



BUCKINGHAM TOWN COUNCIL

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

RESOURCES
COMMITTEE

Wednesday, 21 June 2023

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 26th June 2023, following the Staffing Committee (Confidential Matters) meeting at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. If you would like to address the meeting virtually, please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Claire Molyneux
Town Clerk

AGENDA

1. Election of Chair

Members to elect a Chair of the Resources Committee for 2023-2024.

2. Election of Vice Chair

Members to elect a Vice Chair of the Resources Committee for 2023-2024.

3. Apologies for absence

Members are asked to receive apologies for absence.

4. Declarations of interest

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



Twinned with Mouvaux, France; Neurkirchen-Vluyn, Germany

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

5. Minutes of last meeting

To receive and accept the minutes of the Resources Committee meeting held on 15th May 2023.

[Copy previously circulated](#)

6. Terms of Reference

To note the Terms of Reference for the Resources Committee, as agreed by Full Council.

[Appendix A](#)

7. Budgets

To receive and agree the budget reports:

7.1 Summary Income and Expenditure report

[Appendix B](#)

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

[Appendix C](#)

7.3 Purchase Ledger from x and x 2023

[Appendix D](#)

8. Grants report

To receive a report from the Deputy Town Clerk.

[R/34/23](#)

9. Civility and respect

9.1 To receive a report from the Compliance and Projects Officer and Deputy Town Clerk.

[R/35/23](#)

[Appendix E](#)

10. Compliments, complaints, and FOI

To note the compliments, complaints, and FOI log.

[Appendix F](#)

11. Quarterly reconciliations

To note that the Vice-Chair of Resources will inspect the quarterly banking reconciliations, unless the Vice-Chair is a signatory. Should the Vice-Chair be a signatory then this committee must now appoint another member (who is not a signatory) to undertake this duty.

12. Additional transactions

Music in the Market expenditure: to note that the sum of £2,411.25 was paid to Music in the Market as an emergency payment (before being signed off by Councillor signatories) under the authority of the Town Clerk and the Scheme of Delegation. This was because Music in the Market needed the money immediately to secure the event.

13. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

14. Action Report

To review and discuss the Action Report.

[Appendix G](#)

15. Fund Transfers

To note there have been no relevant transfers.

16. Chair's announcements**17. Date of next meeting:**

Monday 4th September 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.

18. Payment endorsements

To note the completed payments list.

[Appendix H](#)

19. Debtors list

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

[Appendix I](#)

To Committee Members:

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

	<p>Buckingham Town Council</p> <p>Terms of Reference</p>	<p>Date agreed: 22/05/2023 Minute number: 18/23.2.2 Prepared by: Claire Molyneux Version: 2.4</p>
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Name

1. The Committee shall be known as the **RESOURCES COMMITTEE**.

Membership

2. Membership of the committee is open to any Councillor who wishes to be a member.
 - 2.1 Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
3. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chair/Chairman

4. The Committee shall elect a Chair at the first meeting after the Annual Town Council Meeting. The Chair's period of office is for one year.
5. The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
6. The Chair if present shall Chair the Committee meeting.

Conduct of the Meeting

7. All meetings of the Resources Committee shall be convened in accordance with the Town Council's standing orders and current legislation.

Area of Operations

8. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
 - Finance
 - Personnel
 - Policy
 - Grants
 - Civic matters
 - Communications
 - Office accommodation

Powers and responsibilities

9. In addition to the areas of operation above the Resources Committee has the following responsibilities:

Finance

- 9.1 To advise the Council on the budget proposals of all Committees and the level of the precept to be levied each year.
- 9.2 To review the long-term financial strategy of the Council with a view to advising the Council on funding for significant projects.
- 9.3 To be responsible for all aspects of the financial administration of the Council including:
- arrangements for preparation of the accounts
 - appointment of an independent internal auditor
 - preparation of, and compliance with, the Council's Financial Regulations
 - maintenance of adequate systems of internal control and internal audit throughout the year
 - control and monitoring of the approved budget throughout the year
 - considering and recommending to Council approval of annual financial reports, together with evidence of adequate systems of internal control and internal audit throughout the year, for presentation for external audit
 - develop and keep under review the Council's Financial Plan and Investment Strategy
- 9.4 To undertake within the overall policies and approved budgets of the Council the following duties and functions:
- have a strategic overview of fees and charges for services provided by the Council as determined by each committee
 - determine subscriptions to be paid by the Council
 - determine the need for and, if necessary, recommend to Council the taking out of loans
- 9.5 To advise the Council on the level of allowances to be payable to Councillors.
- 9.6 To make recommendations to Council in relation to internal policy development based on legislation.
- 9.7 To review the long-term financial strategy of the Council with a view to advising the Council on funding for significant projects.
- 9.8 Ensure adequate insurance of all the Council's property and liabilities.
- 9.9 Oversee the Community Grant process.

- 9.10 Advise the Council on responses to be made to the structure of Local Government.
- 9.11 Make representation to Buckinghamshire Council on their corporate plan and policies when they are likely to or do affect Buckingham.

Personnel

- 9.12 To monitor all matters affecting the promotion, salary and conditions of service of all staff and office holders of the Council (unless stated elsewhere).
- 9.13 To meet as required to discuss and investigate any personnel requirements.
- 9.14 To oversee Officer and Member training and development.
- 9.15 To meet as required by the Council for staff reviews.
- 9.16 To review and agree the policies and procedures regarding personnel.

Civic Matters

Oversee Civic matters including the town crier, mace bearer or any other civic positions.

- 9.17 Be responsible for all Civic Affairs including Civic protocols

General Purpose

- 10. To be responsible for advising the Council on Standing Orders in respect to the conduct of meetings, Code of Conduct for members and all similar documentation relating to the overall administration of the Council's affairs.
 - 10.1. To consider, advise, delegate and make recommendation on any item of the Council's business and responsibilities not otherwise allocated to a committee.
 - 10.2. Oversee the ongoing development of ICT facilities for the Council including the Council's website.
 - 10.3. Oversee the production of the Newsletter.
 - 10.4. Oversee the production of the Annual Report.
 - 10.5. To provide and publish an annual report of the Council's finances both current and budgeted, and also reports from each of the Committee Chair and the Mayor.

Further Information

11. The Committee has authority to proceed with all items within its budget but must refer to Full Council when non-budgeted expenditure is anticipated.
12. The Committee shall appoint sub-committees and working groups to undertake work within its remit, as and when it is deemed necessary and shall set out Terms of References for those bodies.
13. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Full Council regarding its own Terms of Reference.

Summary Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
RESOURCES								
101	Personnel costs	Expenditure	46,227	275,400	229,173	229,173	16.8%	
102	Office expenses	Income	335	855	520		39.2%	
		Expenditure	15,451	90,329	74,878	10	74,868	17.1%
	Net Income over Expenditure		(15,116)	(89,474)	(74,358)			
	plus Transfer from EMR		0					
	Movement to/(from) Gen Reserve		(15,116)					
103	Councillors	Expenditure	1,635	19,326	17,691	17,691	8.5%	
104	Legal requirements	Income	2,852	0	(2,852)		0.0%	
		Expenditure	17,691	26,157	8,466	8,466	67.6%	
	Movement to/(from) Gen Reserve		(14,839)					
120	Long-term grants	Expenditure	24,215	31,069	6,854	6,854	77.9%	
125	Commemorative items	Expenditure	877	1,067	190	190	82.2%	
130	Admin reserves	Income	586,117	1,168,061	581,944		50.2%	
132	Future planning / contingencie	Expenditure	14	12,500	12,486	12,486	0.1%	
304	Youth Council	Expenditure	0	110	110	110	0.0%	
	RESOURCES Income		589,304	1,168,916	579,612		50.4%	
	Expenditure		106,109	455,958	349,849	10	349,839	23.3%
	Net Income over Expenditure		483,195					
	plus Transfer from EMR		0					
	Movement to/(from) Gen Reserve		483,195					
ENVIRONMENT								
201	Environment	Expenditure	45,743	320,249	274,506	274,506	14.3%	
202	Roundabouts	Income	8,382	13,696	5,314		61.2%	
		Expenditure	1	2,110	2,109	2,109	0.0%	
	Movement to/(from) Gen Reserve		8,381					
203	Maintenance	Expenditure	2,101	2,101	0	0	100.0%	
204	Devolved services expenses	Income	22,881	20,992	(1,889)		109.0%	
205	Grounds maintenance	Expenditure	2,490	20,310	17,820	17,820	12.3%	
248	Depot	Expenditure	5,311	12,576	7,265	7,265	42.2%	
249	C Meadow Toilets/Shopmobility	Income	0	200	200		0.0%	
		Expenditure	1,742	13,610	11,868	11,868	12.8%	
	Movement to/(from) Gen Reserve		(1,742)					
250	Lace Hill	Income	10,912	40,250	29,338		27.1%	
		Expenditure	14,235	37,788	23,553	564	22,989	39.2%
	Movement to/(from) Gen Reserve		(3,324)					

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Summary Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

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	597	9,620	9,023		9,023	6.2%
	Movement to/(from) Gen Reserve	(597)					
252	Bourton Park						
	Expenditure	4,561	8,300	3,739		3,739	55.0%
253	Cemeteries						
	Income	6,265	27,050	20,785			23.2%
	Expenditure	17,291	87,274	69,983	1,743	68,240	21.8%
	Movement to/(from) Gen Reserve	(11,026)					
254	Chandos Park toilets						
	Expenditure	2,828	12,995	10,167		10,167	21.8%
255	Railway Walk & Castle Hill						
	Expenditure	0	2,236	2,236		2,236	0.0%
256	Storage Premises						
	Expenditure	150	765	615		615	19.6%
258	Cemetery Lodge						
	Income	2,821	11,747	8,926			24.0%
	Expenditure	0	7,807	7,807		7,807	0.0%
	Movement to/(from) Gen Reserve	2,821					
260	CCTV						
	Income	4,000	0	(4,000)			0.0%
	Expenditure	0	2,500	2,500		2,500	0.0%
	Movement to/(from) Gen Reserve	4,000					
261	Community Centre						
	Expenditure	932	16,051	15,119	650	14,469	9.9%
262	Parks General						
	Expenditure	130,480	96,881	(33,599)	4,857	(38,455)	139.7%
	ENVIRONMENT Income	55,261	115,276	60,015			47.9%
	Expenditure	228,462	653,173	424,711	7,814	416,897	36.2%
	Movement to/(from) Gen Reserve	(173,201)					
<u>TOWN CENTRE & EVENTS</u>							
301	Town Centre & Events						
	Income	137	11,668	11,531			1.2%
	Expenditure	16,862	166,222	149,360	4,558	144,803	12.9%
	Movement to/(from) Gen Reserve	(16,724)					
302	Street markets						
	Income	4,505	20,744	16,239			21.7%
	Expenditure	2,806	5,601	2,795		2,795	50.1%
	Movement to/(from) Gen Reserve	1,699					
303	Special events						
	Income	1,170	1,721	551			68.0%
	Expenditure	1,974	7,050	5,076	1,447	3,629	48.5%
	Movement to/(from) Gen Reserve	(804)					
305	Tourist Information Centre						
	Income	1,957	9,000	7,044			21.7%
	Expenditure	1,345	9,400	8,055		8,055	14.3%
	Movement to/(from) Gen Reserve	611					
306	Accessibility						
	Expenditure	0	2,070	2,070		2,070	0.0%
	TOWN CENTRE & EVENTS Income	7,769	43,133	35,364			18.0%
	Expenditure	22,986	190,343	167,357	6,005	161,351	15.2%
	Movement to/(from) Gen Reserve	(15,218)					

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Summary Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

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	6,697	44,918	38,221		38,221	14.9%
PLANNING Income	0	0	0			0.0%
Expenditure	6,697	44,918	38,221	0	38,221	14.9%
Movement to/(from) Gen Reserve	(6,697)					
<u>EARMARKED RESERVES</u>						
901 Ear-marked reserves Expenditure	6,907	373,921	367,014	15,493	351,520	6.0%
EARMARKED RESERVES Income	0	0	0			0.0%
Expenditure	6,907	373,921	367,014	15,493	351,520	6.0%
Movement to/(from) Gen Reserve	(6,907)					
Grand Totals:- Income	652,334	1,327,325	674,991			49.1%
Expenditure	371,162	1,718,313	1,347,151	29,322	1,317,829	23.3%
Net Income over Expenditure	281,172	(390,988)	(672,160)			
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	281,172					

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<u>RESOURCES</u>							
<u>101 Personnel Costs</u>							
4000 Salaries Admin	31,417	197,122	165,705		165,705	15.9%	
4005 ERS National Insurance	3,080	21,446	18,366		18,366	14.4%	
4006 ERS Pension Contributions	7,404	49,465	42,061		42,061	15.0%	
4007 Staff travel	0	500	500		500	0.0%	
4008 Occupational Health	0	1,369	1,369		1,369	0.0%	
4025 HR advice	4,325	4,998	673		673	86.5%	
4026 Staff & Recruitment	0	500	500		500	0.0%	
<u>102 Office expenses</u>							
1010 Chamber hire	335	850	515			39.4%	
1012 Photocopier use	0	5	5			0.0%	
4010 Stationery	274	3,020	2,746		2,746	9.1%	
4011 Postage	0	450	450		450	0.0%	
4012 Photocopier	139	2,500	2,361		2,361	5.6%	
4013 Equipment purchase	106	1,150	1,044		1,044	9.2%	
4017 Subscriptions	2,812	4,050	1,238		1,238	69.4%	
4018 Telephones	1,650	10,000	8,350		8,350	16.5%	
4019 Hire of Community Hall	0	300	300		300	0.0%	
4021 Hospitality	39	400	361		361	9.8%	
4023 Training	95	10,010	9,915	10	9,905	1.0%	
4027 Software	5,327	16,000	10,673		10,673	33.3%	
4030 Payroll	487	2,070	1,583		1,583	23.5%	
4032 Publicity and newsletter	422	6,879	6,457		6,457	6.1%	
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	120	2,500	2,380		2,380	4.8%	
4156 Buckingham Centre rent	0	17,000	17,000		17,000	0.0%	
4225 Rates	2,794	5,000	2,206		2,206	55.9%	
<u>103 Councillors</u>							
4020 Mayor's duties	0	2,000	2,000		2,000	0.0%	
4029 Mayor's civic	1,360	1,724	364		364	78.9%	
4044 Councillors' mileage / exp.	195	549	354		354	35.5%	
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	Council for Training	80	2,490	2,410	2,410	3.2%
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Appendix C

104 Legal requirements

1098	Insurance Claims Income	2,852	0	(2,852)		0.0%	Insurance claims reimbursements received
4014	Audit fees	(5)	3,707	3,712	3,712	(0.1%)	
4016	Legal costs	0	3,450	3,450	3,450	0.0%	
4022	Insurance	17,696	19,000	1,304	1,304	93.1%	

120 Long-term grants

4040	Four Year Grants Awarded	15,215	22,069	6,854	6,854	68.9%	
4080	Annual Grants Awarded	9,000	9,000	0	0	100.0%	

125 Commemorative items

4501	Civic award	772	845	74	74	91.3%	
4504	Remembrance wreath	0	62	62	62	0.0%	
4505	Mayor's salver	106	110	4	4	96.0%	
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	3,836	3,500	(336)		109.6%	more interest received than anticipated

132 Future planning / contingencies

4500	Future planning / contingencies	14	12,500	12,486	12,486	0.1%	
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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	2,888	20,582	17,694	17,694	14.0%	
3996	Pensions ERS Environment	7,951	57,963	50,012	50,012	13.7%	
4004	Salaries Environment	33,492	230,926	197,434	197,434	14.5%	
4112	Environment Equipment	1,413	10,260	8,847	8,847	13.8%	
4168	Defibrillators	0	518	518	518	0.0%	

202 Roundabouts

1051	Roundabout no. 1	2,576	2,576	0		100.0%	
1052	Roundabout no. 2	1,373	1,373	0		100.0%	
1053	Roundabout no. 3	0	2,254	2,254		0.0%	
1054	Roundabout no. 4	2,872	2,872	0		100.0%	
1056	Roundabout no. 6	0	3,060	3,060		0.0%	
1057	Roundabout no. 7	1,561	1,561	0		100.0%	

203 Maintenance

4082 Allotments	2,101	2,101	0	0	100.0%
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Appendix C

204 Devolved services expenses

1017 Devolved services income	22,881	20,992	(1,889)		109.0%
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More income received than budgeted for

205 Grounds maintenance

4033 Waste disposal	620	5,610	4,990	4,990	11.1%
4035 Machinery	235	2,650	2,415	2,415	8.9%
4036 Fuel (Mower)	546	2,300	1,754	1,754	23.7%
4037 Sundries	181	2,750	2,569	2,569	6.6%
4063 Vehicle hire and running costs	907	7,000	6,093	6,093	13.0%

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248 Depot

4013 Equipment purchase	0	4,070	4,070	4,070	0.0%
4055 Alarm	517	500	(17)	(17)	103.4%
4225 Rates	4,349	4,556	207	207	95.5%
4601 Repairs & maintenance fund	0	900	900	900	0.0%
4602 Electricity	310	2,000	1,690	1,690	15.5%
4603 Water	135	550	415	415	24.6%

Price increases

249 C Meadow Toilets/Shopmobility

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	1,742	10,560	8,818	8,818	16.5%
4709 Maintenance	0	600	600	600	0.0%

250 Lace Hill

1026 Lace Hill Community Centre	10,912	40,250	29,338		27.1%	
4050 Lace Hill playing fields	0	550	550	550	0.0%	
4118 Solar panels	0	380	380	380	0.0%	
4158 Lace Hill gas	1,228	4,202	2,974	2,974	29.2%	
4159 Lace Hill electricity	1,064	7,660	6,596	6,596	13.9%	
4160 Lace Hill water	121	385	264	264	31.5%	
4161 Lace Hill Repair & Maintenance	130	3,707	3,577	3,577	3.5%	
4162 Lace Hill Planned Maintenance	777	7,200	6,423	564	5,859	18.6%
4164 Lace Hill equipment	216	3,000	2,784	2,784	7.2%	
4225 Rates	10,354	10,704	350	350	96.7%	

251 Chandos Park

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	7	1,600	1,593	1,593	0.4%
4603	Water	590	2,120	1,530	1,530	27.8%
4606	Bowls Club Maintenance	0	2,120	2,120	2,120	0.0%

252 Bourton Park

4601	Repairs & maintenance fund	4,561	8,300	3,739	3,739	55.0%
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253 Cemeteries

1041	Burial fees	6,265	27,050	20,785		23.2%
4225	Rates	2,201	1,056	(1,145)	(1,145)	208.4%
4265	New cemetery maintenance	0	3,500	3,500	3,500	0.0%
4601	Repairs & maintenance fund	1,106	4,445	3,339	1,665	62.3%
4602	Electricity	110	960	850	850	11.4%
4617	Memorial testing	0	2,156	2,156	79	3.6%
4619	Cemeteries Development	13,149	69,647	56,498	56,498	18.9%
4620	Expenses for burial duties	726	5,510	4,784	4,784	13.2%

Investigating reduction scheme, possible refund due

254 Chandos Park toilets

4612	Contractor charge	1,742	11,810	10,068	10,068	14.7%
4709	Maintenance	1,086	1,185	99	99	91.6%

255 Railway Walk & Castle Hill

4120	Friends of Groups	0	1,140	1,140	1,140	0.0%
4709	Maintenance	0	1,096	1,096	1,096	0.0%

256 Storage Premises

4066	Grenville garage rent	100	765	665	665	13.0%
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258 Cemetery Lodge

1061	Cemetery Lodge rental income	1,886	11,747	9,861		16.1%
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	4,000	0	(4,000)		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	550	14,450	3.7%
4091	Chamber	932	1,051	119	100	19	98.2%

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	4,660	48.3%
4106	Play area maintenance	2,561	6,966	4,405		4,405	36.8%
4122	Tree works	7,340	28,200	20,860	785	20,075	28.8%
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%
4607	SECTION 106	120,300	0	(120,300)		(120,300)	0.0%

Appendix C

New playground at Bourton Park, S106 money due in to cover cost

TOWN CENTRE & EVENTS

<u>301 Town Centre & Events</u>							
1013	Hanging baskets	0	456	456			0.0%
1028	Lace Hill events income	137	847	710			16.2%
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	0	50	50			0.0%
1092	Events Stall Income	0	800	800			0.0%
1093	Dog Show Income	0	125	125			0.0%
3997	NI TC&E	424	4,323	3,899		3,899	9.8%
3998	Pensions ERS TC&E	1,750	19,863	18,113		18,113	8.8%
3999	Salaries TC&E	9,962	79,743	69,781		69,781	12.5%
4042	Events equipment	86	1,000	914	14	900	10.0%
4094	Youth project	0	3,485	3,485		3,485	0.0%
4104	Town in Bloom	0	9,000	9,000	3,025	5,975	33.6%
4107	Pride of Place	25	60	35		35	41.7%
4115	River rinse	0	450	450		450	0.0%
4128	Small Events	0	300	300		300	0.0%
4166	Lace Hill events	250	1,500	1,250		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	3,436	4,721	1,285	1,260	25	99.5%
4241	Comedy Night expenditure	390	1,500	1,110		1,110	26.0%
4243	Charter Fairs	312	5,500	5,188		5,188	5.7%
4260	Twinning	0	65	65		65	0.0%

Awaiting invoice from 2022 - Biffa,

Awaiting invoices, CMS and ALR

<u>302 Street markets</u>							
1005	Street markets	3,180	16,944	13,764			18.8%
1006	Flea market	1,325	3,800	2,475			34.9%

4017	Subscriptions	384	501	117		117	76.6%
4225	Rates	1,672	2,900	1,228		1,228	57.6%
4234	Market Entertainment	0	950	950		950	0.0%
4235	Market infrastructure & Promotion	750	1,250	500		500	60.0%

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%
1099	Summer Art Trail Sponsorship	1,170	0	(1,170)			0.0%
4169	Skate Park Event	0	950	950		950	0.0%
4221	Fringe	200	2,000	1,800	1,085	715	64.2%
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	183	917	16.6%
4278	Celebrate Buckingham Day	1,540	1,800	260	180	80	95.6%
4279	Summer Art Trail	234	0	(234)		(234)	0.0%

Income received from sponsorship *

no budget but see Summer Art Trail Income *

305 Tourist Information Centre

1084	TIC income	1,423	9,000	7,577			15.8%
4253	TIC tickets & produce	1,238	8,500	7,262		7,262	14.6%
4255	Heritage app expenditure	0	500	500		500	0.0%
4274	Tourism website	83	400	317		317	20.7%

306 Accessibility

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

3992	Salaries Planning	5,793	36,458	30,665		30,665	15.9%
3993	NI Planning	381	2,750	2,369		2,369	13.9%
3994	Pensions ERS Planning	523	3,520	2,997		2,997	14.9%
4624	Neighbourhood Plan	0	2,190	2,190		2,190	0.0%

EARMARKED RESERVES901 Ear-marked reserves

9001	Youth Council	0	2,015	2,015		2,015	0.0%
9002	Cemetery development	0	52,433	52,433		52,433	0.0%
9003	Legal Costs	0	3,421	3,421		3,421	0.0%
9005	Website	2,665	4,000	1,335		1,335	66.6%
9010	Flood relief fund	0	826	826		826	0.0%
9011	War memorial	0	2,000	2,000		2,000	0.0%
9012	Christmas lights	0	1,287	1,287		1,287	0.0%
9014	Town In Bloom	457	1,457	1,000		1,000	31.4%
9015	Charter fairs	0	5,141	5,141		5,141	0.0%

9019	Memorial Testing & Repairs	0	2,000	2,000		2,000	0.0%
9025	Play area replacement	0	52,932	52,932		52,932	0.0%
9030	Tourism leaflets	0	2,404	2,404		2,404	0.0%
9035	Parks Development	0	12,230	12,230	2,230	10,000	18.2%
9036	Election costs	0	2,150	2,150		2,150	0.0%
9040	Park run	0	89	89		89	0.0%
9049	Neighbourhood Plan	0	22,000	22,000		22,000	0.0%
9050	Bridge Repairs	0	13,263	13,263	13,263	(0)	100.0%
9051	Office development / furniture	0	696	696		696	0.0%
9052	Depot equipment	3,785	11,635	7,850		7,850	32.5%
9053	AEDs	0	555	555		555	0.0%
9054	Lace Hill repairs & Maintenance	0	25,000	25,000		25,000	0.0%
9057	Cemetery Lodge repairs	0	5,180	5,180		5,180	0.0%
9058	Bowls Club Pavillion repairs	0	770	770		770	0.0%
9059	Making good / boundary repairs	0	45,000	45,000		45,000	0.0%
9062	Grants	0	3,000	3,000		3,000	0.0%
9063	Twinning	0	2,418	2,418		2,418	0.0%
9065	Purchase cemetery & allotment	0	87,000	87,000		87,000	0.0%
9067	Training	0	4,300	4,300		4,300	0.0%
9069	Computer Equipment	0	3,500	3,500		3,500	0.0%
9070	Rates	0	1,706	1,706		1,706	0.0%
9074	Accessibility	0	2,513	2,513		2,513	0.0%
9075	Recruitment	0	1,000	1,000		1,000	0.0%
	Grand Totals:- Income	650,865	1,327,325	676,460			49.0%
	Expenditure	370,156	1,718,313	1,348,157	29,322	1,318,834	23.2%
	Net Income over Expenditure	280,709	(390,988)	(671,697)			

20/06/2023

Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 2

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
31/05/2023	11989990		ANGLIAN WATER	A015	590.01	0.00	590.01	4603	251	590.01	water c park feb - may
31/05/2023	12011203		ANGLIAN WATER	A015	93.40	7.76	101.16	4603	248	93.40	water unit 12
15/05/2023	12024663		ANGLIAN WATER	A015	41.96	2.69	44.65	4603	248	41.96	water unit 12 feb - may
15/05/2023	12024670		ANGLIAN WATER	A015	121.45	10.53	131.98	4160	250	121.45	water lhscc feb - may
02/05/2023	A3854		ALR TRAINING	A023	120.00	24.00	144.00	4278	303	120.00	first aid cover cele buck
18/05/2023	GB-127826291-		AMAZON	A035	41.67	8.33	50.00	4112	201	41.67	rubber door / window seal
01/05/2023	GB-130670021-		AMAZON	A035	7.01	1.40	8.41	4278	303	7.01	galvanised pegs
31/05/2023	GB-131988401-		AMAZON	A035	35.00	7.00	42.00	4278	303	35.00	notice board
31/05/2023	GB-167004471-		AMAZON	A035	19.33	3.86	23.19	4278	303	19.33	acrylic pens
19/05/2023	GB-1408575955-		AMAZON	A035	11.66	2.33	13.99	4112	201	11.66	dome cover for hex bolt
31/05/2023	GB-1732654655-		AMAZON	A035	3.82	0.76	4.58	4278	303	3.82	seed envelopes
01/05/2023	GB3QECTABEI		AMAZON	A035	7.50	1.50	9.00	4112	201	7.50	Evo-Stick
01/05/2023	GB3QK2XABEI		AMAZON	A035	11.99	2.40	14.39	4010	102	11.99	SHARPIES
02/05/2023	GB3WVIOABEI		AMAZON	A035	3.64	0.73	4.37	4042	301	3.64	resus masks
02/05/2023	GB3WVZCABEI		AMAZON	A035	2.83	0.56	3.39	4042	301	2.83	plasters
02/05/2023	GB3WVZEABEI		AMAZON	A035	12.33	2.47	14.80	4037	205	12.33	bandages
31/05/2023	GB12GDCABEI		AMAZON	A035	106.24	21.25	127.49	4013	102	106.24	air purifier
31/05/2023	GB312DB6ABEI		AMAZON	A035	21.03	4.21	25.24	4273	303	21.03	clear varnish swan sculptures
15/05/2023	GB331UG7PAEUI		AMAZON	A035	103.12	20.62	123.74	4013	102	103.12	Air Purifier
31/05/2023	GB345LWLAEUC		AMAZON	A035	-103.12	-20.62	-123.74	4013	102	-103.12	Air Purifier returned missing
31/05/2023	GB3111R8ABEI		AMAZON	A035	25.00	5.00	30.00	4112	201	25.00	sun scream SPF30
02/05/2023	GB145772531-		AMAZON	A035	4.97	0.99	5.96	4042	301	4.97	finger plasters
02/05/2023	GB164269841-		AMAZON	A035	3.97	0.80	4.77	4042	301	3.97	accident report book
19/05/2023	GB175415431-		AMAZON	A035	13.33	2.66	15.99	4042	301	13.33	burn dressing
02/05/2023	GB1488769595-		AMAZON	A035	4.96	0.99	5.95	4042	301	1.46	eye bandages
								4037	205	3.50	eye bandages
01/05/2023	4511		BALC	B001	45.00	0.00	45.00	4023	102	45.00	writing grant apps training
16/05/2023	4762		BALC	B001	40.00	0.00	40.00	4269	103	40.00	Civility/respect training LOD

PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 2

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
16/05/2023	4764		BALC	B001	40.00	0.00	40.00	4269	103	40.00	civility/respect training MG
01/05/2023	.500150149X		BUCKS COUNCIL	B006	2,200.59	0.00	2,200.59	4225	253	2,200.59	Rates Cemetery & Chapels
01/05/2023	.5001054514		BUCKS COUNCIL	B006	1,671.65	0.00	1,671.65	4225	302	1,671.65	Rates Market
01/05/2023	.5001754123		BUCKS COUNCIL	B006	4,348.79	0.00	4,348.79	4225	248	4,348.79	Rates Depots
01/05/2023	.5001756385		BUCKS COUNCIL	B006	10,354.25	0.00	10,354.25	4225	250	10,354.25	Rates LHSCC
01/05/2023	500174039		BUCKS COUNCIL	B006	2,794.40	0.00	2,794.40	4225	102	2,794.40	Rates Verney Close
31/05/2023	1		BRIERLEY HILL CRYSTA	B030	105.55	0.00	105.55	4505	125	87.95	Engraved Vase for MG Mayor
								4505	125	17.60	Engraved Vase for MG Mayor
16/05/2023	145125		BUCKS RECYLING	B059	180.00	36.00	216.00	4220	301	180.00	wheelie bins MIM
16/05/2023	145126		BUCKS RECYLING	B059	60.00	12.00	72.00	4220	301	60.00	wheelie bin collection
02/05/2023	7404		BOUNCY MACS	B073	395.00	0.00	395.00	4278	303	395.00	inflatables and staff
31/05/2023	29/7		COMPLETE	C003	90.00	18.00	108.00	4241	301	90.00	security comedy night
10/05/2023	74165		CDS GROUP	C007	7,675.00	1,535.00	9,210.00	4619	253	7,675.00	Cemetery planning (RIBA 4-6)
31/05/2023	74213		CDS GROUP	C007	5,474.00	1,094.80	6,568.80	4619	253	5,474.00	cemetery design
01/05/2023	4103		CLOUDY IT	C073	932.50	186.50	1,119.00	4027	102	932.50	monthly hosting
22/05/2023	4297		CLOUDY IT	C073	932.50	186.50	1,119.00	4027	102	932.50	hosting
31/05/2023	4646		CLOUDY IT	C073	932.50	186.50	1,119.00	4027	102	932.50	hosting
10/05/2023	1599540		DASH4IT	D004	59.94	0.00	59.94	4253	305	59.94	OS maps TIC
01/05/2023	53956.		ELAS	E021	4,325.40	865.08	5,190.48	4025	101	4,325.40	2023-2024 HR Support
02/05/2023	25305		GANDERTON	G008	394.80	78.96	473.76	4063	205	103.25	RK72HZG
								4063	205	107.30	OY15 PZX
								4036	205	83.07	MOWER
								4036	205	10.65	QUAD
								4036	205	90.53	CANS
31/05/2023	25499		GANDERTON	G008	540.52	108.10	648.62	4036	205	167.51	mower
								4036	205	194.21	machinery fuel
								4063	205	178.80	vehicle fuel
01/05/2023	833094		GRUNDON	G050	178.40	35.68	214.08	4033	205	178.40	wheelie bins depot
05/05/2023	833095		GRUNDON	G050	115.77	23.15	138.92	4033	205	115.77	wheelie bins LHSCC

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 2

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	
31/05/2023	856887		GRUNDON	G050	135.85	27.17	163.02	4033	205	135.85	wheelie bins - LHSCC	
31/05/2023	856888		GRUNDON	G050	190.28	38.06	228.34	4033	205	190.28	Wheelie Bins	
02/05/2023	19568		HERON	H009	328.30	65.66	393.96	4106	262	328.30	SIGNAGE TODDLER B PARK	
15/05/2023	19582		HERON	H009	30.00	6.00	36.00	4042	301	30.00	repair banners - events	
31/05/2023	12905		HEALTH	H011	1,741.67	348.33	2,090.00	4612	249	870.83	toilet maintenance	
								4612	254	870.84	toilet maintenance	
05/05/2023	1621		IAC	I001	395.00	79.00	474.00	4014	104	395.00	year end internal audit	
01/05/2023	4126/2023/24		INSTITUTE OF CEMETER	I002	95.00	0.00	95.00	4017	102	95.00	ICCM Membership	
05/05/2023	01		JOE SCRIPPS	J008	250.00	0.00	250.00	4166	301	250.00	musician LH fun day	
31/05/2023	159633		JANITORIAL DIRECT	J013	186.65	37.33	223.98	4164	250	186.65	cleaning supplies	
18/05/2023	9221		KEVAN WITT ASSOCIATE	K001	550.00	110.00	660.00	4601	253	550.00	East Chapel survey	
22/05/2023	2023-053		MANOR FARM HERBS	M009	139.80	1.62	141.42	9014	901	139.80	Herbs	
16/05/2023	0001		MUSIC IN MARKET	M039	2,411.25	0.00	2,411.25	4220	301	2,411.25	MUSIC IN THE MARKET 2023	
01/05/2023	1082906		MAINSTREAM	M061	57.90	11.58	69.48	4018	102	57.90	817433	
31/05/2023	1088199		MAINSTREAM	M061	75.00	15.00	90.00	4018	102	75.00	MSDCARE	
31/05/2023	1088209		MAINSTREAM	M061	63.00	12.60	75.60	4018	102	63.00	824596	
01/05/2023	2023/24		NBPPC	N003	20.00	0.00	20.00	4017	102	20.00	subs NBPPC 2023/24	
01/05/2023	23/39		NABMA	N008	384.00	0.00	384.00	4017	302	384.00	NABMA subs 2023/2024	
18/05/2023	SUB23		NAMESCO	N015	37.98	7.60	45.58	4274	305	37.98	Subs to namesco 2023	
31/05/2023	237225		NATIONAL EXPRESS	N023	84.36	0.00	84.36	4253	305	84.36	national Ex tickets TIC	
31/05/2023	2023		OLD GAOL	O010	750.00	0.00	750.00	4235	302	750.00	Ground Floor	
01/05/2023	51876		ONLINE PLAYGROUNDS	O023	61.33	12.27	73.60	4601	262	61.33	Playground paint	
01/05/2023	99583		OAKPARK	O060	469.00	93.80	562.80	4100	260	469.00	Maint CCTV System Chandos	
01/05/2023	99666		OAKPARK	O060	517.00	103.40	620.40	4055	248	517.00	Maint intruder alarm depot	
14/05/2023	127154		PARAGON	P008	30.60	6.12	36.72	4601	253	30.60	Tower unit hire - chapel	
27/05/2023	127311		PARAGON	P008	320.55	64.11	384.66	4620	253	320.55	digger hire	
27/05/2023	127390		PARAGON	P008	17.00	3.40	20.40	4112	201	14.50	padlock	
								4037	205	2.50	gloves	
31/05/2023	2505		PRESTON BISSET	P021	246.42	49.28	295.70	9014	901	246.42	Plants, planters	

20/06/2023

Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 2

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	
31/05/2023	145263		PAYROLL OPTIONS	P057	141.22	28.24	169.46	4030	102	141.22	monthly payroll
01/05/2023	27210		RBS	R001	107.29	21.46	128.75	4027	102	107.29	Subs MTD
09/05/2023	70428		ROSPA	R008	415.00	83.00	498.00	4106	262	415.00	Inspection of new toddler area
31/05/2023	2		RUFUS MUSIC	R019	300.00	0.00	300.00	4241	301	300.00	PA comedy night 29/7
18/05/2023	MEM244555-1		SLCC	S005	27.50	0.00	27.50	4017	102	27.50	membership cost CM
31/05/2023	2324067		SEAHAWKS	S007	400.00	0.00	400.00	4501	125	400.00	engraving and awards
01/05/2023	101378		SPHERETECH	S008	815.00	163.00	978.00	4091	261	815.00	Air Con Maint 2023/2204
18/05/2023	596		SPURCROFT CIVIC	S012	371.50	74.30	445.80	4501	125	371.50	freedom scrolls
17/05/2023	641883083/0009		SSE	S019	310.22	15.51	325.73	4602	248	310.22	Unit 12 jan - apr
05/05/2023	701899037/0017		SSE	S019	-113.42	-5.67	-119.09	4602	251	-113.42	credit chandos toilets
17/05/2023	701899037/0019		SSE	S019	120.22	6.01	126.23	4602	251	120.22	chandos toilets elec
27/05/2023	911898510/0002		SSE	S019	109.82	5.49	115.31	4602	253	109.82	Chapel a jan - apr
30/05/2023	LHA/02?23		SUZY SMITH	S036	200.00	0.00	200.00	4278	303	200.00	Entertainment Cele Buck day
31/05/2023	1380378087		SCREWFIX	S044	59.11	11.82	70.93	4112	201	59.11	screws, nozzels, resin
05/05/2023	480		STRAWBERRY	S056	700.00	0.00	700.00	4220	301	700.00	staging MIM
31/05/2023	AGD074		TRAVIS	T010	13.58	2.72	16.30	4106	262	13.58	postcrete
17/05/2023	AGD505		TRAVIS	T010	26.59	5.32	31.91	4037	205	26.59	safety glasses
11/05/2023	2448139		VIKING DIRECT	V001	-14.10	-2.82	-16.92	4010	102	-14.10	credit protection payment
27/05/2023	2525442		VIKING DIRECT	V001	70.91	14.18	85.09	4010	102	70.91	2525442/10112320/Stationery
31/05/2023	2548477		VIKING DIRECT	V001	60.34	12.07	72.41	4010	102	60.34	2548477/10112328/Stationery
TOTAL INVOICES					58,898.38	6,005.45	64,903.83			58,898.38	

20/06/2023

Buckingham Town Council

Appendix D Page 1

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 3

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/06/2023	100122931-2023-		AMAZON	A035	23.45	4.69	28.14	4112	201	23.45	cable ties
01/06/2023	150878191-2023-		AMAZON	A035	12.19	2.44	14.63	4112	201	12.19	safety pins for bandages
14/06/2023	1023716565-2023-		AMAZON	A035	62.88	12.60	75.48	4279	303	62.88	Clear Lacquer
01/06/2023	1393616355-2023-		AMAZON	A035	4.16	0.83	4.99	4112	201	4.16	cap protection covers
01/06/2023	1984721855-2023-		AMAZON	A035	7.49	1.50	8.99	4112	201	7.49	cable ties
01/06/2023	GB3UIY3ABEI		AMAZON	A035	7.91	1.58	9.49	4112	201	7.91	screws
01/06/2023	GB3WVINABEI		AMAZON	A035	4.16	0.83	4.99	4042	301	4.16	wipes
01/06/2023	GBWW	4ABEI	AMAZON	A035	9.22	1.84	11.06	4042	301	9.22	bandages
01/06/2023	IHMF-KRIT-97TC		AMAZON	A035	8.32	1.66	9.98	4042	301	8.32	medical gloves
01/06/2023	491		COMMUNITY CENTRE	B002	380.00	0.00	380.00	4029	103	50.00	hall and glass hire m making
								4029	103	330.00	hall and glass hire m making
19/06/2023	26		BOURTON RD	B040	2,101.00	0.00	2,101.00	4082	203	2,101.00	Annual grant
01/06/2023	7862		COX	C041	90.00	18.00	108.00	4278	303	90.00	top soil
13/06/2023	240623		FUN FACTOR	F025	150.00	0.00	150.00	4279	303	150.00	Face Painting
12/06/2023	1178		GM UTILITIES	G057	4,500.00	900.00	5,400.00	4601	252	4,500.00	temp scaffolding
08/06/2023	69622		HOME	H012	270.00	54.00	324.00	4278	303	270.00	Toilet Hire Cele Buck
01/06/2023	88992		HAGS	H050	120,300.00	24,060.00	144,360.00	4607	262	120,300.00	Toddler equip at Bourton Park
14/06/2023	1296		LANGLEY DESIGN	L015	3,785.00	757.00	4,542.00	9052	901	3,600.00	CURVED BENCH
								9052	901	185.00	CURVED BENCH DELIVERY
01/06/2023	121569		LANDSCAPE	L019	42.51	8.50	51.01	4112	201	42.51	2 stroke oil pk 10 100ml
01/06/2023	98853		OAKPARK	O060	48.00	9.60	57.60	4162	250	48.00	call out LHSCC
13/06/2023	27379		RBS	R001	1,375.00	275.00	1,650.00	4017	102	1,375.00	Omega annual subs
09/06/2023	561897163/0014		SSE	S019	120.24	6.01	126.25	4052	102	120.24	Feeder Pillar - May-Jun
14/06/2023	41		TRYUS	T001	400.00	0.00	400.00	4278	303	400.00	PA for Cele Buck day
08/06/2023	QLI129128		UNIVERSITY	U001	200.00	40.00	240.00	4221	303	200.00	Hall Hire Radcliffe OFG
09/06/2023	2614178		VIKING DIRECT	V001	64.47	12.89	77.36	4010	102	64.47	Stationery
01/06/2023	209823322		VISTAPRINT	V009	421.57	84.31	505.88	4032	102	421.57	folded leaflets
05/06/2023	8856		WESTON	W015	525.20	105.04	630.24	4601	253	525.20	chapel inspection
TOTAL INVOICES					134,912.77	26,358.32	161,271.09			134,912.77	

BUCKINGHAM TOWN COUNCIL**RESOURCES COMMITTEE****MONDAY 26th June 2023**

Contact Officer: Deputy Town Clerk

Grants Update**1. Recommendations**

1.1. It is **RECOMMENDED** that Members accept the change of use and grant Project Street Life £518 in 2023, £536 in 2024 and £554 in 2025 in line with their original successful application.

2. One-year grants payments 2023 – 2024

2.1. The following payments have been made, as agreed by Resources on 6th March 2023.

Organisation	Amount
Buckingham Girl Guiding	£1,300
Jedidiah	£2,000
Buckingham Athletic Football Club	£450
1563 (Buckingham) Sqn, Air Cadets	£600
Buckingham Rugby Club	£450
Moretonville Football Club	£1,000
Open House	£1,000
Swan Community Hub	£1,450
Buckingham & District Angling Association	£250
Slade Indoor Recreation	£500
TOTAL	£9,000

2.2. Please note that the payment for umbrella group Community Care North Bucks was made to Open House, who look after past carers and isolated people. A mistake was made when compiling the information for the Open

House grant for the 6th March meeting, and information from an incomplete grant application by another group was included under the Open House name. There were admin errors by both the Council, due to two very similar project applications, and one of the applicants, who sent an incomplete application that was not followed up. Both factors led to this error.

- 2.3. Community Care North Bucks, Open House and the other group have all been contacted by phone by the Deputy Town Clerk who has apologised. They have been given follow up letters explaining the situation, and payment has been made to Open House in line with the agreement of the Resources Committee. A spokesperson for Community Care North Bucks was happy with this outcome and confident that the carers trips planned for both groups would still be funded and able to take place.

3. Four-year grants payments 2022 – 2026 (year two)

- 3.1. The following payments have been made, as agreed by Resources on 6th March 2023, and in receipt of year one grant monitoring reports and copies of accounts from each organisation.

Organisation	2023
Citizens Advice Bucks	£ 5,951
Buckingham Youth Clubs	£ 5,382
Buckingham Old Gaol Trust	£ 5,175
Buckingham Summer Festival	£ 2,070
Chandos Park Tennis Club	£ 1,553
Chandos Park Bowls Club	£ 1,035
TOTAL	£21,166

- 3.2. The grant for Project Street Life of £518 has not been paid, as they have asked for a change of use of grant. Payment will be made if the change of use is agreed by this committee.

4. Change of four year grant request Project Street Life: Background

- 4.1. In 2022, Project Street Life applied and was awarded £500 annually with a 3.5% annual uplift to a total of £2,107 between 1st April and 2022 and 31st March 2026, for the 'Annual Residential Weekend for Young People' project.
- 4.2. As a long-term grant recipient the grant contract stipulated the following agreements:

- *The grant has been awarded in order for your organisation to achieve the following purposes and with the following obligations:*
 - *Run one annual residential weekend for young people each year of the grant period.*
 - *Funding can be used to subsidise the place of a young person, resident in Buckingham, in financial need.*
- *The objective of these purposes is that:*
 - *Allow access to extended enrichment opportunities to young people that would not otherwise be able to afford to take part.*
- *Approved costs:*
 - *Subsidised place at residential weekend for a young person*
 - *Materials and resources for team working and confidence building activities for young people.*

4.3. This project did take place in 2022 and end of year monitoring forms was received by the Council.

4.4. Project Street Life have contacted the Town Council and asked for a change of use of this awarded amount.

5. Change of Use of Grant Proposal from Project Street Life

Project Street Life has been running for 23 years and during this time has had a positive impact with countless young people from Buckingham and the surrounding areas. The success of Project Street Life has been in its ability to adapt to the needs of young people in our community and society as a whole. Since reopening after the Coronavirus pandemic we have seen over 100 young people come along to Project Street Life. As well as our usual Friday night activities which include pool, table tennis, football and craft to name a few, we have also been on trips to Milton Keynes for ice skating and crazy golf. In January this year we went on a residential trip to Caldecotte Outdoor Centre and took part in outdoor activities such as rock climbing, canoeing (on a partially frozen lake!) and orienteering.

In recent months fewer young people have been attending Project Street Life on a Friday evening and we find ourselves again having to adapt to meet the needs of the young people. We have therefore made the decision to temporarily close our Friday night club. The last club on a Friday night was 26th May.

Project Street Life remains committed to its mission as a charity helping young people, and this will take a different form as we wish to directly engage with young people in the streets, parks and other areas across Buckingham over the coming months. Our plan is to engage young people where they are at. By engaging the young people in this way we hope to build relationships and form trust. We want to find out what the young people want or need and if possible provide that for them.

This change does not mark the end of Project Street Life and we are excited by the opportunities and relationships that will arise from directly engaging with young people in Buckingham.

In terms of redirecting our 4 year grant already awarded by Buckingham Town Council, initially we would like to be able to give the young people we meet snacks and a drink, for example, cupcakes and hot chocolate or milkshakes depending on the weather as a way of initially engaging with them. And the leaders on the ground will need branded clothing to easily identify they are from PSL. I would be more than happy to discuss in more detail how we envisage the funding will be spent going forward.

If you have any questions or concerns or you would like to directly support PSL in this new venture please do feel free to get in touch.

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 26th June 2023

Contact Officers: Compliance and Projects Manager, Deputy Town Clerk

Civility and Respect Pledge

1. Recommendations

- 1.1. It is RECOMMENDED that the Resources Committee recommend to Full Council that Buckingham Town Council agree, to sign the joint NALC/SLCC Civility and Respect Pledge and the “Councillor-Officer protocol” once all requirements are met.
- 1.2. It is RECOMMENDED that the Resources Committee recommend to Full Council that a future Full Council agenda item be requested to consider writing to the local MP asking that they back Early Day Motion 611 and have it discussed in parliament or that councillors write as individuals.

2. Background

- 2.1. The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector. To that end, they have created a civility and respect pledge for local councils.
- 2.2. NALC, the SLCC and OVW define civility and respect as: *civility means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.*
- 2.3. If the council signs the civility and respect pledge it will be demonstrating that the council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- 2.4. The civility and respect pledge project also brings together a number of resources, recommended policies, and training opportunities. An overview can be seen online: www.nalc.gov.uk/our-work/civility-and-respect-project

3. Signing the Pledge

3.1. Signing is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, the clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. The accompanying "Councillor-Officer protocol" forms part of this pledge.	
Our council has put in place a training programme for councillors and staff. Training Policy last agreed 14th November 2022.	
Our council has signed up to Code of Conduct for councillors. This was last agreed 22nd May 2023	
Our council has good governance arrangements in place including staff contracts, and a dignity at work policy. Dignity at work is covered in Appendix 5 Health and Wellbeing at Work policy in the Staff Handbook. Last agreed January 2022, currently under review by officers before returning to committee. This review will include ensuring all relevant parts of the recommended Civility and Respect Dignity at Work Policy are included.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise. We have a contract with ELAS/Citation in place for such matters.	
Our council will commit to calling out bullying and harassment when if and when it happens. Signing this pledge makes this commitment.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme. Separate project being reviewed by Compliance and Projects Manager to gain a Local Council Award Scheme accreditation. The Town Clerk recently attended training on this.	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate. In order to fulfil this an agenda item is required to pass a full council resolution to write to the local MP asking that they back Early Day Motion 611 and have it discussed in parliament or councillors could write to their MP as individuals. A report would accompany that agenda item.	

3.2. Once the council has signed, a certificate will be received by email, and Buckingham Town Council will be listed alongside others a national map, showing the councils that have signed up. 1176 Councils have so far signed the pledge.

MODEL COUNCILLOR-OFFICER PROTOCOL

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INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In

turn, officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer.
- Relationships between councillors and officers.
- Where/who a councillor or an officer should go to if they have concerns.
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship.

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership.
- To monitor and review council performance in implementing policies and delivering services.
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day-to-day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice.
- to act within the policies, practices, processes, and conventions established by the council.
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines.
- to treat them fairly and with respect, dignity, and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality.
- to recognise that officers do not work under the instruction of individual councillors or groups.
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures.
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority.
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly.
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols, and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties.
- do not ask officers to undertake work, or act in a way which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner.
- do not ask officers to exceed their authority where that authority is given.

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy.
- treat all councillors, partners, and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol.
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy.

- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly.
- to act within the policies, practices, processes and conventions established by the council.

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view, they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private

- take up the concern with the Town Clerk

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Town Clerk is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Town Clerk, unless it is agreed by the Town Clerk that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Town Clerk's staff without the express approval of the Town Clerk.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy

the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of “silent copies” should not be employed. Acknowledging that the “BCC” system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding “CC councillor X.”

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, this Council has adopted a formal grievance policy.

The principal council’s monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work-related performance or line management issues. In the first instance, the Town Clerk shall consider how to proceed in accordance with the grievance and disciplinary policies. The council should delegate authority to a small group of councillors to deal with personnel matters in accordance with the terms of reference of the Staffing (Confidential Matters) Committee.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors’ Code of Conduct the matter must be referred to the principal council’s monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of an officer or another employee, the matter should be reported to the Town Clerk who will consider how to proceed in accordance with the grievance policy.

Date	Who received compliment/complaint	Location of Issue	Details of compliment/complaint	Who has made complaint	How was complaint Made	Does complainant want feedback	Who is responsible for area	Action Required	Outcome/ Follow up
Received	(initials)	As accurate as possible		Name	By Phone, email, fom TFB etc	Y/N	BTC, AVDC, Unknown		
05/01/2023	BD	Markets	A lady rang this afternoon wanting to speak to 'someone higher' than xx about an issue with trading at the market that she deems to be unfair.	Resident	Phone	Yes	Markets Manager & Town Clerk	Town Clerk called trader and explained the market regulations.	
05/01/2023	BD	BT Box near King's Head Pub	There is an old COVID pedestrian route signs behind a green utility box on the side of the King's Head pub on Moreton Road and it was mentioned that the signs would be removed. I noticed this morning that they are still there and one of them has been removed and laid on the pavement which is now a trip hazard, would it be possible please to get them removed.	Resident	Email	Yes	BTC	Administrator contacted Greenspaces team to remove the signs from behind the utility box. Replied to resident to tell them that it has been sorted.	
11/01/2023	BD	Town Centre (event)	I am writing to you with immense concern as I was extremely disappointed to learn that Buckingham Christmas Lights Switch On used live reindeer as part of your recent Christmas events this year. As a local resident I absolutely object to this for several reasons, as follows: Firstly, reindeer are wild animals who are adapted to live in a cold tundra climate, roaming great distances each day, foraging for lichen, grasses, leaves and other plants. Reindeer are very social and naturally live in large herds for protection. They often roam entire mountain ranges with their herd and some species migrate up to 3,000 miles a year. However when kept in captivity, reindeer are unable to roam the vast distances that they would in their natural home in the Arctic tundra. Those kept in captivity suffer a hugely different existence to those living freely. Reindeer used in Christmas parades, displays and events such as yours are kept in unnaturally small enclosures where they cannot express any of their natural behaviours. They are denied the opportunity to do everything that is natural to them such as travel, forage, and socialize with others in their herd. As reindeer usually live in large herds for protection, they can feel very nervous being kept in small groups. So, it is	Resident	Email	Yes	BTC	Emailed response. Concerns noted for future. Welfare standards and licence of reindeer provider were checked before booking. Reindeer booked from a nearby provider to reduce travel time. At event reindeer were not forced to interact with public if they did not want to. Handlers were very knowledgeable and stayed with reindeer at all times.	None required

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23/01/2023	BD	St Rumbolds Well	I seem to remember, that when planning permission was granted for the St Rumbolds Field development on Tingewick Road, the developers undertook to refurbish the well. The development is now nearing completion. I walked along the railway walk yesterday and decided to look and see what changes had been made. The field that the Well is situated in has been completely fenced off, by the developers, with six foot high fencing. It is not only impossible to reach the well, but it can't even be seen!! would be most grateful if someone could look into this. I hope that this is not going to be another example of promises being made, to achieve planning permission, and then renege on at a later date.		Email		Barrett Homes / Town Council	Estates Admin replied and explained that the Town Council are still in dialogue with the housing developer over the ownership/management of the well and surrounding open space. At present, it is still under the ownership of Barrett Homes and the Town Council are actively pushing for a resolution that results in the area becoming an accessible, public space.	
31/01/2023	BD		It has been reported to us that this dog waste bin has been burnt out.Can you arrange to have this replaced please.		Email	Yes	BTC	Estates Admin told street scene that a new bin will be urchased to replace the one that has been burnt out.	
23/02/2023	BD		I am looking for information about a property which appears to have been overgrown for a number of years. Is it located on the corner of Cecil's Yard? Does anyone know anything about the property and whether it is owned by anyone? I would greatly appreciate any information you may have.		Email	Yes	Home Owner	Administrator replied and explained that this house is occupied and that the overgrown vegetation is the responsibility of the home owner	
15/03/2023	BD	Buckingham Town Matters newsletter	Buckingham Summer Festival not included in the Events Diary		Email	Yes		DTC replied, explaining non-TC events were inadvertently dropped from events list after changes made to the newsletter due to Covid. CSG to review the page and what should be included.	
15/03/2023	BD	Buckingham Town Matters newsletter	Merchant Navy Day Flag raising not included in the events Diary		Email	Yes	CSG	DTC replied, explaining this was inadvertently dropped from events list. CSG to review the page and what should be included.	
20/03/2023	JB	Council Tax letter	Why has BTC's council tax portion gone up 18.8%		Telephone	Yes	Town Clerk	Please phone and explain why such as big increase for Buckingham.	DTC called and complainant hung up

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20/03/2023	BD		<p>A drain at the side of the Domino's Pizza takeaway is overflowing with greasy liquid, flowing across the pavement and down the road. It has been so for many months now and I have witnessed two people slip and nearly fall on the grease. The smell is also objectionable.</p> <p>As a resident I am appalled that our town appears to be deteriorating in so many ways and this is another example. Wonder what visitors to the town think of us? The manager of the Domino's shop assures me the drain is nothing to do with them and is the responsibility of the upstairs flat. However the grease that is coming out of the drain seems to be on a commercial scale. Whoever is responsible, surely the TC could address this problem.</p>		Email	Yes	Anglian Water	Administrator contacted Anglian Water to request drains are cleaned. Drains were blocked with grease and fat. Engineer cleared blockage and disinfected the path outside the front of Domino's Pizza. Resident was told that problem was resolved.	
20/03/2023	BD	Audited Accounts	<p>I have just had a look at the Buckingham Town Council Precept page in the recent newsletter This is fine but I would also like to see the last full year audited accounts just to see more detail on where our money goes. Please can you send or tell me where this is to be found. The reason I ask is because there is a shortfall of approx £500k between the total precept published figure of over £1 million and the projects listed on page 13.</p>		Telephone / Email	Yes	BTC	Administrator emailed resident back and explained that our accounts for 22/23 havent been audited yet due to not having reached the end of our financial year. Resident was sent a link to the agenda of the Precept meeting to see what was discussed.	

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03/04/2023	BD	Website	<p>On the Mayor of Buckingham page of the Buckingham Town Council website there is the following paragraph under the heading of "Short History of the Role":</p> <p>Cllr. Margaret Gateley is the 256th Mayor of Buckingham since 1684. Buckingham is a 2,000-year-old town whose first Royal Charter in 1554 from Queen Mary I created an elected role of Bailiff. A role that also included Justice of the Peace. The second Royal Charter in 1664 from King Charles II made the Bailiff and the Burgesses; Alderman. Alderman are now Councillors, but the role of Mayor remains.</p> <p>It seems that paragraph may contain errors of punctuation, syntax, spelling and even, perhaps, fact, for I'm not convinced that Buckingham, as a town, is 2000 years old. I will, though, be very happy to be proved wrong.</p>		Email	Yes	BTC	Website text updated to use 'settlement' rather than town.	
03/04/2023	BD	Bourton Park	<p>I am writing to express my concern about the current condition of the paths in our local park. As a regular user of the park, I have noticed that the surface of the paths is in poor condition and needs improvement. However, before I proceed, I would like to take this opportunity to thank you for the ongoing work you are carrying out in the park. We appreciate the effort you put in to keep the park clean and maintained for the enjoyment of the community.</p> <p>As a frequent runner in the park, I have observed that the current condition of the paths is also a cause of concern for other runners. The uneven surface and cracks make it difficult to maintain a steady pace and increase the risk of injury, which can be a deterrent to regular exercise and fitness activities.</p> <p>Furthermore, the park is a popular destination for many runners and joggers in the area. Improved paths will not only benefit the local community but also encourage more people to visit the park for their exercise needs, promoting a healthy lifestyle.</p> <p>I would like to request that the council take action to improve or relay the surface of the paths in the local park. This would not only enhance the safety of park users but also make it more accessible and enjoyable for everyone. I would be happy to discuss this matter with you further and provide any additional information you may need. Thank you for your attention to this matter, and I look forward to hearing from you soon.</p>		Email	Yes	BTC	Paths inspected and patching work scheduled	

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21/04/2023	BD	Junction of Highlands Road / Moreton Road	Just wondering when the 2 grassed areas at the junction of Highlands Road and Moreton Road will be cut. They are looking very untidy at the moment and I notice most of the town verges have been attended to.		Email	Yes	BTC	Greenspaces team have been notified and the two verges will get cut w/c 24/04/23. BD has replied explaining this.	
21/04/2023	BD	Bourton Park	Zip wire in senior play area is loose and wobbly. Screws need tightening from the pillars at the start of the equipment.	Resident	Phone	No	BTC	Greenspaces team have notified and equipment inspected	
25/04/2023	BD	Council Tax	My issue is with regard to the massive percentage hike in the council tax allotted to Buckingham Town Council. I fail to see how you can justify this rise given the amount of new housing in the town.		Email	Yes	BTC	BD replied to resident directing them to view the information on our website about why the rise in council tax was made.	
05/05/2023	LS	Coronation Events	What a shame Buckingham isn't doing any event for this ! Especially for families to enjoy and celebrate. So many other places have things going on, disappointing really! Sort it out Buckingham !	Resident	Social Media	Yes	BTC	LS replied explaining that the choice of events was dictated by the wishes of the palace to promote street parties and the Big Help Out, and directing to Coronation Trail as a family activity.	
18/05/2023	KM	Villas Application	Thank you for informing me of the good news. The inspectors report was very thorough and left no mistake of the outcome. Thanks to the Town Councillors for all their efforts.		Card	No	BTC / Bucks	n/a	n/a
06/06/2023	BD	Mayor Making	I would like to thank you for the invitation to mayor making and reception last evening, June 2nd 2023. It was most interesting and enjoyable.		Letter	No	BTC	n/a	n/a
20/06/2023	BD	Market	I am writing to bring to your attention some concerning incidents involving a street trader in Buckingham. The trader in question has been reported to have engaged in abusive behavior towards members of the public, berated other stall holders, and caused damage to property.		Email	Y	BTC	Email reply requesting detail of the alleged incidents. Awaits reply	

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		On agenda
Resources	863/21 841/22	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. 15/05/23 Form is now on website and paper copies will be available in the Chamber (Members' suggested amendments to be incorporated).	To be finalised
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	833/22	Internal auditor's report	Council should formally document its Internal Controls. Council to note the requirement for it to regularly review its internal control system.	Town Clerk		October