



Buckingham Town Council

Town Council Office, Buckingham Centre,
Verney Close, Buckingham, MK18 1JP
01280 816426

office@buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

Wednesday, 06 December 2023

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 11th December 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 agree the minutes of the Resources Committee meeting held on 16th October 2023.

[Copy previously circulated](#)

4. Minutes of Communications Strategy Group

To receive the minutes of the Communications Strategy Group meeting held on 7th September 2023.

[Copy previously circulated](#)



Twinned with Mouvaux, France;

Neukirchen-Vluyn, Germany



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

5. Budgets

To receive and agree the budget reports:

5.1 Summary Income and Expenditure report

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

5.3 Purchase Ledger from September to November 2023.

[Appendix A](#)

[Appendix B](#)

[Appendix C](#)

6. Resources budget 2024-2025

To receive a report from the Town Clerk.

[R/124/23](#)

[Appendix D](#)

7. Fund transfers

To note there have been no fund transfer since the last meeting.

8. Roundabout signage

To receive a report from the Estates Administrator.

[R/125/23](#)

9. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

10. Internal auditor report

To receive the Internal Auditor's report and RFO's Comments.

[Appendix E](#)

11. Salary Increase

To note a report from the Compliance and Contracts Officer.

[R/126/23](#)

12. Action Report

To review and discuss the Action Report.

[Appendix F](#)

13. Chair's announcements

14. Date of next meeting: Monday 15th January 2024

COMMITTEE IN PRIVATE SESSION

Exclusion of public and press

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

15. Employment and HR support contract

To receive a report from the Compliance and Projects Manager.

[R/127/23](#)

16. Payment endorsements

To note the Payment endorsement sheets and for Payment sheet No 1 to be listed in minutes.

[Appendix G](#)

17. Debtors list

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

[Appendix H](#)

18. Staffing

To receive a report from the Town Clerk.

[R/128/23](#)

19. Motion: Cllr. Schaefer

To accept the unanimous recommendation of the Town Clerk's appraisal panel, to support the Town Clerk to complete the SLCC's MA in Public Leadership.

The Town Clerk's appraisal was carried out by the Mayor – Councillor Schaefer, the Chair of the Staffing (Confidential Matters) Committee - Councillor Collins, and the Chair of the Resources Committee – Councillor O'Donoghue for the year 2022-2023. The appraisers agreed to recommend that the Town Clerk enrol for the MA in Public Leadership due to commence in 2024. The cost is £7,000 spread over 2-3 years. The first year to be paid for from EMR 901/9067 which includes the money committed to pay for the previous Town Clerk's MA (which he left before commencing). The remainder of 901/9067 and a predicted underspend from this year's training budget will cover the cost of the second year.

To Committee Members:

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

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Appendix A

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Summary Income & Expenditure by Budget Heading 30/11/2023

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Month No: 8**Committee Report**

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>RESOURCES</u>								
101	Personnel costs	Expenditure	179,663	275,400	95,737		95,737	65.2%
102	Office expenses	Income	451	855	404			52.7%
		Expenditure	39,206	90,329	51,123	1,167	49,956	44.7%
	Net Income over Expenditure		<u>(38,755)</u>	<u>(89,474)</u>	<u>(50,719)</u>			
	plus Transfer from EMR		0					
	Movement to/(from) Gen Reserve		<u>(38,755)</u>					
103	Councillors	Expenditure	20,329	19,326	(1,003)		(1,003)	105.2%
104	Legal requirements	Income	3,612	0	(3,612)			0.0%
		Expenditure	17,798	26,157	8,359		8,359	68.0%
	Movement to/(from) Gen Reserve		<u>(14,185)</u>					
120	Long-term grants	Expenditure	30,684	31,069	385		385	98.8%
125	Commemorative items	Expenditure	877	1,067	190		190	82.2%
130	Admin reserves	Income	1,187,980	1,168,061	(19,919)			101.7%
132	Future planning / contingencie	Expenditure	3,379	12,500	9,121	8,125	996	92.0%
304	Youth Council	Expenditure	0	110	110		110	0.0%
	RESOURCES Income		<u>1,192,043</u>	<u>1,168,916</u>	<u>(23,127)</u>			102.0%
	Expenditure		<u>291,936</u>	<u>455,958</u>	<u>164,022</u>	<u>9,292</u>	<u>154,730</u>	66.1%
	Net Income over Expenditure		<u>900,107</u>					
	plus Transfer from EMR		0					
	Movement to/(from) Gen Reserve		<u>900,107</u>					
<u>ENVIRONMENT</u>								
201	Environment	Expenditure	196,809	320,249	123,440	3,757	119,683	62.6%
202	Roundabouts	Income	8,104	13,696	5,592			59.2%
		Expenditure	151	2,110	1,959		1,959	7.2%
	Movement to/(from) Gen Reserve		<u>7,953</u>					
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	8,936	20,310	11,374		11,374	44.0%
248	Depot	Expenditure	6,166	12,576	6,410		6,410	49.0%
249	C Meadow Toilets/Shopmobility	Income	0	200	200			0.0%
		Expenditure	7,258	13,610	6,352	285	6,067	55.4%
	Movement to/(from) Gen Reserve		<u>(7,258)</u>					
250	Lace Hill	Income	31,125	40,250	9,125			77.3%
		Expenditure	27,252	37,788	10,536	203	10,333	72.7%
	Movement to/(from) Gen Reserve		<u>3,873</u>					

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Summary Income & Expenditure by Budget Heading 30/11/2023

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Month No: 8

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
251	Chandos Park						
	Income	630	1,341	711			47.0%
	Expenditure	1,591	9,620	8,029	6,487	1,542	84.0%
	Movement to/(from) Gen Reserve	(961)					
252	Bourton Park						
	Expenditure	6,854	8,300	1,446		1,446	82.6%
253	Cemeteries						
	Income	13,834	27,050	13,216			51.1%
	Expenditure	34,000	87,274	53,274	5,145	48,129	44.9%
	Movement to/(from) Gen Reserve	(20,166)					
254	Chandos Park toilets						
	Expenditure	7,255	12,995	5,740		5,740	55.8%
255	Railway Walk & Castle Hill						
	Expenditure	431	2,236	1,805		1,805	19.3%
256	Storage Premises						
	Expenditure	399	765	366		366	52.2%
258	Cemetery Lodge						
	Income	4,507	11,747	7,240			38.4%
	Expenditure	2,351	7,807	5,456		5,456	30.1%
	Movement to/(from) Gen Reserve	2,156					
260	CCTV						
	Income	4,000	0	(4,000)			0.0%
	Expenditure	6,500	2,500	(4,000)		(4,000)	260.0%
	Movement to/(from) Gen Reserve	(2,500)					
261	Community Centre						
	Expenditure	1,032	16,051	15,019	5,545	9,474	41.0%
262	Parks General						
	Income	121,043	0	(121,043)			0.0%
	Expenditure	136,462	96,881	(39,581)	17,284	(56,866)	158.7%
	Movement to/(from) Gen Reserve	(15,419)					
	ENVIRONMENT Income	206,125	115,276	(90,849)			178.8%
	Expenditure	445,549	653,173	207,624	38,706	168,918	74.1%
	Movement to/(from) Gen Reserve	(239,424)					
<u>TOWN CENTRE & EVENTS</u>							
301	Town Centre & Events						
	Income	12,278	11,668	(610)			105.2%
	Expenditure	110,400	166,222	55,822	4,298	51,525	69.0%
	Movement to/(from) Gen Reserve	(98,122)					
302	Street markets						
	Income	17,438	20,744	3,307			84.1%
	Expenditure	2,872	5,601	2,729	678	2,051	63.4%
	Movement to/(from) Gen Reserve	14,565					
303	Special events						
	Income	2,535	1,721	(814)			147.3%
	Expenditure	4,964	7,050	2,086	100	1,986	71.8%
	Movement to/(from) Gen Reserve	(2,428)					
305	Tourist Information Centre						
	Income	5,783	9,000	3,217			64.3%
	Expenditure	6,239	9,400	3,161		3,161	66.4%
	Movement to/(from) Gen Reserve	(456)					
306	Accessibility						
	Expenditure	625	2,070	1,445	89	1,356	34.5%

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Summary Income & Expenditure by Budget Heading 30/11/2023

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Month No: 8**Committee Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
TOWN CENTRE & EVENTS Income	38,034	43,133	5,099			88.2%
Expenditure	125,099	190,343	65,244	5,165	60,079	68.4%
Movement to/(from) Gen Reserve	(87,065)					

PARTNERSHIPS

PARTNERSHIPS Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	0					

PLANNING

601 Planning Income	7,999	0	(7,999)			0.0%
Expenditure	30,285	44,918	14,633	407	14,226	68.3%
Movement to/(from) Gen Reserve	(22,286)					
PLANNING Income	7,999	0	(7,999)			0.0%
Expenditure	30,285	44,918	14,633	407	14,226	68.3%
Movement to/(from) Gen Reserve	(22,286)					

EARMARKED RESERVES

901 Ear-marked reserves Expenditure	40,903	374,506	333,603	7,186	326,417	12.8%
EARMARKED RESERVES Income	0	0	0			0.0%
Expenditure	40,903	374,506	333,603	7,186	326,417	12.8%
Movement to/(from) Gen Reserve	(40,903)					

Grand Totals:- Income	1,444,201	1,327,325	(116,876)			108.8%
Expenditure	933,773	1,718,898	785,125	60,755	724,370	57.9%
Net Income over Expenditure	510,429	(391,573)	(902,002)			
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	510,429					

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Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<u>101 Personnel costs</u>							
4000 Salaries Admin	(131,951)	(197,122)	65,171		65,171	66.9%	
4005 ERS National Insurance	(13,188)	(21,446)	8,258		8,258	61.5%	
4006 ERS Pension Cont	(31,230)	(49,465)	18,235		18,235	63.1%	
4007 Staff travel	(49)	(500)	451		451	9.9%	
4008 Occupational Health	0	(1,369)	1,369		1,369	0.0%	
4025 HR advice	(3,244)	(4,998)	1,754		1,754	64.9%	
4026 Staff & Recruitment	0	(500)	500		500	0.0%	
<u>102 Office expenses</u>							
1010 Chamber hire	442	850	408			52.0%	
1012 Photocopier use	9	5	(4)			170.0%	
4010 Stationery	(1,726)	(3,020)	1,294	(62)	1,232	59.2%	
4011 Postage	(7)	(450)	443		443	1.6%	
4012 Photocopier	(841)	(2,500)	1,659		1,659	33.7%	
4013 Equipment purchase	(338)	(1,150)	812	(723)	89	92.3%	
4017 Subscriptions	(3,809)	(4,050)	241	(337)	(96)	102.4%	General increases in costs
4018 Telephones	(6,964)	(10,000)	3,036		3,036	69.6%	
4019 Hire of Community Hall	0	(300)	300		300	0.0%	
4021 Hospitality	(207)	(400)	193		193	51.9%	
4023 Training	(1,043)	(10,010)	8,967	(45)	8,922	10.9%	
4027 Software	(9,790)	(16,000)	6,210		6,210	61.2%	
4030 Payroll	(1,356)	(2,070)	714		714	65.5%	
4032 Publicity and newsletter	(3,748)	(6,879)	3,131		3,131	54.5%	
4038 Computer equipment	(61)	(4,000)	3,939		3,939	1.5%	
4041 Website	(727)	(3,000)	2,273		2,273	24.2%	
4043 Protective clothing	(579)	(2,000)	1,421		1,421	28.9%	
4052 Heat, light, power	36	(2,500)	2,536		2,536	(1.4%)	
4156 Buckingham Centre rent	(5,250)	(17,000)	11,750		11,750	30.9%	
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.	(266)	(549)	283		283	48.5%	
4045 Councillors' allowance	0	(10,413)	10,413		10,413	0.0%	
4236 Election costs	(18,598)	(2,150)	(16,448)		(16,448)	865.0%	Unexpected election costs, to be agreed by FC.
4269 Councillor training	(105)	(2,490)	2,385		2,385	4.2%	

<u>104 Legal requirements</u>						
1098	Insurance Claims Income	3,612	0	(3,612)		0.0%
4014	Audit fees	(2,095)	(3,707)	1,612	1,612	56.5%
4016	Legal costs	0	(3,450)	3,450	3,450	0.0%
4022	Insurance	(15,703)	(19,000)	3,297	3,297	82.6%
<u>120 Long-term grants</u>						
4040	Four Year Grants Awarded	(21,684)	(22,069)	385	385	98.3%
4080	Annual Grants Awarded	(9,000)	(9,000)	0	0	100.0%
<u>125 Commemorative items</u>						
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%
<u>130 Admin reserves</u>						
1176	Precept	1,164,561	1,164,561	0		100.0%
1190	Interest received	23,419	3,500	(19,919)		669.1%
<u>132 Future planning / contingencie</u>						
4500	Future planning / contingencie	(3,379)	(12,500)	9,121	9,121	27.0%
4999	Town Centre Study	0	0	0	(8,125)	0.0%
<u>201 Environment</u>						
3995	NI Environment	(12,672)	(20,582)	7,910	7,910	61.6%
3996	Pensions ERS Environment	(32,967)	(57,963)	24,996	24,996	56.9%
4004	Salaries environment	(144,444)	(230,926)	86,482	86,482	62.5%
4112	Environment Equipment	(6,503)	(10,260)	3,757	(3,757)	0
4168	Defibrillators	(223)	(518)	295	295	43.1%
<u>202 Roundabouts</u>						
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	2,594	2,872	278		90.3%
1056	Roundabout no. 6	0	3,060	3,060		0.0%
1057	Roundabout no. 7	1,561	1,561	0		100.0%
4108	Roundabout	(151)	(2,110)	1,959	1,959	7.2%
<u>203 Maintenance</u>						
4082	Allotments	(2,101)	(2,101)	0	0	100.0%
<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	(3,016)	(5,610)	2,594	2,594	53.8%
4035	Machinery	(355)	(2,650)	2,295	2,295	13.4%
4036	Fuel (Mower)	(1,767)	(2,300)	533	533	76.8%
4037	Sundries	(1,358)	(2,750)	1,392	1,392	49.4%

Insurance claims income.

Agreed spend, to be reimbursed via community board.

Higher than budgeted.

4063	Vehicle hire and running costs	(2,440)	(7,000)	4,560		4,560	34.9%	
<u>248 Depot</u>								
4013	Equipment purchase	0	(4,070)	4,070		4,070	0.0%	
4055	Alarm	(517)	(500)	(17)		(17)	103.4%	Price increases
4225	Rates	(4,349)	(4,556)	207		207	95.5%	
4601	Repairs & maintenance fund	(57)	(900)	843		843	6.3%	
4602	Electricity	(941)	(2,000)	1,059		1,059	47.0%	
4603	Water	(303)	(550)	247		247	55.1%	
<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	(285)	965	22.8%	
4612	Contractor charge	(6,096)	(10,560)	4,464		4,464	57.7%	
4709	Maintenance	(1,162)	(600)	(562)		(562)	193.7%	Unexpected extra costs due to vandalism,
<u>250 Lace Hill</u>								
1026	Lace Hill Community Centre	29,768	40,250	10,482			74.0%	
1103	LA Sector VAT Refund	1,357	0	(1,357)			0.0%	LA non-business VAT refund.
4050	Lace Hill playing fields	(280)	(550)	270		270	51.0%	
4118	Solar panels	0	(380)	380		380	0.0%	
4158	Lace Hill gas	(2,521)	(4,202)	1,681		1,681	60.0%	
4159	Lace Hill electricity	(1,625)	(7,660)	6,035		6,035	21.2%	
4160	Lace Hill water	(357)	(385)	28		28	92.7%	
4161	Lace Hill Repair & Maintenance	(3,869)	(3,707)	(162)		(162)	104.4%	} Extra costs due to air pump replacement
4162	Lace Hill Planned Maintenance	(7,352)	(7,200)	(152)		(152)	102.1%	} not anticipated
4164	Lace Hill equipment	(894)	(3,000)	2,106	(203)	1,903	36.6%	
4225	Rates	(10,354)	(10,704)	350		350	96.7%	
<u>251 Chandos Park</u>								
1030	Bowls income	627	627	0			100.0%	
1035	Tennis Court Rent	0	714	714			0.0%	
1102	UG Cable Wayleave Tennis Court	3	0	(3)			0.0%	
4601	Repairs & maintenance fund	0	(3,780)	3,780	(6,487)	(2,707)	171.6%	Income due from S106 to cover overspend
4602	Electricity	(166)	(1,600)	1,434		1,434	10.4%	
4603	Water	(1,315)	(2,120)	805		805	62.0%	
4606	Bowls Club Maintenance	(110)	(2,120)	2,010		2,010	5.2%	
<u>252 Bourton Park</u>								
4601	Repairs & maintenance fund	(6,854)	(8,300)	1,446		1,446	82.6%	
<u>253 Cemeteries</u>								
1041	Burial fees	13,834	27,050	13,216			51.1%	
4225	Rates	(2,201)	(1,056)	(1,145)		(1,145)	208.4%	Amount correct, Under budgeted
4265	New cemetery maintenance	0	(3,500)	3,500		3,500	0.0%	
4601	Repairs & maintenance fund	(2,594)	(4,445)	1,851	(1,300)	551	87.6%	
4602	Electricity	(437)	(960)	523		523	45.5%	

4617	Memorial testing	(79)	(2,156)	2,077	(2,077)	0	100.0%
4619	Cemeteries Development	(27,021)	(69,647)	42,626	(1,768)	40,858	41.3%
4620	Expenses for burial duties	(1,669)	(5,510)	3,841		3,841	30.3%
<u>254 Chandos Park toilets</u>							
4612	Contractor charge	(6,096)	(11,810)	5,714		5,714	51.6%
4709	Maintenance	(1,159)	(1,185)	26		26	97.8%
<u>255 Railway Walk & Castle Hill</u>							
4120	Friends of Groups	0	(1,140)	1,140		1,140	0.0%
4709	Maintenance	(431)	(1,096)	665		665	39.3%
<u>256 Storage Premises</u>							
4066	Grenville garage rent	(399)	(765)	366		366	52.2%
<u>258 Cemetery Lodge</u>							
1061	Cemetery Lodge rental income	4,507	11,747	7,240			38.4%
4034	PWLB repayments inc. interest	(2,351)	(4,702)	2,351		2,351	50.0%
4609	Cemetery Lodge maintenance	0	(3,105)	3,105		3,105	0.0%
<u>260 CCTV</u>							
1097	Grants Received	4,000	0	(4,000)			0.0%
4100	CCTV maintenance	(6,500)	(2,500)	(4,000)		(4,000)	260.0%
<u>261 Community Centre</u>							
4085	Structural repairs	0	(15,000)	15,000	(5,545)	9,455	37.0%
4091	Chamber	(1,032)	(1,051)	19		19	98.2%
<u>262 Parks General</u>							
1064	Section 106 income	121,043	0	(121,043)			0.0%
4101	Seats and bins	(273)	(1,605)	1,332		1,332	17.0%
4102	Dog bins	278	(9,010)	9,288	(4,072)	5,217	42.1%
4106	Play area maintenance	(7,072)	(6,966)	(106)	(13,213)	(13,319)	291.2%
4122	Tree works	(8,735)	(28,200)	19,465		19,465	31.0%
4270	Bridges	(361)	(45,000)	44,640		44,640	0.8%
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%
<u>301 Town Centre & Events</u>							
1013	Hanging baskets	(333)	456	789			(73.1%)
1028	Lace Hill events income	472	847	375			55.8%
1062	Community Fair table income	150	230	80			65.2%
1066	Comedy night income	1,070	1,500	430			71.3%
1069	Charter fairs income	7,751	7,660	(91)			101.2%
1091	Events Sponsorship Income	324	50	(274)			648.0%
1092	Events Stall Income	440	800	360			55.0%
1093	Dog Show Income	48	125	77			38.4%
1096	Community Board TCE Income	2,355	0	(2,355)			0.0%
3997	NI TC&E	(2,709)	(4,323)	1,614		1,614	62.7%

} income *

} covered by income *

Income to cover 4607 *

Agreed by Council and to be covered by S106 income

Expenditure covered by Income *

To cover Villiers Planters *

1084	TIC income	5,783	9,000	3,217		64.3%
4253	TIC tickets & produce	(5,762)	(8,500)	2,738	2,738	67.8%
4255	Heritage app expenditure	(250)	(500)	250	250	50.0%
4274	Tourism website	(227)	(400)	173	173	56.7%
<u>306 Accessibility</u>						
4254	Accessibility Costs	(625)	(2,070)	1,445	(89)	1,356 34.5%
<u>601 Planning</u>						
1073	Neighbourhood Plan Income	7,999	0	(7,999)		0.0%
3992	Salaries Planning	(25,375)	(36,458)	11,083	11,083	69.6%
3993	NI Planning	(1,834)	(2,750)	916	916	66.7%
3994	Pensions ERS Planning	(2,256)	(3,520)	1,264	1,264	64.1%
4624	Neighbourhood Plan	(819)	(2,190)	1,371	(407)	964 56.0%
<u>901 Ear-marked reserves</u>						
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)	0 100.0%
9012	Christmas lights	0	(1,287)	1,287	(337)	950 26.2%
9014	Town In Bloom	(457)	(1,457)	1,000	1,000	31.4%
9015	Charter fairs	0	(5,141)	5,141	(149)	4,992 2.9%
9019	Memorial testing & Repairs	0	(2,000)	2,000	(2,000)	0 100.0%
9025	Play area replacement	0	(52,932)	52,932	52,932	0.0%
9030	Tourism leaflets	(1,521)	(2,404)	883	883	63.3%
9035	Parks Development	(9,286)	(12,230)	2,944	(2,700)	244 98.0%
9036	Election costs	(2,150)	(2,150)	0	0	100.0%
9040	Park run	0	(89)	89	89	0.0%
9049	Neighbourhood Plan	(7,775)	(22,000)	14,225	14,225	35.3%
9050	Bridge Repairs	(13,263)	(13,263)	(0)	(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 Hil 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%
9066	Summer Sculpture Trail	0	(585)	585	585	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		1,444,201	1,327,325	(116,876)			108.8%
Expenditure		933,773	1,718,898	785,125	60,755	724,370	57.9%
Net Income over Expenditure		510,429	(391,573)	(902,002)			

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 6

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
01/09/2023	12421978		ANGLIAN WATER	A015	47.39	3.32	50.71	4603	248	47.39	may-aug
01/09/2023	12421982		ANGLIAN WATER	A015	235.47	21.85	257.32	4160	250	235.47	may - aug
01/09/2023	12422395		ANGLIAN WATER	A015	43.78	2.96	46.74	4603	248	43.78	may-aug
28/09/2023	A4082		ALR TRAINING	A023	140.00	28.00	168.00	4212	301	140.00	1st aid xmas light switch on
29/09/2023	119044921-2023-		AMAZON	A035	5.21	1.04	6.25	4112	201	5.21	touch up paint (brown)
29/09/2023	126476511-2023-		AMAZON	A035	35.21	7.04	42.25	4112	201	35.21	hi-viz waistcoats
01/09/2023	GB31EJAXABEI		AMAZON	A035	9.99	2.00	11.99	4013	102	9.99	glasses
07/09/2023	GB31HPDLABEI		AMAZON	A035	15.61	3.12	18.73	4112	201	15.61	hammerite smooth
07/09/2023	GB31HQTPABEI		AMAZON	A035	55.83	11.17	67.00	4112	201	55.83	hammerite
29/09/2023	GB31MIMHAEBI		AMAZON	A035	55.83	11.17	67.00	4112	201	55.83	hammerite
27/09/2023	GB31MZGYABEI		AMAZON	A035	16.80	3.36	20.16	4043	102	16.80	work trousers
01/09/2023	GB31P3FABEC		AMAZON	A035	-14.02	-2.80	-16.82	4112	201	-14.02	CREDIT GLASSES
01/09/2023	GB100149461-		AMAZON	A035	19.99	4.00	23.99	4164	250	19.99	badminton nets
30/09/2023	GB100617651-		AMAZON	A035	16.66	3.33	19.99	4112	201	16.66	hammerite
30/09/2023	GB142187143-		AMAZON	A035	62.35	12.47	74.82	4112	201	62.35	hammerite
22/09/2023	4972		BALC	B001	50.00	0.00	50.00	4023	102	50.00	H & S course. SB
30/09/2023	SI-558		COMMUNITY CENTRE	B002	215.60	0.00	215.60	4624	601	215.60	hall hire 30/9
22/09/2023	606336		BREWERS	B005	248.79	49.76	298.55	4112	201	248.79	paint x various
13/09/2023	2205063977		BUCKS COUNCIL	B006	583.33	116.67	700.00	4243	301	583.33	charter fair clear up x 2
13/09/2023	2305005292		BUCKS COUNCIL	B006	-556.94	-111.39	-668.33	4102	262	-556.94	redit 2 x dog waste bins
01/09/2023	2505009555		BUCKS COUNCIL	B006	5,250.00	0.00	5,250.00	4267	102	5,250.00	verney close rent apr-sept
28/09/2023	09/23		BAFA	B012	72.00	0.00	72.00	1026	250	72.00	Bafa art work sale
01/09/2023	2022/84/BTC		BLACK DOG DESIGN	B038	30.00	6.00	36.00	9030	901	30.00	hidden treasures
30/09/2023	2023/88/BTC		BLACK DOG DESIGN	B038	1,190.00	84.00	1,274.00	4032	102	1,190.00	btm
01/09/2023	4769		BHA	B045	785.00	157.00	942.00	4122	262	785.00	tree work em and church
05/09/2023	34072024		BRAYLEY	B075	598.18	108.67	706.85	4063	205	598.18	service and MOT KO19CFA
01/09/2023	BANDJAM23		COMPLETE	C003	1,044.00	208.80	1,252.80	4211	301	1,044.00	security for bandjam
27/09/2023	945		CHRIS MAYHEW	C019	300.00	0.00	300.00	4166	301	300.00	LHSCC Hallowe'en disco

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 6

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
27/09/2023	458154		CLARITY	C053	217.04	43.41	260.45	4012	102	217.04	copy charges
30/09/2023	5361		CLOUDY IT	C073	932.50	186.50	1,119.00	4027	102	932.50	monthly hosting
30/09/2023	5541		CLOUDY IT	C073	932.50	186.50	1,119.00	4027	102	932.50	monthly hosting
22/09/2023	18056		CARDIAID	C074	223.00	44.60	267.60	4168	201	223.00	AED Maint contract
27/09/2023	22238		FUTURE SIGNS	F003	317.50	63.50	381.00	4042	301	317.50	parking restriction signs
26/09/2023	2898		FIRE TRAINING	F008	320.00	64.00	384.00	4023	102	320.00	evac chair training
07/09/2023	900353		GRUNDON	G050	370.47	74.09	444.56	4033	205	370.47	wheelie bins
07/09/2023	0900354		GRUNDON	G050	141.55	28.31	169.86	4033	205	141.55	wheelie bins
01/09/2023	921027		GRUNDON	G050	11.40	2.28	13.68	4033	205	11.40	wheelie bins LH
01/09/2023	921028		GRUNDON	G050	6.00	1.20	7.20	4033	205	6.00	wheelie bins depot
01/09/2023	19678		HERON	H009	206.85	41.37	248.22	4100	260	56.35	cctv signs
								4108	202	150.50	roundabout signs x 7
07/09/2023	19706		HERON	H009	50.05	10.01	60.06	4100	260	50.05	cctv decals
01/09/2023	13131		HEALTH	H011	1,741.67	348.33	2,090.00	4612	249	870.83	toilet maintenance
								4612	254	870.84	toilet maintenance
28/09/2023	13180		HEALTH	H011	1,741.67	348.33	2,090.00	4612	254	870.84	toilet maintenance
								4612	249	870.83	toilet maintenance
01/09/2023	90983		HAGS	H050	545.80	109.16	654.96	4106	262	545.80	playground repairs
18/09/2023	20004		HAMPSHIRE FLAG	H053	362.27	72.46	434.73	4244	303	362.27	BTC flag x 2
30/09/2023	162827		JANITORIAL DIRECT	J013	218.37	43.67	262.04	4164	250	218.37	CLEANING SUPPLIES
20/09/2023	SEPT		JACKSON	J014	28.80	0.00	28.80	4253	305	28.80	honey x 6 jars
14/09/2023	21991535		J PARKERS	J018	560.95	112.19	673.14	4050	250	280.48	various bulbs
								4601	252	140.24	various bulbs
								4709	255	140.23	various bulbs
07/09/2023	9402		KEVAN WITT ASSOCIATE	K001	365.00	73.00	438.00	4601	253	365.00	cemetery chapel surveying
30/09/2023	248402		KOMPAN	K009	458.96	91.79	550.75	4106	262	458.96	playground items
01/09/2023	706		LOCKFAST	L022	75.00	15.00	90.00	4112	201	75.00	locksmith to chamber door
30/09/2023	1096403		MAINSTREAM	M061	75.00	15.00	90.00	4018	102	75.00	care line
30/09/2023	1096404		MAINSTREAM	M061	0.15	0.03	0.18	4018	102	0.15	812872

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 6

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
30/09/2023	1096410		MAINSTREAM	M061	63.00	12.60	75.60	4018	102	63.00	824596
30/09/2023	238470		NATIONAL EXPRESS	N023	58.75	0.00	58.75	4253	305	58.75	national express tickets
30/09/2023	238865		NATIONAL EXPRESS	N023	96.89	0.00	96.89	4253	305	96.89	national express tickets
18/09/2023	1383		ONEILL HOMER	O009	2,050.00	410.00	2,460.00	9049	901	2,050.00	BNP review
30/09/2023	1409		ONEILL HOMER	O009	4,000.00	800.00	4,800.00	9049	901	4,000.00	buck neighbourhood plan reveiw
28/09/2023	18421		ONLINE PLAYGROUNDS	O023	731.93	146.39	878.32	4106	262	731.93	playground parts
01/09/2023	54166		ONLINE PLAYGROUNDS	O023	280.17	56.03	336.20	4106	262	280.17	play equipment
30/09/2023	12546		OAKPARK	O060	184.00	36.80	220.80	4162	250	184.00	Ann Intruder Monitoring LHSCC
30/09/2023	102456		OAKPARK	O060	57.00	11.40	68.40	4601	248	57.00	Ann Maint CCTV Depot
30/09/2023	102545		OAKPARK	O060	357.00	71.40	428.40	4162	250	357.00	Annual Intruder LHSCC
18/09/2023	130072		PARAGON	P008	247.20	49.44	296.64	4620	253	247.20	digger hire
29/09/2023	130376		PARAGON	P008	41.00	8.20	49.20	4161	250	5.00	gaffa
								4037	205	10.00	gloves
								4112	201	26.00	chemical anchor, bolt
30/09/2023	130542		PARAGON	P008	23.25	4.65	27.90	4601	251	23.25	chain, padlock, discs
30/09/2023	151852		PROMAIN	P042	83.95	16.79	100.74	4112	201	83.95	graffiti remover
30/09/2023	146688		PAYROLL OPTIONS	P057	153.75	30.75	184.50	4030	102	153.75	payroll processing
30/09/2023	147154		PAYROLL OPTIONS	P057	145.45	29.09	174.54	4030	102	145.45	payroll production
27/09/2023	971624948		PITCHCARE	P059	376.00	75.20	451.20	4112	201	376.00	rubber matting for grass
22/09/2023	196510		RAWLINS PAINTS	R004	65.41	13.07	78.48	4601	252	65.41	paint / wood rot hardener
22/09/2023	196511		RAWLINS PAINTS	R004	68.46	13.70	82.16	4601	252	68.46	paint x various
13/09/2023	MEM245768-1		SLCC	S005	471.00	0.00	471.00	4017	102	471.00	Membership fee for CM
30/09/2023	5366		SURE2DOOR	S010	466.62	93.32	559.94	4032	102	466.62	btm delivery
20/09/2023	5487		SURE2DOOR	S010	480.26	96.05	576.31	4032	102	480.26	BTM delivery
20/09/2023	5491		SURE2DOOR	S010	310.66	62.13	372.79	4619	253	310.66	delivery of new Cemetery flyer
30/09/2023	371882597/0022		SSE	S019	51.03	2.55	53.58	4602	248	51.03	jul-aug unit 17
05/09/2023	561897163/0022		SSE	S019	137.47	6.87	144.34	4052	102	137.47	feeder pillar jul - aug
11/09/2023	561897163/0023		SSE	S019	127.09	6.35	133.44	4052	102	127.09	feeder pillar aug-sept
30/09/2023	901899037/0028		SSE	S019	103.16	5.15	108.31	4602	251	103.16	aug chandos toilets

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
07/09/2023	1041		SOUND AND LIGHT GUYS	S031	587.50	117.50	705.00	4207	301	587.50	locksmith to chamber door
30/09/2023	444578920		SAFETY CULTURE US	S035	368.63	0.00	368.63	4027	102	368.63	iauditor GS team
07/09/2023	1411967623		SCREWFIX	S044	6.66	1.33	7.99	4161	250	6.66	key cabinet and delivery
01/09/2023	1414181655		SCREWFIX	S044	30.41	6.08	36.49	4112	201	30.41	padlock
30/09/2023	172523		TUDOR ENVIRONMENTAL	T002	50.32	10.06	60.38	4043	102	50.32	safety clothing
30/09/2023	2815197		VIKING DIRECT	V001	63.83	12.77	76.60	4010	102	63.83	2815197/10112375/Stationery
01/09/2023	2925458		VIKING DIRECT	V001	60.46	12.09	72.55	4010	102	60.46	2925458/10112391/Stationery
07/09/2023	2970293		VIKING DIRECT	V001	11.99	2.40	14.39	4010	102	11.99	2970293/10112397/Stationery
07/09/2023	2976855		VIKING DIRECT	V001	61.99	12.40	74.39	4010	102	61.99	2976855/10112397/Stationery
26/09/2023	3055968		VIKING DIRECT	V001	88.10	17.62	105.72	4010	102	88.10	3055968/10112413/Stationery
12/09/2023	211622048		VISTAPRINT	V009	137.11	27.42	164.53	4619	253	137.11	flyers and leaflets
22/09/2023	78171		WICKSTEED LEISURE	W004	328.43	65.69	394.12	4106	262	305.25	health check sign
								4106	262	23.18	health check sign / playground
TOTAL INVOICES					33,484.49	5,049.56	38,534.05			33,484.49	

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 7

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
25/10/2023	25272		AMBIVENT	A020	280.00	56.00	336.00	4164	250	280.00	drain tap repairs
25/10/2023	4120		ALR TRAINING	A023	200.00	40.00	240.00	4202	301	200.00	first aid cover Fireworks
25/10/2023	4121		ALR TRAINING	A023	100.00	20.00	120.00	4205	301	100.00	first aid cover xmas parade
25/10/2023	3QKM-4JKD		AMAZON	A035	-13.45	-2.69	-16.14	4254	306	-13.45	sensory toys
25/10/2023	4LTX-4QC9		AMAZON	A035	-13.45	-2.69	-16.14	4254	306	-13.45	sensory toys
08/10/2023	316906945-2023-		AMAZON	A035	6.48	1.30	7.78	4254	306	6.48	bags for sensory toys
05/10/2023	708057795-2023-		AMAZON	A035	33.33	6.66	39.99	4038	102	33.33	external HDD
09/10/2023	1024250565-2023-		AMAZON	A035	14.71	2.94	17.65	4063	205	14.71	engine oil
05/10/2023	1136217465-2023-		AMAZON	A035	8.33	1.66	9.99	4038	102	8.33	ethernet cable
08/10/2023	1268491295-2023-		AMAZON	A035	53.80	10.76	64.56	4254	306	53.80	sensory toys
05/10/2023	1594234495-2023-		AMAZON	A035	13.33	2.66	15.99	4112	201	13.33	hose for henry hoover
08/10/2023	1607923005-2023-		AMAZON	A035	6.66	1.33	7.99	4254	306	6.66	sensory toys
08/10/2023	F9W9-YXQX		AMAZON	A035	4.17	0.83	5.00	4254	306	4.17	sensory toys
08/10/2023	GB31OWEOAEBI		AMAZON	A035	48.85	9.77	58.62	4254	306	48.85	ear defenders
25/10/2023	YFF6-4JIL		AMAZON	A035	-13.45	-2.69	-16.14	4254	306	-13.45	sensory toys
10/10/2023	5015		BALC	B001	25.00	0.00	25.00	4269	103	25.00	communities conference
01/10/2023	462852		BUILDBASE	B013	26.43	5.29	31.72	4601	252	26.43	cuprinol / postfix
25/10/2023	3377		BURGESS BLD	B016	2,100.00	420.00	2,520.00	4112	201	2,100.00	work to elec box
01/10/2023	149939		BUCKS RECYLING	B059	60.00	12.00	72.00	4211	301	60.00	mixed waste
10/10/2023	263		CASSIA CHLOE	C014	1,075.00	0.00	1,075.00	4202	301	1,075.00	fire dancer
31/10/2023	1000048883		CMT GROUP	C020	90.98	18.20	109.18	4243	301	90.98	safekeerb wheelchair ramp
09/10/2023	8053		COX	C041	90.00	18.00	108.00	4601	253	90.00	topsoil
31/10/2023	5746		CLOUDY IT	C073	932.50	186.50	1,119.00	4027	102	932.50	monthly hosting
25/10/2023	128		CJ WHITEHEAD	C075	450.00	90.00	540.00	4601	252	450.00	Flail mowing
20/10/2023	3581		DJ DOORS	D021	861.28	172.26	1,033.54	4161	250	861.28	Door repair quote 19874
25/10/2023	9889		EDWARDS	E013	6,390.00	1,278.00	7,668.00	4619	253	6,390.00	footpath repairs
19/10/2023	706		FABRICHINE	F058	90.00	18.00	108.00	4106	262	90.00	barrel pins x 2
01/10/2023	26131AUG		GANDERTON	G008	502.23	100.44	602.67	4036	205	355.22	machinery fuel

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 7

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
								4063	205	147.01	veh fuel
01/10/2023	26359		GANDERTON	G008	442.09	88.42	530.51	4036	205	279.56	fuel machinery
								4063	205	162.53	fuel
16/10/2023	49123		GAZEBOSHOP	G023	544.92	108.98	653.90	4254	306	544.92	cleaning supplies
09/10/2023	939051		GRUNDON	G050	115.77	23.15	138.92	4033	205	115.77	wheelie bins LHSCC
09/10/2023	939052		GRUNDON	G050	334.83	66.97	401.80	4033	205	334.83	wheelie bins depot
10/10/2023	19739		HERON	H009	35.00	7.00	42.00	4037	205	35.00	nuts and bolts
25/10/2023	13049		HEALTH	H011	1,741.67	348.33	2,090.00	4612	254	870.83	toilet maintenance
								4612	249	870.84	toilet maintenance
25/10/2023	13278		HEALTH	H011	1,741.67	348.33	2,090.00	4612	254	870.83	toilet maintenance
								4612	249	870.84	toilet maintenance
05/10/2023	163438		JANITORIAL DIRECT	J013	109.95	21.99	131.94	4037	205	109.95	cleaning supplies
01/10/2023	49906		LINNELL BROS	L010	742.40	148.48	890.88	4601	252	742.40	Treated Redwood
31/10/2023	121507		LANDSCAPE	L019	44.45	8.89	53.34	4037	205	44.45	stihl strimmer head
09/10/2023	1099317		MAINSTREAM	M061	63.00	12.60	75.60	4018	102	63.00	817433
31/10/2023	239269		NATIONAL EXPRESS	N023	34.34	0.00	34.34	4253	305	34.34	national express ticket sales
31/10/2023	102903		OAKPARK	O060	521.00	104.20	625.20	4709	249	521.00	CCTV Maintenance
01/10/2023	231314		PKF	P002	2,100.00	420.00	2,520.00	4014	104	2,100.00	external audit fee 2022 2023
25/10/2023	48262		PHILLIPS PRINT	P006	1,491.00	298.20	1,789.20	9030	901	1,491.00	TIC leaflet printing
30/10/2023	131039		PARAGON	P008	173.25	34.65	207.90	4112	201	173.25	brush cutter hire
30/10/2023	131040		PARAGON	P008	41.50	8.30	49.80	4709	255	41.50	saw hire
18/10/2023	1515		PJ SIGNS	P028	80.00	0.00	80.00	4042	301	80.00	hospital access signs
18/10/2023	934147		QUEST	Q002	31.26	6.25	37.51	4037	205	31.26	drill bits, adhesive
31/10/2023	BK213127-1		SLCC	S005	135.00	27.00	162.00	4023	102	135.00	course SB
31/10/2023	BK213128-1		SLCC	S005	135.00	27.00	162.00	4023	102	135.00	course AB
31/10/2023	5548		SURE2DOOR	S010	480.26	96.05	576.31	4619	253	480.26	cemetery consultation leaflet
05/10/2023	251882084		SSE	S019	57.73	2.89	60.62	4602	253	57.73	chapel b apr - jul
10/10/2023	561897163		SSE	S019	-174.08	-8.70	-182.78	4052	102	-174.08	july - sept
05/10/2023	641883083		SSE	S019	39.79	1.99	41.78	4602	248	39.79	depot apr - jul

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 7

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
31/10/2023	701899037		SSE	S019	-69.56	-3.48	-73.04	4602	251	-69.56	chandos toilets aug - oct
31/10/2023	911898510		SSE	S019	-49.83	-2.49	-52.32	4602	253	-49.83	chapel a apr - jul
10/10/2023	911898510-0006		SSE	S019	64.20	3.22	67.42	4602	253	64.20	chapel a jul - oct
31/10/2023	315356		SMITHS	S024	180.00	36.00	216.00	4115	301	180.00	skip hire
31/10/2023	315357		SMITHS	S024	180.00	36.00	216.00	4115	301	180.00	skip hire
24/10/2023	1096		SOUND AND LIGHT GUYS	S031	1,762.50	352.50	2,115.00	4207	301	1,762.50	75% big screen
05/10/2023	150672		SILVA TIMBER	S039	37.12	7.42	44.54	4601	252	37.12	countersunk screws 5.00x80mm
31/10/2023	1372697098//B		SCREWFIX	S044	15.00	0.00	15.00	4500	132	15.00	charge
05/10/2023	AGI384		TRAVIS	T010	179.40	35.88	215.28	4709	255	179.40	Ballast,, wood, cement
05/10/2023	AGI423		TRAVIS	T010	69.45	13.89	83.34	4709	255	69.45	BALLAST
18/10/2023	AGI866		TRAVIS	T010	30.80	6.16	36.96	4279	303	30.80	AGI866/10112452/Summer Art Tra
31/10/2023	AGJ036		TRAVIS	T010	8.06	1.61	9.67	4112	201	8.06	treated timber
31/10/2023	2619		TITANIUM	T053	3,874.00	774.80	4,648.80	4202	301	3,874.00	2619/10112425/Firework display
25/10/2023	5057		TECHNOVISUAL	T064	250.00	0.00	250.00	4255	305	250.00	swan trail work
09/10/2023	3132514		VIKING DIRECT	V001	61.41	12.28	73.69	4010	102	61.41	3132514/10112436/Stationery
20/10/2023	3207617		VIKING DIRECT	V001	88.90	17.78	106.68	4010	102	88.90	3207617/10112444/Stationery
05/10/2023	211902589		VISTAPRINT	V009	358.81	71.76	430.57	4624	601	358.81	postcards, flyers, banners
30/10/2023	4551		WYBONE	W026	273.47	54.69	328.16	4101	262	273.47	4551/10112400/Seats and bins
TOTAL INVOICES					31,798.26	6,083.52	37,881.78			31,798.26	

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 8

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
03/11/2023	4317		A HICKFORD LIGHTING	A007	3,520.00	704.00	4,224.00	4243	301	3,520.00	removal of bollards Charter Fa
01/11/2023	12761620		ANGLIAN WATER	A015	462.75	0.00	462.75	4603	251	462.75	chandos park
01/11/2023	12783570		ANGLIAN WATER	A015	76.32	6.17	82.49	4603	248	76.32	depot
02/11/2023	100122931/2023/1		AMAZON	A035	25.11	5.02	30.13	4112	201	25.11	cable ties
02/11/2023	132069011-2023-		AMAZON	A035	13.16	2.63	15.79	4042	301	13.16	WATERPROOF SPRAY
03/11/2023	175849001-2023-		AMAZON	A035	8.33	1.67	10.00	4042	301	8.33	illuminated push buttons
02/11/2023	317389405/2023/2		AMAZON	A035	29.97	5.99	35.96	4235	302	29.97	folding table
02/11/2023	396694085-2023-		AMAZON	A035	11.23	2.25	13.48	4112	201	11.23	cable ties
02/11/2023	504432675-2023-		AMAZON	A035	36.64	7.33	43.97	4235	302	36.64	gazebo gutter
02/11/2023	771985625-2023-		AMAZON	A035	7.57	1.52	9.09	4112	201	7.57	cable ties
02/11/2023	1178647795-2023-		AMAZON	A035	8.25	1.65	9.90	4112	201	8.25	SPANNER
03/11/2023	1530316955-2023-		AMAZON	A035	8.33	1.66	9.99	4042	301	8.33	christmas tree lights
02/11/2023	GB31VEGJABEI		AMAZON	A035	73.33	14.67	88.00	4043	102	73.33	MENS WATERPROOF JACKET
03/11/2023	GB31VLNJBEI		AMAZON	A035	13.29	2.66	15.95	4042	301	13.29	BEANBAG REFILL
03/11/2023	GB31VVG3ABEI		AMAZON	A035	8.29	1.66	9.95	4042	301	8.29	adhesive spray
03/11/2023	GB31VYU7ABEI		AMAZON	A035	5.82	1.16	6.98	4042	301	5.82	latex gloves
02/11/2023	GB31WVBWABEI		AMAZON	A035	17.45	3.49	20.94	4112	201	17.45	gloves
02/11/2023	73865		ABBOT FIRE	A054	46.07	9.21	55.28	4709	249	46.07	FIRE EXTINGUISHER SERV
20/11/2023	73989		ABBOT FIRE	A054	110.00	22.00	132.00	4601	253	110.00	fire xt serv cemetery
22/11/2023	74062		ABBOT FIRE	A054	53.47	10.69	64.16	4601	253	53.47	fire exting serv chapels
06/11/2023	5044		BALC	B001	60.00	0.00	60.00	4023	102	60.00	demystifting planning SB
03/11/2023	SI613		COMMUNITY CENTRE	B002	215.60	0.00	215.60	4624	601	215.60	hall hire bndp 25/11
28/11/2023	2205069027		BUCKS COUNCIL	B006	20,748.00	0.00	20,748.00	9036	901	2,150.00	BTC election costs N & S
								4236	103	2,150.00	BTC election costs N & S
								4236	103	16,448.00	BTC election costs N & S
01/11/2023	ROWINV		BUCKS COUNCIL	B006	360.50	0.00	360.50	4270	262	360.50	Rights of way invoice
20/11/2023	159812		BROWNS	B031	120.20	24.04	144.24	4035	205	120.20	chain loop x 4
08/11/2023	2023/95/BTC		BLACK DOG DESIGN	B038	1,190.00	84.00	1,274.00	4032	102	1,190.00	btm design

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 8

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
10/11/2023	502456		BCQ	B052	705.00	141.00	846.00	4253	305	705.00	a4 wall calendars 2024
30/11/2023	74859		CDS GROUP	C007	1,950.00	390.00	2,340.00	9035	901	1,950.00	B Park footpath design
06/11/2023	KIC151764D0022		E-ON	E006	561.51	112.31	673.82	4159	250	561.51	oct 23
06/11/2023	SWANS		FACEBOOK	F023	9.37	0.00	9.37	4279	303	9.37	Adverts for swan trail / aucti
03/11/2023	23/24		FRIENDS OF LIBRARY	F027	50.00	0.00	50.00	4017	102	50.00	membership
22/11/2023	23/11		GREAT HORWOOD	G019	100.00	0.00	100.00	4201	301	100.00	band xmas lights
15/11/2023	4471		GREENFLOW	G020	36.49	0.00	36.49	4709	254	36.49	water service Chandos
20/11/2023	43		G AND T MIXERS	G026	300.00	0.00	300.00	4202	301	300.00	PA fireworks
01/11/2023	950006		GRUNDON	G050	294.61	58.92	353.53	4033	205	294.61	whellie bins depot
01/11/2023	950007		GRUNDON	G050	107.12	21.42	128.54	4033	205	107.12	wheelie bins LHSCC
15/11/2023	19771		HERON	H009	95.00	19.00	114.00	4164	250	95.00	letter T at LHSCC
15/11/2023	6		HP SERVICES	H056	395.00	0.00	395.00	4162	250	395.00	22-23 window cleaning
15/11/2023	9504		KEVAN WITT ASSOCIATE	K001	395.00	79.00	474.00	4601	253	395.00	chapel survey
20/11/2023	22239		LERC ONLINE	L016	29.00	5.80	34.80	4624	601	29.00	BNPD data refresh
15/11/2023	809		LOCKFAST	L022	65.00	13.00	78.00	4164	250	65.00	locksmith
01/11/2023	8F7811-0245		MJ PRODUCTIONS	M010	450.00	0.00	450.00	4212	301	450.00	Stilt walkers at xmas lights
06/11/2023	1101706		MAINSTREAM	M061	66.00	13.20	79.20	4018	102	66.00	816801
06/11/2023	1101707		MAINSTREAM	M061	99.15	19.83	118.98	4018	102	99.15	816801
06/11/2023	1101708		MAINSTREAM	M061	63.00	12.60	75.60	4018	102	63.00	812872
06/11/2023	1101709		MAINSTREAM	M061	66.15	13.23	79.38	4018	102	66.15	812872
28/11/2023	1104234		MAINSTREAM	M061	75.00	15.00	90.00	4018	102	75.00	msdccare
28/11/2023	1104239		MAINSTREAM	M061	63.00	12.60	75.60	4018	102	63.00	824596
06/11/2023	8204647639		NALC	N001	32.68	6.54	39.22	4023	102	32.68	SB course
28/11/2023	239687		NATIONAL EXPRESS	N023	40.09	0.00	40.09	4253	305	40.09	national express tickets TIC
28/11/2023	1461		ONEILL HOMER	O009	1,545.00	309.00	1,854.00	9049	901	1,545.00	BNDP consult
28/11/2023	1462		ONEILL HOMER	O009	180.00	36.00	216.00	9049	901	180.00	bndp consult
09/11/2023	55788		ONLINE PLAYGROUNDS	O023	177.60	35.52	213.12	4112	201	177.60	playground parts
09/11/2023	55789		ONLINE PLAYGROUNDS	O023	2,092.00	418.40	2,510.40	4112	201	1,150.40	playground parts
								4112	201	941.60	playground parts

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 8

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
03/11/2023	131313		PARAGON	P008	10.40	2.08	12.48	4243	301	10.40	cable ties
14/11/2023	131541		PARAGON	P008	48.00	9.60	57.60	4202	301	48.00	fencing panels
14/11/2023	131542		PARAGON	P008	263.35	52.67	316.02	4620	253	263.35	digger hire
28/11/2023	132031		PARAGON	P008	264.18	52.84	317.02	4112	201	3.00	gaffa tape
								4037	205	38.18	tarpaulin and cable ties
								4202	301	223.00	fencing, barrier tape
09/11/2023	371		PARKS MANAGEMENT	P013	50.00	0.00	50.00	4017	102	50.00	annual subs
30/11/2023	14014973		PLANTSCAPE	P014	1,080.00	216.00	1,296.00	4104	301	1,080.00	SUMMER EMPTY
01/11/2023	14014978		PLANTSCAPE	P014	4,289.00	857.80	5,146.80	4104	301	4,289.00	planters
06/11/2023	147606		PAYROLL OPTIONS	P057	141.22	28.24	169.46	4030	102	141.22	monthly payroll
28/11/2023	148076		PAYROLL OPTIONS	P057	141.22	28.24	169.46	4030	102	141.22	payroll x 22 employees
15/11/2023	BK213528-1		SLCC	S005	35.00	7.00	42.00	4023	102	35.00	op london bridge webinar
22/11/2023	81987		SSE	S019	31.81	1.59	33.40	4052	102	31.81	feeder pillar
06/11/2023	247605		SIMPLY PLASTICS	S034	59.77	11.95	71.72	4042	301	59.77	clear acrylic sheet
02/11/2023	530		STRAWBERRY	S056	910.00	0.00	910.00	4212	301	910.00	stage xmas lights
06/11/2023	218598		START SAFETY	S060	173.31	34.66	207.97	4112	102	173.31	footpath closed signs
06/11/2023	AGJ279		TRAVIS	T010	21.75	4.35	26.10	4112	201	21.75	redwood planed
06/11/2023	2921		ULTIMATE	U003	1,000.00	200.00	1,200.00	4221	303	360.00	b/ball sessions summer 23
								4094	301	640.00	b/ball sessions summer 23
22/11/2023	8918		UNIPLAY	U008	1,320.00	264.00	1,584.00	4106	262	1,320.00	court markings muga
30/11/2023	3277598		VIKING DIRECT	V001	312.29	62.46	374.75	4010	102	312.29	Printers, TIC, A/Cs - Accessor
06/11/2023	3293426		VIKING DIRECT	V001	214.46	42.89	257.35	4010	102	214.46	3293426/10112461/Stationery
13/11/2023	3316602		VIKING DIRECT	V001	61.90	12.38	74.28	4010	102	61.89	3316602/10112481/Stationery
								4010	102	0.01	stationery
20/11/2023	3340569		VIKING DIRECT	V001	61.90	12.38	74.28	4010	102	61.90	3340569/10112469/Stationery
20/11/2023	3355069		VIKING DIRECT	V001	-59.91	-11.98	-71.89	4010	102	-59.91	credit stationery
22/11/2023	3409257		VIKING DIRECT	V001	61.03	12.21	73.24	4010	102	61.03	3409257/10112486/Stationery
28/11/2023	3416169		VIKING DIRECT	V001	-13.99	-2.80	-16.79	4010	102	-13.99	stationery
30/11/2023	3432879		VIKING DIRECT	V001	59.32	11.86	71.18	4010	102	59.32	3432879/10112490/Stationery

Bought Ledger 1 for Month No 8

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
28/11/2023	11277		WGS	W013	6,426.00	1,285.20	7,711.20	4201	301	6,426.00	installation of xmas lights
06/11/2023	39		WEST END	W019	11.62	0.58	12.20	4202	301	11.62	paraffin for bonfire
TOTAL INVOICES					54,246.08	5,842.04	60,088.12			54,246.08	

Buckingham Town Council
Environment Committee
Monday 11th December 2023.

Contact Officer: Town Clerk

Budget 2024-2025

1. Recommendations

- 1.1. It is recommended that Members review, discuss and agree to send the attached Resources budget 2024-2025 to the Precept Meeting via the 15th January 2024 Resources Committee.

2. Background

- 2.1. Each budget line has been scrutinised and an explanation given for the recommended amount. On a few occasions where no other information has been available, a percentage increase has been used. The standard percentage increase is 4.5%. This is based on the November HM Treasury forecast report which offers RPI predictions for the forthcoming financial year of between 0.8% and 6.1%.
- 2.2. This budget recommends a 7.98% overall increase although it needs to be understood that the wages, pension and NI figures are subject to change.
- 2.3. The wages, pensions and NI budgets are subject to change as a final staffing review will be brought to the 15th January meeting.
- 2.4. This is not a final figure for the precept this is just the anticipated costs for the coming year. The entire budget will be brought to the 15th January meeting with the figures from the precept calculator and recommendations for Members to consider before making the final recommendation to the Precept meeting.

Resources Committee Budget 2023 - 2024

Appendix D

Budget Code	Cost Centre	Name	Description	Budgeted Expenditure 2023 - 2024	Predicted Expenditure 2023 - 2024	Budgeted Income 2023 - 2024	Predicted income 2023 - 2024	Recommended budgeted expenditure 2024 - 2025	Recommended budgeted income 2024 - 2025	Reason
4000	101	Salaries Admin	Personnel costs	£197,122.00	£199,122.00			£216,834.00		Subject to change
4005	101	ERS National Insurance	Personnel costs	£21,446.00	£21,446.00			£23,590.00		Subject to change
4006	101	ERS Pension Cont	Personnel costs	£49,465.00	£49,465.00			£54,412.00		Subject to change
4007	101	Staff travel	Personnel costs	£500.00	£400.00			£500.00		Can be held
4008	101	Occupational Health	Personnel costs	£1,369.00	£1,369.00			£250.00		Can be reduced and an underspend recommended to a HR EM reserve
4025	101	HR advice	Personnel costs	£4,998.00	£4,998.00			£5,295.00		In negotiation
4026	101	Staff & Recruitment	Personnel costs	£500.00	£200.00			£200.00		Can be reduced and underspend recommended to a HR EM reserve
1010	102	Chamber hire	Office expenses			£850.00	£800.00		£850.00	Realistic income as no new hirers anticipated.
1012	102	Photocopier use	Office expenses			£5.00	£10.00		£8.00	Negligible
4010	102	Stationery	Office expenses	£3,020.00	£3,020.00			£3,020.00		Can be held.
4011	102	Postage	Office expenses	£450.00	£300.00			£300.00		Can be reduced as despite price increases, usage has been cut.
4012	102	Photocopier	Office expenses	£2,500.00	£2,500.00			£2,500.00		Contract to be renegotiated in April
4013	102	Equipment purchase	Office expenses	£1,150.00	£1,150.00			£1,200.00		Slight increase required
4017	102	Subscriptions	Office expenses	£4,050.00	£4,146.00			£4,300.00		Costs increasing - overspend expected this year.
4018	102	Telephones	Office expenses	£10,000.00	£10,000.00			£10,000.00		To be held as mobiles contract renegotiated. Full review required during next financial year.
4019	102	Hire of Community Hall	Office expenses	£300.00	£300.00			£325.00		Expected increase
4021	102	Hospitality	Office expenses	£400.00	£400.00			£425.00		Slight increase
4023	102	Training	Office expenses	£10,010.00	£10,010.00			£10,000.00		Can be held - underspend recommended to EMR
4027	102	Software	Office expenses	£16,000.00	£16,000.00			£17,500.00		Increases expected
4030	102	Payroll	Office expenses	£2,070.00	£2,070.00			£2,070.00		To be held and options explored
4032	102	Publicity and newsletter	Office expenses	£6,879.00	£5,872.00			£6,773.00		Recommended by CSG. New contracts for newsletters, print, design and delivery in 2024 - 2025, price increases expected. Social media manager moved to Website budget line in 2023.
4038	102	Computer equipment	Office expenses	£4,000.00	£4,000.00			£4,000.00		Can be held if underspend is moved to EMR
4041	102	Website	Office expenses	£3,000.00	£2,724.00			£4,000.00		Recommended by CSG. Actual spend 2022 - 2023 including funds from EMR were to total of £3,952
4043	102	Protective clothing	Office expenses	£2,000.00	£2,000.00			£2,000.00		To be held
4052	102	Heat, light, power	Office expenses	£2,500.00	£2,500.00			£2,800.00		Slight increase - recharges outstanding on this years budget.
4156	102	Buckingham Centre rent	Office expenses	£17,000.00	£17,000.00			£17,000.00		Fixed as per contract
4225	102	Rates	Office expenses	£5,000.00	£4,000.00			£0.00		To be renamed as below
4267	102	Buckingham centre rates	Office expenses					£4,500.00		Rates increases estimated to be 6.7% however revaluation to extended office.
4020	103	Mayor's duties	Councillors	£2,000.00	£2,000.00			£2,090.00		Increase by 4.5%
4029	103	Mayor's civic	Councillors	£1,724.00	£1,724.00			£1,801.00		Increase by 4.5%
4044	103	Councillors' mileage / exp.	Councillors	£549.00	£549.00			£573.00		Increase by 4.5%
4045	103	Councillors' allowance	Councillors	£10,413.00	£10,413.00			£10,882.00		4.5% expected - awaits BC confirmation of unitary basic.
4236	103	Election costs	Councillors	£2,150.00	£18,598.00			£12,000.00		Half the predicted cost of the 2025 election
4269	103	Councillor training	Councillors	£2,490.00	£1,800.00			£2,490.00		To be held and any underspend recommend to training EMR
1098	104	Insurance Claims Income	Legal Requirements				£3,612.00	£0.00		Insurance claim received
4014	104	Audit fees	Legal Requirements	£3,707.00	£3,707.00			£4,000.00		To be renegotiated
4016	104	Legal costs	Legal Requirements	£3,450.00	£3,450.00			£4,000.00		Potential for additional costs due to major projects and EMR has been depleted
4022	104	Insurance	Legal Requirements	£19,000.00	£19,000.00			£20,000.00		To be renegotiated but additional assets likely to be added.
4040	120	Four Year Grants Awarded	Long term grants	£22,069.00	£21,684.00			£22,442.00		Increase of 3.5% as per contracts. Removal of Fair Trade
4080	120	Annual Grants Awarded	one year grants	£9,000.00	£9,000.00			£9,315.00		3.5% increase in line with 4 year grants
4501	125	Civic award	commemorative items	£845.00	£800.00			£800.00		To be held
4504	125	Remembrance wreath	commemorative items	£62.00	£20.00			£65.00		New insert required
4505	125	Mayor's salver	commemorative items	£110.00	£106.00			£120.00		Realistic increase
4506	125	Bardic gift	commemorative items	£50.00				£0.00		If required can come from other budget lines
1190	130	Interest Received	Admin reserves			£3,500.00	£25,000.00		£9,000.00	Interest rates predicted to drop.
4500	132	Future Planning/Contingencies	Future planning / Contingencies	£ 12,500.00	£ 12,500.00			£13,000.00		Slightly under 4.5% increase
4999	132	Town Centre Study	Future planning / Contingencies	£ -				£0.00		£8125 Will be paid by BC so not included in totals
TOTALS				£ 455,848	£ 470,343	£ 4,355	£ 29,422	£ 497,372	£ 9,858	
Budget 2023 - 2024				£ 451,493						
Predicted actual spend 2023 - 2024				£ 440,921				£ 487,514		
ACTUAL OVER/UNDERSPEND				£ 10,572				£ 36,021		
								Budget increase/decrease		
								£ 36,021		
								Budget to budget percentage increase		
								7.98%		

Buckingham Town Council
Resources Committee
Monday 11th December 2023

Contact Officer: Nina Stockill, Estates Admin


Roundabout Signage

1. Recommendations

- 1.1. It is recommended that Members agree to issue an amendment to all active sponsorship agreements so that advertisers are given the opportunity to update their signs to measure 100x50cm. The cost of which is to be cover by the sponsor and arranged by the office.
- 1.1. It is recommended that all future sponsorship agreements would reflect the new advertising board sizing of 100x50cm.

2. Background

- 2.1. Buckingham Town Council is seeking two sponsors for two roundabouts along the busy A421/A423 and decided to benchmark their agreements with neighbouring authorities.
- 2.2. Buckingham Town Council's sponsorship pricing structure is comparable with other local authorities. However, the majority offer larger advertising boards for their sponsorship agreements.
- 2.3. The Town Council has been advertising two sponsorship vacancies for 6+ months and a larger advertising board may generate more interest in the opportunities.
- 2.4. A potential new sponsor is in place for roundabout 6 (Aldi/Mount Pleasant) and their preference is for a larger advertising board.
- 2.5. The Town Council has been promoting the benefits of roundabout sponsorship as follows [Advertise on Buckingham roundabouts - Buckingham Town Council \(buckingham-tc.gov.uk\)](https://www.buckingham-tc.gov.uk/advertise-on-buckingham-roundabouts)
- 2.6. It is proposed that current sponsors be issued an amendment to their existing agreement and offered the opportunity to upgrade their signs from 75cmx30cm to 100x50cm, the cost of which is to be cover by the sponsor and arranged by the office. A covering letter of explanation would accompany the below amendment.
- 2.7. It is not compulsory for all sponsors to update their signs. Any new sponsorship agreements would reflect the amendments to sizing.
- 2.8. In the event that the roundabout sign is damaged in a traffic accident or is vandalised, the Council will repair or arrange the replacement of the sponsorship signage. The roundabout signage will be to the new specification of 100x50cm.

Buckingham Town Council								
Financial Year 2023-24								
								IAC Audit and Consultancy Ltd
	Interim Internal Audit Observations						Audit date:	13 November 2023
B	This authority complied with its financial regulations, payments were supported by invoices, all							
No.	Audit Test	Response		Observation		Recommendation	Priority	Comments
1	Has the Council formally Minuted confirmation of bank signatory arrangements?	No		From a review of records it was not possible to verify when the Council reviewed and confirmed the bank signatory arrangements.		Council to formally review and approve the bank signatory arrangements.	Medium	Councillor signatories are always the Committee Chairs. This is minuted each calendar year to show the new signatories after the first round of meetings, once the new chairs have been elected Any changes to any signatories (staff or councillor) required throughout the finanacial year will be taken to the relevant meeting for approval. For clarity this will be listed as a seperate item for the next Full Council to minute and added to the housekeeping list for annual review.

2	Have payments been approved as required under Council Financial Regulations?	Yes	<p><i>The Councils Financial Regulation 5.2 states clearly what the approval process is for payments. "...A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was endorsed.."</i></p> <p><i>On review of the Minutes it was noted that they do record the 'endorsement' of payments but do not detail what payments have been endorsed and a detailed list of the payments is not included within the Minutes.</i></p>	<p>Council Minutes should record what payments have been endorsed. This could be by reference to a unique sequential number allocated to a payment list and to the total value of payments made.</p> <p>The Council should consider whether it will, in future, disclose 'a detailed list of all payments' as set out in its Financial Regulation 5.2, or whether it should amend the wording of regulation 5.2.</p>	High	<p>The payment lists appear in full on the confidential part of the agenda. In future this part will remain the same but the payment lists will show an internal reference number. This reference number, together with the total amount on the payment list that is being endorsed will be listed and shown in the minutes. It will be recommended that the Financial Regulations be amended to reflect this change.</p>
C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to						
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council, as a body, has undertaken a formal review of risk (this cannot be delegated to sub-committee) - Interim Audit	No	<p><i>As at the date of the Interim Audit the Council had not formally Minuted a review of Risk</i></p>	<p>The review of Risk is a key requirement of both the Annual Governance Statement and the Annual Internal Audit Report. The Council MUST ensure that it Minutes a formal review of Risk prior to the end of the financial year.</p>	Advisory	<p>This will be completed before the end of the financial year as required. However a new card machine has been ordered and we are waiting to see the operational impact before completing the review.</p>
D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly						
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments

1	Council has returned to IAC completed Internal Audit Observations spreadsheets from prior audit(s)	No		<i>The Council has not provided its response to the Internal Audit Observations from the previous audit and returned it to IAC.</i>		Council to provide its comments on the previous Internal Audit Observations.	Medium	Reply made.
M <i>The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as</i>								
No.	Audit Test	Response		Observation		Recommendation	Priority	Comments
1	The period for the Exercise of Public Rights commenced the day after the Council published the Accounting Statements, the Annual Governance Statement and the Notice as set out in Regulation 15.3 of the Accounts and Audit Regulations 2015.	No		<p><i>The period for the Exercise of Public Rights did not commence the day after the Council published the Accounting Statements, the Annual Governance Statement and the Notice as set out in Regulation 15.3 of the Accounts and Audit Regulations 2015.</i></p> <p><i>The Announcement date was Thursday 1st June and the Commencement date was Monday 6th June. (In all other aspects the Council did comply with the requirements of the regulations.)</i></p>		The Council to note that, in future, the Period for the Exercise of Public Rights must commence the day after the Announcement date.	High	This was an error and the RFO is aware to make sure that it does not happen again.

2	Council Minutes record the dates set for the Exercise of Public Rights	No	<i>Council Minutes do not record the dates set for the Exercise of Public Rights.</i>	In future the Council to ensure that the date set for the Period of Exercise of Public Rights is recorded in Council Minutes as this is acceptable as audit evidence that the Council has complied with its statutory obligations if the Notice should not be retained on the Council website.	High	This has been added to our housekeeping schedule as requested.
N <i>The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).</i>						
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has published the External Auditors report on its website in accordance with the requirements of Regulation 13 of the Accounts and Audit Regulations	No	<p><i>The Council has not published the External Auditors report on the 'Finance and Budgets' page of its website as has been the practice in previous years.</i></p> <p><i>The report was published with the agenda of the meeting of Full Council on 11th September, however this can only be found by detailed review of Council agendas.</i></p>	The Council to ensure that it clearly publishes the External Auditors report on its website, as it has done in prior years.	High	The report was on the website and had been published as required. The Town Council usually publish it as a separate item on the finance page as well. However that item was not visible at the time of the audit. This has been corrected .

Buckingham Town Council
Resources Committee
Monday 11 December 2023

Contact Officer: Steve Beech, Compliance and Projects Manager

Salary pay-award report

1. Recommendations

1.1. It is recommended that Members note this report.

2. Background

2.1. This is being discussed because the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

3. Details

3.1. For all spinal points to 43 the agreed award was a flat rate payment of £1,925.

3.2. For scale points above 43 the award was 3.88%.

Action	Action Required	Action Owner	Update	Deadline
Compliments, Complaints and FOI requests	Members AGREED for a six monthly report.	Town Clerk		Next meeting
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).	Completed.
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.

Action	Action Required	Action Owner	Update	Deadline
Internal auditor's report	<p>Council should formally document its Internal Controls.</p> <p>Council to note the requirement for it to regularly review its internal control system.</p>	Town Clerk		Awaits implementation of new card machine which arrived the day of this agenda
Debtors list	The Deputy Town Clerk will investigate how Members can put forward information about suppliers if required.	Town Clerk		Completed.
Annual awards	It is recommended that a Working Group is set up to create a clear process for Town Council Awards. The Working Group will present recommendations to Full Council for agreement - Agreed with the caveat of an end date of 1st December 2023. The invitation will be extended to all Members.	Town Clerk		Group has met. Recommendations will be presented to Full Council as per the minute.
Budgets	4220 Music in the Market – the Town Clerk will check this and add a note to the next Town Centre and Events Committee agenda.	Town Clerk		Note added to TCE budget
Employment/HR support contract	The Town Clerk explained that a report will be brought to the next Resources meeting regarding the new contract.	Compliance and Projects Manager		On agenda

Action	Action Required	Action Owner	Update	Deadline
Grants	The Town Clerk will look into credit checks for grant applicants.	Town Clerk		On going