



Buckingham Town Council

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Town Clerk: Claire Molyneux

Wednesday, 10 January 2024

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 15th January 2024 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 11th December 2023.

[Copy previously circulated](#)

4. Minutes of Communications Strategy Group

To receive the minutes of the Communications Strategy Group meeting held on 23rd November 2023.

[Copy previously circulated](#)

5. Project Street Life update

To receive a verbal update from Project Street Life.



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.

6. Budget 2024-2025

To receive a report from the Town Clerk.

[R/129/23](#)
[Appendix A](#)

7. Budgets

To receive and agree the budget reports:

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

5.2 Purchase Ledger December 2023.

[Appendix B](#)
[Appendix C](#)

8. Schedule of Direct Debits and Standing Orders

To receive the schedule of Direct Debits and Standing Orders.

[Appendix D](#)

9. Fund transfers

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

10. Additional Transactions

Christmas Parade expenditure: to note that the sum of £2,800 was paid to the Christmas Parade Committee 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 the Christmas Parade committee needed the money immediately to secure the event.

11. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

12. Action Report

To review and discuss the Action Report.

[Appendix E](#)

13. Chair's announcements

14. Date of next meeting: Monday 4th March 2024 (Grants)

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. Debtors list

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

[Appendix F](#)

16. Payment endorsements

To note payment endorsement sheets 8 to 10.

[Appendix G](#)

17. Grants – credit checks

To receive a report from the Town Clerk.

[R/130/23](#)
[Appendix H](#)

18. Staffing

To receive a report from the Town Clerk.

[R/131/23](#)

19. To discuss Cllr. Schaefer's motion deferred from the previous meeting.

To:

Cllr. Collins
Cllr. Gateley

Cllr. Mahi
Cllr. H. Mordue

Vice Chair

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Cllr. J. Mordue

Cllr. O'Donoghue Chair

Cllr. Osibogun

Cllr. Ralph

Cllr. Schaefer Town Mayor

Cllr. Stuchbury

Cllr. Try

Buckingham Town Council**Resources Committee****Monday 15th January 2024**

Contact Officer: Town Clerk

Budget Overview**1. Recommendations**

- 1.1. It is recommended that Members agree to send the attached budget to the precept meeting.
- 1.2. It is recommended that the precept meeting be asked to choose from either option 2.1. or option 2.2.

2. Options

- 2.1. That the total funding requirement for 2024/25 to be levied on Buckinghamshire Council be set at £1,262,480. Which is an 8.61% increase and rises a band D property from £208.74 to £226.71 an increase of £17.97 a year.
- 2.2. That the total funding requirement for 2024/25 to be levied on Buckinghamshire Council be set at £1,230,480. Which is an 5.85% increase and rises a band D property from £208.74 to £220.96, an increase of £12.22 a year.

3. Information

- 3.1. There is a predicted underspend this year of £33,559. This has mostly been achieved as income is predicted to be £155,462 more than budgeted for. This is due to maximising interest and applying for multiple grants.
- 3.2. This budget has been prepared with an expectation that the recommendations in the confidential staffing budget are agreed.
- 3.3. Wages are the largest part of our budgets and are hard to predict as the payrise has not been agreed. This budget has been prepared based around a 6% pay rise. However, the actual increase is generally greater than 6% as a number of staff will receive increment rises. Pension and NI increases are also not uniform as the percentages are different dependent on each staff members circumstances and age. It is anticipated the council will need to provide for long term sick which is detailed in the confidential report.
- 3.4. This year, the Council Tax base figure provided by Buckinghamshire council has decreased by 10.35 to 5,568.69.

3.5. Each committee has seen and agreed its budget although there have been a few minor amendments as more information has become available.

4. Spending summary table.

	2023 - 2024		2024 - 2025
	Budget	Forecast	Proposed Budget
Resources			
Income	£4,355.00	£31,422.00	£12,858.00
Expenditure	£455,848.00	£467,772.00	£499,760.00
Total	£451,493.00	£436,350.00	£486,902.00
	UNDER	£15,143.00	
Environment			
Income	£115,276.00	£237,387.00	£122,872.00
Expenditure	£653,063.00	£763,415.00	£678,003.00
Total	£537,787.00	£526,028.00	£555,131.00
	UNDER	£11,759.00	
Town Centre & Events			
Income	£43,133.00	£41,417.00	£47,279.00
Expenditure	£190,453.00	£182,223.00	£220,075.00
Total	£147,320.00	£140,806.00	£172,796.00
	UNDER	£6,514.00	
Planning			
Income	£0.00	£8,000.00	£0.00
Expenditure	£44,918.00	£52,775.00	£47,651.00
Total	£44,918.00	£44,775.00	£47,651.00
	UNDER	£143.00	
TOTAL			
Income	£162,764.00	£318,226.00	£183,009.00
Expenditure	£1,344,282.00	£1,466,185.00	£1,445,489.00
Total	£1,181,518.00	£1,147,959.00	£1,262,480.00
	TOTAL UNDER	£33,559.00	
		Budget Increase	£80,962.00

Town Centre Events Committee Budget 2024 - 2025

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
1013	301	Hanging baskets	Business contribution			£456.00	£0.00		£0.00	No longer looking for business contributions towards this project
1028	301	Lace Hill events income	Entry fees and stall fees at Lace Hill events			£847.00	£800.00		£850.00	Minor increase.
1062	301	Community Fair table income				£230.00	£230.00		£230.00	Maintain
1066	301	Comedy night income				£1,500.00	£1,070.00		£1,500.00	This event made a loss of £326. Budget to be maintained.
1069	301	Charter fairs income				£7,660.00	£7,751.00		£8,324.00	Agreed by contract.
1091	301	Events Sponsorship Income	(for any event)			£50.00	£375.00		£100.00	One off skip sponsorship. Increased to cover predicted extra cost.
1092	301	Events Stall Income	(for any event, except Lace Hill, community fair or food fair)			£800.00	£700.00		£1,100.00	Includes more events than the 2023-24 budget
1093	301	Dog Show Income	Dog Show Entry Fees			£125.00	£0.00		£125.00	Maintain
3997	301	NI TC&E		£4,323.00	£5,290.00			£6,379.00		Includes sick pay and sick cover
3998	301	Pensions ERS TC&E		£19,863.00	£16,069.00			£18,677.00		Includes sick pay and sick cover
3999	301	Salaries TC&E		£79,743.00	£81,150.00			£100,694.00		Includes sick pay and sick cover
4042	301	Events equipment	Road signs, gazebos, lights etc	£1,000.00	£1,000.00			£1,500.00		Planned upgrades and replacement of road closure signage and portable lighting options.
4094	301	Youth project	Summer Basketball, 3x new summer youth activities	£3,485.00	£3,485.00			£6,000.00		Revert to one day a week Basketball, add new summer youth activities, look for grant income to fund these. Buckingham Play Days also paid from this line.
4104	301	Town in Bloom	Planters & Hanging baskets, winter & summer	£9,000.00	£8,500.00			£9,000.00		Planter contract expires end of 2024. Hanging basket contract to be put in place. Budget title to be clarified
4107	301	Pride of Place	Buckingham in Bloom prizes	£60.00	£25.00			£60.00		Maintain. Budget title to be clarified.
4115	301	River rinse	Skip hire	£450.00	£360.00			£450.00		Lower than usual costs this year due to contribution from Bucks for events on their land.
4128	301	Small Events	May Day, Pancake Races & scout parade, Art in the Market, SB Saturday	£300.00	£100.00			£350.00		Slight increase as Small Business Saturday added.
4166	301	Lace Hill events	Easter, Summer Fun Day, Halloween and Winter	£1,500.00	£1,400.00			£1,600.00		Increase as event costs are rising.
4201	301	Christmas lights	Hire of motifs, installation contract and icicle lights	£12,800.00	£12,800.00			£13,800.00		Christmas Lights and Christmas Lights installation contracts expire. Any underspend to EMR
4202	301	Firework display	Event costs	£6,600.00	£6,625.00			£7,000.00		Firework contract to be put in place. High cost rises in key areas eg lighting, intention to reduce cost in other areas eg entertainment to focus on pre-fireworks entertainment.
4203	301	Community fair	Room hire	£490.00	£260.00		£0.00	£300.00		Reduce as budget unspent and no significant increase in costs anticipated
4205	301	Christmas parade	Traffic control, contribution to Christmas Parade Committee	£5,000.00	£5,000.00			£5,250.00		Predicted price increase including for road closure traffic control
4207	301	Remembrance parade	Screen hire, road closure	£1,030.00	£1,030.00			£2,300.00		Predicted price increase for screen
4208	301	Spring Fair	Entertainment, road closure	£300.00	£40.00			£300.00		Maintain current budget towards entertainment
4211	301	BandJam	Road closure, security, contribution to BandJam committee	£4,792.00	£4,792.00			£5,100.00		Increase contribution due to anticipated price rises and towards new family friendly options
4212	301	Christmas lights switch on	Christmas Lights Switch On event	£3,000.00	£3,000.00			£3,250.00		Increase requested to upgrade sound and lighting
4213	301	Dog show	Event costs	£700.00	£144.00			£750.00		Predicted price increase for toilet hire
4220	301	Music in the Market	Road closure, security, contribution to Music in the Market committee	£4,721.00	£4,721.00			£5,100.00		Increase contribution due to anticipated price rises and towards new family friendly options
4241	301	Comedy Night expenditure	Event costs	£1,500.00	£1,396.00			£1,500.00		Maintain

Environment Committee Budget 2024 - 2025

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
3995	201	NI Environment	Environment	£20,582.00	£19,976.00			£22,249.00		6% wage rise predicted - increment increases and new team member.
3996	201	Pensions ERS Environment	Environment	£57,963.00	£54,380.00			£61,577.00		6% wage rise predicted - increment increases and new team member.
4004	201	Salaries environment	Environment	£230,926.00	£223,043.00			£250,670.00		6% wage rise predicted - increment increases and new team member.
4068	201	Community Service	Environment	£0.00	£0.00			£0.00		To be removed
4112	201	Environment Equipment	Environment	£10,260.00	£10,260.00			£11,286.00		Agreed to move from budget code 201 to 262. 10% Increased equipment expenses predicted.
4168	201	Defibrillators	Environment	£518.00	£518.00			£550.00		Agreed to move from budget code 201 to 262. Minor increase predicted.
1051	202	Roundabout no. 1	Roundabouts			£2,576.00	£2,576.00		£2,805.00	Agreement states with Sept RPI (8.9%)- TBA
1052	202	Roundabout no. 2	Roundabouts			£1,373.00	£1,373.00		£1,495.00	Agreement states with Sept RPI (8.9%)- TBA
1053	202	Roundabout no. 3	Roundabouts			£2,254.00	£0.00		£2,454.00	Agreement states with Sept RPI (8.9%)- TBA
1054	202	Roundabout no. 4	Roundabouts			£2,872.00	£2,872.00		£3,127.00	Agreement states with Sept RPI (8.9%)- TBA
1056	202	Roundabout no. 6	Roundabouts			£3,060.00	£1,020.00		£3,332.00	Agreement states with Sept RPI (8.9%) - New contract being put in place.
1057	202	Roundabout no. 7	Roundabouts			£1,561.00	£1,561.00		£1,700.00	Agreement states with Sept RPI (8.9%)- TBA
4108	202	Roundabout	Roundabouts	£2,110.00	£2,110.00			£2,205.00		4.5% Uplift
4082	203	Allotments	Maintenance	£2,101.00	£2,101.00			£2,288.00		Increase with Rpi as per agreement - 8.9%
1017	204	Devolved services income	Devolved Services expenses			£20,992.00	£22,881.00		£24,000.00	This year income was £22,881 - No details on uplift at this time.
4033	205	Waste disposal	Grounds Maintenance	£5,610.00	£5,000.00			£5,610.00		Can be held
4035	205	Machinery	Grounds Maintenance	£2,650.00	£2,650.00			£2,915.00		Slight increase in costs predicted
4036	205	Fuel (Mower)	Grounds Maintenance	£2,300.00	£2,300.00			£2,415.00		Slight increase
4037	205	Sundries	Grounds Maintenance	£2,750.00	£2,750.00			£3,025.00		This budget is tight. 10% uplift requested.
4063	205	Vehicle running costs	Grounds Maintenance	£7,000.00	£7,000.00			£7,000.00		Can be held. Any underspend request transfer to new EMR
4013	248	Equipment purchase	Depot	£4,070.00	£4,070.00			£5,000.00		Any underspend recommend to EMR in order to complete fire safety work.
4055	248	Alarm	Depot	£500.00	£517.00			£560.00		£17 over budget this year.
4225	248	Rates	Depot	£4,556.00	£4,349.00			£4,641.00		currently £207 under budget uplift 6.7% (CPI) on predicted
4601	248	Repairs & maintenance fund	Depot	£900.00	£900.00			£900.00		Hold,any underspend request transfer to EMR
4602	248	Electricity	Depot	£2,000.00	£2,000.00			£2,000.00		Can be held as tariff negotiated
4603	248	Water	Depot	£550.00	£550.00			£635.00		Water rates predicted at 15.5% uplift
1085	249	Shopmobility income	Toilets/Shopmobilit			£200.00	£200.00		£200.00	To be held
4602	249	Electricity	Cornwalls Meadow Toilets/Shopmob	£600.00	£600.00			£600.00		To be held
4603	249	Water	Cornwalls Meadow Toilets/Shopmob	£600.00	£600.00			£600.00		To be held
4608	249	Shopmobility	Cornwalls Meadow Toilets/Shopmob	£1,250.00	£600.00			£600.00		Equipment in good order. No purchases expected at this time.Budget for servicing/safety checks only.
4612	249	Contractor charge	Cornwalls Meadow Toilets/Shopmob	£10,450.00	£10,450.00			£10,450.00		No uplift in contract
4709	249	Maintenance	Cornwalls Meadow Toilets/Shopmob	£600.00	£600.00			£6,600.00		Additional £6,000 to re-ferb toilet doors which are a mess.
1026	250	Lace Hill Community Centre	Lace Hill			£40,250.00	£40,250.00		£41,000.00	Slight increase expected.
1027	250	Solar income	Lace Hill	£0.00	£0.00				£150.00	We are hopeful of negotiating an income during the next financial year.
4050	250	Lace Hill playing fields	Lace Hill	£550.00	£550.00			£550.00		Can be held
4118	250	Solar panels	Lace Hill	£380.00	£380.00			£380.00		Can be held
4158	250	Lace Hill gas	Lace Hill	£4,202.00	£4,500.00			£4,600.00		Slight increase expected.
4159	250	Lace Hill electricity	Lace Hill	£7,660.00	£6,500.00			£6,500.00		Energy Bills Discount Scheme comes to end Apr 23 - on new tariff
4160	250	Lace Hill water	Lace Hill	£385.00	£940.00			£1,086.00		There are concerns that this has not been billed correctly. Team investigating.
4161	250	Lace Hill Repair & Maintenance	Lace Hill	£3,707.00	£4,000.00			£4,000.00		Will be over budget for this year due to unexpected repair to hot water system.
4162	250	Lace Hill Planned Maintenance	Lace Hill	£7,200.00	£7,200.00			£7,920.00		Increased costs due to extra water testing requirements.
4164	250	Lace Hill equipment	Lace Hill	£3,000.00	£2,800.00			£3,000.00		Slight underspend predicted. Can be held.
4225	250	Rates	Lace Hill	£10,704.00	£10,354.00			£11,048.00		Uplift 6.7% (CPI) Rebate options being being investigated
1030	251	Bowls income	Chandos Park			£627.00	£627.00		£650.00	Rent review being carried out
1035	251	TENNIS COURT RENT	Chandos Park			£714.00	£714.00		£778.00	RPI movement in previous year. (8.9% in Sept) - As per contract.

Environment Committee Budget 2024 - 2025

4601	251	Repairs & maintenance fund	Chandos Park	£3,780.00	£3,780.00			£3,950.00		Slight increase of 4.5%
4602	251	Electricity	Chandos Park	£1,600.00	£1,400.00			£1,400.00		Better tariff negotiated
4603	251	Water	Chandos Park	£2,120.00	£2,120.00			£2,449.00		15.5% uplift
4606	251	Bowls Club Maintenance	Chandos Park	£2,120.00	£2,120.00			£2,120.00		Hold - request EMR any underspend
4601	252	Repairs & maintenance fund	Bourton Park	£8,300.00	£8,300.00			£10,000.00		Increase budget due to more maintenance including street furniture
1041	253	Burial fees	Cemeteries			£27,050.00	£27,050.00		£29,400.00	Increase in line with fees increase 8.9% (rpi). As plots in the old cemetery run out sales will be balanced by plots in the new cemetery.
4225	253	Rates	Cemeteries	£1,056.00	£2,201.00			£2,349.00		Increase of 6.7% (CPI)
4265	253	New cemetery maintenance	Cemeteries	£3,500.00	£3,500.00			£3,500.00		Can be held as PWLB funding expected for development.
4601	253	Repairs & maintenance fund	Cemeteries	£4,445.00	£4,445.00			£4,890.00		Repairs identified.
4602	253	Electricity	Cemeteries	£960.00	£960.00			£1,000.00		Energy Bills Discount Scheme comes to end Apr 23 -small increase to cover
4617	253	Memorial testing	Cemeteries	£2,156.00	£2,156.00			£2,253.00		Slight increase
4619	253	Cemeteries Development	Cemeteries	£69,647.00	£69,647.00			£69,647.00		Any underspend to EMR. Will be combined with the below line and used for PWLB repayments when required.
New		PWLB repayments - New cemetery	Cemeteries	£0.00	£0.00			£2,600.00		To be combined with the above line (when required) to form the £72,247 PWLB repayment.
4620	253	Expenses for burial duties	Cemeteries	£5,510.00	£5,510.00			£5,785.00		Slight increase
4612	254	Contractor Charge	Chandos Park Toilets	£11,810.00	£10,450.00			£10,450.00		Slightly over budgeted no uplift in SLA
4612	254	Maintenance	Chandos Park Toilets	£1,185.00	£1,185.00			£14,035.00		Need to add £550 for annual sewerage pump service and new pump = £12,300 = £14,035
4120	255	Friends of Groups	Railway Walk & Castle Hill	£1,140.00	£1,140.00			£0.00		Merge with tree wardens - Environment Volunteer Groups
4709	255	Maintenance	Railway Walk & Castle Hill	£1,096.00	£1,096.00			£1,145.00		4.5% uplift
4066	256	Grenville garage rent	Storage premises	£765.00	£575.00			£626.00		Slight decrease expected
1061	258	Cemetery Lodge rental income	Cemetery Lodge			£11,747.00	£11,220.00		£11,781.00	Will increase in may by rpi est.5% -
4034	258	PWLB repayments inc. interest	Cemetery Lodge	£4,702.00	£4,702.00			£4,702.00		Held
4609	258	Cemetery Lodge maintenance	Cemetery Lodge	£3,105.00	£3,105.00			£3,260.00		Slight increase
1097	260	Grants received	CCTV			£-	£4,000.00		£0.00	One off grant to be removed.
4100	260	CCTV maintenance	CCTV	£2,500.00	£6,500.00			£4,000.00		2 redeployable cameras support maintenance and data
1078	261	New Homes Bonus	community centre			£-			£0.00	Not required
4085	261	Structural repairs	community centre	£15,000.00	£15,000.00			£17,500.00		Repairs required
4091	261	Chamber	community centre	£1,051.00	£1,051.00			£1,100.00		4.5% Uplift
1064	262	Section 106 income	Parks General			£-	£121,043.00	£0.00	£0.00	No grants in progress
4101	262	Seats and bins	Parks General	£1,605.00	£1,605.00			£1,765.00		10% uplift requested as all stock parts used.
4102	262	Dog bins	Parks General	£9,010.00	£9,010.00			£9,614.00		No uplift mentioned in SLA allow 6.7% (emptying)
4106	262	Play area maintenance	Parks General	£6,966.00	£6,966.00			£7,663.00		10% uplift requested as items are getting older and require increased repairs.
4122	262	Tree works	Parks General	£28,200.00	£28,200.00			£29,500.00		4.5% uplift
4270	262	Bridges	Parks General	£45,000.00	£45,000.00			£0.00		Put in an EMR for 24/25 if not competed- does not need to be budgeted for again.
4275	262	Play area replacement fund	Parks General	£5,000.00	£5,000.00			£10,000.00		Requirement to top up EMR
4276	262	Tree wardens	Parks General	£1,100.00	£1,100.00			£2,240.00		Merge with Friends of groups (255/4120) - Environment Volunteer Groups new total: £2,240 (Hold) new or keep this budget line?
4607	262	SECTION 106	Parks General			£121,043.00			£0.00	No current grants in progress
New		Machinery replacement/repair	Parks General					£2,500.00		New
New		Vehicle replacement/repair	Parks General					£2,500.00		New
New		St Rumbolds Fields	If required - New cost centre							Should the transfer happen then in the first year income will considerably exceed expenditure and a separate business plan will be produced.
TOTALS				£ 653,063	£ 763,415	£ 115,276	£ 237,387	£ 678,003	£ 122,872	
Budget 2023 - 2024				£ 537,787						
Predicted actual spend 2023 - 2024				£ 526,028				£ 555,131		
ACTUAL OVER/UNDERSPEND				£ 11,759				£ 17,344		
										BUDGET increase/decrease
										3.23%
										Budget to budget percentage increase

Resources Committee Budget 2024 - 2025

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	£197,897.00			£216,104.00		Increment increases and 6% wage rise estimated
4005	101	ERS National Insurance	Personnel costs	£21,446.00	£20,200.00			£23,419.00		Increment increases and 6% wage rise estimated
4006	101	ERS Pension Cont	Personnel costs	£49,465.00	£49,465.00			£54,412.00		Increment increases and 6% wage rise estimated
4007	101	Staff travel	Personnel costs	£500.00	£500.00			£550.00		Slight increase
4008	101	Occupational Health	Personnel costs	£1,369.00	£1,369.00			£1,369.00		Maintain
4025	101	HR advice	Personnel costs	£4,998.00	£4,998.00			£5,295.00		New contract agreed
4026	101	Staff & Recruitment	Personnel costs	£500.00	£500.00			£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	17700	Software	Office expenses	£16,000.00	£16,000.00			£17,700.00		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	£3,000.00			£3,200.00		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			£21,500.00		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			£140.00		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	£27,000.00		£12,000.00	Interest rates predicted to drop.
4500	132	Future Planning/Contingencies	Future planning / Contingencies	£ 12,500.00	£ 11,500.00			£13,000.00		Slight 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	£ 467,772	£ 4,355	£ 31,422	£ 499,760	£ 12,858	
				Budget 2023 - 2024	£ 451,493					
				Predicted actual spend 2023 - 2024	£ 436,350					
				ACTUAL OVER/UNDERSPEND	£ 15,143					
						Budget 2024 - 2025	£ 486,902			
						BUDGET increase/decrease	£ 35,409			
						Budget to budget percentage increase	7.84%			

Planning Committee Budget 2024 - 2025

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
1073	601	Neighbourhood Plan income	Locality Grant			£0.00	£8,000.00		£0.00	To be removed as claimed in the 2022-2023 year.
3992	601	Salaries Planning		£36,458.00	£36,450.00			£38,637.00		6% increase predicted
3993	601	NI Planning		£2,750.00	£2,745.00			£2,910.00		6% increase predicted
3994	601	Pensions ERS Planning		£3,520.00	£3,390.00			£3,594.00		6% increase predicted
4624	601	Neighbourhood Plan		£2,190.00	£10,190.00			£2,510.00		Slight increase to cover the event cancelled during purdah
			TOTALS	£44,918.00	£52,775.00	£0.00	£8,000.00	£47,651.00	£0.00	
			Budget 2023 - 2024	£44,918.00						
			Effective actual spend 2023 - 2024	£44,775.00			effective budget 2024 - 2025	£47,651.00		
			ACTUAL UNDER/OVERSPEND	£143.00			BUDGET increase/decrease	£2,733.00		
								Percentage	6.42%	

Summary 2024 - 2025 Budget

	2023 - 2024		2024 - 2025
	Budget	Forecast	Proposed Budget
Resources			
Income	£4,355.00	£31,422.00	£12,858.00
Expenditure	£455,848.00	£467,772.00	£499,760.00
Total	£451,493.00	£436,350.00	£486,902.00
	UNDER	£15,143.00	
Environment			
Income	£115,276.00	£237,387.00	£122,872.00
Expenditure	£653,063.00	£763,415.00	£678,003.00
Total	£537,787.00	£526,028.00	£555,131.00
	UNDER	£11,759.00	
Town Centre & Events			
Income	£43,133.00	£41,417.00	£47,279.00
Expenditure	£190,453.00	£182,223.00	£220,075.00
Total	£147,320.00	£140,806.00	£172,796.00
	UNDER	£6,514.00	
Planning			
Income	£0.00	£8,000.00	£0.00
Expenditure	£44,918.00	£52,775.00	£47,651.00
Total	£44,918.00	£44,775.00	£47,651.00
	UNDER	£143.00	
TOTAL			
Income	£162,764.00	£318,226.00	£183,009.00
Expenditure	£1,344,282.00	£1,466,185.00	£1,445,489.00
Total	£1,181,518.00	£1,147,959.00	£1,262,480.00
	TOTAL UNDER	£33,559.00	
	Budget Increase		£80,962.00

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Detailed Income & Expenditure by Budget Heading 31/01/2024**Month No: 10****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	148,423	197,122	48,699		48,699	75.3%	
4005 ERS National Insurance	14,834	21,446	6,612		6,612	69.2%	
4006 ERS Pension Cont	35,134	49,465	14,331		14,331	71.0%	
4007 Staff travel	88	500	412		412	17.7%	
4008 Occupational Health	0	1,369	1,369		1,369	0.0%	
4025 HR advice	2,812	4,998	2,186		2,186	56.3%	
4026 Staff & Recruitment	0	500	500		500	0.0%	
<u>102 Office expenses</u>							
1010 Chamber hire	476	850	374			56.0%	
1012 Photocopier use	11	5	(6)			226.0%	
4010 Stationery	1,988	3,020	1,032	73	959	68.3%	
4011 Postage	7	450	443		443	1.6%	
4012 Photocopier	1,052	2,500	1,448		1,448	42.1%	
4013 Equipment purchase	501	1,150	649	470	179	84.4%	
4017 Subscriptions	3,709	4,050	342	337	5	99.9%	
4018 Telephones	7,574	10,000	2,426		2,426	75.7%	
4019 Hire of Community Hall	0	300	300		300	0.0%	
4021 Hospitality	224	400	176		176	55.9%	
4023 Training	1,812	10,010	8,198	795	7,403	26.0%	
4027 Software	11,756	16,000	4,244		4,244	73.5%	
4030 Payroll	1,497	2,070	573		573	72.3%	
4032 Publicity and newsletter	3,748	6,879	3,131		3,131	54.5%	
4038 Computer equipment	865	4,000	3,135		3,135	21.6%	
4041 Website	1,795	3,000	1,205		1,205	59.8%	
4043 Protective clothing	579	2,000	1,421		1,421	28.9%	
4052 Heat, light, power	(11)	2,500	2,511		2,511	(0.4%)	
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%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<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 agreed at 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%	Insurance income from claims
4014 Audit fees	2,490	3,707	1,217		1,217	67.2%	
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	27,661	3,500	(24,161)			790.3%	

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Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<u>132 Future planning / contingencies</u>							
4500 Future planning / contingencies	2,493	12,500	10,007		10,007	19.9%	
4999 Town Centre Study	0	0	0	8,125	(8,125)	0.0%	Funding due from Community Board
<u>304 Youth Council</u>							
4238 Youth Council admin	0	110	110		110	0.0%	
RESOURCES :- Income	1,196,321	1,168,916	(27,405)			102.3%	
Expenditure	319,005	455,958	136,953	9,800	127,153	72.1%	

ENVIRONMENT

<u>201 Environment</u>							
3995 NI Environment	14,232	20,582	6,350		6,350	69.1%	
3996 Pensions ERS Environment	37,035	57,963	20,928		20,928	63.9%	
4004 Salaries environment	162,032	230,926	68,894		68,894	70.2%	
4112 Environment Equipment	10,111	10,260	149	200	(51)	100.5%	General overspend due to price increases
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	737	1,222	42.1%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<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	3,659	5,610	1,951		1,951	65.2%	
4035 Machinery	521	2,650	2,129	1,774	356	86.6%	
4036 Fuel (Mower)	1,767	2,300	533		533	76.8%	
4037 Sundries	1,368	2,750	1,382		1,382	49.8%	
4063 Vehicle hire and running costs	2,578	7,000	4,422		4,422	36.8%	
<u>248 Depot</u>							
4013 Equipment purchase	0	4,070	4,070		4,070	0.0%	
4055 Alarm	517	500	(17)		(17)	103.4%	General overspend due to price increases
4225 Rates	4,349	4,556	207		207	95.5%	
4601 Repairs & maintenance fund	157	900	743		743	17.4%	
4602 Electricity	1,058	2,000	942		942	52.9%	
4603 Water	350	550	200		200	63.7%	
<u>249 C Meadow Toilets/Shopmobility</u>							
1085 Shopmobility income	215	200	(15)			107.5%	
4602 Electricity	0	600	600		600	0.0%	
4603 Water	0	600	600		600	0.0%	
4608 Shopmobility	774	1,250	476		476	61.9%	
4612 Contractor charge	6,967	10,560	3,593		3,593	66.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
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	33,683	40,250	6,567			83.7%	
1103 LA Sector VAT Refund	1,584	0	(1,584)			0.0%	VAT refund for non business activities
4050 Lace Hill playing fields	280	550	270		270	51.0%	
4118 Solar panels	0	380	380		380	0.0%	
4158 Lace Hill gas	3,159	4,202	1,043		1,043	75.2%	
4159 Lace Hill electricity	2,358	7,660	5,302		5,302	30.8%	
4160 Lace Hill water	542	385	(157)		(157)	140.7%	General overspend due to price increases
4161 Lace Hill Repair & Maintenance	3,921	3,707	(214)		(214)	105.8%] Extra costs due to air pump replacement
4162 Lace Hill Planned Maintenance	8,371	7,200	(1,171)		(1,171)	116.3%] not anticipated
4164 Lace Hill equipment	1,520	3,000	1,480	1,940	(460)	115.3%	General overspend due to price increases
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	714	714	0			100.0%	
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	230	1,600	1,370		1,370	14.4%	
4603 Water	1,380	2,120	740		740	65.1%	
4606 Bowls Club Maintenance	110	2,120	2,010	225	1,785	15.8%	
<u>252 Bourton Park</u>							
4601 Repairs & maintenance fund	6,854	8,300	1,446		1,446	82.6%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<u>253 Cemeteries</u>							
1041 Burial fees	16,516	27,050	10,534			61.1%	
4225 Rates	2,201	1,056	(1,145)		(1,145)	208.4%	Underbudgeted
4265 New cemetery maintenance	0	3,500	3,500		3,500	0.0%	
4601 Repairs & maintenance fund	2,608	4,445	1,837	1,300	537	87.9%	
4602 Electricity	346	960	614		614	36.0%	
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	2,115	5,510	3,395		3,395	38.4%	
<u>254 Chandos Park toilets</u>							
4612 Contractor charge	6,997	11,810	4,813		4,813	59.2%	
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	449	765	316		316	58.7%	
<u>258 Cemetery Lodge</u>							
1061 Cemetery Lodge rental income	4,807	11,747	6,940			0.0%	
4034 PWLB repayments inc. interest	2,351	4,702	2,351		2,351	50.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
4609 Cemetery Lodge maintenance	0	3,105	3,105	115	2,990	3.7%	
<u>260 CCTV</u>							
1097 Grants Received	4,000	0	(4,000)			0.0%	* Income
4100 CCTV maintenance	6,500	2,500	(4,000)		(4,000)	260.0%	* covered by income
<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%	Income to cover 4607 *
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)	13,628	(13,734)	297.2%	Agreed by council, covered by S106 to come
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%	Expenditure covered by income *
)							
ENVIRONMENT :- Income	214,178	115,276	(98,902)			185.8%	
Expenditure	479,941	653,173	173,232	39,866	133,365	79.6%	

TOWN CENTRE & EVENTS**Detailed Income & Expenditure by Budget Heading 31/01/2024**

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
301 Town Centre & Events							
1013 Hanging baskets	(333)	456	789			(73.1%)	
1028 Lace Hill events income	472	847	375			55.8%	
1062 Community Fair table income	160	230	70			69.6%	
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	397	800	403			49.6%	
1093 Dog Show Income	48	125	77			38.4%	
1096 Community Board TCE Income	2,355	0	(2,355)			0.0%	Income received to cover planters at Villers *
1104 Remembrance Contributions	1,410	0	(1,410)			0.0%	Income received to cover 50% big screen *
3997 NI TC&E	3,064	4,323	1,259		1,259	70.9%	
3998 Pensions ERS TC&E	10,049	19,863	9,814		9,814	50.6%	
3999 Salaries TC&E	56,536	79,743	23,207		23,207	70.9%	
4042 Events equipment	972	1,000	28		28	97.2%	
4094 Youth project	3,456	3,485	30		30	99.2%	
4104 Town in Bloom	10,278	9,000	(1,278)		(1,278)	114.2%	Overspend due to Villers planters, covered by Income *
4107 Pride of Place	25	60	35		35	41.7%	
4115 River rinse	360	450	90		90	80.0%	
4128 Small Events	0	300	300		300	0.0%	
4166 Lace Hill events	585	1,500	915		915	39.0%	
4201 Christmas lights	10,287	12,800	2,513		2,513	80.4%	
4202 Firework display	6,625	6,600	(25)		(25)	100.4%	overspend due to extra signage (weather)
4203 Community fair	258	490	232		232	52.6%	
4205 Christmas parade	4,332	5,000	668	170	499	90.0%	
4207 Remembrance parade	2,367	1,030	(1,337)		(1,337)	229.8%	overspend due to big screen, see income to cover *
4208 Spring Fair	40	300	260		260	13.3%	
4211 Band Jam	4,449	4,792	343		343	92.8%	
4212 Christmas lights switch on	1,545	3,000	1,455	1,200	255	91.5%	
4213 Dog show	143	700	557		557	20.5%	
4220 Music in the Market	4,407	4,721	314		314	93.4%	
4241 Comedy Night expenditure	1,396	1,500	104		104	93.1%	
4243 Charter Fairs	4,516	5,500	984		984	82.1%	
4260 Twinning	0	65	65		65	0.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<u>302 Street markets</u>							
1005 Street markets	14,139	16,944	2,805			83.4%	
1006 Flea market	4,514	3,800	(714)			118.8%	
4017 Subscriptions	384	501	117		117	76.6%	
4225 Rates	1,672	2,900	1,228		1,228	57.6%	
4234 Market Entertainment	140	950	810	220	590	37.9%	
4235 Market infrastructure & Promot	870	1,250	380	235	145	88.4%	
<u>303 Special events</u>							
1020 Food fair income	125	571	446			21.9%	
1083 Fringe income	395	200	(195)			197.7%	
1094 Skate Park Income	0	950	950			0.0%	
1099 Summer Art Trail Sponsorship	2,265	0	(2,265)			0.0%	income from sponsorship *
4169 Skate Park Event	0	950	950		950	0.0%	
4221 Fringe	1,964	2,000	36		36	98.2%	
4242 Food fair	0	600	600		600	0.0%	
4244 Flags	362	600	238		238	60.4%	
4273 One-off events	333	1,100	767		767	30.3%	
4278 Celebrate Buckingham Day	1,702	1,800	98		98	94.6%	
4279 Summer Art Trail	922	0	(922)		(922)	0.0%	Covered by income *
<u>305 Tourist Information Centre</u>							
1084 TIC income	6,347	9,000	2,653			70.5%	
Tourist Information Centre :- Income	6,347	9,000	2,653			70.5%	
4253 TIC tickets & produce	6,584	8,500	1,916		1,916	77.5%	
4255 Heritage app expenditure	250	500	250		250	50.0%	
4274 Tourism website	251	400	149		149	62.7%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>306 Accessibility</u>						
4254 Accessibility Costs	625	2,070	1,445	75	1,370	33.8%
TOWN CENTRE & EVENTS :- Income	41,440	43,133	1,693			96.1%
Expenditure	141,750	190,343	48,593	1,900	46,693	75.5%

PLANNING

<u>601 Planning</u>						
1073 Neighbourhood Plan Income	7,999	0	(7,999)			0.0%
3992 Salaries Planning	28,470	36,458	7,988		7,988	78.1%
3993 NI Planning	2,052	2,750	698		698	74.6%
3994 Pensions ERS Planning	2,539	3,520	981		981	72.1%
4624 Neighbourhood Plan	819	2,190	1,371	407	964	56.0%
PLANNING :- Income	7,999	0	(7,999)			0.0%
Expenditure	33,879	44,918	11,039	407	10,632	76.3%

<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	529	1,287	758		758	41.1%
9014 Town In Bloom	457	1,457	1,000		1,000	31.4%
9015 Charter fairs	568	5,141	4,573	375	4,198	18.3%
9019 Memorial testing & Repairs	0	2,000	2,000	2,000	0	100.0%

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	11,099	12,230	1,131	887	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	9,825	22,000	12,175		12,175	44.7%
9050 Bridge Repairs	13,263	13,263	(0)		(0)	100.0%
9051 Office development / furniture	540	696	156		156	77.6%
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%
EARMARKED RESERVES :- Income	0	0	0			0.0%
Expenditure	46,402	374,506	328,104	5,262	322,842	13.8%
Grand Totals:- Income	1,459,938	1,327,325	(132,613)			110.0%
Expenditure	1,020,979	1,718,898	697,919	57,235	640,685	62.7%
Net Income over Expenditure	438,960	(391,573)	(830,533)			

09/01/2024

Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 9

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
01/12/2023	12797271		ANGLIAN WATER	A015	47.39	3.32	50.71	4603	248	47.39	unit 17
01/12/2023	12797288		ANGLIAN WATER	A015	184.82	16.86	201.68	4160	250	184.82	LHSCC
01/12/2023	2023-001		ACCENT PERCUSSION	A016	100.00	0.00	100.00	4273	303	100.00	Small Business Sat entertainme
01/12/2023	25234		AMBIVENT	A020	736.55	147.31	883.86	4162	250	736.55	LH works
31/12/2023	3265GEABEI		AMAZON	A035	18.07	3.61	21.68	9015	901	18.06	usb charger hub
								9015	901	0.01	usb charger hub
31/12/2023	705093025-2023-		AMAZON	A035	29.24	5.85	35.09	4038	102	29.24	power adapter
31/12/2023	722283255-2023-		AMAZON	A035	6.66	1.33	7.99	4013	102	6.66	thermostat
31/12/2023	179993431202061		AMAZON	A035	130.83	26.16	156.99	9015	901	130.83	walkie talkies
31/12/2023	101229312023173		AMAZON	A035	37.95	7.59	45.54	4042	301	37.94	cable ties
								4042	301	0.01	CABLE TIES
01/12/2023	GB-2112142135-		AMAZON	A035	224.99	45.00	269.99	9051	901	224.99	webcam / speaker
01/12/2023	GB322TOZABEI		AMAZON	A035	291.66	58.33	349.99	9051	901	291.66	Smart TV
01/12/2023	GB1312397625-		AMAZON	A035	23.37	4.67	28.04	9051	901	23.37	wallbracket
31/12/2023	138022		MLP TRAFFIC	A065	571.26	114.25	685.51	4205	301	571.26	road closure operatives
01/12/2023	5067		BALC	B001	60.00	0.00	60.00	4023	102	60.00	training SB
01/12/2023	636		COMMUNITY CENTRE	B002	257.95	0.00	257.95	4203	301	257.95	hall hire
31/12/2023	PAID		BAFA	B012	-72.00	0.00	-72.00	1026	250	-72.00	invoice paid via cb
01/12/2023	16/11		BUCKINGHAM NURSERIES	B025	122.03	24.41	146.44	4104	301	117.15	16/11/10112473/Town in Bloom
								4104	301	4.88	town in bloom
31/12/2023	74652		CDS GROUP	C007	1,813.00	362.60	2,175.60	9035	901	1,813.00	new cemetery riba stage 4-6
31/12/2023	2023		CHRISTMAS	C045	2,800.00	0.00	2,800.00	4205	301	2,800.00	christmas parade contribution
19/12/2023	462420		CLARITY	C053	210.70	42.14	252.84	4012	102	210.70	copy charges sep - dec
31/12/2023	5132		CLOUDY IT	C073	932.50	186.50	1,119.00	4027	102	932.50	monthly hosting aug
31/12/2023	5885		CLOUDY IT	C073	932.50	186.50	1,119.00	4027	102	932.50	MONTHLY HOSTING
01/12/2023	1404462625		DELL	D022	774.16	154.83	928.99	4038	102	774.16	laptop CM
31/12/2023	CI151764D-0024		E-ON	E006	732.83	146.57	879.40	4159	250	732.83	elec lhsc dec 23
01/12/2023	10558		EXTERNITURE	E022	2,866.00	573.20	3,439.20	4112	201	2,866.00	refurb bus shelters

09/01/2024

Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 9

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
31/12/2023	22363		FUTURE SIGNS	F003	317.50	63.50	381.00	4042	301	317.50	corex signs
31/12/2023	22364		FUTURE SIGNS	F003	317.50	63.50	381.00	4235	302	52.92	corex signs
								4235	302	264.58	COREX SIGNS
31/12/2023	22365		FUTURE SIGNS	F003	975.00	195.00	1,170.00	4205	301	820.80	corex signs
								9015	901	154.20	corex signs
31/12/2023	26850		GANDERTON	G008	313.60	62.72	376.32	4063	205	138.66	FUEL
								4035	205	165.53	FUEL
								4202	301	9.41	PARAFFIN
31/12/2023	4522		GREENFLOW	G020	30.41	6.08	36.49	4612	254	30.41	service for c park toilets
31/12/2023	972266		GRUNDON	G050	215.77	43.15	258.92	4033	205	215.77	WHEELIE BINS DEPOT
31/12/2023	972267		GRUNDON	G050	125.42	25.08	150.50	4033	205	125.42	WHEELIE BINS LHSCC
31/12/2023	988050		GRUNDON	G050	116.15	23.23	139.38	4033	205	116.15	wheelie bins LHSCC
31/12/2023	988051		GRUNDON	G050	185.54	37.11	222.65	4033	205	185.54	wheelie bins depot
31/12/2023	2073609300		HOOTSUITE	H001	1,068.00	213.60	1,281.60	4041	102	1,068.00	annual subs hootsuite
01/12/2023	13364		HEALTH	H011	1,741.67	348.33	2,090.00	4612	249	870.83	toilet maintenance
								4612	254	870.84	toilet maintenance
01/12/2023	1721		IAC	I001	395.00	79.00	474.00	4014	104	395.00	interim audit Nov 23
31/12/2023	164686		JANITORIAL DIRECT	J013	214.27	42.85	257.12	4164	250	203.26	CLEAING SUPPLIES
								4164	250	11.01	CLEAING SUPPLIES
12/12/2023	12/23		LEEDERS HARDWARE	L024	1.87	0.38	2.25	4161	250	1.87	plug for LHSCC
01/12/2023	24/11		LEEDERS HARDWARE	L024	4.58	0.92	5.50	4010	102	4.58	office equipment
31/12/2023	1106933		MAINSTREAM	M061	63.00	12.60	75.60	4018	102	63.00	817433
19/12/2023	240086		NATIONAL EXPRESS	N023	134.32	0.00	134.32	4253	305	134.32	nation express tickets
31/12/2023	1431		ONEILL HOMER	O009	2,050.00	410.00	2,460.00	9049	901	2,050.00	consultation
31/12/2023	102707		OAKPARK	O060	411.84	82.36	494.20	4164	250	411.84	cctv call out
01/12/2023	103694		OAKPARK	O060	100.00	20.00	120.00	4601	248	100.00	cctv repair (change of BBand)
01/12/2023	131774		PARAGON	P008	191.70	38.34	230.04	9012	901	191.70	festoon lights
01/12/2023	131775		PARAGON	P008	884.20	176.84	1,061.04	4202	301	884.20	tower lights
12/12/2023	132329		PARAGON	P008	10.33	2.07	12.40	4037	205	10.33	blades and gloves

09/01/2024

Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 9

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
31/12/2023	132446		PARAGON	P008	445.95	89.19	535.14	4620	253	445.95	digger hire
01/12/2023	05		BECKI PONTEFRACT	P029	140.00	0.00	140.00	4234	302	140.00	facepainting at chantry chapel
31/12/2023	70194445		PHS	P051	213.82	42.76	256.58	4162	250	213.82	sanitary waste and mats
31/12/2023	70194446		PHS	P051	19.11	3.82	22.93	4162	250	19.11	sanitary waste disposal
31/12/2023	148516		PAYROLL OPTIONS	P057	141.22	28.24	169.46	4030	102	141.22	monthly payroll
01/12/2023	BK212288-1		SLCC	S005	291.67	58.33	350.00	4023	102	291.67	National Conference CM
01/12/2023	BK212288-2		SLCC	S005	75.00	15.00	90.00	4023	102	75.00	national conference cm
01/12/2023	BK213627-1		SLCC	S005	342.50	68.50	411.00	4023	102	342.50	CM Conference
01/12/2023	63962		SSE	S019	65.29	3.26	68.55	4603	251	65.29	oct chandos toilets
12/12/2023	164277		SSE	S019	24.42	1.22	25.64	4052	102	24.42	november 23 feeder pillar
12/12/2023	169073		SSE	S019	63.67	3.18	66.85	4602	251	63.67	Chandos Toilets Nov 23
19/12/2023	184709		SSE	S019	59.87	2.99	62.86	4602	248	59.87	elec nov 23
31/12/2023	8700128123		SSE	S019	57.19	2.86	60.05	4602	248	57.19	UNIT 17
31/12/2023	15091SJ		SJ MOBILITY	S028	773.79	154.76	928.55	4608	249	285.00	SHOP MOB SERVICING
								4608	249	488.79	SHOP MOB SERVICING
01/12/2023	AGJ907		TRAVIS	T010	13.85	2.77	16.62	4601	253	13.85	redwood planed
19/12/2023	AGL079		TRAVIS	T010	45.04	9.01	54.05	4161	250	45.04	decrating items
19/12/2023	AGL124		TRAVIS	T010	5.78	1.16	6.94	4161	250	5.78	trade paint
06/12/2023	32192892/23		TOTAL	T049	-91.41	-4.57	-95.98	4602	253	-91.41	Final invoice for chapel A
01/12/2023	4771		TS ELECTRICAL	T067	742.08	148.42	890.50	4112	201	691.08	emergency lighting works
								4112	201	51.00	emergency lighting works
01/12/2023	4781		TS ELECTRICAL	T067	337.00	67.40	404.40	9012	901	337.00	lamp post repairs
01/12/2023	3371686		VIKING DIRECT	V001	61.89	12.38	74.27	4010	102	61.89	stationery
01/12/2023	3393601		VIKING DIRECT	V001	61.72	12.34	74.06	4010	102	61.72	3393601/10112483/Stationery
31/12/2023	3472346		VIKING DIRECT	V001	22.57	4.51	27.08	4010	102	22.57	STATIONERY
31/12/2023	3479846		VIKING DIRECT	V001	111.46	22.29	133.75	4010	102	111.46	3479846/10112500/Stationery
12/12/2023	55411		VAUGHTONS	V003	278.00	55.60	333.60	4013	102	278.00	New Cllr badges x 2
12/12/2023	CREDIT		VAUGHTONS	V003	-122.10	0.00	-122.10	4013	102	-122.10	credit on account not returned
01/12/2023	1		VICTORIA RUSKIN-CLEM	V004	220.00	0.00	220.00	4273	303	220.00	bubble artist small bus sat

09/01/2024

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Buckingham Town Council

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 9

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
				TOTAL INVOICES	28,099.51	4,863.11	32,962.62			28,099.51	

<u>LIST OF DIRECT DEBITS AND STANDING ORDERS</u>					
<u>SUPPLIER</u>	<u>DESCRIPTION OF SERVICE</u>	<u>PAID</u>			<u>COST</u>
		<u>MONTHLY</u>	<u>QUARTERLY</u>	<u>ANNUAL</u>	<u>VARI / FIXED</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>V/F</u>
ANGLIAN WATER (WAVE)	WATER SUPPLY DEPOT				V
ANGLIAN WATER (WAVE)	WATER SUPPLY CHANDOS				V
ANGLIAN WATER (WAVE)	WATER SUPPLY CHANDOS PARK TOILETS				V
ANGLIAN WATER (WAVE)	WATER SUPPLY LACE HILL				V
BUCKINGHAMSHIRE COUNCIL	RATES CEMETERY	Y			F
BUCKINGHAMSHIRE COUNCIL	RATES LACE HILL	Y			F
BUCKINGHAMSHIRE COUNCIL	RATES MARKETS	Y			F
BUCKINGHAMSHIRE COUNCIL	RATES DEPOT	Y			F
BUCKINGHAMSHIRE COUNCIL	RATES BUCKINGHAM CENTRE	Y			F
EON	ELECTRIC	Y			V
GRENKE	PHOTOCOPIER HIRE		Y		F
GRUNDON	WHEELIE BINS, DEPOT AND LACE HILL	Y			
HOOTSUITE	TOURISM WEBSITE			Y	F
MAINSTREAM DIGITAL	TELEPHONE / BROADBAND	Y			V
PLUSNET / PLAN.COM	MOBILE PHONES / BROADBAND CHAMBE	Y			V
SEIMENS (O2 AND 3) FROM OCT 23	MOBILE PHONES / BROADBAND CHAMBE	Y			F
PAYROLL OPTIONS	MONTHLY PRODUCTION OF PAYROLL	Y			V

PHS	SANITARY WASTE / DOOR MATS		Y		V
OPUS	GAS LACE HILL	Y			V
SQUARESPACE	TOURISM WEBSITE	Y			F
SSE / Eon	ELECTRIC chandos park toilets	Y			V
	depot	Y			V
	lhsc	Y			V
	CHAPELS	Y			V
CANVA	Design (posters)			Y	V

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		Next meeting
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		To be completed by the end of the financial year.
Resources	369/23 489/23	Grants	The Town Clerk will look into credit checks for grant applicants. The Town Clerk confirmed that a report will be brought to the next Resources meeting in January.	Town Clerk Town Clerk		On agenda
Resources	482/23	Accounts presentation	The Town Clerk and the Finance Officer will attend a training session, run by the software provider, in February 2024; options for presentation of the accounts will be discussed and training opportunities for Members will be considered.	Town Clerk		End February 2024

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Resources	496/23	Motion: Cllr. Schaefer	Cllr. Harvey Proposed that we defer Cllr. Schaefer's motion and ask that the appraisers undertake further research to clarify contractual rights. Cllr. Try Seconded. A vote was taken and Members AGREED.	Cllr. Collins, Cllr. O'Donoghue and Cllr. Schaefer		On agenda