



BUCKINGHAM TOWN COUNCIL

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

RESOURCES
COMMITTEE

Wednesday, 10 May 2023

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 15th May 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 6th March 2023.

[Copy previously circulated](#)

4. Minutes of Communications Strategy Group

To receive the minutes of the Communications Strategy Group meeting held on 9th March 2023.

[Copy previously circulated](#)



Twinned with Mouvaux, France; Neurkirchen-Vluyn, Germany

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

5. Budgets

To receive and agree the budget reports:

5.1 Highlight Report of main budget variations with detailed income and expenditure. [Appendix A](#)

5.2 Summary Income and Expenditure Report. [Appendix B](#)

5.3 Purchase Ledger from March and April 2023. [Appendix C](#)

5.4 To note the Chair's endorsement of the list of payments already made (as already distributed to Members by the Assistant RFO).

6. Internal auditor's report

To receive and note the end of year report from the Internal Auditor.

[Appendix D](#)

7. Asset register and disposal policy

7.1 To receive and agree a report from the Compliance and Projects Manager on the Asset Register and Disposal Policy. [R/192/22](#)

7.2 Proposed Asset Register and Disposal Policy. [Appendix E](#)

8. Grants 2022 – 2023 review

To receive a report from the Deputy Town Clerk on grants distributed in 2022 – 2023.

[R/193/22](#)

9. Cost of fuel

9.1 To receive a report from the Finance Officer on the costs of fuel 2022 – 2023. [R/194/22](#)

9.2 To receive a summary of the actual costs of fuel 2022 – 2023. [Appendix F](#)

10. Town Crier

To receive an update from the Committee Clerk on the appointment of the new Town Crier.

[R/195/22](#)

11. Review of Buckinghamshire Council's 20mph policy

14.1 To receive a report from the Town Clerk.

[R/196/22](#)

12. Staff Structure Update

To receive an updated copy of the staffing structure.

[Appendix G](#)

13. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

14. Action Report

To review and discuss the Action Report.

To receive a copy of the committee attendee feedback form.

[Appendix H](#)

[Appendix I](#)

15. Chair's announcements

16. Date of next meeting:

Monday 26th June 2023 following the Staffing Committee meeting

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.

17. Debtors list

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

[Appendix J](#)

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	

09/05/2023
16:20**Buckingham Town Council**

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Detailed Income & Expenditure by Budget Heading 30/04/2023**Month No: 1****Committee Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>RESOURCES</u>						
<u>101 Personnel costs</u>						
4000 Salaries Admin	15,798	197,122	181,324		181,324	8.0%
4005 ERS National Insurance	1,552	21,446	19,894		19,894	7.2%
4006 ERS Pension Contributions	3,965	49,465	45,500		45,500	8.0%
4007 Staff travel	0	500	500		500	0.0%
4008 Occupational Health	0	1,369	1,369		1,369	0.0%
4025 HR advice	0	4,998	4,998		4,998	0.0%
4026 Staff & Recruitment	0	500	500		500	0.0%
<u>102 Office expenses</u>						
1010 Chamber hire	45	850	805			5.3%
1012 Photocopier use	0	5	5			0.0%
4010 Stationery	80	3,020	2,940		2,940	2.6%
4011 Postage	0	450	450		450	0.0%
4012 Photocopier	139	2,500	2,361		2,361	5.6%
4013 Equipment purchase	0	1,150	1,150		1,150	0.0%
4017 Subscriptions	2,670	4,050	1,380		1,380	65.9%
4018 Telephones	874	10,000	9,126		9,126	8.7%
4019 Hire of Community Hall	0	300	300		300	0.0%
4021 Hospitality	12	400	388		388	3.0%
4023 Training	50	10,010	9,960	10	9,950	0.6%
4027 Software	1,047	16,000	14,953		14,953	6.5%
4030 Payroll	346	2,070	1,724		1,724	16.7%
4032 Publicity and newsletter	0	6,879	6,879		6,879	0.0%
4038 Computer equipment	0	4,000	4,000		4,000	0.0%
4041 Website	600	3,000	2,400		2,400	20.0%
4043 Protective clothing	0	2,000	2,000		2,000	0.0%
4052 Heat, light, power	0	2,500	2,500		2,500	0.0%
4156 Buckingham Centre rent	0	17,000	17,000		17,000	0.0%
4225 Rates	0	5,000	5,000		5,000	0.0%
<u>103 Councillors</u>						
4020 Mayor's duties	0	2,000	2,000		2,000	0.0%
4029 Mayor's civic	195	1,724	1,529	330	1,199	30.5%

4044	Councillors' mileage / exp.	0	549	549	549	0.0%
4045	Councillors' allowance	0	10,413	10,413	10,413	0.0%
4236	Election costs	0	2,150	2,150	2,150	0.0%
4269	Councillor training	0	2,490	2,490	2,490	0.0%

104 Legal requirements

1098	Insurance Claims Income	2,272	0	(2,272)		0.0%
4014	Audit fees	(400)	3,707	4,107	4,107	(10.8%)
4016	Legal costs	0	3,450	3,450	3,450	0.0%
4022	Insurance	0	19,000	19,000	19,000	0.0%

120 Long-term grants

4040	Four Year Grants Awarded	0	22,069	22,069	22,069	0.0%
4080	Annual Grants Awarded	0	9,000	9,000	9,000	0.0%

125 Commemorative items

4501	Civic award	0	845	845	845	0.0%
4504	Remembrance wreath	0	62	62	62	0.0%
4505	Mayor's salver	0	110	110	110	0.0%
4506	Bardic gift	0	50	50	50	0.0%

130 Admin reserves

1176	Precept	582,281	1,164,561	582,281		50.0%
1190	Interest received	0	3,500	3,500		0.0%

132 Future planning / contingencies

4500	Future planning / contingencies	406	12,500	12,094	12,094	3.2%
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304 Youth Council

4238	Youth Council admin	0	110	110	110	0.0%
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ENVIRONMENT201 Environment

3995	NI Environment	1,399	20,582	19,183	19,183	6.8%
3996	Pensions ERS Environment	4,067	57,963	53,896	53,896	7.0%
4004	Salaries Environment	16,255	230,926	214,671	214,671	7.0%
4112	Environment Equipment	1,156	10,260	9,104	9,104	11.3%
4168	Defibrillators	0	518	518	518	0.0%

202 Roundabouts

1051	Roundabout no. 1	0	2,576	2,576		0.0%
1052	Roundabout no. 2	0	1,373	1,373		0.0%

1053	Roundabout no. 3	0	2,254	2,254		0.0%
1054	Roundabout no. 4	0	2,872	2,872		0.0%
1056	Rouncabout no. 6	0	3,060	3,060		0.0%
1057	Roundabout no. 7	0	1,561	1,561		0.0%
4108	Roundabout	0	2,110	2,110	2,110	0.0%
<u>203 Maintenance</u>						
4082	Allotments	0	2,101	2,101	2,101	0.0%
<u>204 Devolved services expenses</u>						
1017	Devolved services income	22,881	20,992	(1,889)		109.0%
<u>205 Grounds maintenance</u>						
4033	Waste disposal	0	5,610	5,610	5,610	0.0%
4035	Machinery	235	2,650	2,415	2,415	8.9%
4036	Fuel (Mower)	0	2,300	2,300	2,300	0.0%
4037	Sundries	136	2,750	2,614	16	2,598 5.5%
4063	Vehicle hire and running costs	518	7,000	6,482	6,482	7.4%
<u>248 Depot</u>						
4013	Equipment purchase	0	4,070	4,070	4,070	0.0%
4055	Alarm	0	500	500	500	0.0%
4225	Rates	0	4,556	4,556	4,556	0.0%
4601	Repairs & maintenance fund	0	900	900	900	0.0%
4602	Electricity	0	2,000	2,000	2,000	0.0%
4603	Water	0	550	550	550	0.0%
<u>249 C Meadow toilets & Shopmobility</u>						
1085	Shopmobility income	0	200	200		0.0%
4602	Electricity	0	600	600	600	0.0%
4603	Water	0	600	600	600	0.0%
4608	Shopmobility	0	1,250	1,250	1,250	0.0%
4612	Contractor charge	871	10,560	9,689	9,689	8.2%
4709	MAINTENANCE	0	600	600	600	0.0%
<u>250 Lace Hill</u>						
1026	Lace Hill Community Centre	4,906	40,250	35,344		12.2%
4050	Lace Hill playing fields	0	550	550	550	0.0%
4118	Solar panels	0	380	380	380	0.0%
4158	Lace Hill gas	721	4,202	3,481	3,481	17.2%
4159	Lace Hill electricity	0	7,660	7,660	7,660	0.0%

4160	Lace Hill water	0	385	385	385	0.0%
4161	Lace Hill Repair & Maintenance	130	3,707	3,577	3,577	3.5%
4162	Lace Hill Planned Maintenance	668	7,200	6,532	6,532	9.3%
4164	Lace Hill equipment	29	3,000	2,971	2,971	1.0%
4225	Rates	0	10,704	10,704	10,704	0.0%
<u>251 Chandos Park</u>						
1030	Bowls income	0	627	627		0.0%
1035	TENNIS COURT RENT	0	714	714		0.0%
4601	Repairs & maintenance fund	0	3,780	3,780	3,780	0.0%
4602	Electricity	0	1,600	1,600	1,600	0.0%
4603	Water	0	2,120	2,120	2,120	0.0%
4606	Bowls Club Maintenance	0	2,120	2,120	2,120	0.0%
<u>252 Bourton Park</u>						
4601	Repairs & maintenance fund	0	8,300	8,300	8,300	0.0%
<u>253 Cemeteries</u>						
1041	Burial fees	4,805	27,050	22,245		17.8%
4225	Rates	0	1,056	1,056	1,056	0.0%
4265	New cemetery maintenance	0	3,500	3,500	3,500	0.0%
4601	Repairs & maintenance fund	0	4,445	4,445	4,445	0.0%
4602	Electricity	0	960	960	960	0.0%
4617	Memorial testing	0	2,156	2,156	2,156	0.0%
4619	New cemetery repayments	0	69,647	69,647	69,647	0.0%
4620	Expenses for burial duties	405	5,510	5,105	5,105	7.4%
<u>254 Chandos Park toilets</u>						
4612	Contractor charge	871	11,810	10,939	10,939	7.4%
4709	MAINTENANCE	617	1,185	568	568	52.1%
<u>255 Railway Walk & Castle Hill</u>						
4120	Friends of Groups	0	1,140	1,140	1,140	0.0%
4709	MAINTENANCE	0	1,096	1,096	1,096	0.0%
<u>256 Storage Premises</u>						
4066	Grenville garage rent	50	765	715	715	6.5%
<u>258 Cemetery Lodge</u>						
1061	Cemetery Lodge rental income	1,131	11,747	10,616		9.6%
4034	PWLB repayments inc. interest	0	4,702	4,702	4,702	0.0%
4609	Cemetery Lodge maintenance	0	3,105	3,105	3,105	0.0%

260 CCTV

1097	Grants Received	2,000	0	(2,000)		0.0%
4100	CCTV maintenance	0	2,500	2,500	2,500	0.0%

261 Community Centre

4085	Structural repairs	0	15,000	15,000	15,000	0.0%
4091	Chamber	117	1,051	934	934	11.2%

262 Parks General

4101	Seats and bins	0	1,605	1,605	1,605	0.0%
4102	Dog bins	278	9,010	8,732	4,072	48.3%
4106	Play area maintenance	1,804	6,966	5,162	5,162	25.9%
4122	Tree works	7,340	28,200	20,860	20,860	26.0%
4270	Bridges	0	45,000	45,000	45,000	0.0%
4275	Play area replacement fund	0	5,000	5,000	5,000	0.0%
4276	Tree wardens	0	1,100	1,100	1,100	0.0%

TOWN CENTRE & EVENTS301 Town Centre & Events

1013	Hanging baskets	0	456	456		0.0%	
1028	Lace Hill events income	77	847	770		9.1%	
1062	Community Fair table income	0	230	230		0.0%	
1066	Comedy night income	0	1,500	1,500		0.0%	
1069	Charter fairs income	0	7,660	7,660		0.0%	
1091	Events Sponsorship Income	195	50	(145)		390.0%	
1092	Events Stall Income	60	800	740		7.5%	
1093	Dog Show Income	0	125	125		0.0%	
3997	NI TC&E	219	4,323	4,104	4,104	5.1%	
3998	Pensions ERS TC&E	951	19,863	18,912	18,912	4.8%	
3999	Salaries TC&E	5,048	79,743	74,695	74,695	6.3%	
4042	Events equipment	4	1,000	996	66	930	7.0%
4094	Youth project	0	3,485	3,485		3,485	0.0%
4104	Town in Bloom	0	9,000	9,000		9,000	0.0%
4107	Pride of Place	0	60	60		60	0.0%
4115	River rinse	0	450	450		450	0.0%
4128	Small Events	0	300	300		300	0.0%
4166	Lace Hill events	0	1,500	1,500	250	1,250	16.7%
4201	Christmas lights	0	12,800	12,800		12,800	0.0%
4202	Firework display	0	6,600	6,600		6,600	0.0%
4203	Community fair	0	490	490		490	0.0%
4205	Christmas parade	40	5,000	4,960		4,960	0.8%
4207	Remembrance parade	17	1,030	1,013		1,013	1.7%

4208	Spring Fair	40	300	260		260	13.3%
4211	Band Jam	85	4,792	4,707	259	4,449	7.2%
4212	Christmas lights switch on	45	3,000	2,955		2,955	1.5%
4213	Dog show	0	700	700		700	0.0%
4220	Music in the Market	85	4,721	4,636	1,924	2,712	42.5%
4241	Comedy Night expenditure	0	1,500	1,500		1,500	0.0%
4243	Charter Fairs	(312)	5,500	5,812		5,812	(5.7%)
4260	Twinning	0	65	65		65	0.0%

302 Street markets

1005	Street markets	2,045	16,944	14,899			12.1%
1006	Flea market	826	3,800	2,974			21.7%
4017	Subscriptions	0	501	501		501	0.0%
4225	Rates	0	2,900	2,900		2,900	0.0%
4234	Market Entertainment	0	950	950		950	0.0%
4235	Market infrastructure & Promotion	0	1,250	1,250		1,250	0.0%

303 Special events

1020	Food fair income	0	571	571			0.0%
1083	Fringe income	0	200	200			0.0%
1094	Skate Park Income	0	950	950			0.0%
4169	Skate Park Event	0	950	950		950	0.0%
4221	Fringe	0	2,000	2,000		2,000	0.0%
4242	Food fair	0	600	600		600	0.0%
4244	Flags	0	600	600		600	0.0%
4273	One-off events	0	1,100	1,100		1,100	0.0%
4278	Celebrate Buckingham Day	0	1,800	1,800	1,385	415	76.9%

305 Tourist Information Centre

1084	TIC income	277	9,000	8,723			3.1%
4253	TIC tickets & produce	131	8,500	8,369		8,369	1.5%
4255	Heritage app expenditure	0	500	500		500	0.0%
4274	Tourism website	21	400	379		379	5.3%

306 Accessibility

4254	Accessibility Costs	0	2,070	2,070		2,070	0.0%
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PLANNING601 Planning

3992	Salaries Planning	2,924	36,458	33,534		33,534	8.0%
3993	NI Planning	194	2,750	2,556		2,556	7.1%
3994	Pensions ERS Planning	277	3,520	3,243		3,243	7.9%
4262	JUBILEE COMEMORATION	0	2,190	2,190		2,190	0.0%

EARMARKED RESERVES

<u>901 Ear-marked reserves</u>						
9005 Website	2,665	4,000	1,335		1,335	66.6%
9035 Parks Development	0	2,230	2,230	2,230	0	100.0%
9050 Bridge Repairs	0	13,263	13,263	13,263	(0)	100.0%
9052 Depot equipment	0	3,975	3,975	3,975	0	100.0%
Grand Totals:- Income	623,800	1,327,325	703,525			47.0%
Expenditure	77,438	1,367,860	1,290,422	27,779	1,262,642	7.7%
Net Income over Expenditure	546,362	(40,535)	(586,897)			

All expenditure and income for April 2023 has been recorded against the correct budget headings as per the official purchase orders or instruction from The Clerk in accordance with the Financial Regulations. At present, there is nothing that requires an explanation.

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Buckingham Town Council

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Summary Income & Expenditure by Budget Heading 30/04/2023

Month No: 1

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<u>RESOURCES</u>								
101	Personnel costs	Expenditure	21,316	275,400	254,084	254,084	7.7%	
102	Office expenses	Income	45	855	810		5.3%	
		Expenditure	5,819	90,329	84,510	10	84,500	6.5%
	Net Income over Expenditure		(5,774)	(89,474)	(83,700)			
	plus Transfer from EMR		0					
	Movement to/(from) Gen Reserve		(5,774)					
103	Councillors	Expenditure	0	19,326	19,326	330	18,996	1.7%
104	Legal requirements	Income	2,272	0	(2,272)			0.0%
		Expenditure	(400)	26,157	26,557		26,557	(1.5%)
	Movement to/(from) Gen Reserve		2,672					
120	Long-term grants	Expenditure	0	31,069	31,069		31,069	0.0%
125	Commemorative items	Expenditure	0	1,067	1,067		1,067	0.0%
130	Admin reserves	Income	582,281	1,168,061	585,781			49.9%
132	Future planning / contingencie	Expenditure	601	12,500	11,899		11,899	4.8%
304	Youth Council	Expenditure	0	110	110		110	0.0%
	RESOURCES Income		584,597	1,168,916	584,319			50.0%
	Expenditure		27,336	455,958	428,622	340	428,282	6.1%
	Net Income over Expenditure		557,262					
	plus Transfer from EMR		0					
	Movement to/(from) Gen Reserve		557,262					
<u>ENVIRONMENT</u>								
201	Environment	Expenditure	22,878	320,249	297,371		297,371	7.1%
202	Roundabouts	Income	0	13,696	13,696			0.0%
		Expenditure	0	2,110	2,110		2,110	0.0%
	Movement to/(from) Gen Reserve		0					
203	Maintenance	Expenditure	0	2,101	2,101		2,101	0.0%
204	Devolved services expenses	Income	22,881	20,992	(1,889)			109.0%
205	Grounds maintenance	Expenditure	889	20,310	19,421	16	19,405	4.5%
248	Depot	Expenditure	0	12,576	12,576		12,576	0.0%
249	C Meadow toilets & Shopmobilit	Income	0	200	200			0.0%
		Expenditure	871	13,610	12,739		12,739	6.4%
	Movement to/(from) Gen Reserve		(871)					
250	Lace Hill	Income	4,906	40,250	35,344			12.2%
		Expenditure	1,548	37,788	36,240		36,240	4.1%
	Movement to/(from) Gen Reserve		3,357					

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Buckingham Town Council

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Summary Income & Expenditure by Budget Heading 30/04/2023

Month No: 1

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
251	Chandos Park						
	Income	0	1,341	1,341			0.0%
	Expenditure	0	9,620	9,620		9,620	0.0%
	Movement to/(from) Gen Reserve	0					
252	Bourton Park						
	Expenditure	0	8,300	8,300		8,300	0.0%
253	Cemeteries						
	Income	4,805	27,050	22,245			17.8%
	Expenditure	405	87,274	86,869		86,869	0.5%
	Movement to/(from) Gen Reserve	4,400					
254	Chandos Park toilets						
	Expenditure	1,488	12,995	11,507		11,507	11.4%
255	Railway Walk & Castle Hill						
	Expenditure	0	2,236	2,236		2,236	0.0%
256	Storage Premises						
	Expenditure	50	765	715		715	6.5%
258	Cemetery Lodge						
	Income	1,131	11,747	10,616			9.6%
	Expenditure	0	7,807	7,807		7,807	0.0%
	Movement to/(from) Gen Reserve	1,131					
260	CCTV						
	Income	2,000	0	(2,000)			0.0%
	Expenditure	0	2,500	2,500		2,500	0.0%
	Movement to/(from) Gen Reserve	2,000					
261	Community Centre						
	Expenditure	117	16,051	15,934		15,934	0.7%
262	Parks General						
	Expenditure	9,423	96,881	87,458	4,072	83,387	13.9%
	ENVIRONMENT Income	35,723	115,276	79,553			31.0%
	Expenditure	37,670	653,173	615,503	4,087	611,416	6.4%
	Movement to/(from) Gen Reserve	(1,947)					
<u>TOWN CENTRE & EVENTS</u>							
301	Town Centre & Events						
	Income	332	11,668	11,336			2.8%
	Expenditure	6,221	166,222	160,001	2,535	157,466	5.3%
	Movement to/(from) Gen Reserve	(5,889)					
302	Street markets						
	Income	2,871	20,744	17,873			13.8%
	Expenditure	0	5,601	5,601		5,601	0.0%
	Movement to/(from) Gen Reserve	2,871					
303	Special events						
	Income	0	1,721	1,721			0.0%
	Expenditure	0	7,050	7,050	1,385	5,665	19.6%
	Movement to/(from) Gen Reserve	0					
305	Tourist Information Centre						
	Income	277	9,000	8,723			3.1%
	Expenditure	152	9,400	9,248		9,248	1.6%
	Movement to/(from) Gen Reserve	125					
306	Accessibility						
	Expenditure	0	2,070	2,070		2,070	0.0%
	TOWN CENTRE & EVENTS Income	3,480	43,133	39,653			8.1%
	Expenditure	6,373	190,343	183,970	3,920	180,051	5.4%
	Movement to/(from) Gen Reserve	(2,893)					

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Buckingham Town Council

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Summary Income & Expenditure by Budget Heading 30/04/2023

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>PARTNERSHIPS</u>						
PARTNERSHIPS Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	0					
<u>PLANNING</u>						
601 Planning Expenditure	3,395	44,918	41,523		41,523	7.6%
PLANNING Income	0	0	0			0.0%
Expenditure	3,395	44,918	41,523	0	41,523	7.6%
Movement to/(from) Gen Reserve	(3,395)					
<u>EARMARKED RESERVES</u>						
901 Ear-marked reserves Expenditure	2,665	23,468	20,803	19,468	1,335	94.3%
EARMARKED RESERVES Income	0	0	0			0.0%
Expenditure	2,665	23,468	20,803	19,468	1,335	94.3%
Movement to/(from) Gen Reserve	(2,665)					
Grand Totals:- Income	623,800	1,327,325	703,525			47.0%
Expenditure	77,438	1,367,860	1,290,422	27,815	1,262,606	7.7%
Net Income over Expenditure	546,362	(40,535)	(586,897)			
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	546,362					

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 12

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
09/03/2023	24527		AMBIVENT	A020	1,039.00	207.80	1,246.80	4161	250	1,039.00	supply & fit ignition probe et
09/03/2023	24534		AMBIVENT	A020	290.00	58.00	348.00	4161	250	290.00	Heating call out LH
31/03/2023	24613		AMBIVENT	A020	776.00	155.20	931.20	4161	250	776.00	supp & fit AAV sensor & pump
29/03/2023	136058191-2023-		AMAZON	A035	33.02	6.60	39.62	4013	102	33.02	Jubilee clips
31/03/2023	1161280385-2023-		AMAZON	A035	7.00	1.40	8.40	4013	102	7.00	first aid supplies
31/03/2023	1208721575-2023-		AMAZON	A035	29.94	0.00	29.94	4013	102	29.94	first aid supplies
31/03/2023	1592682085-2023-		AMAZON	A035	6.64	1.34	7.98	4013	102	6.64	first aid supplies
31/03/2023	GB3MSKKABEI		AMAZON	A035	14.16	2.83	16.99	4038	102	14.16	ergonomic mouse
22/03/2023	GB3MSKMABEI		AMAZON	A035	4.99	1.00	5.99	4010	102	4.99	picture hooks
22/03/2023	GB3NB7AABEI		AMAZON	A035	11.66	2.33	13.99	4038	102	11.66	headset
22/03/2023	GB3NB7BABEI		AMAZON	A035	8.33	1.66	9.99	4038	102	8.33	wireless mouse
22/03/2023	GB3NG12ABEI		AMAZON	A035	16.66	3.33	19.99	4010	102	16.66	footrest
31/03/2023	GB3OWEFABEI		AMAZON	A035	36.79	7.36	44.15	4013	102	31.38	first aid supplies
								4013	102	5.41	first aid supplies
31/03/2023	GB3POCABEI		AMAZON	A035	14.37	2.88	17.25	4013	102	14.37	first aid supplies
22/03/2023	GB12SHTBHAEUI		AMAZON	A035	22.69	4.54	27.23	4010	102	22.69	stationery
22/03/2023	GB27849TGAEUI		AMAZON	A035	6.28	1.26	7.54	4112	201	6.28	wd-40
01/03/2023	71128		ABBOT FIRE	A054	270.01	54.00	324.01	4606	251	270.01	Bowls club fire alarm service
01/03/2023	71139		ABBOT FIRE	A054	110.00	22.00	132.00	4609	258	110.00	fire alarm service at lodge
01/03/2023	71442		ABBOT FIRE	A054	129.99	26.00	155.99	4055	248	129.99	fire service unit 12
31/03/2023	71443		ABBOT FIRE	A054	91.29	18.26	109.55	4164	250	91.29	FIRE EXT SERV LH
01/03/2023	71591		ABBOT FIRE	A054	860.00	172.00	1,032.00	4606	251	860.00	emergency light/alarm repair
01/03/2023	389		COMMUNITY CENTRE	B002	288.75	0.00	288.75	4242	303	288.75	hall hire food fair
22/03/2023	413		COMMUNITY CENTRE	B002	112.20	0.00	112.20	4019	102	112.20	atm hall hire
01/03/2023	2205052821		BUCKS COUNCIL	B006	278.47	55.69	334.16	4112	201	278.47	replacement dog bin AV555
20/03/2023	35/12		BUCK HILLCREST	B008	220.00	0.00	220.00	4601	248	220.00	managment fee Hillcrest Way
31/03/2023	96552		BUILDBASE	B013	37.14	7.43	44.57	4601	252	11.35	decorating items
								4037	205	9.79	decorating items

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 12

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	
								4112	201	16.00	decorating items
09/03/2023	302835		BROXAP	B027	1,439.00	287.80	1,726.80	9052	901	1,439.00	Benches
01/03/2023	2023/67/BTC		BLACK DOG DESIGN	B038	1,191.00	84.00	1,275.00	4032	102	1,191.00	BTM design and print
08/03/2023	222207		BCQ	B052	88.00	0.00	88.00	4242	303	88.00	Foodie Maps
25/03/2023	2023		COMPLETE	C003	85.00	17.00	102.00	4241	301	85.00	security for comedy night 25/3
25/03/2023	3731842023		CPRE	C011	36.00	0.00	36.00	4017	102	36.00	cpre membership
01/03/2023	40222		CHANDLER RAY	C012	649.50	129.90	779.40	4016	104	649.50	Legal work ref auction bid
31/03/2023	7757		COX	C041	90.00	18.00	108.00	4620	253	90.00	topsoil
31/03/2023	450037		CLARITY	C053	72.60	14.52	87.12	4012	102	72.60	copy charge Dec-Mar
01/03/2023	3838		CLOUDY IT	C073	932.50	186.50	1,119.00	4027	102	932.50	monthly hosting
13/03/2023	KCR-C151764D-		E-ON	E006	-639.68	0.00	-639.68	4159	250	-639.68	EBRS
15/03/2023	JH TRAINING		EVENTBRITE	E016	30.00	0.00	30.00	4269	103	30.00	JH culture training
22/03/2023	24881		GANDERTON	G008	172.39	34.48	206.87	4063	205	135.06	fuel
								4036	205	37.33	fuel cans
31/03/2023	25129		GANDERTON	G008	280.44	56.09	336.53	4036	205	35.20	fuel
								4063	205	245.24	fuel
07/03/2023	21231		GM TYRES	G013	128.33	25.67	154.00	4063	205	128.33	2 x tyres KO19 CFA
31/03/2023	MAR23		GM TYRES	G013	40.00	8.00	48.00	4063	205	40.00	tyre valve
08/03/2023	791140		GRUNDON	G050	173.77	34.75	208.52	4033	205	173.77	wheelie bins depot
08/03/2023	791141		GRUNDON	G050	113.48	22.70	136.18	4033	205	113.48	Wheelie bins LH
31/03/2023	816230		GRUNDON	G050	198.58	39.72	238.30	4033	205	198.58	Wheelie bin collection Depot
31/03/2023	816231		GRUNDON	G050	142.33	28.47	170.80	4033	205	142.33	wheelie bin lhscc
01/03/2023	12672		HEALTH	H011	1,741.67	348.33	2,090.00	4612	254	870.83	toilet maintenance
								4612	249	870.84	toilet maintenance
31/03/2023	12765		HEALTH	H011	1,741.67	348.33	2,090.00	4612	249	870.83	toilet maint march 23
								4612	254	870.84	toilet maint march 23
25/03/2023	157853		JANITORIAL DIRECT	J013	78.31	15.66	93.97	4164	250	78.31	cleaning supplies
25/03/2023	157906		JANITORIAL DIRECT	J013	128.70	25.74	154.44	4112	201	128.70	cleaning supplies
08/03/2023	1200914520		LS ENGINEERS	L002	46.44	9.29	55.73	4037	205	46.44	Spark plugs

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 12

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
01/03/2023	36957		LINNELL BROS	L010	358.95	71.79	430.74	9052	901	358.95	treated wood various
15/03/2023	38486		LINNELL BROS	L010	1,566.84	313.37	1,880.21	9052	901	1,566.84	timber, bolts, washers
27/03/2023	27/3		LIONS CLUB	L023	400.00	0.00	400.00	4500	132	400.00	5 x Bleed Kits
31/03/2023	2221		MICHAELS	M003	387.50	77.50	465.00	4500	132	387.50	Tricorn Hat - Town Crier
01/03/2023	1079798		MAINSTREAM	M061	75.00	15.00	90.00	4018	102	75.00	msdcare
01/03/2023	1079807		MAINSTREAM	M061	57.90	11.58	69.48	4018	102	57.90	824596
31/03/2023	236402		NATIONAL EXPRESS	N023	44.27	0.00	44.27	4253	305	44.27	national express tickets TIC
22/03/2023	1302		ONEILL HOMER	O009	4,450.00	890.00	5,340.00	4624	601	4,450.00	BNDP Review
22/03/2023	1303		ONEILL HOMER	O009	800.00	160.00	960.00	4624	601	800.00	BNDP Review
22/03/2023	1327		ONEILL HOMER	O009	5,613.27	1,122.65	6,735.92	4624	601	5,613.27	BNDP Review
22/03/2023	1328		ONEILL HOMER	O009	1,000.00	200.00	1,200.00	4624	601	1,000.00	BNDP review
31/03/2023	23		OLD GAOL	O010	613.13	0.00	613.13	4253	305	613.13	80% phone, 25% elec old gaol
31/03/2023	84544		OFF THE KERB	O022	1,000.00	200.00	1,200.00	4241	301	1,000.00	comedy night artists
01/03/2023	99090		OAKPARK	O060	97.00	19.40	116.40	4091	261	97.00	Chamber alarm ann maint 23/24
01/03/2023	ARTCR		PETER BOWTELL	P004	-36.00	0.00	-36.00	4010	102	-36.00	credit art
01/03/2023	125139		PARAGON	P008	31.83	6.37	38.20	4037	205	31.83	blades,gloves,safety glasses
01/03/2023	125356		PARAGON	P008	224.00	44.80	268.80	4620	253	224.00	digger hire
23/03/2023	125801		PARAGON	P008	296.75	59.35	356.10	4112	201	296.75	chipper hire
23/03/2023	125802		PARAGON	P008	151.90	30.38	182.28	4620	253	151.90	skip loader hire
23/03/2023	125861		PARAGON	P008	40.00	8.00	48.00	4043	102	40.00	safety boots
31/03/2023	125986		PARAGON	P008	289.80	57.96	347.76	4620	253	289.80	digger hire
21/03/2023	2286381		PRS	P044	345.04	69.01	414.05	4202	301	345.04	prs licence B Park
01/03/2023	143375		PAYROLL OPTIONS	P057	132.81	26.56	159.37	4030	102	132.81	payroll processing
31/03/2023	143835		PAYROLL OPTIONS	P057	184.59	36.92	221.51	4030	102	184.59	payroll processing March 23
25/03/2023	2023		RUFUS MUSIC	R019	300.00	0.00	300.00	4241	301	300.00	PA and lights for comedy night
15/03/2023	CLEAR		RIGBY TAYLOR	R044	45.27	0.00	45.27	4112	201	45.27	to clear mispost
08/03/2023	BK209649-1		SLCC	S005	180.00	36.00	216.00	4023	102	180.00	Leadership Skills - LS
08/03/2023	BK209664-1		SLCC	S005	430.00	65.80	495.80	4023	102	430.00	Management in Action LS
08/03/2023	MEM242395-1		SLCC	S005	347.00	0.00	347.00	4017	102	327.00	LS membership

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 12

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis				Analysis Description
							Invoice Total	A/C	Centre	Amount	
								4017	102	20.00	LS Membership
08/03/2023	MEM242395-2		SLCC	S005	-20.00	0.00	-20.00	4017	102	-20.00	credit LS membership
02/03/2023	ORD508807-1		SLCC	S005	51.50	0.80	52.30	4023	102	51.50	clerks manual
08/03/2023	2223268		SEAHAWKS	S007	37.50	0.00	37.50	4242	303	37.50	cooking award FF
08/03/2023	5267		SURE2DOOR	S010	466.62	93.32	559.94	4032	102	466.62	BTM delivery
31/03/2023	371882597/0017		SSE	S019	79.65	3.98	83.63	4602	248	79.65	unit 17 feb 23
10/03/2023	561897163/0009		SSE	S019	-137.40	-6.87	-144.27	4052	102	-137.40	feeder pillar jan
10/03/2023	561897163/0010		SSE	S019	27.89	1.39	29.28	4052	102	27.89	feeder pillar jan
10/03/2023	561897163/0011		SSE	S019	25.76	1.28	27.04	4052	102	25.76	feeder pillar feb
03/03/2023	701899037-0011		SSE	S019	-110.00	-5.50	-115.50	4602	251	-110.00	feb chandos toilets
08/03/2023	701899037/0010		SSE	S019	110.00	5.50	115.50	4602	251	110.00	chandos toilets feb
03/03/2023	701899037/0012		SSE	S019	48.95	2.45	51.40	4602	251	48.95	feb chandos toilets
28/03/2023	701899037/013		SSE	S019	109.94	5.50	115.44	4602	251	109.94	Chandos Toilets March 23
31/03/2023	701899037/0014		SSE	S019	-109.94	-5.50	-115.44	4602	251	-109.94	march
27/03/2023	701899037/0015		SSE	S019	63.67	3.18	66.85	4602	251	63.67	march
16/03/2023	242062		TUDOR ENVIRONMENTAL	T002	29.70	5.94	35.64	4037	205	29.70	stihl chain oil
08/03/2023	AGA467		TRAVIS	T010	21.77	4.35	26.12	4161	250	21.77	evostik, silicone, skele gun
08/03/2023	AGA535		TRAVIS	T010	55.52	11.10	66.62	4601	253	55.52	timber, green & treated
08/03/2023	AGA650		TRAVIS	T010	91.53	18.30	109.83	4601	253	91.53	timber green & treated
22/03/2023	AGA764		TRAVIS	T010	47.92	9.58	57.50	4601	252	47.92	bitumen macadam
03/03/2023	AGA878		TRAVIS	T010	17.17	3.43	20.60	4112	201	17.17	plumbing items
02/03/2023	AGB060		TRAVIS	T010	13.20	2.64	15.84	4601	252	13.20	brushes
08/03/2023	AGB279		TRAVIS	T010	98.10	19.62	117.72	4601	253	98.10	treated timber
22/03/2023	AGB797		TRAVIS	T010	164.36	32.87	197.23	4601	253	164.36	Timber
15/03/2023	280767470/22CR		TOTAL	T049	-1.28	-0.26	-1.54	4052	102	-1.28	credit part posted twice
15/03/2023	280767481/22CR		TOTAL	T049	-4.81	-0.96	-5.77	4602	251	-4.81	credit part posted twice
23/03/2023	4147		TS ELECTRICAL	T067	2,095.00	419.00	2,514.00	4013	248	2,070.00	elec for water heater & works
								4601	248	25.00	elec for water heater & works
27/03/2023	QLI115619		UNIVERSITY	U001	100.00	20.00	120.00	4221	303	100.00	radcliffe centre hire 2021

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 12

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			
								A/C	Centre	Amount	Analysis Description
01/03/2023	2103406		VIKING DIRECT	V001	98.95	19.79	118.74	4010	102	96.97	2103406/10112252/Stationery
								4010	102	1.98	stat
31/03/2023	2194413		VIKING DIRECT	V001	62.62	12.52	75.14	4010	102	60.93	2194413/10112271/Stationery
								4010	102	1.69	stat
31/03/2023	2230638		VIKING DIRECT	V001	87.93	17.59	105.52	4010	102	85.95	2230638/10112275/Stationery
								4010	102	1.98	stat
31/03/2023	2287151		VIKING DIRECT	V001	59.31	11.86	71.17	4010	102	53.41	stationery
								4010	102	5.90	stationery
09/03/2023	207920794		VISTAPRINT	V009	176.80	35.37	212.17	9066	901	176.80	swan trail banners
31/03/2023	0208442558		VISTAPRINT	V009	325.95	65.19	391.14	4042	301	325.95	Banners x 6
31/03/2023	0208442755		VISTAPRINT	V009	325.95	65.19	391.14	4042	301	325.95	Banners x 6
07/03/2023	8790		WESTON	W015	2,271.60	454.32	2,725.92	4022	104	1,844.35	Survey report Chapel (east)
								4601	253	427.25	Survey report Chapel (east)
TOTAL INVOICES					39,883.69	7,397.27	47,280.96			39,883.69	

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 1

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
28/04/2023	24724		AMBIVENT	A020	540.00	108.00	648.00	4162	250	540.00	inspect, test and repair elect
01/04/2023	5460		ACREMANS	A031	7,340.00	1,468.00	8,808.00	4122	262	7,340.00	Tree work
28/04/2023	112488821-2023-		AMAZON	A035	10.75	2.15	12.90	4112	201	10.75	woodscrews
30/04/2023	127826291-2023-		AMAZON	A035	1.24	0.25	1.49	4112	201	1.24	rubber door wedge
28/04/2023	135010721-2023-		AMAZON	A035	11.66	2.33	13.99	4112	201	11.66	ss bar
28/04/2023	140930621-2023-		AMAZON	A035	20.83	4.16	24.99	4112	201	20.83	battery charger charges
28/04/2023	143713091-2023-		AMAZON	A035	4.16	0.83	4.99	4042	301	4.16	First aid equip
28/04/2023	150878191-2023-		AMAZON	A035	79.17	15.83	95.00	4037	205	79.17	first aid kit box x 5
30/04/2023	GB3ULGWABEI		AMAZON	A035	14.79	2.96	17.75	4112	201	14.79	gloves
28/04/2023	GB3VFTWABEI		AMAZON	A035	15.23	3.04	18.27	4112	201	15.23	hex bolts, washers
25/04/2023	72149		ABBOT FIRE	A054	117.46	23.49	140.95	4091	261	117.46	Fire extinguisher serv Chamber
30/04/2023	4547		BALC	B001	2,211.03	0.00	2,211.03	4017	102	2,211.03	annual BMKALC & NALC Subs
30/04/2023	4705		BALC	B001	-70.00	0.00	-70.00	4023	102	-70.00	credit int audit course
30/04/2023	2205054412		BUCKS COUNCIL	B006	278.47	55.69	334.16	4102	262	278.47	supply & install 1 x dog bin
28/04/2023	130501		BROWNS	B031	234.92	46.98	281.90	4035	205	234.92	supply & fit new fan belt KX18
28/04/2023	12837		HEALTH	H011	1,741.67	348.33	2,090.00	4612	249	870.83	toilet maintenance
								4612	254	870.84	toilet maintenance
28/04/2023	32819		HIGHGEAR	H32	247.57	49.51	297.08	4063	205	247.57	OY15 PZX service & maint work
28/04/2023	32868		HIGHGEAR	H32	270.56	54.11	324.67	4063	205	270.56	OY15 PZX maint work
30/04/2023	310786		HAWKESWORTH	H051	82.35	16.47	98.82	4162	250	82.35	pat testing LH
30/04/2023	310787		HAWKESWORTH	H051	137.45	27.49	164.94	4500	132	137.45	pat testing office
30/04/2023	310788		HAWKESWORTH	H051	60.00	12.00	72.00	4253	305	60.00	pat testing TIC
30/04/2023	310789		HAWKESWORTH	H051	60.00	12.00	72.00	4500	132	60.00	pat testing office
30/04/2023	310790		HAWKESWORTH	H051	60.00	12.00	72.00	4500	132	60.00	pat testing shop mob
30/04/2023	310839		HAWKESWORTH	H051	75.70	15.14	90.84	4500	132	75.70	pat testing
30/04/2023	158438		JANITORIAL DIRECT	J013	44.09	8.82	52.91	4037	205	44.09	cleaning supplies
30/04/2023	21846		LERC ONLINE	L016	58.00	11.60	69.60	4500	132	58.00	biodiversity inf search
28/04/2023	1085432		MAINSTREAM	M061	66.00	13.20	79.20	4018	102	66.00	816801 analogue rental

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 1

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
28/04/2023	1085433		MAINSTREAM	M061	99.15	19.83	118.98	4018	102	99.15	816801
28/04/2023	1085434		MAINSTREAM	M061	63.00	12.60	75.60	4018	102	63.00	812872 analogue rental
28/04/2023	1085435		MAINSTREAM	M061	66.15	13.23	79.38	4018	102	66.15	812872
28/04/2023	236819		NATIONAL EXPRESS	N023	24.70	0.00	24.70	4253	305	24.70	Tickets TIC
30/04/2023	51827		ONLINE PLAYGROUNDS	O023	314.17	62.83	377.00	4106	262	314.17	repair kit gate
30/04/2023	126559		PARAGON	P008	405.25	81.05	486.30	4620	253	405.25	digger hire, diesel
30/04/2023	126637		PARAGON	P008	17.17	3.43	20.60	4112	201	4.17	rope
								4037	205	13.00	padlock
28/04/2023	60079759		POLYCARBONATE STORE	P019	910.91	182.18	1,093.09	4112	201	910.91	polycarbonate sheet
30/04/2023	3171		PUMP TECHNOLOGY	P020	617.00	123.40	740.40	4709	254	617.00	engineer visit foul water pump
30/04/2023	14454		PAYROLL OPTIONS	P057	200.79	40.16	240.95	4030	102	200.79	monthly payroll
28/04/2023	144728		PAYROLL OPTIONS	P057	145.45	29.09	174.54	4030	102	145.45	monthly payroll
28/04/2023	28070		RBS	R001	430.98	86.20	517.18	4027	102	430.98	cemeteries software annual mai
28/04/2023	28071		RBS	R001	616.06	123.21	739.27	4027	102	616.06	bookings software annual maint
30/04/2023	RMT/23/24/23		RURAL MARKET TOWNS	R005	133.00	26.60	159.60	4017	102	133.00	RMT annual subs
28/04/2023	BK210081-1		SLCC	S005	60.00	12.00	72.00	4023	102	60.00	SB Comm Building Management
28/04/2023	BK210082-1		SLCC	S005	60.00	12.00	72.00	4023	102	60.00	LP comm building management
30/04/2023	9303609547		SETON	S025	29.13	5.83	34.96	4164	250	29.13	aed signage
28/04/2023	1		SNAP AND CRUMBLE	S038	195.00	0.00	195.00	4029	103	195.00	120 x coronation cupcakes
30/04/2023	1332997503		SCREWFIX	S044	15.00	0.00	15.00	4500	132	15.00	arrears charge
30/04/2023	1348693835		SCREWFIX	S044	166.66	33.33	199.99	4112	201	166.66	ladder
28/04/2023	AGC248		TRAVIS	T010	19.82	3.96	23.78	4161	250	19.82	decorating items
28/04/2023	AGC289		TRAVIS	T010	23.11	4.62	27.73	4161	250	23.11	decorating items
28/04/2023	AGC658		TRAVIS	T010	87.10	17.42	104.52	4161	250	87.10	timber, screws
30/04/2023	2373766		VIKING DIRECT	V001	42.12	8.42	50.54	4010	102	42.12	stationery
28/04/2023	2408140		VIKING DIRECT	V001	37.84	7.57	45.41	4010	102	36.89	2408140/10112295/Stationery
								4010	102	0.95	stationery
30/04/2023	821417		WICKSTEED LEISURE	W004	1,516.00	303.20	1,819.20	4106	262	1,516.00	roundabout bearing unit
30/04/2023	CN828		WICKSTEED LEISURE	W004	-26.00	-5.20	-31.20	4106	262	-26.00	Credit pentagon key x 2

10/05/2023

Buckingham Town Council

14:48

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2023	14161		ZONKEY	Z003	2,665.00	533.00	3,198.00	9005	901	2,665.00	final payment website design
30/04/2023	14167		ZONKEY	Z003	600.00	120.00	720.00	4041	102	600.00	annual hosting website
TOTAL INVOICES					23,247.66	4,174.34	27,422.00			23,247.66	



Claire Molyneux
Town Clerk
Buckingham Town Council
The Buckingham Centre
Verney Close
Buckingham
MK18 1JP

26th April 2023

Dear Claire,

Report on Internal Audit carried out on 26 April 2023

An audit was carried out by Kevin Rose on Wednesday 26 April 2023. This was the Year End audit following on from the Interim Internal Audit carried out on 12 December 2022.

The audit was undertaken using our standard IAC Audit Checklist, used for all Local Councils, which has 198 items. A total of 63 items were tested during this audit. Including the items tested during the Interim Internal Audit visit a total of 167 items have been checked during the financial year a further 31 items on the standard Checklist were checked and confirmed as being Not Applicable to your Council. There were no items remaining unchecked at the year end.

Areas subject to audit were;

the payment system (Box B), risk and insurance (Box C), budget and precept setting and monitoring (Box D), income billing, collection and VAT (Box E), payroll (Box G), assets and investments (Box H), bank reconciliations (Box I), and accounting Statements (Box J).

Of the 63 items tested during this audit a Positive response was obtained in respect of 61 tests. There were 2 Negative responses identified, details of which are set out in the attached Year End Internal Audit Observations. A detailed breakdown of our audit testing and Responses is set out in the attached Year End Internal Audit Summary.

I can confirm that none of the Observations raised during the year will give rise to a Negative response in the year end Internal Audit Report.

I would like to express my thanks for the assistance provided to me during my audit.

Yours sincerely,

A handwritten signature in black ink, appearing to read "K. Rose". The signature is written in a cursive style with a large initial "K" and a distinct "Rose" following a dot.

Kevin Rose ACMA
Director

Buckingham Town Council

<https://www.buckingham-tc.gov.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			✓
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

29/04/2022

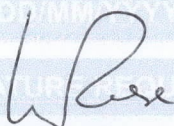
12/12/2022

Name of person who carried out the internal audit

Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED



Date

26/04/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Buckingham Town Council Financial Year 2022-23



IAC Audit and Consultancy Ltd

Audit date: 26 April 2023

Year End Internal Audit Observations

C *This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Council has formally documented Internal Controls	<i>Council has not formally documented Internal Controls</i>	Council should formally document its Internal Controls.	Medium	
2	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	<i>The Council has not reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015.</i>	Council to note the requirement for it to regularly review its internal control system.	High	These two observations are taken together. BTC has not formally documented and reviewed internal controls previously but this measure will now be added.

G *Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Salaries paid agree with those approved by the council	<p><i>It was noted that the Council does not maintain one central listing of staff detailing pay scales and hours of work. Separate schedules are maintained by the Clerk and Finance Officer.</i></p> <p><i>It was noted that there was a difference in the Spinal Column Point for one member of staff who had been paid the incorrect SCP during the year, this had been identified by the Clerk when reviewing pay scales applicable for the 2023-24 financial year. It is likely that this may have been noted sooner if a central listing were in place.</i></p>	The Council to consider introducing one centralised listing of staff detailing current SCP and hours of work.	High	This was a simple typo following the payrise. It had already been spotted and corrected.

J *Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Any changes to prior year Accounting Statement values have been correctly recorded	<i>It was noted that the value previously recorded for some assets in the asset register had been amended during the year. This was as a result of a review by Council Officers which identified that values were incorrectly recorded.</i>	Council will need to Restate the Box 9 value of assets for 2021-22, to adjust for the differences identified, when preparing the 2022-23 Accounting Statement.	High	These errors have already been identified and corrected. Interim Council have approved the changes.

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 15th May 2023

Contact Officer: Steve Beech, Compliance and Projects Manager.

REPORT: Asset Register and Disposal Policy

1. Recommendations

- 1.1. It is recommended that Members review and recommend to Full Council to approve the revised Asset Register as at 31 March 2023.
- 1.2. It is recommended that Members agree and adopt the proposed Asset Register and Disposal Policy.

2. Background

- 2.1. This is being discussed because it is a requirement to review and approve the Asset Register annually.
- 2.2. In minute 176/19 members agreed “to only include items with a value in excess of £1000 on the new version of the Asset Register, and that a new inventory system is used for lower value items”.
- 2.3. The Council does not presently have a formal “Asset Register and Disposal Policy” as recommended in the Joint Panel on Accountability and Governance Practitioner’s Guide.
- 2.4. The new policy provides guidance for the keeping of the asset register, and instructions for the authorisation and recording of items to be disposed of.

3. Environmental Impact

- 3.1. The new policy considers opportunities for the future use or disposal of items no longer required by the Council. These include (but are not limited to) re-sale, recycling, re-use (both within the Council and externally), donation to other organisations, and responsible disposal.

4. Budget

- 4.1. The keeping of the asset register in accordance with the new policy will ensure that items of value are recorded correctly for inventory and insurance purposes.
- 4.2. A structured disposal policy will ensure that the register is kept up to date, and that full consideration will be given to obtaining best value for any assets to be disposed of.



Buckingham Town Council ASSET REGISTER and DISPOSAL POLICY

1 Background

1.1 Local councils must maintain a register of fixed assets, long term investments and other non-current assets (Joint Panel on Accountability and Governance Practitioner's Guide) that they hold to ensure the assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high, and which have a useful life of more than one year and are used by the council to deliver its services. Fixed assets are also known as non-current assets. Fixed assets acquired in any year should be added to the asset register for management purposes. The Council's Financial Regulations, section 14 refers to the custody of Assets, Properties and Estates. This policy does not apply to assets with an initial value of less than £1000, unless specifically stated.

2 Scope of Asset Register

2.1 In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted, or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets owned by the Council
- vehicles, plant, and machinery
- assets considered to be portable, attractive or of community significance
- historic items, furniture, and regalia
- other assets estimated or known to have a minimum purchase or resale value of £1000.00
- long term investments, shares and loans made by the Council
- assets held on trust (excluding funds held on behalf of the mayor's charities)

2.2 The values indicated in the asset register will inform the 'total fixed assets' section of the Annual Return with the exception of assets held on trust.

2.3 The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:

- land and buildings held on short term lease or rented
- land and buildings maintained or serviced, but not owned by the Council
- assets rented by or loaned to the Council
- stock items intended for resale
- stationery and other consumable items
- boundaries of land owned (e.g., fences, hedges, and gates)
- floor or land surfaces and drainage
- plants and trees
- assets with a purchase or resale value of less than £1000 (other than items listed as for inclusion in the asset register)
- repairs
- cash, short term investments and other current assets



- intangible assets (e.g., trademarks, internet domain names, contingent assets, broadcast rights)
- 'negative' assets (e.g., provisions, borrowings, creditors, and contingent liabilities)

2.4 A separate section of the asset register will contain a schedule of disposals. All asset disposals must comply with the Asset Disposal Procedure referenced within this policy.

2.5 No register is required for assets with an initial value below £1000. However, the Clerk may wish to keep additional records (e.g.; IT equipment) at their discretion.

3 Valuation of Assets

3.1 Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (Joint Panel on Accountability and Governance Practitioner's Guide).

3.2 Assets must be valued by one of the following means based on available information:

- ideally, apply the purchase price (net of VAT if VAT has been reclaimed);
- otherwise, apply the purchase price (gross of VAT if VAT has not been reclaimed or where the VAT status of the purchase is unclear)

3.3 Where it is not possible to trace the purchase price of the asset the insurance valuation should be applied. As a last resort, a nominal value of £1 may be applied. This should also be used for assets gifted to the Council.

3.4 There is no guidance where land or buildings have been subject to substantial renovation and improvement to such an extent that the new market value bears no relation to the original purchase cost. In order to avoid renovation and improvement work being separately recorded on the asset register and in these exceptional circumstances only, a market value supplied by a qualified surveyor may be entered.

4 Procedure for Updating the Asset Register

4.1 The start point is the asset register that has been agreed for the end of the previous financial year. The financial ledger should be reviewed for all purchases made during the year. A discussion should be held with all Council officers to identify any assets that have been gifted to the Council. Any new assets which fall in the categories stated at 2.1 above should be added to the asset register, with their values recorded at the purchase price (net of VAT if VAT is being reclaimed or at £1 if gifted to the Council).

4.2 The financial ledger should also be reviewed for all asset sales made during the year. A discussion should be held with all Council officers to identify any assets that have been lost, disposed of, or gifted by the Council. Any assets which fall in the categories stated at 2.3 above should be removed from the asset register and recorded in the schedule of disposals. The asset register should record any assets loaned by the Council, including the person or organisation borrowing the asset, its location, and the date when the loan period ends.



4.3 It is the Council's responsibility to ensure that a 'stock take' of asset register items should occur to ensure that all asset register items can be physically verified. Any assets which cannot be located should be removed from the asset register and recorded in the schedule of disposals. The disposal procedure must be carried out in accordance with the procedure stipulated in section 6.

4.4 The asset register, schedule of disposals and this policy shall be reviewed annually and approved by the Council.

5 The Asset Register and Insurance

5.1 For insurance purposes, the asset register shall include a column to record the replacement value of each asset.

5.2 The Asset Register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items and not the purchase price. The Council should ensure land and building are valued accurately for insurance purposes. Buildings should therefore be valued every five years to ensure the appropriate insurance is held.

6 Asset Disposal Procedure

6.1 Asset disposals must be referred to the Resources committee for consideration and recommendation to Full Council where the asset has a value in the asset register of £1000 or more, as per 6.4. Assets with an estimated value above £100 but below £1000 may be disposed of at the discretion of the Clerk. Assets with a value up to £100 may be disposed of at the discretion of the Clerk or Deputy Clerk, Estates Manager, or Town Centre Manager as detailed in 6.4.

6.2 All proceeds from such disposal are the property of the Town Council and must be accounted for and reported to Full Council. Asset disposal decisions of £1000 or more, and the reasons for taking them, should be documented. Not only does this assist in audit process and other examinations, but it also highlights successes and problems for future reference.

6.3 Value for Money

The best value outcome to the Council must be a major consideration when disposing of assets. Goods should only be disposed of after checks have been made to ensure that the item could not be utilised by other areas of the Council. Disposal should be based on a fair market value for each item. The price established should be based on:

- current market value
- condition of the item
- age of the item
- an assessment of the usefulness of the item. Using external evaluation services should be required in case of IT equipment. All data storage devices must be reformatted prior to disposal to delete any data they may contain.



6.4. Reasons for disposal

Items can be available for disposal because they are:

- required to be disposed of under a particular policy e.g., motor vehicles
- no longer required due to changed procedures, functions, or usage patterns
- occupying storage space and not being needed in the foreseeable future
- no longer complying with health and safety standards
- beyond repair but able to be sold for scrap
- donated or gifted
- lost, stolen, or destroyed

A list of suggested assets for disposal should be presented to the Resources committee:

- by the Clerk or Deputy Clerk for any item, particularly items in the Town Council offices
- by the Estates Manager for Estates items and town assets such as street furniture
- by the Town Centre Manager for Lace Hill, the Tourist Information Centre, and Shopmobility items.

There should be a written reason of disposal. Items suggested for disposal should be approved by the respective committees prior to being presented to the Resource committee and recommended to Full Council. Special consideration should be given to items of potentially hazardous or pollutant items which are likely to have an impact on the environment.

6.5 Options for the Disposal of Assets

Assets identified for disposal may be dispensed with using the procedures listed below:

- Sale by public tender
- Auction
- Resale to original supplier
- Part exchange to new supplier
- Donated to a community service or organisation
- Scrap/recycled

Choice of the most appropriate disposal option will normally be influenced by the nature of the goods for disposal and market value. In all cases of £1000 or more, assets disposed of should be reported on an asset disposal form to ensure they are removed from the Council's asset register and recorded in the disposals register.

6.6 Sale by tender

External tenders should be advertised using the appropriate channels and sealed bids sought. Assets should be sold as seen and no warranty should be given or implied. At least two officers should be appointed to witness the opening, scrutiny and acceptance of the offers made. In all cases, the payment should be received in full prior to the equipment being released.



6.7 Sale to Staff

For transparency, items purchased by staff must be approved by the Clerk, who should complete an asset disposal form, regardless of the value of the items sold. Sales to the Clerk must be approved by Full Council following a recommendation of the Resources committee. The chair of the Full Council meeting approving a sale to the Clerk should sign an asset disposal form.

6.8 Donations

Where the Council has determined that goods have no residual value, and where their disposal is therefore unlikely to produce sufficient revenue, it may authorise the donation of the goods to another organisation within the parish area such as schools, charities, and volunteer organisations. Donations must be recommended by the Resources committee and approved by Full Council.

6.9 Scrap

Where items have negligible value or where the cost and time involved in managing the sale process would exceed the financial benefit, the equipment may be scrapped.

6.10 Asset Disposal Forms and the Asset Register

It is important that any asset disposals are correctly handled to ensure transparency and accountability. The Asset Disposal Form (appendix A) should be used to record the authorisation of the disposal by the appropriate staff/committee within the Council and the value or values achieved by it. The RFO/Assistant RFO is responsible for updating of the Council's asset register following the appropriately authorised Asset Disposal request. All asset disposals will be recorded in the Asset Disposals Register for audit purposes.



Buckingham Town Council Appendix A: Asset Disposal Form

Form to be completed by Clerk or Appropriate Manager and presented to the relevant committee for recommendation to the Resources committee and Full Council in accordance with the Asset Register and Disposals Policy.

List of Assets to be Disposed of					
Asset reference and/or serial number	Location	Description	Purchase date	Original cost	Disposal value
Reasons for Disposal and method*					
*Method of Disposal: A= Scrapped; B= Sold; C= Gifted/Donated; D= Lost/Stolen					
Date of Disposal:		Auth/Minute Ref:			
Date Asset Register Updated:					
Requesting Officer (Name and Position Held): (Sign & Print)					
Authorising Officer/Chair of Full Council (Name and Position Held): (Sign & Print)					

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 16th May 2023

Contact Officer: Louise Stubbs, Deputy Town Clerk

Review of Grants 2022 - 2023

1. Recommendations

- 1.1. It is recommended that the 2024 – 2025 grant application period should be from Monday 23rd October – Friday 4th December.
- 1.2. For the next round of applications, the Charity Commission website will be used to confirm the accuracy of responses for relevant applications. The result of this work will be included in the grant award summaries submitted to Committee.

2. Background

- 2.1. As part of the grant award process, all grant awardees are required to submit an annual report explaining how the funding was spent. This should include a break down of costs and photographs or copies of financial documentation.

3. Four Year Grants, year one: 2022 – 2023

- 3.1. End of year one grant award reports, due by March 31st 2023 were received from:

Organisation	Grant Amount 2022 - 2023	Report Received
Citizens Advice Bucks	£5,750	Yes (Copy of accounts requested)
Buckingham Youth Clubs	£5,200	Yes
Buckingham Old Gaol Trust	£5,000	Yes
Buckingham Summer Festival	£2,000	Yes
Chandos Park Tennis Club	£1,500	Yes
Chandos Park Bowls Club	£1,000	Yes
Project Street Life	£500	Yes
Buckingham Fairtrade Association Steering Group	£373	See 3.2.

- 3.2. The Buckingham Fairtrade Association Steering Group decided to cease as an organisation in early 2023 after several attempts to recruit new

membership to the committee. The full grant amount that had been awarded for 2022 – 2023 was refunded to the Council and future four year grants budgets will reflect that this project is no longer taking place.

- 3.2. Project Street Life had been unable to spend the grant they were awarded in 2021 – 2022 by the March 31st 2022 deadline. In order to agree to the four year grant award the Town Council asked that this amount be spent in 2022 – 2023, alongside their 2022 – 2023 award. Two grant reports have been received confirming that this has happened.
- 3.4. Almost all grant award reports were received by the deadline, for these groups, second year payments have been authorised and will be distributed in May. Additional information has been requested from one organisation and their grant will be distributed once this is received.

4. One Year grants: 2022 - 2023

4.1. Post grant award reports were received from:

Organisation	Grant Amount 2022 - 2023	Report Received
Transitions UK	£2,000	See 4.2.
Buckingham Town Cricket Club	£1,500	Yes
Swan Community Hub	£1,380	Yes
Buckingham United Football Club	£1,000	Yes
West End Bowls Club	£1,000	Yes
Lace Hill Residents Association	£968	Yes
Buckingham & District Angling Association	£623	Yes
St Peter & St Paul's Church	£324	Yes

4.2. Transitions UK went into administration in 2022 and, as of yet, the funds awarded by the Town Council have not been recovered.

4.3. All remaining grant award reports were received, and all groups remain eligible for future grants should they wish to apply.

Buckingham Town Council
Resources Council
Monday 15th May 2023

Contact Officer: Jodie Baughan – Finance Officer

Fuel Costs Breakdown 2022 - 2023

1. Recommendations

- 1.1. It is recommended that Members note the fuel costs for the financial year 2022 – 2023.

2. Background

- 2.1. Currently all fuel is purchased from W. Ganderton & Son in Buckingham. A member of the GS team can refuel vehicles and cans for machinery as often as required and are required to sign a forecourt invoice for each purchase. At the end of the month this invoice is present to Buckingham Town Council for payment via bank transfer.
- 2.2. With the cost of fuel rising dramatically throughout the last financial year members decided that a full breakdown of fuel costs should be carried out.
- 2.3. Members should note that the fuel cost is between our vehicles and machinery, including the ride on mower, push mowers, strimmers and other green spaces machinery. *Please note that we no longer lease vehicle KW19 NDD and that vehicle RK72 HZG was purchased as a replacement to this.*

FUEL COSTS APRIL 2022 - MARCH 2023								
MONTH	OY15 PZX	KW19 NDD	RK72 HZG	RIDE ON MOWER	PUSH MOWERS, STRIMMERS & OTHER MACHINERY	PARAFFIN	GROSS TOTAL	NET TOTALS
APRIL	178.35	50.00		305.53	143.56		677.44	564.53
MAY	105.80	129.93		191.83	176.52		604.08	503.40
JUNE	114.45	102.17		137.76	316.92		671.30	559.42
JULY	306.16	50.02		190.44			546.62	455.52
AUGUST	140.65	110.00		68.58	83.60		402.83	335.69
SEPTEMBER	162.40	217.54		20.28	193.77		593.99	494.99
OCTOBER	175.03	139.17		101.94	105.77		521.91	434.93
NOVEMBER	206.97		117.64		102.41	19.98	447.00	372.50
DECEMBER	101.22		234.13		18.88		354.23	295.19
JANUARY	250.59		84.27		117.45		452.31	376.93
FEBRUARY	84.32		77.75		44.80		206.87	172.39
MARCH	218.41		75.88		42.24		336.53	280.44
GROSS TOTALS	2044.35	798.83	589.67	1016.36	1345.92	19.98	5815.11	4845.93
NET TOTALS	1703.63	665.69	491.39	846.97	1121.60	16.65	4845.93	

**BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 15th May 2023**

Contact Officer: Paula Cahill, Committee Clerk

Town Crier

1. Recommendations

1.1 It is recommended that Members note the report.

2. Background

2.1 Russell Cross, Buckingham's Town Crier from 2008 to 2023, retired this year from the role.

2.2 Town Crier trials were held at the Food Fair in March 2023. There were three candidates and the Town Mayor and Cllr. Davies, as the lead Councillor for this event, judged the trials.

3. Update

3.1 The new Town Crier is Patrick Laws, a local gentleman who has lived in Buckingham for many years. He is very enthusiastic about his new role and made his successful debut at the May Day festivities.

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 15th May 2023

Contact Officer: Town Clerk

1. Recommendations

1.1. It is recommended that Members note the information in this report.

2. Background

2.1. This is being discussed because at the last meeting of the Resources Committee Members asked that a report be produced on Buckinghamshire Council's 20mph speed limit.

2.2. All the information in this report has come from Buckinghamshire Council's website. The Clerk is not responsible for the accuracy.

3. Key points

3.1. Speed limits are only supported in areas where speeds are already generally at or below 24mph.

3.2. In order to apply for a 20mph speed limit it must be proved that speeds are generally at or below 24mph. To do this the Town Council must make a request – “to Buckinghamshire Highways for a Speed Limit Assessment (£921) and Speed Survey(s) (£504.70 each)”.

3.3. If all conditions are met, and the speed limit is agreed, then the Town Council would need to find between £10,000 and £50,000 to pay for the changeover. The website suggests that a community board application could be made for up to 50% of the cost.

4. Buckinghamshire Council's policy as published on their website

“Buckinghamshire Council approach to 20mph Speed Limits.

Buckinghamshire Highways follows Department of Transport (DfT) guidance when [setting local speed limits](#).

20mph speed restrictions may be suitable for streets that are primarily residential and in either town or city streets where pedestrian and cyclist movements are high, such as around schools, shops, markets, playgrounds and other areas, where motor vehicle movement is not the primary function.

Successful 20mph zones and 20mph speed limits generally should be self-enforcing, i.e. the existing conditions of the road lead to a mean traffic speed broadly compliant with the desired speed limit. To achieve compliance there should be no expectation on the police to provide additional enforcement beyond their routine activity, unless this has been explicitly agreed.

There are two types of 20mph speed limit:

20mph limit; this is a signed speed limit with entry signs and repeater signs.

20mph zone; this is an area of traffic calming with entry signs only.

20mph Limit

National DfT guidance 'Setting Local Speed Limits', 2013, states:

"Research into signed-only 20mph speed limits shows that they generally lead to only small reductions in traffic speeds. Signed-only 20mph speed limits are therefore most appropriate for areas where vehicle speeds are already low. This may, for example, be on roads that are very narrow, through engineering or on-road car parking. If the mean speed is already at or below 24 mph on a road, introducing a 20mph speed limit through signing alone is likely to lead to general compliance with the new speed limit."

20mph Zone

A 20mph zone is slightly different and would usually need to feature a series of traffic calming measures (though these could be existing features within the highway such as bends, narrowing). These features would aim to reduce speeds close to 20mph and therefore would aim to gain support from TVP. The cost of installing traffic calming can be expensive – e.g. build-outs or speed cushions, which both require adequate lighting. Zones usually cover a number of roads.

How the process works

Thames Valley Police (TVP) and Buckinghamshire Council currently only support a 20mph limit on roads without traffic calming where mean speeds are at or below 24mph.

There is a charge for this service, which would need to be met by the Parish to Town Council. The proposal to undertake the assessment must be supported by the Buckinghamshire Council elected Member for that ward.

Each supported request for Buckinghamshire Highways to install 20mph limits is assessed individually against DfT guidance. Fundamentally if speeds are already low (i.e. below 24mph) then a 20mph limit may be appropriate.

If average speeds are higher than 24mph then then a 20mph limit is unlikely to be successful without traffic calming. The cost of the traffic calming is often the reason why these limits are not progressed.

- Does the Parish Council/Town Council/External Participating Stakeholder agree to fund & support?

If yes:

- Do all local Buckinghamshire Council Ward Members support the request?

If yes:

- A request is made to Buckinghamshire Highways for a Speed Limit Assessment (£921) and Speed Survey(s) (£504.70 each).

If the request is agreed:

- Does the Speed Limit Assessment support a 20mph signed only speed limit?

If yes:

- Do all local Buckinghamshire Council Ward Members support it?

If yes:

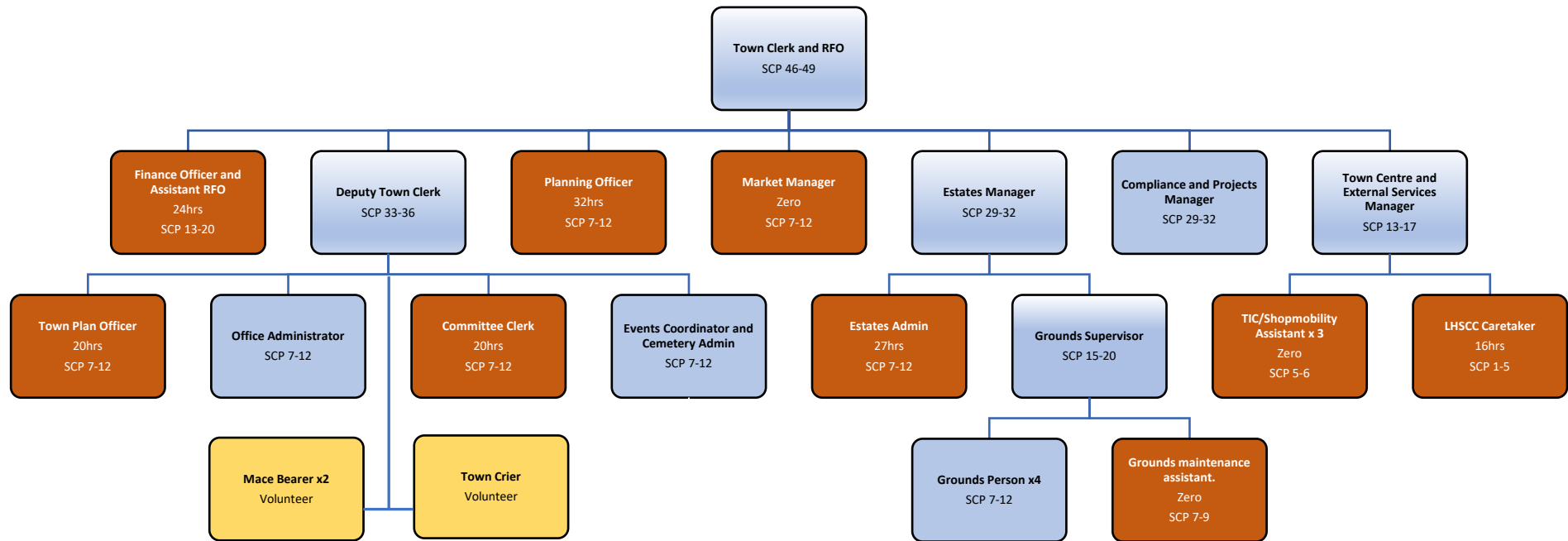
- Obtain Community Board and Buckinghamshire Council councillor approval for feasibility and works delivery*. Secure minimum 50% external match funding from others (e.g parish).
*Staff, capacity and financial resource will need to be available.

If this is obtained:

- Proceed with the legal (statutory) consultation with the proposals to implement a new Traffic Regulation Order and implement posts and signs. Typical costs can vary depending on scheme but are circa £10,000 to £50,000."

Buckingham Town Council Staffing Structure

May 2023



KEY	No of Employees
Full Time	12
Part Time	11
Volunteer	3

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.	On agenda
Resources	153/22	Debtors	For the next meeting a report showing debts over 3 months will be included with an explanation for each.	Finance Officer		Ongoing - for each agenda.
Resources	685/22	Purchase ledger	Confirmation of the costs for vehicle fuel will be brought to the next Resources Committee meeting	Town Clerk		On agenda
Resources	693/22	20mph speed limit	20mph action – Cllr. Stuchbury suggested that Buckinghamshire Council's policy is brought to the next Resources Committee. The Town Clerk agreed that a report is brought to the next meeting to explain and discuss Buckinghamshire Council's Policy on this.	Town Clerk		On agenda

Committee attendee feedback form

Fill in this form if you would like to tell us about your experience attending a Buckingham Town Council meeting.

Which Committee did you attend?

Full Council or Interim	<input type="checkbox"/>	Resources	<input type="checkbox"/>	Working group	<input type="checkbox"/>
Environment	<input type="checkbox"/>	Town Centre & Events	<input type="checkbox"/>	Other meeting	<input type="checkbox"/>
Planning	<input type="checkbox"/>	Communications Strategy Group	<input type="checkbox"/>		<input type="checkbox"/>

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

Yes No

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

Yes No

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

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

Online form available: [Attend a Town Council Meeting - Buckingham Town Council \(buckingham-tc.gov.uk\)](https://www.buckingham-tc.gov.uk/attend-a-town-council-meeting)

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