feb - jul chapel b
31/01/2023	251882084/0006		SSE	S019	65.41	3.27	68.68	4602	253	65.41	jul - oct chapel b
31/01/2023	251882084/0007		SSE	S019	65.40	3.28	68.68	4602	253	65.40	oct - jab chapel b

23/02/2023

Buckingham Town Council

16:19

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 10

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
05/01/2023	371882597/0014		SSE	S019	71.43	3.57	75.00	4602	248	71.43	unit 17 nov 22
05/01/2023	371882597/0015		SSE	S019	73.80	3.69	77.49	4602	248	73.80	unit 17 dec
31/01/2023	561897163/0003		SSE	S019	-123.78	-6.18	-129.96	4052	102	-123.78	nov - dec feeder pillar market
31/01/2023	561897163/0004		SSE	S019	-159.86	-7.99	-167.85	4052	102	-159.86	oct - nov feeder pillar market
31/01/2023	561897163/0005		SSE	S019	31.46	1.57	33.03	4052	102	31.46	oct - nov feeder pillar marker
31/01/2023	561897163/0006		SSE	S019	24.89	1.24	26.13	4052	102	24.89	nov - dec feeder pillar market
31/01/2023	561897163/0007		SSE	S019	24.95	1.25	26.20	4052	102	24.95	dec - jan feeder pillar market
31/01/2023	641883083/0004		SSE	S019	-422.73	-21.13	-443.86	4602	248	-422.73	jul - oct unit 12
31/01/2023	641883083/0005		SSE	S019	-128.77	-6.43	-135.20	4602	248	-128.77	jun - jul unit 12
31/01/2023	641883083/0006		SSE	S019	69.02	3.45	72.47	4602	248	69.02	jun - jul unit 12
31/01/2023	641883083/0007		SSE	S019	226.39	11.31	237.70	4602	248	226.39	jul - oct unit 12
31/01/2023	641883083/0008		SSE	S019	226.64	11.33	237.97	4602	248	226.64	oct - jan unit 12
03/01/2023	911898510-0001		SSE	S019	183.65	9.18	192.83	4602	253	183.65	chapel a oct-dec 22
01/01/2023	1314991671		SCREWFIX	S044	92.04	18.41	110.45	4112	201	92.04	fan heater, hiviz,padlocks
23/01/2023	231843		TUDOR ENVIRONMENTAL	T002	330.00	66.00	396.00	4106	262	330.00	play area bark
27/01/2023	232883		TUDOR ENVIRONMENTAL	T002	68.60	13.72	82.32	4112	201	68.60	eyewash pods, mower oil (!)
01/01/2023	AFY844		TRAVIS	T010	72.15	14.43	86.58	4601	252	72.15	sand, macadam
09/01/2023	AFZ130		TRAVIS	T010	279.96	55.99	335.95	4601	253	279.96	shuttering
10/01/2023	AFZ185		TRAVIS	T010	21.96	4.39	26.35	4037	205	21.96	redwood
16/01/2023	49517		T KING ASSOC	T030	196.66	39.33	235.99	4043	102	196.66	uniform
16/01/2023	9839565		VIKING DIRECT	V001	144.29	28.86	173.15	4010	102	141.33	9839565/10112218/Stationery
								4010	102	2.96	stat
TOTAL INVOICES					18,910.07	3,711.31	22,621.38			18,910.07	

23/02/2023

Buckingham Town Council

Page 1

16:20

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 11

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
06/02/2023	11597511		ANGLIAN WATER	A015	557.84	0.00	557.84	4603	251	557.84	water Chandos Park nov - feb
12/02/2023	11623812		ANGLIAN WATER	A015	125.29	10.74	136.03	4603	248	125.29	nov to fen unit 12
12/02/2023	11636992		ANGLIAN WATER	A015	39.44	2.25	41.69	4603	248	39.44	nov - feb unit 17
12/02/2023	11636997		ANGLIAN WATER	A015	151.70	13.34	165.04	4160	250	151.70	nov - feb lacehill
10/02/2023	24419		AMBIVENT	A020	648.00	129.60	777.60	4161	250	648.00	LH heating repair / call out
06/02/2023	978933005-2023-		AMAZON	A035	6.67	1.33	8.00	4112	201	6.67	anti seize grease
06/02/2023	1128569405-2023-		AMAZON	A035	12.40	2.48	14.88	4112	201	12.40	spark plug socket set
16/02/2023	1133277415-2023-		AMAZON	A035	8.31	1.66	9.97	4242	303	8.31	hand tally counters
16/02/2023	2120483185-2023-		AMAZON	A035	16.80	3.36	20.16	4010	102	16.80	drinks coasters
16/02/2023	GB3CKTFABEI		AMAZON	A035	10.79	2.16	12.95	4112	201	10.79	frist aid kit
16/02/2023	GB3CO4VABEI		AMAZON	A035	4.13	0.82	4.95	4112	201	4.13	first aid accident book
06/02/2023	GB3TAI6XAEUI		AMAZON	A035	2.49	0.50	2.99	4112	201	2.49	metal ruler
06/02/2023	117222		MLP TRAFFIC	A065	1,060.00	212.00	1,272.00	4205	301	1,060.00	Road Closure for Xmas Parade
10/02/2023	3877		BALC	B001	45.00	0.00	45.00	4023	102	45.00	LS Appraisal skills
10/02/2023	4340		BALC	B001	70.00	0.00	70.00	4023	102	70.00	CM Auditor Course
16/02/2023	4367		BALC	B001	75.00	0.00	75.00	4023	102	75.00	audit training for LC's
10/02/2023	367		COMMUNITY CENTRE	B002	1,832.26	0.00	1,832.26	4052	102	1,832.26	utilities recharges
03/02/2023	2205051575		BUCKS COUNCIL	B006	3,811.63	762.33	4,573.96	4102	262	3,811.63	dog waste bin services
22/02/2023	2505008534		BUCKS COUNCIL	B006	5,250.00	0.00	5,250.00	4156	102	5,250.00	half yearly rent Buck Centre
22/02/2023	122379		BROWNS	B031	1,896.52	379.30	2,275.82	4035	205	1,860.00	kx18bbv service and repairs
								4035	205	36.52	kx18bbv service and repairs
10/02/2023	CORR 65423		CS	C017	-567.20	-113.44	-680.64	4085	261	-567.20	dad rail chamber
10/02/2023	65423		CONSTRUCTION SPECIAL	C018	567.20	113.44	680.64	4085	261	567.20	dad rail chamber
01/02/2023	7670		COX	C041	90.00	18.00	108.00	4601	253	90.00	topsoil
06/02/2023	KCR-C151764D-		E-ON	E006	-637.43	-127.49	-764.92	4159	250	-637.43	LH credit
01/02/2023	24671		GANDERTON	G008	376.93	75.38	452.31	4036	205	97.88	fuel
								4063	205	279.05	fuel
01/02/2023	780268		GRUNDON	G050	220.88	44.18	265.06	4033	205	220.88	wheelie bins unit 12

23/02/2023

Buckingham Town Council

16:20

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 11

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
01/02/2023	780269		GRUNDON	G050	116.15	23.23	139.38	4033	205	116.15	wheelie bins LH
06/02/2023	11683		HEALTH	H011	1,741.67	348.33	2,090.00	4612	249	870.83	toilet maintenance
								4612	254	870.84	toilet maintenance
10/02/2023	156766		JANITORIAL DIRECT	J013	182.49	36.50	218.99	4161	250	182.49	cleaning products
22/02/2023	157068		JANITORIAL DIRECT	J013	55.75	11.15	66.90	4161	250	55.75	blade set numatic
06/02/2023	659		LOCKFAST	L022	127.00	25.40	152.40	4112	201	127.00	new lock, keys etc
06/02/2023	3000068392		MEDTREE	M008	245.80	49.16	294.96	4112	201	245.80	first aid kit items
22/02/2023	3825		MIKE RAWDING	M016	1,560.00	312.00	1,872.00	4085	261	1,460.00	roofing work comm centre
								4085	261	100.00	roofing work comm centre
01/02/2023	3732		MEMSAFE	M038	550.00	110.00	660.00	4617	253	550.00	3732/10112238/Memorial testing
01/02/2023	235498		NATIONAL EXPRESS	N023	53.78	0.00	53.78	4253	305	53.78	nation al express tickets
07/02/2023	124550		PARAGON	P008	7.25	1.45	8.70	4037	205	5.00	hose connector
								4106	262	2.25	wood saw blade
07/02/2023	69616386		PHS	P051	198.58	39.72	238.30	4162	250	198.58	sanitary waste / mats
07/02/2023	69616387		PHS	P051	19.11	3.82	22.93	4162	250	19.11	sanitary waste / mats
10/02/2023	909671		QUEST	Q002	16.42	3.28	19.70	4037	205	16.42	bolts,washers
16/02/2023	910055		QUEST	Q002	27.05	5.42	32.47	4037	205	27.05	bolts, washers, handsaw jack
01/02/2023	BK207993-1		SLCC	S005	35.00	7.00	42.00	4023	102	35.00	JB budget training
01/02/2023	371882597-0016		SSE	S019	70.83	3.54	74.37	4602	248	70.83	unit 17 jan 23
06/02/2023	561897163/0008		SSE	S019	137.40	6.87	144.27	4052	102	137.40	feeder pillar mrkt jan-feb
06/02/2023	701899037-0009		SSE	S019	123.89	6.19	130.08	4602	254	123.89	deb - feb chandos toilets
01/02/2023	701899037/0003		SSE	S019	125.86	6.29	132.15	4602	254	125.86	chandos toilets dec and jan
06/02/2023	701899037/0004		SSE	S019	-125.86	-6.29	-132.15	4602	254	-125.86	chandos toilets dec - jan
06/02/2023	701899037/0005		SSE	S019	-130.63	-6.53	-137.16	4602	254	-130.63	chandos toilets nov-dev
06/02/2023	701899037/0006		SSE	S019	-137.47	-6.87	-144.34	4602	254	-137.47	chandos toilets oct - nov
06/02/2023	701899037/0007		SSE	S019	69.03	3.45	72.48	4602	254	69.03	chandos toilets oct - nov
06/02/2023	701899037/0008		SSE	S019	67.36	3.37	70.73	4602	254	67.36	chandos toilets nov - dec
08/02/2023	1344758967		SCREWFIX	S044	264.98	53.00	317.98	4112	201	264.98	water heater, bowl sink
10/02/2023	235283		TUDOR ENVIRONMENTAL	T002	165.00	33.00	198.00	4106	262	165.00	play area bark

23/02/2023

16:20

Buckingham Town Council

PURCHASE LEDGER INVOICE LISTING

Appendix C

Page 3

User: JODIE

Bought Ledger 1 for Month No 11

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
22/02/2023	237766		TUDOR ENVIRONMENTAL	T002	89.55	17.91	107.46	4037	205	89.55	spade, engine, trimmer line
01/02/2023	AFZ935		TRAVIS	T010	32.00	6.40	38.40	4601	252	32.00	postcrete
23/02/2023	33025045		TCV	T066	4,900.00	980.00	5,880.00	4120	255	4,900.00	15 x volunteer group sessions
16/02/2023	2058375		VIKING DIRECT	V001	27.11	5.42	32.53	4010	102	26.73	stationery
								4010	102	0.38	stationery
16/02/2023	2078353		VIKING DIRECT	V001	24.77	4.95	29.72	4010	102	24.39	Stationery
								4010	102	0.38	stationery
TOTAL INVOICES					26,314.52	3,619.10	29,933.62			26,314.52	

Buckingham Town Council
Resources Committee Meeting
6th March 2023

Four Year Grants 2022/26

Officer: Louise Stubbs, Deputy Town Clerk

1. Recommendations:

1.1. It is **RECOMMENDED** that the following four-year grants are awarded for 2022/26:

Organisation	2022	2023	2024	2025	TOTAL
Citizens Advice Bucks	£ 5,750	£ 5,951	£ 6,160	£ 6,375	£ 24,236
Buckingham Youth Clubs	£ 5,200	£ 5,382	£ 5,570	£ 5,765	£ 21,917
Buckingham Old Gaol Trust	£ 5,000	£ 5,175	£ 5,356	£ 5,544	£ 21,075
Buckingham Summer Festival	£ 2,000	£ 2,070	£ 2,142	£ 2,217	£ 8,429
Chandos Park Tennis Club	£ 1,500	£ 1,553	£ 1,607	£ 1,663	£ 6,323
Chandos Park Bowls Club	£ 1,000	£ 1,035	£ 1,071	£ 1,109	£ 4,215
Project Street Life	£ 500	£ 518	£ 536	£ 554	£ 2,108
Buckingham Fairtrade Steering Group	£ 373 Grant Returned	NIL	NIL	NIL	0
TOTAL	£ 21,323	£ 21,683	£ 22,442	£ 23,227	£ 88,302

2. Background

2.1. The Town Council carried out a grants review in 2020. The Council agreed a number of recommendations, including change of the three-year grants onto a four-year system, starting in April 2022.

2.2. Second year (2023 – 2024) payments of the four-year grants agreed in 2022 will not be made unless a suitable report on the use of the first year of funding is received by the end of March 2023.

2.3. One year grants are excluded from this paper and presented in report R/154/22.

Buckingham Town Council
Resources Committee Meeting
6th March 2023

One Year Grants 2023/24

Officer: Louise Stubbs, Deputy Town Clerk

1. Recommendation:

1.1. It is **RECOMMENDED** that the following one-year grants are awarded for 2023/24:

Organisation	Recommended
Buckingham Girl Guiding	£1,300
Jedidiah	£2,000
Buckingham Athletic Football Club	Consider partial award
1563 (Buckingham) Sqn, Air Cadets	Consider partial award
Buckingham Rugby Club	Consider partial award
Moretonville Football Club	£1,000
Open House (North Bucks Adult Carers)	£1,000
Swan Community Hub	£1,450
Buckingham & District Angling Association	Consider partial award
Slade Indoor Recreation	Consider partial award
TOTAL	£9,000

2. Background:

2.1. One year grants totalling £7,795 were awarded in 2022/23. Eleven requests for financial assistance have been received by Buckingham Town Council for one-year grants for the 2023/24 financial year. First time grant applicants (those that have not applied in the last five years) doubled this year.

2.2. One-year grants are provided in addition to those agreed for a four-year term, which are excluded from this paper and presented in report **R/153/22**

2.3. This report provides recommendations for the allocation of one year grants for 2023/24, based on the Town Council's criteria for grant giving:

- Grants will only be considered for projects and activities beneficial to the people of the civil parish of Buckingham.
- Grant recipients must be based in the civil parish of Buckingham or provide evidence of the percentage of the work that directly benefits Buckingham residents.
- Only not-for-profit bodies will be considered for a grant.

2.4. The Buckingham Town Council grant policy also states that: “Where there is more demand for one year grants than funding available, new applicants will be given priority over those who have received funding in the last four years.” For the year 2023/2024 the amount requested via valid applications for grant funding is £24,220. The available grant budget for one year funds is £9,000.

2.5. Should all of the Officers recommendations be agreed by Council, this would amount to £6,750. This leaves £2,250 of the budget that could be awarded to one or some of the remaining valid applications.

3. One Year Funding Recommendations

3.1. It is recommended to make the following one-year grant funding awards. In line with the grant policy first time applicants are listed for consideration first.

3.2 First time applicants

Organisation	Requested	Recommended	Description	Summary of Reason
Buckingham Girl Guiding	£1,300	£1,300	Campfire event for rainbows, brownies and guides and 2 x new tents	Valid application ¹
Jedidiah	£2,000	£2,000	Free food pantry – towards running costs including rent and utilities.	Valid application
Buckingham Athletic Football Club	£1,500	Consider partial award	Replace physio tables and training equipment for adults	Valid application – partial award recommended as project has limited public benefit.
1563 (Buckingham) Sqn, Air Cadets	£3,000	Consider partial award	20 Chromebooks (laptops) for cadets to complete training and gain qualifications	Valid application – partial award recommended as one-year grants are between £200 - £2,000. ²

¹ A valid application is one that fulfils the Grant Policy criteria

² The wording of the Buckingham Town Council Grant Policy is that “Typically, one year grants are awarded smaller amounts between £200 - £2,000” this allows flexibility in the unusual circumstances that the Council wishes to award more than this, but is not the norm.

Buckingham Rugby Club	£10,000	Consider partial award	120 sets of outdoor clothing to easily identify members of staff / volunteers acting as safeguarding officers	Valid application – partial award recommended as one-year grants are between £200 - £2,000. There is also high level of reserves available to the club, and the project is of limited public benefit.
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3.3 Previous applicants

Organisation	Requested	Recommended	Description	Summary of Reason
Moretonville Football Club	£1,000	£1,000	“Target 200” expending the girls youth section	Valid application
Open House (North Bucks Adult Carers)	£1,000	£1,000	Coach trip for carers	Valid application
Swan Community Hub	£1,450	£1,450	5 free summer events, including one for children with special education needs and disabilities	Valid application
Buckingham & District Angling Association	£470	Consider partial award	Predation Protection – Fish Refuge	Valid application – partial award recommended due to location
Slade Indoor Recreation	£2,500	Consider partial award	Towards running costs including utilities and equipment for less able players	Valid application – partial award recommended as one-year grants are between £200 - £2,000
TOTAL requested for all valid grant applications:	£24,220	Total for all recommended grant awards, excluding those where consideration of a partial award is recommended:	£6,750	Total available for all grant awards: £9,000

4. Ineligible application

Organisation	Requested	Recommended	Description	Reason
FROGGS: Friends of George Grenville School	£5,000	£0	Outdoor play equipment	Invalid application - items should be paid for by another public body

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 6th March 2023

Contact Officers: Claire Molyneux, Town Clerk / Steve Beech, Compliance and Projects Manager

Internal audit and Financial Regulations

1. Recommendations

- 1.1. It is recommended that Members recommend the revised Buckingham Town Council Financial Regulations to Full Council.
- 1.2. It is recommended that Members review the Interim Audit report and note the BTC comments.
- 1.3. It is recommended that the Assistant RFO/ Finance Officer have their online banking status upgraded to full access.

2. Background

- 2.1. It is best practice is to review the Financial Regulations annually. The last review was undertaken in March 2022.
- 2.2. This revised version has been compared with the NALC recommended model document and other local authorities of a similar size, then amended where required for local circumstances. The intention is to keep the regulations as close as practicable to the recommended model whilst satisfying the Internal Auditor's recommendations.
- 2.3. The Internal Auditor has provided an interim report on the 2022-2023 financial year. The report contains 13 observations. It should be noted that these observations have been made on long standing policies and do not reflect any recent changes. The recommended amendments to the Financial Regulations are made with the auditor's comments in mind.
- 2.4. The Interim audit report includes a section for the Town Council to comment on each observation. It is recommended that Members note these comments as they explain the action that has been taken.

3. Amendments to the Financial Regulations

- 3.1. Recommended additions to the text are highlighted in YELLOW.
- 3.2. Recommended deletions are crossed through and highlighted in BLUE.

3.3. Minor spelling and grammar corrections have not been highlighted.

3.4. Remaining unhighlighted text is consistent with the NALC model document.

4. Financial Regulations - amendment reasoning

4.1. For each amendment an overview of the reasoning for such change is given below:

1.2 Reinstatement of the word “sound” as per model document.

1.8 Deletion of unnecessary, incoherent text.

1.13 Three items moved from 1.14 as they cannot be delegated to a committee, including an increase in threshold amount. (See also 4.1.)

1.14 Amendments to make recommendations to Full Council.

1.15 Reinstatement of original text as per model document.

2.2 Clearer delegation of responsibility, from internal auditor’s report.

4.1 Amendments to thresholds to ensure appropriate levels according to operational need and best practice.

4.5 Role clarifications and threshold change to reflect change in 4.1

5.2 Revised process, from internal auditor’s report.

5.4, 5.5, 6.17 Role clarifications.

6.18 Allowing the Assistant RFO to operate floats to support the RFO. Clarification that the float is split between Council premises and showing responsibility for float at each site.

6.19 Reinstatement of original text as per model document. The Council have several trade accounts with retailers which are not currently catered for in the Regulations.

11.1 a) Role clarifications. b) and h) The official threshold has changed.

15.1 Allows for subject matter expert to negotiate with insurance company (e.g., Estates Manager for vandalism).

15.3 Role clarification.

Header: Addition of date last reviewed/amended, and timescale for further review. These annotations will be rolled out across all Council policies.

5. Online Banking Access

5.1 In order to address the auditor’s observations regarding paragraph 5.2 of the Financial Regulations, it has become necessary for the Assistant RFO/ Finance Officer to have online banking status upgraded to full access.



Buckingham Town Council

FINANCIAL REGULATIONS

1. General	2
2. Accounting and audit (internal and external)	4
3. Annual estimates (budget) and forward planning	6
4. Budgetary control and authority to spend	6
5. Banking arrangements and authorisation of payments	7
6. Instructions for the making of payments	9
7. Payment of salaries	12
8. Loans and investments	13
9. Income	13
10. Orders for work, goods, and services	14
11. Contracts	15
12. Payments under contracts for building or other construction works	16
13. Stores and equipment	17
14. Assets, properties and estates	17
15. Insurance	18
16. Risk management	18
17. Suspension and revision of Financial Regulations	18



1. General

1.1. These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders and any individual financial regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a **sound** system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. ~~The TRFO has been appointed as RFO for this council and these regulations will apply accordingly.~~

1.9. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations, and proper practices;



Last reviewed/amended: March 2023, minute: XXX

To be reviewed: Annually

- determines on behalf of the Council its accounting records and accounting Control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency, and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);



Last reviewed/amended: March 2023, minute: XXX

To be reviewed: Annually

- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- approve any grant or a single commitment in excess of £15000 not already specifically approved in any budget;
- writing off bad debts following a recommendation of the Resources Committee;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the Full Council only, following a recommendation of the Resources Committee.

1.14. In addition, the Resources Committee shall:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- ~~approve any grant or a single commitment in excess of £5,000; and~~
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference;
- make recommendations to Full Council for the writing off of bad debts; and
- make recommendations to Full Council to address recommendations in any report from the internal or external auditors.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance, and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, ~~a member other than the Mayor~~ the Deputy Chair of the Resources Committee (unless a signatory in which case the Resources Committee shall appoint an alternative member) shall ~~be appointed~~



Last reviewed/amended: March 2023, minute: XXX

To be reviewed: Annually

to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Resources Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the Council.

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display



Last reviewed/amended: March 2023, minute: XXX

To be reviewed: Annually

or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council including any proposals for revising the forecast.

3.2. The RFO must each year prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the Council.

3.3. The Council shall consider annual budget proposals in relation to the Council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £15,000;
- a duly delegated committee of the Council for items over £1500 £2500 up to £15000;
or
- the RFO Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1500 £2500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated



Last reviewed/amended: March 2023, minute: XXX

To be reviewed: Annually

committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually for the following financial year. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the Town Clerk RFO may authorise revenue expenditure on behalf of the Council which in the Town Clerk's RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2500 £5000. The Town Clerk RFO shall report such action to the chairman Resources Committee as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £250 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO, and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO/Assistant RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, which will be emailed to members of the Resources Committee two days before payment allowing time



for members to comment or otherwise query the specific payments. This schedule, countersigned by the RFO, accompanied with relevant invoices will be presented to two councillors who are authorised bank signatories for signature, as per a rota prepared by the RFO. The approved schedule shall be presented ~~present the schedule~~ to the next Resources committee ~~for endorsement~~. The Resources committee shall review the schedule for compliance and, having satisfied itself shall ~~authorise endorse~~ payment by a resolution of the Resources committee. The approved schedule, ~~forming part of the agenda~~, shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was ~~endorsed authorised~~. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified, and certified by the RFO to confirm that the work, goods, or services to which each invoice relates has been received, carried out, examined, and represents expenditure previously approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Resources Finance Committee meeting.

5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of ~~council [or finance committee]~~ the Resources Committee;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee; or
- c) fund transfers within the Council's banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources committee.

5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Resources Committee, may authorise payment for the year



Last reviewed/amended: March 2023, minute: XXX

To be reviewed: Annually

provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.

5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any new suppliers or changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the RFO.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.



Last reviewed/amended: March 2023, minute: XXX

To be reviewed: Annually

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Resources Committee at the next convenient meeting.

6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone, and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.

6.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.

6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.



Last reviewed/amended: March 2023, minute: XXX

To be reviewed: Annually

6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware, and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Any Debit Card issued for use will be specifically restricted to the Clerk, Deputy Town Clerk and Estates Manager and will also be restricted to a single transaction maximum value of £1000 unless authorised by Council or Resources finance committee in writing before any order is placed.

6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO/Assistant RFO shall maintain a petty cash float of a maximum of £500 ~~£300~~ for the purpose of providing change, defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment. The float may be split between the Council Offices, Lace Hill, Shopmobility and the Tourist Information Centre, and will be kept under the control of the most senior person present at each location.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

6.19. Any corporate credit card or trade account opened by the Council will be specifically authorised by the RFO. Authorisation of purchases are restricted to the Clerk, Deputy Clerk, or Estates Manager, and shall be subject to automatic payment in full at each month-end.



7. Payment of salaries

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

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8. Before employing interim staff, the Council must consider a full business case.



8. Loans and investments

8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by Full Council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the Full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices, and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.5. All investments of money under the control of the Council shall be in the name of the Council.

8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.7 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3. The Council will review all fees and charges at least annually, following a report of the RFO.

9.4. Any sums found to be irrecoverable, and any bad debts shall be reported to the Council and shall be written off in the year.



Last reviewed/amended: March 2023, minute: XXX

To be reviewed: Annually

9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

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

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods, and services

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

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the Council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.



11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage, and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the ~~Chairman and Vice Chairman of council~~ Mayor and Deputy Mayor; and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at ~~£25,000~~ £30,000 or more, the Council shall comply with the relevant requirements of the Regulations¹.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

d) When applications are made to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

e) Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts



appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of Council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than ~~£25,000~~ £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works (Public Works Contracts)

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.



12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and RFO to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties, and estates

14.1. The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased, or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to council with a full business case.



14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 16), the RFO shall affect all insurances and oversee negotiations for negotiate all claims on the Council's insurers.

15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to the relevant Resources Committee at the next available meeting.

15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated committee.

16. Risk management

16.1. The Council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

16.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

17. Suspension and revision of Financial Regulations

17.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

17.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

Signature Calendar

2023		Meeting	Chair of meeting and below Councillor to sign	
Mar	6	Resources (Grants)		
	13			
	20	Full Council	AS	
	27	Planning	MG	
Apr	3	TC&E	LO	
	10	Easter Monday BH		
	17	Environment	RS	
	24	Interim	MC	
May	1	Early Spring BH		
	8	Coronation BH		
	15	Resources	MG	
	22	ASM & Full Council	Incoming Mayor and LO	
	29	Late Spring BH		
June	5	TC&E		
	12	Environment		
	19	Interim		
	26	Staffing & Resources		
July	3			
	10	Full Council		
	17	Planning		
	24	TC&E		
	31	Environment		
Aug	7	School Summer Holidays		
	14			
	21	Planning		
	28	Late Summer BH		
Sept	4	Resources		
	11	Full Council		
	18	Planning		
	25	TC&E		
Oct	2	Environment		
	9	Interim		
	16	Resources		
	23			
	30	Full Council		
Nov	6	Planning		
	13	TC&E		
	20	Environment		
	27	Interim		
Dec	4			
	11	Resources		
	18	Full Council		
	25			

Buckingham Town Council Financial Year 2022-23



IAC Audit and Consultancy Ltd

Audit date: 12 December 2022

Interim Internal Audit Observations

A *Appropriate accounting records have been properly kept throughout the financial year.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Accounting system opening balances agree to prior year Annual Return	<i>It was noted that there is a £36 difference on the opening Box 7 Reserves balance, so the Omega opening balance does not agree to the 2021-22 Accounting Statements balance. This appears to be due to a late entry on creditors.</i>	Council to review the difference on the Omega Opening balance and ensure that it is reconciled to the 2021-22 audited Accounting Statements. The Council may need to liaise with the accounting software provider to resolve this.	Medium	<i>This posting error has now been corrected.</i>

B *This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Have the Financial Regulations been subject to regular review in accordance with paragraph 1.14 of The Practitioners Guide 2021?	<i>The Council reviewed its Financial Regulations at a meeting held on 30th May 2022. The versions of Financial Regulations on the Council website is dated 28th March 2021.</i>	Council to review the version of its Financial Regulations on the website and ensure that it is the current version.	Medium	<i>The correct version of The Financial Regulations were on the Website but showed the incorrect date. This has now been amended to show the correct date.</i>
2	Is expenditure on Credit / Debit Card subject to independent review and scrutiny?	<i>Expenditure on Debit/Credit cards is not subject to independent review and approval.</i>	The Council to put in place a process for the regular review and approval of expenditure on cards. This review should be evidenced by dated signature of the person conducting the review on the appropriate card statement and/or invoice.	High	<i>Any card expenditure will now appear on a schedule of payments made and be sent to Resources Committee for endorsement. It will appear on the agenda and will be minuted once endorsed.</i>

3	Do electronic bank payments require two authorisers for ALL Council bank accounts?	<i>Electronic bank payments may be made on a sole authoriser basis.</i>	<p>The Council, as a priority, to review the controls in place in respect of online bank payments and consider the introduction of dual authorisation of payments.</p> <p>The Council to note the high level of risk associated with single authorisation of such payments and ensure that it has robust controls in place in respect of such payments.</p>	High	Assistant RFO to be made a "full access" signatory for Lloyds online banking. This will allow the dual authorisation process to be facilitated. ARFO will set up the payments and two signatories will be able to check and "release" the payments. We are currently researching Councillor electronic authorisations.
4	Have invoices been approved as required under Council Financial Regulations? (paragraph 5.3 of the NALC Model Financial Regulations)	<i>Invoices have not been approved as required under the Councils Financial Regulation 5.3 which states "All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.. "</i>	<p>Council to ensure that invoices are 'verified and certified' in accordance with Financial Regulations.</p> <p>As invoices are normally passed for payment approval as a batch, it may be appropriate for the the certification of invoices, as required under Financial Regulation 5.3, to be made on the batch sheet, rather than on each individual invoice.</p>	High	The RFO will meet with the ARFO weekly and discuss all incoming invoices. Between them they will check against Purchase Orders / budget codes and the RFO will sign them off if all in order. The ARFO will then prepare a schedule of invoices to be paid and email them to the Resources Committee, invoices will be available if required. After a suitable checking period this schedule will be entered on to the online banking where it will await release by two signatories. All payments made will then appear on a schedule that will be sent to the next RESOURCES where it will appear as an agenda item and therefore have the endorsement of the payments made agreed and minuted.

5	Have payments been approved as required under Council Financial Regulations?	<p><i>The current process for the authorisation of payments is for a schedule, listing payments to be made, which require authorisation, to be submitted at each meeting of Council or Committee. This schedule is signed by the Chair of two Council Committees. Currently this process does not form part of the Agenda or Minutes of meetings. The schedule also does not record which meeting the schedule was submitted to.</i></p> <p><i>This process does also not agree with Councils Financial Regulation 5.2 which requires that the payment listing is disclosed '...as an attachment to the minutes of the meeting at which payment was authorised'</i></p>	<p>The Council should review the process for approval of payments to ensure that it is in compliance with its Financial Regulations.</p> <p>In particular the Council should consider whether the authorisation of payments should be an agenda item for meetings (and recorded in Minutes) and how the listing of payments approved is to be disclosed / published.</p>	High	as above
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D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Level of Reserves were appropriate, their purpose is identified	<i>The Council reviews its Earmarked Reserves when setting the budget and precept for the year. This review is based on estimated outturn figures for the year which are not known precisely until the year end accounts are prepared. There is no formal process for the actual EMR balances to be subject to formal Council review and approval.</i>	At the year end, when the final income and expenditure of the Council is known, the balances on Earmarked Reserves should be subject to formal review and approval by Council.	Medium	After year end the proposed Ear Marked Reserves will be listed and appear on the agenda for the next Resources Committee . The Resources Committee will review this and recommend that they are agreed by Full Council.
2	Does the budget recorded in the Councils accounting system agree to the budget set by Council?	<i>The budget recorded in the Councils accounting system does not agree to the budget set by Council. This is due to 'committed' expenditure from the prior year being added to current year budget headings (this is done once the year end accounts have been finalised). At present there is not a formal process for Council to review and approve these budget amendments.</i>	At the year end, when the final income and expenditure of the Council is known, the agreed amendment to the budget based on the prior year committed expenditure, should be subject to formal review and approval by Council.	High	After year end any outstanding committed expenditure that needs to be carried forward and added to the following year's budget will be reported and appear as an agenda item at the next Resources Committee for recommendation that this be agreed by Full Council at their next available meeting.

E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Does the investment policy clearly show an awareness of investment risk being taken?	<i>The Council has an Investment Strategy in place however it was noted that this does not refer to the use of the CCLA Public Sector Deposit fund in which the Council holds some of its balances.</i>	Council to review and update its Investment Strategy to include reference to the Public Sector Deposit fund.	Medium	This policy has been updated and now includes reference to the use of the CCLA Public Sector Deposit Fund. To be formally reviewed at the next meeting of The Resources Committee .
2	Has the Investment Strategy been published on the Councils website?	<i>The Council has not published its Investment Strategy on the Councils website as required by the Statutory Guidance on Local Council Investments.</i>	Council to ensure that its Investment Strategy is published on its website in accordance with statutory guidance.	Medium	The current policy is on the website and is under the Finance and Budget section under Financial documents.

I **Periodic bank account reconciliations were properly carried out during the year.**

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Bank reconciliations have been carried out regularly and in a timely manner (Interim)	<i>Bank reconciliations have not been carried out regularly and in a timely manner. At the date of the Interim Internal Audit visit it was noted that all reviews of reconciliations had been dated 23rd November 2022.</i>	The Council to ensure that bank reconciliations are carried out regularly and in a timely manner	Medium	The bank accounts are reconciled each month. There will be quarterly inspections of these carried out by a Council member. This will be reported back to the next Resources Committee as an agenda item for them to acknowledge that the Council member has checked that proper procedures have been followed and that all is in order.

M **The authority, during the previous year (2021/22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).**

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	The period for the Exercise of Public Rights commenced the day after the Council published the Accounting Statements, the Annual Governance Statement and the Notice as set out in Regulation 15.3 of the Accounts and Audit Regulations 2015.	<i>The period for the Exercise of Public Rights did not commence the day after the Council published the Accounting Statements, the Annual Governance Statement and the Notice as set out in Regulation 15.3 of the Accounts and Audit Regulations 2015. The Announcement date was stated as 8th June 2022 (a Wednesday) and the Commencement date was stated as 13th June 2022 (the following Monday).</i>	The Council to note that the period for the Exercise of Public Rights should commence the working day following the publication of the Annual Governance Statement, Accounting Statements and Notice for the Exercise of Public Rights.	High	For future dates we will aim to use the "Limited Assurance Regime detailed Instructions" which is published annually on the PKF Littlejohn website. This will ensure that the correct announcement dates are always shown on the Exercise of Public Rights notice.
2	Council Minutes record the dates set for the Exercise of Public Rights	<i>Council Minutes do not record the dates set for the Exercise of Public Rights. This is not a statutory requirement but it is accepted as Audit evidence of the dates set by Council.</i>	In future the Council to ensure that the date set for the Period of Exercise of Public Rights is recorded in Council Minutes.	High	As above

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 6th March 2023

Contact Officer: Steve Beech, Compliance and Projects Manager

REPORT: Financial and Management Risk Assessment

1. Recommendations

1.1. It is recommended that Members recommend the updated Financial and Management Risk Assessment to Full Council.

2. Background

2.1. It is best practice is to review the Financial and Management Risk Assessment annually. The last review was undertaken in May 2022.

2.2. The Risk Assessment has been reviewed and updated where required.

3. Amendments to the Risk Assessment

3.1. Recommended changes to the Risk Assessment are highlighted **in BOLD**.

4. Amendments – reasoning

4.1. For each amendment an overview of the reasoning for such change is given below:

1. Confirmation of the appointment of a Compliance and Projects Manager to assist across the whole document.
- 5.. Reference to the new cemetery project in progress.
6. Clarification that ELAS have been bought by Citation UK.
11. Clarification of roles regarding petty cash in accordance with recommendation in revised Financial Regulations.
18. Confirmation that any assets disposed of will be recorded as such in the asset register.
21. Confirmation of a recommendation that the current insurance be renewed for 12 months.

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
1. To provide and maintain standards for Town Council services to the residents of Buckingham	Legislative change which will have an impact on the Town Council's powers, duties and funding	1	3	3	RFO, Councillors & staff keep apprised of developments & good practice, including through SLCC, BMKALC & NALC membership. Appointed Compliance Manager Dec 22	Existing Procedures are adequate
	Loss or damage to physical assets owned by the Town Council including buildings and equipment	1	4	4	All physical assets insured	Existing Procedures are adequate
					All assets checked regularly, including review of the asset register each year in preparation for the Annual Return	By annual resolution of Full Council
					Assets recorded and managed through RBS asset tool.	Existing Procedures are adequate
	Damage to third party property or individuals as a consequence of the Town council providing services (public liability)	2	3	6	Public liability Insurance renewed annually	By annual resolution of Full Council
					In addition, weekly and annual checks of play equipment are made using ROSPA standards	
Insufficient staff or other resources to deliver the service needs	2	3	6	Staff have general awareness of other team member's essential tasks and can provide cover when required; each service role can be delivered by at least three staff members	Existing Procedures are adequate	
				Town Clerk to formally monitor and review staff and work levels, including through the annual appraisal process. Any concerns regarding this to then be brought to Council	Review annually through appraisal process	
2. To provide a safe and fulfilling working environment for staff	Employees contravene H & S policy and legislation	2	3	6	H & S & First Aid training, insurance, Risk Assessments regularly checked and updated	Existing Procedures are adequate
	Potential legal proceedings up to corporate manslaughter	1	4	4	Employer's Liability insurance is in place	Existing Procedures are adequate
					Employee training and awareness	Existing Procedures are adequate
Staff retention issues	3	3	9	Staff training where appropriate. Annual appraisals review four year goals in addition to reviewing annual performance and setting annual objectives and where appropriate plans put in place to support career progression. The organisation is too small to enable career progression for all staff, so the likelihood is significant.	Existing Procedures are adequate	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
3. To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action and loss of confidence in Town Council	1	3	3	RFO keeps up to date with legislative changes, discusses latest requirements with internal and external auditors.	Existing Procedures are adequate
					RBS used to manage accounts and provide regular reports to Resources Committee to provide assurance	Existing Procedures are adequate
	Loss of income through error or fraud	1	3	3	Fidelity Guarantee Insurance	Existing Procedures are adequate
					RFO continually reviews controls and current procedures	Existing Procedures are adequate
4. To ensure that all actions taken by the Town Council comply with all current Legislation	Non-compliance with legislation or practice result in Council being 'Ultra Vires'	1	3	3	RFO to keep apprised of developments and good practice and seek advice as needed, including through SLCC, BMKALC and NALC membership. Internal and external audit process.	Existing Procedures are adequate
5. Cemetery	Inadequate space to meet demand	3	4	12	Additional 64 burial spaces created 2018/19 in Brackley Road Cemetery. Additional Garden of Rest created during 2021. New cemetery project in progress.	Existing Procedures are adequate
	Loss of income	3	4	12	Additional 64 burial spaces created 2018/19 in Brackley Road Cemetery. Additional Garden of Rest created during 2021. New cemetery project in progress.	For six monthly review; operational site required by 2024
6. Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	2	3	6	Contract of employment in place, accompanied for all staff by handbook containing key policies which has been quality assured by ELAS/Citation.	Annual review
					Matters relating to staff discussed by Staffing (Confidential Matters) Committee	Existing Procedures are adequate
					Town Clerk to keep up to date with employment law and seek HR advice where appropriate	Existing Procedures are adequate
					Contract with ELAS/Citation in to quality assure contracts, policies and processes and provide expert advice as required	Existing Procedures are adequate
					Other policies in place	Existing Procedures are adequate
					Legal insurance in place	Existing Procedures are adequate
7. Staff	Impact of staff loss	4	2	8	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business. All service roles able to be delivered by at least three staff	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Loss of key staff trained in financial systems, process or rules	4	2	8	Staffing arranged so that knowledge is distributed between RFO and at least two other staff Use of common systems, including popular accounts system, and retention of detailed manuals.	Existing Procedures are adequate Existing Procedures are adequate
8. Financial Control	Inappropriate expenditure made	1	4	4	Payments reported to Resources committee for review and corrective action if necessary Financial procedures ensure no individual has unique access to expenditure	bi-monthly reports By annual resolution of Full Council
	Financial Regulations become out of date with change in technology, regulation or business	2	3	6	Council to review financial regulations once a year	By annual resolution of Full Council
					Annual internal audit to comment on any need to make updates	Annual review
					The RFO and Clerk react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	Existing Procedures are adequate
	Lack of budgetary overview/overspend against budget	1	3	3	Quarterly review of nominal ledger	Quarterly review
					Monthly review of income and expenditure	Monthly review
					Seven week review by Resources Committee	bi-monthly reports
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	2	3	6	Contingency included in budget	By annual resolution of Full Council
Further Reserves of equivalent to at least three more month's spend available for use within 24 hours					Existing Procedures are adequate	
9. Systems & Record keeping	Lack of accurate or effective account records and control	1	3	3	The RBS Omega accounts system is used which is an accepted accounts package	Existing Procedures are adequate
					All data is saved to a cloud server offsite, which is backed up by the Council's contractor daily.	Existing Procedures are adequate
	Loss of data	1	3	3	Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued	Existing Procedures are adequate
					All cheques issued from the main account are authorised and signed by 2 Councillors with retrospective approval by the Resources Committee. (Approval is given by email by at 2 councillors where cheque signing is not possible)	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					Documents are retained for 12 years	Existing Procedures are adequate
	VAT not accurately managed	1	3	3	The RBS Omega system incorporates a VAT schedule which is an accepted package that allows differentiation between tax rates etc. and is itemised in a full report relating back to the original item within the accounts.	Existing Procedures are adequate
					VAT is applied to all mileage payments at the rate applicable at the time as advise by HMR&C	
					VAT returns are lodged digitally on a quarterly basis in line with accepted procedures	Existing Procedures are adequate
					Procedures are inspected by HMR&C every three/four years and have been approved	Existing Procedures are adequate
	Payroll / Pension				Payroll is outsourced to a specialist company	Existing Procedures are adequate
					The Town Clerk authorises any overtime, mileage or special duty payments act, on a monthly basis	Existing Procedures are adequate
					Hard copies linked to payroll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund and HMRC	Existing Procedures are adequate
					All BACs payments and cheques to the pension fund & HMRC are authorised by council on a meeting cycle basis	Review by Councillors
		1	3	3	The monthly pay is issued via BACs payments which have been established for some time with the bank	Existing Procedures are adequate
					Payments can only be issued for the nominated employees, which must be authorised in advance of the payment, with accuracy checked by a further officer.	Existing Procedures are adequate
					Documents are retained for 12 years	Existing Procedures are adequate
					Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information & highlight and discrepancies	Existing Procedures are adequate
					The Council agrees the salary scales for Town Council staff	By annual resolution of Full Council
10. Banking Arrangements & Procedures	Lloyds Bank is used which offers no Bank charges	1	3	3	One bank account used daily with RFO, Finance Officer & DTC	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Accounts	1	3	3	Reserves above two months expenditure are placed into a higher rate deposit account to maximise income while not affecting cash flow	Existing Procedures are adequate
11. Banking Security/Access to Finances	Cheques	1	3	3	Each cheque is drawn from the main account and must be signed by 2 Councillors as detailed on the back mandates (which are amended when required to ensure that sufficient signatories are available at all times)	Existing Procedures are adequate
	Transfers	1	3	3	Transfers to the higher rate deposit account or the CCLA deposit account are done via telephone or online banking by the RFO. Funds in the higher rate deposit accounts can only be transferred into the general savings account.	Existing Procedures are adequate
	Bank Reconciliation	1	3	3	All accounts are reconciled using the RBS Omega system within 10 days of receipt of any statement	Existing Procedures are adequate
					Any discrepancies are immediately reported to the bank for investigation	Existing Procedures are adequate
					All petty cash accounts which do not have statements are reconciled on a monthly basis by the Finance Officer against the cash held and any discrepancies are immediately reported to the RFO	Existing Procedures are adequate
	Separation of Duties	1	3	3	The office has established separation of duties to ensure that no one person has access to the bank balances and cash. Two Councillor's signatories are required at all times. Petty cash is overseen by each location manager.	Existing Procedures are adequate
	Access to the main bank accounts	1	4	4	As detailed under Banking arrangements & Procedures above, no one person has access to monies held in the main accounts. Any new bank accounts would require agreement from the Town Council and two signatures	Existing Procedures are adequate
All invoices are checked by the Finance officer in advance of payment and if related to an order, this has passed through the ordering procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)					Existing Procedures are adequate	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Access to petty cash accounts	1	3	3	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money. The petty cash is kept in a locked drawer and access is restricted to Finance Officer and DTC.	Existing Procedures are adequate
	Cheques	1	3	3	All invoices will either have a Purchase Order or are authorised by either Clerk, DTC or Estates Manager. They are paid via cheque, which requires 2 Councillor's signatories, or BACs. Councillors also see the related invoice and authorise this with their signature	Existing Procedures are adequate
	Petty Cash – Cash Payments	1	2	2	All payments made in cash must be substantiated by an invoice etc. These are reviewed monthly by the RFO once reconciled.	Existing Procedures are adequate
					All payments are reported to Resources with a full reconciliation report	Existing Procedures are adequate
	Hire Charges				Council agree the charges	Existing Procedures are adequate
		1	3	3	The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval	Existing Procedures are adequate
					All bookings must be paid for in advance to avoid bad debts. Block bookers are invoiced or given the option of paying the sites on a weekly basis. Hirers pay deposits.	Existing Procedures are adequate
	Hire charges received within the office	1	3	3	All post is logged by an officer and any payments received are itemised & given to the Finance Officer for processing	Existing Procedures are adequate
	Cash collected from community events				All cash collected at events is collected by appointed staff and volunteers in approved charity buckets which are allocated at the start of the event	Existing Procedures are adequate
		1	2	2	Any buckets are locked securely in the Town Council office or Chamber and at the end of the event	Existing Procedures are adequate
					At the office the cash is emptied and counted manually at the latest on the following working day by at least two members of staff	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Processing and banking	1	2	2	When the money is received it is balanced by the Finance Officer within the office against any receipts/invoices and any discrepancies are followed up	Existing Procedures are adequate
					When the monies have been balanced, the details are input onto the RBS Omega system and all entry references are printed out and retained	Existing Procedures are adequate
					The hire charges are banked when received	Existing Procedures are adequate
					The cash element is usually below £500	Existing Procedures are adequate
					A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation	Existing Procedures are adequate
					This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for	Existing Procedures are adequate
12. Financial Administration	Records non-compliant or inadequate	1	3	3	Internal auditor reviews record keeping twice a year	Existing Procedures are adequate
					Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulations	Existing Procedures are adequate
	Expenditure/income coded incorrectly	1	3	3	RFO checks nominal ledger every quarter	Existing Procedures are adequate
					Items are coded	Existing Procedures are adequate
	Standing Orders	1	3	3	The Town Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices	Existing Procedures are adequate
					Standing orders are reviewed and approved by Town Council on an annual basis	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	2	3	6	Programme of meetings to meet statutory deadlines	Existing Procedures are adequate
					RFO and Deputy Town Clerk check meeting dates each year against statutory requirements	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Invoice payment without authority	1	4	4	All payments reviewed against purchase order where one exists, or Nominal Ledger code provided by RFO to authorise payment. Two Councillors sign cheques and Resources Committee review all payments	Existing Procedures are adequate
	Incoming cash and cheque misappropriation	1	3	3	Individual receipts to be issued for all cash payments and for cheque payments on request	Existing Procedures are adequate
	Theft of funds	1	3	3	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons. Chair of Resources checks and signs bank reconciliation once a quarter.	Existing Procedures are adequate
					Cash and cheques stored securely and banked within 5 working days of receipt	Existing Procedures are adequate
	Incorrect entries by bank	1	3	3	Bank statements reconciled monthly	Existing Procedures are adequate
13. Ordering Procedure	Fraud / expenditure takes place without the correct authority	1	3	3	A comprehensive ordering system is established which ensures that all orders are requested in writing, correctly authorised by the RFO or approved by council & are within acceptable budget limits	Existing Procedures are adequate
					This system incorporates job numbers/minutes and RBS Omega codes so that any order can be traced from origin to finish across a variety of systems	Existing Procedures are adequate
14. Annual Budget & Precept Calculations	The annual budget and precept calculations	1	3	3	The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and Council members	Existing Procedures are adequate
					The RFO also completes a mid-year review in November for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance	Existing Procedures are adequate
					The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					The new budget is discussed and fine-tuned during December Council and Committee meetings after the up to date number of band D properties have been confirmed by the Principal Authority.	Existing Procedures are adequate
					Minutes are recorded at each stage to substantiate the budget development	Existing Procedures are adequate
					The final budget is discussed by a Precept meeting of Full Council in January. The Principal Authority is advised of the precept for the coming year once agreed	Existing Procedures are adequate
	Loss of income due to a reduction in the Council Tax base	2	1	2	The Council receives the Council Tax base figures in time to set a budget that takes account of them.	
15. Monitoring of Budgets	Comprehensive budgets	1	3	3	Comprehensive budgets are set for each committee & these are loaded onto RBS Omega accounts system at the start of the new financial year	Existing Procedures are adequate
	Monitoring	1	3	3	On-going daily expenditure has already been incorporated within the budget and the RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits	Existing Procedures are adequate
					All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget	Existing Procedures are adequate
					Any over expenditure is highlighted and brought to the attention of the RFO	Existing Procedures are adequate
					Each Committee receives a report on the use of its budget at each meeting	Existing Procedures are adequate
	Reporting	1	2	2	A full report of expenditure against budget is lodged with Council at each Resources Committee meeting	Existing Procedures are adequate
This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract	Existing Procedures are adequate					
					Any that do not meet the budget levels are highlighted to members if needed along with committed expenditure	Existing Procedures are adequate
16. Insurable Risks	Employer's Liability	1	3	3	Insurance cover is in place	Existing Procedures are adequate
	Theft of money by third party	1	3	3	Insurance cover is in place	Existing Procedures are adequate
	Theft of money by employee or member	1	3	3	Fidelity Guarantee cover is in place	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Property	2	4	8	Cover for buildings & contents	Existing Procedures are adequate
					All risks cover for selected items	Existing Procedures are adequate
	Officials Indemnity	1	3	3	Continue with existing cover (£250k)	Existing Procedures are adequate
	Libel and Slander	1	3	3	Continue existing cover (£250k)	Existing Procedures are adequate
	Personal Accident	3	4	12	Continue with existing cover (scale benefits)	Existing Procedures are adequate
	Legal disputes	2	3	6	Cover for specified legal disputes	Existing Procedures are adequate
	Long term sickness of employee	3	3	9	Not covered by insurance; managed within the overall staffing budget	Existing Procedures are adequate
					Liability limited by contract	Existing Procedures are adequate
	Business interruption	1	3	3	Potential alternative premises available at the Lace Hill Centre and Council Chamber	Existing Procedures are adequate
					All office staff have laptops and can access all files from home or other sites	
					Use of cloud-based system, which is also backed up off site.	Existing Procedures are adequate
					Ability to restore onto hired equipment	
	Loss/destruction of financial records	1	3	3	Key financial data held electronically and backed up off site	Existing Procedures are adequate
All electronic documents backed up daily offsite					Existing Procedures are adequate	
17. Loss of Records	Loss of documentation	1	3	3	Deeds and other legal documents relating to real estate stored in the office in a fire safe, historic stored at the depot	Existing Procedures are adequate
18. Asset List	Purchased	1	3	3	An asset list is maintained by the Town Council Office using the RBS asset package.	Existing Procedures are adequate
					This is updated throughout the year with new assets and removal of disposed assets . In addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., is kept on a secondary list.	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Maintained	1	3	3	The asset list is circulated to staff on an annual basis to ensure that all items are correct	Existing Procedures are adequate
					The Town Council has a scheme for maintenance of assets	Existing Procedures are adequate
19. Internal Audit	Internal Audit	1	3	3	The Internal Auditor and scope of audit is approved annually by Council and attends the office to complete the internal audit in May of each year. Additional visits can be arranged as required and at least one interim visit is arranged, during the autumn.	Existing Procedures are adequate
					The report is presented to Council for acceptance.	Existing Procedures are adequate
					The Council review the effectiveness of Internal Audit annually	Existing Procedures are adequate
20. External Audit	External Audit	1	3	3	The external auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements	Existing Procedures are adequate
					Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels	Existing Procedures are adequate
					The RFO completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor	Existing Procedures are adequate
					The RFO presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor	Existing Procedures are adequate
					Once these have been formally adopted and signed by Council, they are lodged with external auditors	Existing Procedures are adequate
					Any queries raised by the auditors are dealt with by the RFO in the first instance	Existing Procedures are adequate
					Final sign-off by the external auditor is presented to Council	Existing Procedures are adequate
21. Insurance	Fidelity Insurance	1	3	3	Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts	Existing Procedures are adequate
					Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, and cross referenced receipts of income	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					These provisions have ensured that no individual is able to gain access to withdraw funds without due process	Existing Procedures are adequate
	Insurance	1	3	3	Zurich has been used as a recognised Town Council provider BTC are currently tied into a deal until 2023 with a recommendation to renew for 12 months.	Existing Procedures are adequate Existing Procedures are adequate
					Annual reviews are carried out to ensure sufficient cover is in place	Existing Procedures are adequate
22. Pension fund	Poor Management of Pension Fund	1	4	4	The Town Council is part of the Buckinghamshire Council Pension Fund. The Fund is part of the Local Government Pension Scheme (LGPS). This ensures that the risks associated with the Fund are managed centrally by a competent authority.	Existing Procedures are adequate
	Loss from Pension Fund	2	3	6	The Council receives an annual valuation report, including details of the valuation method, assumptions and results of the valuation. This enables the Council to review the financial position of the Fund and to set appropriate contribution rates for the next period.	Existing Procedures are adequate
23. Financial loss due to Covid 19 or other public health restrictions	Loss of income from the Lace Hill Sports and Community Centre	2	3	6	Overall, when the Council was restricted due to Covid 10 the Council saved more from cancellation of events and services than the cost of the total lost income. The Council's contingencies budget would accommodate any future unforeseen costs of cleaning materials etc.	Existing Procedures are adequate
					If restrictions are repeated then it is likely the same situation would apply.	Existing Procedures are adequate
	Loss of Income from markets	1	3	3	Loss would occur if the markets were to close again, however this is unlikely, particular as essential stalls were able to continue through most of the lockdowns.	Existing Procedures are adequate
	Unplanned budget deficit leading to a depletion of reserves below the minimum recommended	1	5	5	The Town Clerk will continue to monitor the likelihood of future restrictions. The first closures did not lead to a depletion of reserves.	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
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Buckingham Town Council - Risk Assessment Rating Scale

Impact	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5

Likelihood

END OF REPORT

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 6th March 2023

Contact Officer: Policy review: Steve Beech, Compliance and Projects Manager
Annual Strategy: Claire Molyneux, Clerk and RFO

REPORT: Proposed amendments to Investment Strategy Policy

1. Recommendations

- 1.1. It is recommended that the revised Buckingham Town Council Investment Strategy Policy be recommended to Full Council.
- 1.2. It is recommended that the Annual Strategy for the financial year 2023-24 be recommended to Full Council.

2. Background

- 2.1. It is a requirement to review all Council policies in a timely manner. This is being discussed because best practice is to review the Investment Strategy Policy annually. The last review was undertaken in April 2021.
- 2.2. It is a requirement to produce an Annual Strategy for the forthcoming financial year.

3. Amendments

- 3.1. Recommended additions to the text are highlighted in YELLOW.
- 3.2. Recommended deletions are crossed through and highlighted in BLUE.
- 3.3. Minor spelling and grammar corrections have not been highlighted.
- 3.4. Remaining unhighlighted text is unaltered.

4. Amendment reasoning

- 4.1. For each amendment an overview of the reasoning for such change is given below:
 1. New Government Department.
 2. Deletion of the word "Town" for consistency, New Government Department, spelling correction.
 3. to 8. Renumbering correction, inclusion of Public Sector Deposit Fund as advised by auditor, deletion of the word "Town" for consistency.

- 6.. 2x deletion of the word "Town" for consistency, inclusion of Public Sector Deposit Fund as advised by auditor.
7. Clarity of roles, spelling correction.

5. Annual Strategy

- 5.1. The RFO is required to produce an Annual Strategy for the forthcoming year.
- 5.2. Currently, all funds are held in bank or deposit accounts. The vast majority is on instant access with a further £10,277 held on a 32-day notice account.
- 5.3. As of the most recent statement the Council held £608,076 in its Public Sector Deposit Fund.
- 5.4. Current financial climate: Members will be aware of the current financial climate and the need for prudent financial management, with secure but accessible funds.
- 5.5. Proposed strategy for the following 12 months:
 - 1) Review the interest rate on the notice account and research alternative short-term deposits.
 - 2) No further changes in investment or non-investment holdings is being considered.



Buckingham Town Council INVESTMENT STRATEGY

1. INTRODUCTION

Buckingham Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

This strategy complies with the revised requirements set out in Section 15(1)(a) of the Local Government Act 2003, the Guidance on Local Government Investments issued by the Department of Communities and Local Government in 2010 and Governance and Accountability for Smaller Authorities in England 2017. The Department of Communities and Local Government is now called the Department for Levelling Up, Housing and Communities.

2. INVESTMENT OBJECTIVES

In accordance with Section 15(1) of the 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify. Through this guidance issued in 2010 para 3.3 states that if a Parish Council invests more than £500,000 then the guidance applies in full. However, if the investment is between £10,000 and £500,000 "it should decide on the extent, if any, to which it would be reasonable to have regard to the guidance in relation to that year."

The Town Council will comply with the guidance in full.

The Council's investment priorities are the security of reserves and liquidity of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling.

The ~~Department for Communities and Local Government~~ Department for Levelling Up, Housing and Communities maintains that borrowing of monies purely to invest or to lend and made make a return, is unlawful and this Council will not engage in such activity.

3. SPECIFIED INVESTMENTS

Specified Investments are those offering high security and high liquidity, made in sterling and maturing within a year. Such short-term investments made with the UK Government, or a local authority or town parish council will automatically be Specified Investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

Deposits with banks, building societies, funds specific for Town and Parish Councils, local authorities or other public authorities, including the CCLA Public Sector Deposit Fund.



The Town Council's investments for the financial year will consist entirely of Specified Investments.

4. NON-SPECIFIED INVESTMENTS

These investments have greater potential risk – examples include investment in the money market, stocks and shares.

Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

5. LIQUIDITY OF INVESTMENTS

The Responsible Finance Officer in consultation with the Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity. However, this will not be any longer than 12 months.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

6. INVESTMENT RISK

The Town Council will only invest in Specified Investments i.e., deposits with banks, building societies, funds specific for Town and Parish Councils, local authorities or other public authorities, including the CCLA Public Sector Deposit Fund. This will reduce the risk of loss. Credit rating will play a limited scope within the decision of who to invest with. The length of the investments will be limited but if there is a significant change in credit rating then action will be taken.

The Town Council will not use Treasury management advisors over the course of the financial year.

The Responsible Finance Officer and the Finance Officer will attend any sector specific training which is relevant for Council investments

7. REVIEW AND AMENDMENT OF REGULATIONS

The strategy will be reviewed annually by the Resources Committee which will then make a recommendation to the Full Council. The Annual Strategy for the coming financial year will be prepared by the Responsible Finance Officer and presented for approval at a Resources Committee Meeting which will then make a recommendation to the Full Council.

The Council reserves the right to made make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

8. FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website www.buckingham-tc.gov.uk

Buckingham Town Council
Resources Committee Meeting
6th March 2023

Coronation

Officer: Paula Cahill, Committee Clerk

1. Recommendations

- 1.1. It is recommended that Members agree a Mayoral Civic Service to take place on Sunday 27th May 2023 at 10:30am.
- 1.2. It is recommended that Members agree that the costs of the Civic Service will be funded from Budget **103/4029 Mayor's Civic**.

2. Background

- 2.1. The Lord Lieutenant of Buckinghamshire, Countess Howe's request that the County Civic Service be held in Buckingham to celebrate the Coronation of HM King Charles III has been cancelled.
- 2.2. It was agreed at the Town Centre and Events Committee meeting on 13th February 2023 (595/22) to refer to Resources. The Mayor confirmed that the Lord Lieutenant would attend a Mayoral Civic Service.

3. Budget

- 3.1. Tea/coffee and cakes to be funded from 103/4029 Mayor's Civic.

Buckingham Town Council
Resources Committee Meeting
6th March 2023

Media Policy current report

Officer: Louise Stubbs, Deputy Town Clerk

1. Recommendations

1.1. It is recommended that Members review and agree the proposed changes to the following policies: Media Policy

2. Background

2.1. Members are asked to review and agree policies annually. Any proposed changes to the wording will be highlighted in the report below.

3. Media Policy

3.1. No amendments required.

Media Policy
Buckingham Town Council Policy**Date Agreed: XXXXX**
Minute Number: XXXXX

This policy applies to employees, volunteers and Councillors of Buckingham Town Council.

1. Introduction

1.1. Buckingham Town Council welcomes enquiries from the Press and Media and recognises its relationship with the press helps communication with residents. The Council seeks to be as transparent as possible, cooperating at all times with the press and using the opportunities of the media to publicise events, projects and works being organised.

1.2. The press are permitted to attend all meetings of the Council and its committees, unless excluded under the Public Bodies Admission to Meetings Act 1960.

2. Purpose

2.1. The aim of the policy is to ensure that Buckingham Town Council communicates through the press in the best way possible, reflecting the corporate view of the Council, without inhibiting councillor's individual roles.

3. Scope

3.1. The Media Policy includes:

- Official council press releases
- Councillor press correspondence
- Press protocol

3.2. The same principles apply for the written press, radio, television and other media.

4. Policy**4.1 Council Press Releases**

- 4.1.1 Press releases and statements will be prepared and issued by the Town Clerk in consultation with Members as required;
- 4.1.2 The Town Clerk will act as the Council's Press Officer. Any official contact with the media concerning the Council's policies, the decisions it makes and services it provides are to be initiated through the Town Clerk or delegated officers;
- 4.1.3 Members who identify a media opportunity concerning the Council's policies, the decisions it makes and services it provides should discuss this with the Town Clerk who will, in consultation with other Members as appropriate, decide how this will be followed up;
- 4.1.4 If a Member or an employee receives an approach or enquiry from the media about any matter relating to the Town Council, Members are free to provide a personal view, however any queries concerning the Council's policies, the decisions it makes and services it provides should be referred to the Town Clerk;
- 4.1.5 Where possible, press releases will include a quote from the Mayor or relevant Committee Chair.

4.2 Councillor Press Correspondence

Media Policy Buckingham Town Council Policy

4.2.1 Individual Councillors can make their own statements relating to local issues and this policy is not designed to prevent any Member expressing a personal opinion through the media. Indeed, engaging directly with the press and social media can be a key tool for members seeking to engage with residents, represent local views and take part in public debate. However, Members must make it clear that any views expressed which differ from Council policy are their own personal views and should be recorded as such;

3.4.2. Such releases, political or non-political, should bear no reference whatsoever to any officer and must not use the Council logo. Neither the Council address, telephone number nor website should be included as a point of contact;

3.4.3. Where a journalist wishes to confirm what was said by an individual Councillor during a Council meeting, they will be referred to the Town Clerk.

4.3 Press Protocol

4.3.1 4.1. The Town Clerk is responsible for issuing official press releases on behalf of the Town Council;

4.3.2 4.2. When the media seeks information on an issue that is, or likely to be, subject to legal proceedings then where necessary advice will be obtained from the Council's solicitor before any response is made;

4.3.3 4.3. All press releases and other materials are filed for reference by the Town Clerk.

5. Roles

5.1 Whilst the Town Clerk is the Press Officer, the spokesperson for the Council shall be the Mayor or in his/her absence, the Deputy Mayor, or the relevant Committee Chair.

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Resources	800/18	Compliments, Complaints and FOI requests	Members AGREED for a six monthly report.	Town Clerk		Jun-23
Resources	863/21	Public involvement	Cllr. O'Donoghue suggested asking members of public who have attended a recent meeting for feedback. Cllr. Harvey seconded this and suggested asking them to complete a questionnaire anonymously so that they can offer full and frank responses. Members AGREED the proposal.	Town Clerk	Awaiting the completion of the new website so a confidential web form can be added. Attendees will be emailed a link and invited to comment. There will also be a paper option.	Due to be completed by the end of March at the latest.
Resources	141/22	20mph speed limit study	Members unanimously AGREED that the Town Clerk will write to Buckinghamshire Council to investigate the decision to refuse the grant; the Town Council will look at options again when a response has been received.	Town Clerk		
Resources	153/22	Debtors	For the next meeting a report showing debts over 3 months will be included with an explanation for each.	Finance Officer		Ongoing - for each agenda.