



Buckingham Town Council

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Town Clerk: Claire Molyneux

RESOURCES
COMMITTEE

Wednesday, 28 February 2024

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 4th March 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 15th January 2024.

[Copy previously circulated](#)

4. Budgets

To receive and agree the budget reports:

- 4.1. Detailed Income and Expenditure report and summary of budget variances.
- 4.2. Purchase Ledger from January and February 2024.

[Appendix A](#)
[Appendix B](#)

5. Fund transfers

To note that on the 18th January 2024 £100,000 was transferred from the CCLA to the current account.



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. Quarterly banking reconciliations

To note that the Vice Chair has reviewed and signed the quarterly banking reconciliations.

7. Annual Community Grants

7.1. To receive and discuss a written report from the Deputy Town Clerk recommending four year grant awards for 2024/25. [R/160/23](#)

7.2. To receive and discuss a written report from the Deputy Town Clerk recommending annual one year grant awards for 2024/25. [R/161/23](#)
One year grants cover sheets. [Appendix C](#)

8. Annual reviews

8.1. Financial Regulations and Risk Assessment
To receive a report from the Town Clerk and RFO. [R/162/23](#)
[Appendix D](#)
[Appendix E](#)

8.2. Investment Strategy
To receive a report from the Compliance and Projects Manager and the Town Clerk. [R/163/23](#)
[Appendix F](#)

8.3. Media policy
To receive a report from the Deputy Town Clerk. [R/164/23](#)
[Appendix G](#)

9. Internal Controls review

To receive a report from the Compliance and Projects Manager. [R/165/23](#)

10. Business rates update

To receive a report from the Compliance and Projects Manager. [R/166/23](#)

11. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

12. Action Report

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

13. Chair's announcements

14. Date of next meeting: Monday 29th April 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. Debtors list

To receive the current list of debtors over 3 months old. [Appendix I](#)

16. Payment endorsements

To note payment endorsement sheets 11 to 15. [Appendix J](#)

17. Insurance

17.1. To receive a report from the Town Clerk. [R/167/23](#)
[Appendix K](#)

18. Internal auditor

18.1. To receive a report from the Finance Officer.

[R/168/23](#)

To:

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

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<u>RESOURCES</u>							
<u>101 Personnel EXPENDITURE</u>							
4000 Salaries Admin	164,895	197,122	32,227		32,227	83.7%	
4005 ERS National Insurance	16,479	21,446	4,967		4,967	76.8%	
4006 ERS Pension Contributions	39,038	49,465	10,427		10,427	78.9%	
4007 Staff travel	88	500	412		412	17.7%	
4008 Occupational Health	0	1,369	1,369		1,369	0.0%	
4025 HR advice	8,034	4,998	(3,036)		(3,036)	160.7%	Part cost to be c/fwd to 2024/25 by an accrual.
4026 Staff & Recruitment	57	500	443		443	11.3%	
<u>102 Office expenses INCOME</u>							
1010 Chamber hire	591	850	259			69.5%	
1012 Photocopier use	11	5	(6)			226.0%	More income than expected.
1105 Asset Disposal	55	0	(55)			0.0%	
<u>102 Office expenses EXPENDITURE</u>							
4010 Stationery	2,123	3,020	897	126	770	74.5%	
4011 Postage	121	450	329		329	26.9%	
4012 Photocopier	1,265	2,500	1,235		1,235	50.6%	
4013 Equipment purchase	530	1,150	620	445	175	84.8%	
4017 Subscriptions	3,709	4,050	342	337	5	99.9%	
4018 Telephones	8,766	10,000	1,234		1,234	87.7%	
4019 Hire of Community Hall	0	300	300		300	0.0%	
4021 Hospitality	297	400	103		103	74.2%	
4023 Training	1,812	10,010	8,198	795	7,403	26.0%	
4027 Software	13,570	16,000	2,430		2,430	84.8%	
4030 Payroll	1,634	2,070	436		436	78.9%	
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	3,167	2,500	(667)		(667)	126.7%	Price increases of all utilities
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%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation	Appendix A
<u>103 Councillors EXPENDITURE</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	90	2,295	7.8%		
<u>104 Legal requirements INCOME</u>								
1098 Insurance Claims Income	3,977	0	(3,977)			0.0%	Insurance income from claims	
<u>104 Legal requirements EXPENDITURE</u>								
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 EXPENDITURE</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 EXPENDITURE</u>								
4501 Civic award	772	845	74		74	91.3%		
4504 Remembrance wreath	25	62	37		37	40.3%		
4505 Mayor's salver	106	110	4		4	96.0%		
4506 Bardic gift	0	50	50		50	0.0%		
<u>130 Admin reserves INCOME</u>								
1176 Precept	1,164,561	1,164,561	0			100.0%		
1190 Interest received	27,661	3,500	(24,161)			790.3%	More interest received than expected	
<u>132 Future planning / contingencies EXPENDITURE</u>								
4500 Future planning / contingencies	3,291	12,500	9,209		9,209	26.3%		
4999 Town Centre Study	0	0	0	8,125	(8,125)	0.0%	Funding due from Community Board	
<u>304 Youth Council EXPENDITURE</u>								
4238 Youth Council admin	0	110	110		110	0.0%		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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Explanation

Appendix A

ENVIRONMENT201 Environment EXPENDITURE

3995	NI Environment	15,722	20,582	4,860	4,860	76.4%
3996	Pensions ERS Environment	40,982	57,963	16,981	16,981	70.7%
4004	Salaries Environment	178,687	230,926	52,239	52,239	77.4%
4112	Environment Equipment	7,911	10,260	2,349	2,349	77.1%
4168	Defibrillators	223	518	295	295	43.1%

202 Roundabouts INCOME

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	765	3,060	2,295		25.0%
1057	Roundabout no. 7	1,561	1,561	0		100.0%

Roundabout Sponsorship still available
Pay monthly DD (Feb and March outstanding)
Roundabout Sponsorship Jan – Mar 24

202 Roundabouts EXPENDITURE

4108	Roundabout	888	2,110	1,222	1,222	42.1%
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203 Maintenance EXPENDITURE

4082	Allotments	2,101	2,101	0	0	100.0%
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204 Devolved services expenses INCOME

1017	Devolved services income	22,881	20,992	(1,889)		109.0%
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Received more income than anticipated

205 Grounds maintenance EXPENDITURE

4033	Waste disposal	3,990	5,610	1,620	1,620	71.1%
4035	Machinery	413	2,650	2,237	1,242	994
4036	Fuel (Mower)	1,849	2,300	451	451	80.4%
4037	Sundries	1,514	2,750	1,236	1,236	55.0%
4063	Vehicle hire and running costs	3,103	7,000	3,897	3,897	44.3%

248 Depot EXPENDITURE

4013	Equipment purchase	0	4,070	4,070	4,070	0.0%
4055	Alarm	517	500	(17)	(17)	103.4%
4225	Rates	4,349	4,556	207	207	95.5%
4601	Repairs & maintenance fund	157	900	743	743	17.4%
4602	Electricity	1,058	2,000	942	942	52.9%
4603	Water	350	550	200	200	63.7%

Price increases

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation	Appendix A
<u>249 C Meadow Toilets/Shopmobility INCOME</u>								
1085 Shopmobility income	215	200	(15)			107.5%		
<u>249 C Meadow Toilets/Shopmobility EXPENDITURE</u>								
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	7,838	10,560	2,722		2,722	74.2%		
4709 Maintenance	1,162	600	(562)		(562)	193.7%	Unexpected electrical works to lights and sensors	
<u>250 Lace Hill INCOME</u>								
1026 Lace Hill Community Centre	42,433	40,250	(2,183)			105.4%	More income received than anticipated	
1103 LA Sector VAT Refund	1,584	0	(1,584)			0.0%	Refund of non-business use VAT	
<u>250 Lace Hill EXPENDITURE</u>								
4050 Lace Hill playing fields	280	550	270		270	51.0%		
4118 Solar panels	0	380	380		380	0.0%		
4158 Lace Hill gas	4,609	4,202	(407)		(407)	109.7%	Price increase higher than expected	
4159 Lace Hill electricity	2,268	7,660	5,392		5,392	29.6%		
4160 Lace Hill water	654	385	(269)		(269)	169.9%	Price increase higher than expected	
4161 Lace Hill Repair & Maintenance	4,208	3,707	(501)		(501)	113.5%	Unexpected costs due to heating system repairs	
4162 Lace Hill Planned Maintenance	8,616	7,200	(1,416)		(1,416)	119.7%	Unexpected costs due to heating system repairs	
4164 Lace Hill equipment	2,176	3,000	824	1,601	(777)	125.9%	Unexpected Heating system and CCTV call out costs	
4225 Rates	10,354	10,704	350		350	96.7%	£7765 rebate applied for.	
<u>251 Chandos Park INCOME</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%	Solar panel Income	
<u>251 Chandos Park EXPENDITURE</u>								
4601 Repairs & maintenance fund	526	3,780	3,254	6,487	(3,233)	185.5%	Playground equipment as per minute S106 due	
4602 Electricity	297	1,600	1,303		1,303	18.5%		
4603 Water	2,561	2,120	(441)		(441)	120.8%	Price increases	
4606 Bowls Club Maintenance	397	2,120	1,723		1,723	18.7%		
<u>252 Bourton Park EXPENDITURE</u>								
4601 Repairs & maintenance fund	7,557	8,300	743		743	91.1%		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation	Appendix A
<u>253 Cemeteries INCOME</u>								
1041 Burial fees	17,711	27,050	9,339			65.5%		
<u>253 Cemeteries EXPENDITURE</u>								
4225 Rates	2,201	1,056	(1,145)		(1,145)	208.4%	See Rates report for information.	
4265 New cemetery maintenance	0	3,500	3,500		3,500	0.0%		
4601 Repairs & maintenance fund	2,973	4,445	1,472	935	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	31,654	69,647	37,993	2,405	35,588	48.9%		
4620 Expenses for burial duties	2,977	5,510	2,533		2,533	54.0%		
<u>254 Chandos Park Toilets EXPENDITURE</u>								
4612 Contractor charge	7,868	11,810	3,942		3,942	66.6%		
4709 Maintenance	1,159	1,185	26		26	97.8%		
<u>255 Railway Walk & Castle Hill EXPENDITURE</u>								
4120 Friends of Groups	0	1,140	1,140		1,140	0.0%		
4709 Maintenance	431	1,096	665	168	497	54.6%		
<u>256 Storage Premises EXPENDITURE</u>								
4066 Grenville Garage Rent	549	765	216		216	71.7%		
<u>258 Cemetery Lodge INCOME</u>								
1061 Cemetery Lodge rental income	6,732	11,747	5,015			57.3%		
<u>258 Cemetery Lodge EXPENDITURE</u>								
4034 PWLB repayments inc. interest	4,702	4,702	(0)		(0)	100.0%		
4609 Cemetery Lodge maintenance	115	3,105	2,990		2,990	3.7%		
<u>260 CCTV INCOME</u>								
1097 Grants Received	4,000	0	(4,000)			0.0%	Grant to cover costs of 260.	
<u>260 CCTV EXPENDITURE</u>								
4100 CCTV maintenance	6,500	2,500	(4,000)		(4,000)	260.0%	Grant received to cover costs *	
<u>261 Community Centre EXPENDITURE</u>								
4085 Structural repairs	238	15,000	14,762	5,545	9,217	38.6%	Unexpected repairs to door	
4091 Chamber	1,146	1,051	(95)		(95)	109.1%		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation	Appendix A
<u>262 Parks General INCOME</u>								
1064	Section 106 income	121,043	0	(121,043)		0.0%	S106 received to cover playground spends *	
1106	LATF Grant Income	2,175	0	(2,175)		0.0%	To be used to purchase trees, 50% more due	
<u>262 Parks General EXPENDITURE</u>								
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	9,756	6,966	(2,790)	13,413	(16,203)	332.6%	To be covered by S106
4122	Tree works	8,735	28,200	19,465	4,188	15,277	45.8%	
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%	Bourton Toddler park covered by S106*

TOWN CENTRE & EVENTS

<u>301 Town Centre & Events INCOME</u>								
1013	Hanging baskets	(333)	456	789		(73.1%)		
1028	Lace Hill events income	472	847	375		55.8%		
1062	Community Fair table income	175	230	55		76.1%		
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 *	
<u>301 Town Centre & Events EXPENDITURE</u>								
3997	NI TC&E	3,493	4,323	830		830	80.8%	
3998	Pensions ERS TC&E	11,262	19,863	8,601		8,601	56.7%	
3999	Salaries TC&E	63,444	79,743	16,299		16,299	79.6%	
4042	Events equipment	980	1,000	20		20	98.0%	
4094	Youth project	3,456	3,485	30		30	99.2%	
4104	Town in Bloom	11,311	9,000	(2,311)		(2,311)	125.7%	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	66	300	234		234	22.0%	
4166	Lace Hill events	659	1,500	841		841	44.0%	
4201	Christmas lights	10,187	12,800	2,613		2,613	79.6%	
4202	Firework display	6,660	6,600	(60)		(60)	100.9%	overspend due to extra signage (weather)
4203	Community fair	258	490	232		232	52.6%	
4205	Christmas parade	4,465	5,000	535		535	89.3%	
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%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation	Appendix A
4211 Band Jam	4,449	4,792	343		343	92.8%		
4212 Christmas lights switch on	2,845	3,000	155		155	94.8%		
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	4,540	5,500	960		960	82.6%		
4260 Twinning	0	65	65		65	0.0%		
<u>302 Street markets INCOME</u>								
1005 Street markets	15,339	16,944	1,605			90.5%		
1006 Flea market	4,940	3,800	(1,140)			130.0%	Flea Market are having a record year.	
<u>302 Street markets EXPENDITURE</u>								
4017 Subscriptions	384	501	117		117	76.6%		
4225 Rates	1,672	2,900	1,228		1,228	57.6%		
4234 Market Entertainment	232	950	718		718	24.4%		
4235 Market infrastructure & Promotion	1,105	1,250	145		145	88.4%		
<u>303 Special Events INCOME</u>								
1020 Food fair income	580	571	(9)			101.6%		
1083 Fringe income	395	200	(195)			197.7%	More income than expected	
1094 Skate Park Income	0	950	950			0.0%		
1099 Summer Art Trail Sponsorship	2,265	0	(2,265)			0.0%	income from sponsorship *	
<u>303 Special Events EXPENDITURE</u>								
4169 Skate Park Event	0	950	950		950	0.0%		
4221 Fringe	1,964	2,000	36		36	98.2%		
4242 Food fair	492	600	108		108	82.0%		
4244 Flags	446	600	154		154	74.3%		
4273 One-off events	290	1,100	810		810	26.4%		
4278 Celebrate Buckingham Day	1,702	1,800	98		98	94.6%		
4279 Summer Art Trail	1,055	0	(1,055)		(1,055)	0.0%	Sponsorship income on line 1099	
<u>305 Tourist Information Centre INCOME</u>								
1084 TIC income	6,748	9,000	2,252			75.0%		
<u>305 Tourist Information Centre EXPENDITURE</u>								
4253 TIC tickets & produce	6,984	8,500	1,516		1,516	82.2%		
4255 Heritage app expenditure	250	500	250		250	50.0%		
4274 Tourism Website	299	400	101		101	74.7%		
<u>306 Accessibility EXPENDITURE</u>								
4254 Accessibility Costs	700	2,070	1,370		1,370	33.8%		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation	Appendix A
<u>PLANNING</u>								
<u>601 Planning INCOME</u>								
1073 Neighbourhood Plan Income	7,999	0	(7,999)			0.0%		
<u>601 Planning EXPENDITURE</u>								
3992 Salaries Planning	31,564	36,458	4,894		4,894	86.6%		
3993 NI Planning	2,270	2,750	480		480	82.5%		
3994 Pensions ERS Planning	2,821	3,520	699		699	80.1%		
4624 Neighbourhood Plan	1,249	2,190	941		941	57.0%		
<u>EARMARKED RESERVES</u>								
<u>901 Ear-marked Reserves EXPENDITURE</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	979	5,141	4,162		4,162	19.0%		
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	11,986	12,230	244		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 Hill repairs & Maintenance	0	25,000	25,000		25,000	0.0%		
9057 Cemetery Lodge repairs	0	5,180	5,180		5,180	0.0%		
9058 Bowls Club Pavillion repairs	0	770	770		770	0.0%		
9059 Making good / boundary repairs	0	45,000	45,000		45,000	0.0%		
9062 Grants	0	3,000	3,000		3,000	0.0%		
9063 Twinning	0	2,418	2,418		2,418	0.0%		
9065 Purchase cemetery & allotment	0	87,000	87,000		87,000	0.0%		
9066 Summer Sculpture Trail	0	585	585		585	0.0%		
9067 Training	375	4,300	3,925		3,925	8.7%		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation	Appendix A
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	1,477,780	1,327,325	(150,455)			111.3%	There has been £150,455 more income than budgeted for.	
Expenditure	1,114,558	1,718,898	604,340	56,050	548,290	68.1%	This line is based on all the EMR being spent.	
Net Income over Expenditure	363,222	(391,573)	(754,795)					

22/02/2024

Buckingham Town Council

Appendix B

14:51

PURCHASE LEDGER INVOICE LISTING

Page 1

User: JODIE

Bought Ledger 1 for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/01/2024	25522		AMBIVENT	A020	316.88	63.38	380.26	4164	250	316.88	heating issue
31/01/2024	25578		AMBIVENT	A020	182.00	36.40	218.40	4161	250	182.00	underfloor heating faults
29/01/2024	129346371-2024-		AMAZON	A035	11.50	2.30	13.80	4242	303	11.50	PLASTIC TABLE COVERS
29/01/2024	152343461-2024-		AMAZON	A035	9.99	2.00	11.99	4242	303	9.99	STICKER PAPER
29/01/2024	649761235-2024-		AMAZON	A035	18.29	3.66	21.95	4253	305	18.29	INKJET PAPER
29/01/2024	1169429445-2024-		AMAZON	A035	3.74	0.75	4.49	4013	102	3.74	MILK BOTTLE TOPS
08/01/2024	1637535315-2024-		AMAZON	A035	24.99	5.00	29.99	4013	102	24.99	headphones LS
12/01/2024	GB4CMJYDAEUI		AMAZON	A035	3.67	0.73	4.40	4112	201	3.67	koolpacks
10/01/2024	GB4FLWCABEI		AMAZON	A035	16.46	3.29	19.75	4037	205	16.46	wet rot wood hardner
12/01/2024	GB44BUUABEI		AMAZON	A035	2.06	0.41	2.47	4112	201	2.06	rewireable plug
12/01/2024	GB44BUYABEI		AMAZON	A035	19.93	3.99	23.92	4112	201	19.93	cable ties, timer swithc
29/01/2024	GB48MIDABEI		AMAZON	A035	0.65	0.13	0.78	4013	102	0.65	ELECTRICAL TAPE
08/01/2024	74401		ABBOT FIRE	A054	225.00	45.00	270.00	4606	251	225.00	bowls serv fire exting
08/01/2024	74403		ABBOT FIRE	A054	115.00	23.00	138.00	4609	258	115.00	cem lodge fire exting serv
12/01/2024	74472		ABBOT FIRE	A054	61.69	12.34	74.03	4606	251	61.69	bowls club exting serv
12/01/2024	74473		ABBOT FIRE	A054	193.29	38.66	231.95	4601	251	193.29	tennis fire exting serv
31/01/2024	38264		AYLESBURY FIRE	A058	154.44	30.89	185.33	4162	250	154.44	fire alarm service
12/01/2024	642		COMMUNITY CENTRE	B002	3,155.63	0.00	3,155.63	4052	102	670.11	utilities recharges gas
								4052	102	2,323.92	utilities recharges elec
								4052	102	161.60	utilities recharges water
20/01/2024	658		COMMUNITY CENTRE	B002	288.75	0.00	288.75	4242	303	288.75	hall hire food fair
26/01/2024	131308		BUCKS COUNCIL	B006	21.75	0.00	21.75	4242	303	21.00	temp event notice food fair
								4242	303	0.75	temp event notice food fair
10/01/2024	352258		BUILDBASE	B013	15.08	3.02	18.10	4112	201	15.08	hanson postfix
08/01/2024	444477		BROWNS	B031	58.32	11.66	69.98	4035	205	58.32	chain loop
26/01/2024	504325		BCQ	B052	80.00	0.00	80.00	4242	303	80.00	foodie maps
01/01/2024	74645A		CDS GROUP	C007	887.00	177.40	1,064.40	9035	901	887.00	bourton footpaths
01/01/2024	74645B		CDS GROUP	C007	513.00	102.60	615.60	9035	901	513.00	bourton footpaths

22/02/2024

Buckingham Town Council

Appendix B

14:51

PURCHASE LEDGER INVOICE LISTING

Page 2

User: JODIE

Bought Ledger 1 for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2024	74678		CDS GROUP	C007	2,820.00	564.00	3,384.00	4619	253	2,820.00	new cemtery development
31/01/2024	74715		CDS GROUP	C007	1,300.00	260.00	1,560.00	9035	901	1,300.00	bourton park footpaths
31/01/2024	51915		CMT GROUP	C020	544.52	108.90	653.42	4205	301	133.32	no parking cones / barriers
								9015	901	411.20	no parking cones / barriers
10/01/2024	8214		COX	C041	90.00	18.00	108.00	4620	253	90.00	topsoil
31/01/2024	6248		CLOUDY IT	C073	810.00	162.00	972.00	4027	102	810.00	adobe licence x 2
31/01/2024	6267		CLOUDY IT	C073	932.50	186.50	1,119.00	4027	102	932.50	monthly hosting
31/01/2024	3732		DJ DOORS	D021	105.00	21.00	126.00	4161	250	105.00	call out lhsc door
31/01/2024	KI-C151764D-0025		E-ON	E006	643.15	128.63	771.78	4159	250	643.15	LHSCC Jan 24
08/01/2024	22390		FUTURE SIGNS	F003	235.00	47.00	282.00	4235	302	235.00	corex signs
29/01/2024	015		FACEBOOK	F023	10.00	0.00	10.00	4026	101	10.00	JOB AD FOR GS
29/01/2024	016		FACEBOOK	F023	0.13	0.00	0.13	4026	101	0.13	JOB AD FOR GS TEAM
29/01/2024	266		FACEBOOK	F023	10.00	0.00	10.00	4026	101	10.00	JOB AD FOR GS
29/01/2024	821		FACEBOOK	F023	0.59	0.00	0.59	4026	101	0.59	AD FOR GS JOB
01/01/2024	748		FESTIVE ROAD	F026	1,200.00	0.00	1,200.00	4212	301	1,200.00	DRAGON HIRE
01/01/2024	27040		GANDERTON	G008	270.46	54.09	324.55	4063	205	231.53	fuel
								4036	205	38.93	fuel
31/01/2024	1000732		GRUNDON	G050	188.17	37.63	225.80	4033	205	188.17	wheelie bins
31/01/2024	1000733		GRUNDON	G050	142.53	28.51	171.04	4033	205	142.53	wheelie bins lhsc
12/01/2024	19827		HERON	H009	736.88	147.37	884.25	4108	202	184.22	T King roundabout signs
								4108	202	552.66	T King roundabout signs
20/01/2024	19834		HERON	H009	552.66	110.53	663.19	4108	202	552.66	3 x lader cafe roundabout sign
27/01/2024	19842		HERON	H009	736.87	147.38	884.25	4108	202	736.87	roundabout signs russ & butler
27/01/2024	22526		HAMPSHIRE FLAG	H053	83.49	16.70	100.19	4244	303	83.49	armed forces day flag
31/01/2024	01/24		INDEED	I011	35.90	0.00	35.90	4026	101	35.90	JOB ADVERTS BOOSTS
31/01/2024	9590		KEVAN WITT ASSOCIATE	K001	365.00	73.00	438.00	4601	253	365.00	monitoring chapel
31/01/2024	1109227		MAINSTREAM	M061	66.00	13.20	79.20	4018	102	66.00	816801
31/01/2024	1109228		MAINSTREAM	M061	99.15	19.83	118.98	4018	102	99.15	816801
31/01/2024	1109229		MAINSTREAM	M061	63.00	12.60	75.60	4018	102	63.00	812872

Bought Ledger 1 for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2024	1109230		MAINSTREAM	M061	66.15	13.23	79.38	4018	102	66.15	812872
26/01/2024	240444		NATIONAL EXPRESS	N023	59.70	0.00	59.70	4253	305	59.70	national express tic
12/01/2024	132727		PARAGON	P008	243.40	48.68	292.08	4620	253	243.40	digger hire
31/01/2024	133024		PARAGON	P008	258.60	51.72	310.32	4620	253	258.60	digger hire
29/01/2024	2838		PRESTON BISSET	P021	1,033.33	206.67	1,240.00	4104	301	1,033.33	WINTER HANGING BASKETS
01/01/2024	2601120		PRS	P044	339.11	67.82	406.93	4164	250	339.11	LHSCC PRS
31/01/2024	148975		PAYROLL OPTIONS	P057	136.92	27.38	164.30	4030	102	136.92	monthly payroll
12/01/2024	941521		QUEST	Q002	23.18	4.63	27.81	4112	201	23.18	drill bit, bolts
10/01/2024	2023		RBL	R002	25.00	0.00	25.00	4504	125	25.00	wreath nov 23
17/01/2024	QL204768-1		SLCC	S005	375.00	0.00	375.00	4023	102	375.00	CM Masters deposit
26/01/2024	2324263		SEAHAWKS	S007	37.50	0.00	37.50	4242	303	37.50	COOKING AWARD
26/01/2024	2324264		SEAHAWKS	S007	42.75	0.00	42.75	4242	303	42.75	WELL DONE ROSETTES
26/01/2024	2324265		SEAHAWKS	S007	65.94	0.00	65.94	4128	301	65.94	TROPHIES Pancake Race
22/01/2024	4556079		SUPERLEC	S061	17.89	3.58	21.47	4601	251	17.89	fuse street lights
18/01/2024	294985		TUDOR ENVIRONMENTAL	T002	44.85	8.97	53.82	4037	205	44.85	2 stroke engine oil
26/01/2024	295737		TUDOR ENVIRONMENTAL	T002	19.20	3.84	23.04	4037	205	19.20	lawn mower oil
31/01/2024	AGL515		TRAVIS	T010	13.58	2.72	16.30	4601	252	13.58	postcrete
01/01/2024	3569836		VIKING DIRECT	V001	73.01	14.60	87.61	4010	102	73.01	3569836/10112512/Stationery
31/01/2024	3704540		VIKING DIRECT	V001	-2.49	-0.50	-2.99	4010	102	-2.49	credit returned items
12/01/2024	211912026		VISTAPRINT	V009	386.70	77.34	464.04	4624	601	375.88	banners
								4624	601	10.82	banners
31/01/2024	212652050		VISTAPRINT	V009	75.38	15.08	90.46	4254	306	75.38	banners
12/01/2024	213124533		VISTAPRINT	V009	30.91	6.18	37.09	4624	601	30.91	flyers
31/01/2024	59321		WORKNEST	W029	4,775.00	955.00	5,730.00	4025	101	4,775.00	dec 23 to dec 24 hr package
31/01/2024	59322		WORKNEST	W029	447.08	89.42	536.50	4025	101	447.08	dec 23 - dec 24 insurance HR
TOTAL INVOICES					27,007.80	4,319.84	31,327.64			27,007.80	

26/02/2024

Buckingham Town Council

Appendix B

11:51

PURCHASE LEDGER INVOICE LISTING

Page 1

User: JODIE

Bought Ledger 1 for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/02/2024	13116236		ANGLIAN WATER	A015	1,180.86	0.00	1,180.86	4603	251	1,180.86	water Nov - Feb C Park
09/02/2024	13158489		ANGLIAN WATER	A015	112.48	9.74	122.22	4160	250	112.48	nov - feb lhsc
14/02/2024	2024-1788		AMAZON	A035	5.24	1.05	6.29	4037	205	5.24	fire exit sign
01/02/2024	167004471-2024-		AMAZON	A035	24.14	4.83	28.97	4253	305	24.14	paint pens
01/02/2024	413458415-2024-		AMAZON	A035	7.79	1.56	9.35	4042	301	7.79	eye wash
01/02/2024	GB-394017295-		AMAZON	A035	2.50	0.50	3.00	4112	201	2.50	power battery
01/02/2024	GB4IPTCABEI		AMAZON	A035	9.68	1.94	11.62	4253	305	9.68	printing card
14/02/2024	GB4PNLQABEI		AMAZON	A035	8.93	1.78	10.71	4037	205	8.93	door sign and anti bac
14/02/2024	GB4PNNAABEI		AMAZON	A035	8.29	1.66	9.95	4037	205	8.29	diaries
14/02/2024	2205075107		BUCKS COUNCIL	B006	850.00	0.00	850.00	4500	132	850.00	road closure orders 2024/5
12/02/2024	1036004		BOSTON SEEDS	B071	689.98	138.00	827.98	4601	252	689.98	loam and alluvial
14/02/2024	KCR-C151764D-		E-ON	E006	-732.83	-146.57	-879.40	4159	250	-732.83	credit
01/02/2024	27273		GANDERTON	G008	170.56	34.11	204.67	4063	205	127.60	fuel
								4036	205	42.96	mower fuel
01/02/2024	13443		HEALTH	H011	1,741.67	348.33	2,090.00	4612	254	870.83	toilet maintenance
								4612	249	870.84	toilet maintenance
12/02/2024	0224-113		MK SECURITY	M069	119.00	23.80	142.80	4085	261	119.00	call out comm centre door
12/02/2024	0224-124		MK SECURITY	M069	119.00	23.80	142.80	4085	261	119.00	call out comm centre door
29/02/2024	104784		OAKPARK	O060	114.00	22.80	136.80	4091	261	114.00	maint charge alarm chamber
01/02/2024	133082		PARAGON	P008	2.50	0.50	3.00	4112	201	2.50	nuts and bolts
29/02/2024	133380		PARAGON	P008	270.30	54.06	324.36	4620	253	270.30	DIGGER HIRE
14/02/2024	77012		ROSPA	R008	415.00	83.00	498.00	4106	262	415.00	post installation inspect
01/02/2024	265599		SSE	S019	66.41	3.32	69.73	4602	251	66.41	Dec c park toilets
01/02/2024	276476		SSE	S019	22.55	1.13	23.68	4052	102	22.55	dec feeder pillar
09/02/2024	AGM628		TRAVIS	T010	42.30	8.46	50.76	4037	205	42.30	building sand
14/02/2024	4986		TS ELECTRICAL	T067	315.00	63.00	378.00	4601	251	315.00	replace led's c park toilet
12/02/2024	3802351		VIKING DIRECT	V001	40.95	8.19	49.14	4010	102	40.95	3802351/10112544/Stationery

26/02/2024

Buckingham Town Council

Appendix B

11:51

PURCHASE LEDGER INVOICE LISTING

Page 2

User: JODIE

Bought Ledger 1 for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Ref No</u>	<u>Supplier A/c Name</u>	<u>Supplier A/c Code</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>A/C</u>	<u>Centre</u>	<u>Amount</u>	<u>Analysis Description</u>
				TOTAL INVOICES	5,606.30	688.99	6,295.29			5,606.30	

Buckingham Town Council
Resources Committee Meeting
4th March 2024

Four Year Grants 2022/26

Officer: Deputy Town Clerk

1. Recommendations:

1.1. It is **RECOMMENDED** that payment to the following four-year grants are authorised, in line with their four year grant award agreements, for 2022/26:

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

2. Background

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

2.2. Third year (2024 – 2025) payments of the four-year grants agreed in 2022 will not be made unless a suitable report on the use of the first year of funding is received by the Town Council office by the end of March 2024.

2.3. One year grants are excluded from this paper and presented in report R/161/23.

Buckingham Town Council
Resources Committee Meeting
6th March 2023

One Year Grants 2024/25

Officer: Louise Stubbs, Deputy Town Clerk

1. Recommendation:

1.1. It is **RECOMMENDED** that the following one-year grants are awarded for 2024/25:

Organisation	Recommended
Chronic Pain Support Group	£500
Buckingham Pantomime	£1,364
BAFA (Buckingham Art4All)	£1,389
Buckingham & District Angling Association	£271
Jedidiah	£808
Open House (Community Care North Bucks)	£808
West End Bowls Club	£941
Buckingham Football Club	£1,616
Swan Community Hub	£1,616
Florence Nightingale Hospice Charity	£0
TOTAL	£9,312

2. Background:

2.1. One year grants totalling £9,000 were awarded in 2023/24. Ten requests for financial assistance have been received by Buckingham Town Council for one-year grants for the 2024/25 financial year. There was a small drop in first time grant applicants (those that have not applied in the last five years) down to three.

2.2. One-year grants are provided in addition to those agreed for a four-year term, which are excluded from this paper and presented in report **R/160/23**.

2.3. This report provides recommendations for the allocation of one-year grants for 2024/25, based on the Town Council's criteria for grant giving. Appendix C, alongside this report, contains summary sheets detailing the key information from each application and a full copy of each applicants application form and financial information has been circulated to members.

2.4. The grant award criteria are as follows:

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

2.5. The Buckingham Town Council grant policy also states that: ***“Where there is more demand for one year grants than funding available, new applicants will be given priority over those who have received funding in the last four years.”***

2.6. For the year 2024/2025 the amount requested via valid applications for grant funding is £12,832. The available grant budget for one year grants is £9,315.

2.7. Should these recommendations be agreed by this committee, this would amount to £9,312.

3. One Year Funding Recommendations

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

3.2 First time applicants

3.2.1. If all first-time applicants were awarded the full grant, this would amount to £3,253 of the £9,315 budget.

Organisation	Requested	Recommended	Description	Summary of Reason
Chronic Pain Support group	£500	£500	Support group guest speaker fees	Valid application ¹
Buckingham Pantomime	£1,364	£1,364	The Back Wall	Valid application
BAFA (Buckingham Art4All)	£1,469	£1,389*	Screen and projector	Valid application

*note that the requested amount was higher than the breakdown of costs, and therefore the quoted costs amount is recommended.

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

3.3 Previous applicants

3.3.1. The total amount of grant funds requested by previous applicants is £9,499. If members agree to award full grants to all first time applicants, then the remaining one year grant fund is £6,062. Therefore, it is recommended that partial awards are considered for almost all previous grant winners, with the exception of one previous grant awardees application, which it is recommended not to fund. The reasons for this are explained in 3.4.

3.3.3. In order to aid members decision making process, where a partial grant could be considered, a recommended grant award figure has been calculated by giving all remaining applicants 80.8% of their requested grant amount.

Organisation	Requested	Recommended (80.8% of request)	Description	Summary of Reason	
Buckingham & District Angling Association	£335	£271	Support to the River Warden Group	Valid application	
Jedidiah	£1,000	£808	School Summer Holiday lunches	Valid application	
Open House (Community Care North Bucks)	£1,000	£808	Programme of activities and outings for members	Valid application	
West End Bowls Club	£1,164	£941	Bowls Equipment to improve inclusivity	Valid application	
Buckingham Football Club	£2,000	£1,616	LED lighting upgrade	Valid application	
Swan Community Hub	£2,000	£1,616	Buckingham Summer Club	Valid application	
TOTAL requested for all valid grant applications:	£12,832	Total for all recommended grant awards:	£9,312	Total available for all grant awards:	£9,315

4. Ineligible or not recommended applications

Organisation	Requested	Recommended	Description	Reason
Florence Nightingale Hospice	£2,000	Consider no award	Hospice Care @ Home	Valid application – however recommend no amount awarded as: <ul style="list-style-type: none"> - less than 50% of recipients in Buckingham. - Previous successful applicant, therefore 2.4. above applies.

Organisation: Chronic Pain Support Group

Project name: Support group guest speaker fees

Grant amount requested: £500

Towards a total cost of: £500

Expenditure over last year (2023): £181.40 **(2022):** £114.27

Held in bank, end of last year: £1,014.13

Charity number: Not registered

Number of beneficiaries: 12+

Are more than 50% of recipients in Buckingham?: Yes

Reason for grant: Buckingham Chronic Pain Support Group came into being to help people find ways to help themselves live with the effects of chronic pain. We explore all therapies and treatments that are available, both NHS and privately. There is often a cost involved when asking a professional person to attend the group and talk about or demonstrate their particular treatment. As NHS treatments become more difficult to access we would like to explore more private treatments.

Benefits to community: Our aim is to support each other and explore all treatments. There is no other group in Buckingham that does this, it will support people's mental health and help them cope better.

Support to residents from one of more of the groups with a protected characteristic?: Disability - chronic pain, mental health

Environmental impact: If we go on a visit we car share to reduce the effect of fossil fuel on the environment. Communication is by email or telephone, any food waste is recycled

Awarded 20/21	Awarded 21/22	Awarded 22/23	Awarded 23/24	2024/25 REQUEST	2024/25 RECOMMENDATION
£0	£0	£0	£0	£500	£500

Reason for recommendation: Valid application - first time applicant

Buckingham Town Council One Year Grant Recommendations 2024/25

Organisation: Buckingham Pantomime

Project name: The Back Wall

Grant amount requested: £1,364

Towards a total cost of: £1,364

Expenditure over last year (2022): £11,011.11

Held in bank, end of last year: £10,676.45

Charity number: Not registered

Number of beneficiaries: Not answered

Are more than 50% of recipients in Buckingham?: Yes

Reason for grant: Purpose of Project: To replace the aged back wall of our stage construction that has become difficult to construct, paint and some elements are beyond repair. Solution: To build an easy to construct, robust and importantly safe back wall. This will be achieved by making 7 tall flats that can then be secured to a basic lightweight scaffold frame. This is designed to be used for many future performances.

Benefits to community: Current and future members of Buckingham Community Pantomime and our audience who are Buckingham residents

Support to residents from one of more of the groups with a protected characteristic?: None identified

Environmental impact: Existing materials will be stripped, with wood sent to Buckingham Recycling Centre. Painted canvas is not easy to recycle due to the combination of material and paint. Canvas will go to landfill. New materials will include wood and canvas and will have a useful life of more than 10 years.

Awarded 20/21	Awarded 21/22	Awarded 22/23	Awarded 23/24	2024/25 REQUEST	2024/25 RECOMMENDATION
£0	£0	£0	£0	£1,364	£1,364

Reason for recommendation: Valid application - first time applicant

Organisation: BAFA - Buckingham Arts4All

Project name: Close up filming and live steaming of art demos

Grant amount requested: £1,468.94

Towards a total cost of: £1,468.94

Expenditure over last year (2023): £8,092.41

Held in bank, end of last year: £6,951.17

Charity number: Not registered

Number of beneficiaries: 70 - 100

Are more than 50% of recipients in Buckingham?: Yes

Reason for grant: PROPOSAL - Improve the Bafa meeting presentations in the small hall at Buckingham Community Centre. Better facilities with video display for painting demonstrations, presentations and workshop events would help develop a wider membership. We need a TV screen/projector screen ad linked projector/camera or something similar that allows the casting of what our speakers are demonstrating close-up on screen. If a projector and screen were permanently installed (if the community centre are in agreement) it would also benefit all town users / groups using the room and potentially increase other hall bookings

Benefits to community: It will benefit our many older members who have sight impairment, enable disabled members to see what is being demonstrated. Since Covid we have found we need to increase spacing between chairs to keep an element of social distancing which our older members feel comfortable with. We also have a wheel chair user and other physically impaired members who would benefit from being able to see demonstrations more clearly as they cannot stand and look closer at the demonstrations and need to remain seated. Members age range 20s to 80s.

Support to residents from one of more of the groups with a protected characteristic?: Age - older people - disability - vision problems, wheelchair users

Environmental impact: We avoid using disposable cups and encourage members to bring their own mug to meetings. We have reduced the numbers of laminated posters we use and reuse a large banner for each exhibition.

Awarded 20/21	Awarded 21/22	Awarded 22/23	Awarded 23/24	2024/25 REQUEST	2024/25 RECOMMENDATION
£0	£0	£0	£0	£1,468.94	£1,389

Reason for recommendation: Valid application - first time applicant. Amount reduced to match quoted costs.

Organisation: Buckingham & District Angling Association

Project name: Support to River Warden Group

Grant amount requested: £335

Towards a total cost of: £335

Expenditure over last year (2023): £17,983

Held in bank, end of last year: £9,530

Charity number: Not registered

Number of beneficiaries: Not answered

Are more than 50% of recipients in Buckingham?: Yes

Reason for grant: The Buckingham River Warden group was formed following the serious pollution incident of the Great Ouse in June 2018 by Buckingham Town Council, Environment Agency (EA), Upper Bedford Ouse Catchment Partnership (UBOCP) and The Conservation Volunteers (TCV).

The group originally carried out its surveys under TCV (as its umbrella organisation) but support from TCV waned in recent years. So, early in November 2023 it was agreed by the group that it should operate within the BDAA. Also, the BDAA at the same time became a partner of the UBOCP.

Going forward the group need additional Riverfly sampling kits and replacement nets for the existing kits, some additional identification charts and further funds to cover future training course expenses. *(please see application for full response)*

Benefits to community: A regular check of the river water quality that runs through the town. River Wardens are seen as the canaries of the river – giving an early alert to pollution incidents.

Support to residents from one of more of the groups with a protected characteristic?: None identified

Environmental impact: Hard to assess – Most of our River Wardens do not use cars to travel to their survey sites. Otherwise, our activities have very little impact on the environment.

Awarded 20/21	Awarded 21/22	Awarded 22/23	Awarded 23/24	2024/25 REQUEST	2024/25 RECOMMENDATION
£916	£355	£623	£250	£335	£271

Reason for recommendation: Valid application

Organisation: Jedidiah

Project name: School Summer Holiday Lunches

Grant amount requested: £1,000

Towards a total cost of: £1,809

Expenditure over last year (2022): £47,877

Held in bank, end of last year: £14,959

Charity number: 1190382 - reporting up to date

Number of beneficiaries: Not answered

Are more than 50% of recipients in Buckingham?: Yes

Reason for grant: We want to provide full nutritious lunches for children during the holidays. Jedidiah is a free food initiative, open 4 days a week. During the school summer holidays 2023, we saw a marked increase in the requests for lunch type items. Although the supermarkets do provide us with free excess bread, this is not a consistent provision. We rarely get offered dairy items (cheese , spread) or ham etc. Approximately half our regular service users (which includes Ukranian refugees, asylum seekers and working local families) have 2-3 children. The grant would enable us supplement the bread with fillings for children.

Benefits to community: We aim to provide 2000 free lunches over the holidays open to any residents struggling to feed their children at lunchtime. The food we probed are will ensure that young children eat healthy nutritious meals leading to better health, increased alertness. The reduction of pressure on parents will also alleviate the mental strain and stress of provision for growing children during the school holidays

Support to residents from one of more of the groups with a protected characteristic?: Age - children

Environmental impact: We have so far prevented over 200 tonnes of food from going to landfill. Food waste is a major contributor to Co2. receive food on reusable supermarket trays, which are returned after use to be refilled. Service users bring their own bags to collect food, which would include the requested sandwich ingredients. All cardboard boxes are taken to the Recycling Centre.

Awarded 20/21	Awarded 21/22	Awarded 22/23	Awarded 23/24	2024/25 REQUEST	2024/25 RECOMMENDATION
£0	£0	£0	£2,000	£1,000	£808

Reason for recommendation: Valid Application

Organisation: Open House (Community Care North Bucks)

Project name: Programme of activities and outings

Grant amount requested: £1,000

Towards a total cost of: £1,000

Expenditure over last year (2023): £3,127.91

Held in bank, end of last year: £1,776.66

Charity number: 1172135 - reporting up to date

Number of beneficiaries: 40

Are more than 50% of recipients in Buckingham?: Yes

Reason for grant: Open House provides a programme of social activities, speakers and activities for former carers and people who live on their own, to help them move on and to combat social isolation. Our new programme will include activities such as workshops and outside speakers that will incur a cost. Under consideration is a wreath making workshop at Stowe, allowing members to take part free or at a subsidised rate. Transport costs and fees for visiting speakers may have to be met.

Benefits to community: Social isolation is a major contributing factor to illness and death in the Ilderly. Open House is making a big contribution to lowering these risk factors in the Buckingham area.

Support to residents from one of more of the groups with a protected characteristic?: Age - older people

Environmental impact: Transport is arranged through lift sharing, minibus and coach hire. Any food waste and recyclable rubbish is recycled and use of one use plastic is avoided as much as possible.

Awarded 20/21	Awarded 21/22	Awarded 22/23	Awarded 23/24	2024/25 REQUEST	2024/25 RECOMMENDATION
£0	£600	£0	£1,000	£1,000	£808

Reason for recommendation: Valid application

Organisation: West End Bowls Club

Project name: Bowls equipment to improve inclusivity

Grant amount requested: £1,163.94

Towards a total cost of: £1,163.94

Expenditure over last year (2023): £28,624.47

Held in bank, end of last year: £20,255.01

Charity number: Not registered

Number of beneficiaries: 100

Are more than 50% of recipients in Buckingham?:

Reason for grant: As a club, we feel we need to have more diversity and inclusivity to encourage bowlers with disabilities and expand the age range of our membership. Many older bowlers need access to equipment that will help them to continue to be able to bowl with its benefits of social and gently physical activity. We wish to have a range of equipment for members to try out before purchasing their own. We intend to work in conjunction with a Bourton Meadow Academy teacher to expand the range of sports young children have access to, especially those with special needs.

Benefits to community: To provide the opportunity for all ages to become involved in or continue to play this gentle sport and so mix with others where previously it was not possible without the new equipment. At one end of the age spectrum, this is aimed at primary school children, especially those with special needs and, at the other end, elderly residents with physical problems that are preventing them from continuing to bowl.

Support to residents from one of more of the groups with a protected characteristic?: Age - children, older people, Disability

Environmental impact: Not answered

Awarded 20/21	Awarded 21/22	Awarded 22/23	Awarded 23/24	2024/25 REQUEST	2024/25 RECOMMENDATION
£400	£1500	£1,000	£0	£1,163.94	£941

Reason for recommendation: Valid application

Buckingham Town Council One Year Grant Recommendations 2024/25

Organisation: Buckingham Football Club

Project name: LED lighting upgrade

Grant amount requested: £2,000

Towards a total cost of: £9,233.46

Expenditure over last year (2023): £100,725.5

Held in bank, end of last year: £88,388.07

Charity number: Not registered

Number of beneficiaries: 480

Are more than 50% of recipients in Buckingham?: Yes

Reason for grant: The project is to replace the existing old halogen, sodium and strip lighting around the site to new LED Lighting while also adding additional new lighting to improve safety. LED Lighting schemes can provide considerable savings to the organisation's electricity costs and ongoing maintenance costs, helping to keep the club sustainable in a time of ever-increasing energy bills while most importantly reducing our carbon emissions in the fight against climate change. The proposed project includes all internal and external lighting within the clubhouse, changing rooms and grandstand.

Benefits to community: The project will help to provide further sustainable energy solutions to the towns Football Club which is open to all for both football and social membership. The club is available for hire to both local private hire and community groups who will gain the benefits of a sustainable low expenditure club.

Support to residents from one of more of the groups with a protected characteristic?: None identified

Environmental impact: In addition to this project to ensure the club continues its own obligation in the fight against climate change. The club is in the process of finalising the funding for installation of Solar PV on the Clubhouse roof along with exploring the option to upgrading the Stadium and Training Floodlights to LED through the Football Foundation.

Awarded 20/21	Awarded 21/22	Awarded 22/23	Awarded 23/24	2024/25 REQUEST	2024/25 RECOMMENDATION
£0	£0	£1,000	£0	£2,000	£1,616

Reason for recommendation: Valid Application

Organisation: Swan Community Hub

Project name: Buckingham Summer Club

Grant amount requested: £2,000

Towards a total cost of: £3,050

Expenditure over last year (2023): £2,406 **(2022):** £2,650

Held in bank, end of last year: £3,893

Charity number: 1150010 - reporting up to date

Number of beneficiaries: 410+

Are more than 50% of recipients in Buckingham?: Yes

Reason for grant: We wish to run 5 free 2 hour sessions (1 of which will be for SEN children) in the summer holidays in 2024, aimed at children in the age group 3-8. Activities at each session will include Lego, Facepainting, Tattoos, Arts and crafts, colouring, dinosaur table, skittles, hoopla, basketball, hook a unicorn etc. At each of the sessions we will offer a different one-off type of activity. In 2023, these included drama, bollywood dancing, karate. We will supply each family with a takeaway activity bag including a free book per child (and a free knitted toy supplied by Buckingham Knit & Natter group) and a snack bag.

Benefits to community: We will be targeting families who do not have the financial resources and/or maybe the ideas to provide inexpensive diversions & activities for their children which are fun, interesting and learning experiences. We liaise with local health nurses, fostering network, children's centre, schools, playgroups, Furzedown school, Autism early support, North Bucks Downs Syndrome and church contacts who provide family and child support. Feedback from families show that they find the free activities & creative ideas provided have been a significant help in strengthening their relationships with their children. The many local volunteers who help at the events also find the project motivational and rewarding.

Support to residents from one of more of the groups with a protected characteristic?: Age - children, Disability

Environmental impact: By sourcing recyclable materials for our activities and crafts and using sustainable resources wherever we can eg serving refreshments.

Awarded 20/21	Awarded 21/22	Awarded 22/23	Awarded 23/24	2024/25 REQUEST	2024/25 RECOMMENDATION
£2350	£0	£1380	£1,450	£2,000	£1,616

Reason for recommendation: Valid application

Organisation: Florence Nightingale Hospice

Project name: Hospice Care @ Home

Grant amount requested: £2,000

Towards a total cost of: £514,220

Expenditure over last year (2023): £3,366,625

Held in bank, end of last year: £7,622,249

Charity number: 1119499 - reporting up to date

Number of beneficiaries: 24+

Are more than 50% of recipients in Buckingham?: No

Reason for grant: Prior to its launch in October 2019 there was no facility to care for patients who chose to die at home in Buckinghamshire. Due to an ever-increasing ageing population, the pandemic and subsequent restrictions, more patients are now choosing to spend their final days at home, increasing the need for this vital service. A team of specialist nurses and healthcare assistants are on call to care for patients in their final weeks, giving them the same level of care and medical attention that they would receive in the Hospice. Allowing families to spend precious time with loved ones, surrounded by familiar things and allowing for a peaceful and dignified death at home.

Benefits to community: Over the past 12 months our FNH@Home team have cared for 24 patients in Buckingham and the Winslow area, this is more than doubled since the previous year and we anticipate growth in demand for this service to continue. FNH@Home tackles the social isolation of our patients that are unable to get out and engage. Alongside the medical attention given our nurses are there to listen and spend time with patients, not just a nurse but a companion too. 87% of our patients from Buckingham and surrounding areas have been aged 50+.

Support to residents from one of more of the groups with a protected characteristic?: Disability - chronic illness, age - older people

Environmental impact: Florence Nightingale Hospice Charity is committed to reducing our environmental impact. Both here at the Charity and the Hospice we take steps to recycle, minimise heating and lighting where we can and reduce the unnecessary use of paper. Our retail shops are at the forefront of our communities encouraging recycling, upcycling and reducing the use of plastic carrier bags.

	Awarded 21/22	Awarded 22/23	Awarded 23/24	2024/25 REQUEST	2024/25 RECOMMENDATION
£0	£2,000	£0	£0	£2,000	£0

Reason for recommendation: Valid application but no recommended grant award amount as less than 50% of recipients in Buckingham

Buckingham Town Council**Resources Committee****Monday 4th March 2024**

Contact Officer: Town Clerk and RFO

Financial Regulations and Risk Assessment.**1. Recommendations**

- 1.1. It is recommended that Members agree to recommend the unchanged Financial Regulations (Appendix D) to Full Council.
- 1.2. It is recommended that Members agree to recommend the amended Risk Assessment (Appendix E) to Full Council

2. Background

- 2.1. It is a requirement for the Council to review the Council Risk Assessment (RA) and Financial Regulations (FR) each year.
- 2.2. The FR have been amended twice this year, however for the benefit of clarity it is recommended that the document as a whole is agreed by Full Council again. No changes have been made since the last agreed amendment.
- 2.3. The RA has been amended to reflect the agreed changes to the FR that have been agreed during the year. It is important that these two documents match.
- 2.4. It is important to note it is expected that new Model Financial Regulations will be published over the next few months. When this happens, a review will be required, and it is likely that changes will be recommended to both documents.

3. Summary of changes to the RA (Appendix E)

- 3.1. Recommended additions to the text are in bold and deletions in red. Minor grammar and spelling corrections have not been highlighted. A number of amendments are minor and self-explanatory. Those requiring more detailed explanation are listed below.
- 3.2. Section 5.1 and 5.2 – Old information removed and updated to current situation.
- 3.3. Section 9.2 – Text amended for clarity and to reflect this year's changes to the financial regulations.

- 3.4. Section 9.3 – the text highlighted in red to be removed as HMRC no longer do this. All their checks are now completed in real time.
- 3.5. Section 11.3 – Changed from monthly to quarterly to reflect current procedures. Very little petty cash is used so monthly checks are overkill. Throughout the document Councillor's signatures has been amended to authorised signatories as only committee chairs can sign banking paperwork.
- 3.6. Section 11.12 – Changed as it is not fair to expect staff working late at an event such as the comedy night to then have to travel into town, unalarm and unlock the office or chamber. New paperwork is now in place to audit cash at events which needs to be completed and signed by two staff before the cash leaves the event.
- 3.7. Section 14.1 – October/November changed to November/December as the council tax base isn't currently made available until early December.
- 3.8. Section 18.2 – An asset disposal policy was agreed earlier this year.
- 3.9. Section 23 – No longer required.



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

Buckingham Town Council

FINANCIAL REGULATIONS

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



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

1. General

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

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

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

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

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

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

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

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

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council.

1.9. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations, and proper practices;
- determines on behalf of the Council its accounting records and accounting Control systems;



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

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

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

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

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

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

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

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

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

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

1.14. In addition, the Resources Committee shall:

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

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

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

2. Accounting and audit (internal and external)

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

2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Deputy Chair of the Resources Committee (unless a signatory in which case the Resources Committee shall appoint an alternative member) shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Resources Committee.



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

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

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

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

2.6. The internal auditor shall:

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

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

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

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

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

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



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

3. Annual estimates (budget) and forward planning

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

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

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

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

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

4. Budgetary control and authority to spend

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

- the Council for all items over £15,000;
- a duly delegated committee of the Council for items over £5000 up to £15000;
- the Clerk, in conjunction with the Mayor or Chair of the appropriate committee, for items over £2500 up to £5000;
- the Clerk, for any items up to £2500; or
- nominated Council staff in accordance with limits set in the Scheme of Delegation.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, or other nominated Council staff and where necessary also by the appropriate Chair. A confirmation email from the appropriate person's email address is acceptable.

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

Variations with the Scheme of Delegation: The Scheme of Delegation is intended to give more specific detail than the Financial Regulations in the above areas. If there is found to be any contradiction between the two documents, then the Scheme of Delegation shall override the Financial Regulations.



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

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

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

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

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

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

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

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

5. Banking arrangements and authorisation of payments

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

5.2. The RFO/Assistant RFO shall prepare a schedule of payments requiring authorisation, which will be emailed to members of the Resources Committee two days before payment



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

allowing time for members to comment or otherwise query the specific payments. This schedule, countersigned by the RFO, accompanied with relevant invoices will be presented to two councillors who are authorised bank signatories for signature, as per a rota prepared by the RFO. The signed schedule shall include a unique sequential number allocated to each payment list and be presented to the next appropriate Full Council or Resources committee as an agenda item for endorsement. The Full Council or Resources committee shall review the schedule for compliance and, having satisfied itself shall endorse payment by a resolution of the Council or Resources committee. The unique sequential reference number, together with the total amount on the payment list that is being endorsed, will be listed, and shown in the minutes.

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

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

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

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee; or

c) fund transfers within the Council's banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources committee.

5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Resources Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee.



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

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

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

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

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

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

6. Instructions for the making of payments

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

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

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

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

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

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



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

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

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

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

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

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

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

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

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



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

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

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

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

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

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

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

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

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

7. Payment of salaries

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

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

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

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

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

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

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

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

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

8. Loans and investments

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



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

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

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

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

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

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

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

9. Income

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

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

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

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

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

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

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



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

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

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

10. Orders for work, goods, and services

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

10.2. Order books shall be controlled by the RFO.

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

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

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

11. Contracts

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

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

- i. for the supply of gas, electricity, water, sewerage, and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Mayor and Deputy Mayor); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £30,000 or more, the Council shall comply with the relevant requirements of the Regulations¹.
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- d) When applications are made to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e) Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of Council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.

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



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

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

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

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

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

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

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

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

13. Stores and equipment

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

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

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

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



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

14. Assets, properties, and estates

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

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

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

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

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

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

15. Insurance

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

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

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



Last reviewed/amended: December 2023, minute: 510/23

To be reviewed: Annually/May

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

16. Risk management

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

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

17. Suspension and revision of Financial Regulations

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

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

END

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
1. To provide and maintain standards for Town Council services to the residents of Buckingham	1.1. Legislative change which will have an impact on the Town Council's powers, duties and funding	1	3	3	RFO, Councillors & staff keep apprised of developments & good practice, including through SLCC, BMKALC & NALC membership. Compliance manager tasked with monitoring.	Existing Procedures are adequate
	1.2. Loss or damage to physical assets owned by the Town Council including buildings and equipment	1	4	4	All physical assets insured	Existing Procedures are adequate
					All assets checked regularly, including review of the asset register each year in preparation for the Annual Return	By annual resolution of Full Council
					Assets recorded and managed through RBS asset tool.	Existing Procedures are adequate
	1.3. Damage to third party property or individuals as a consequence of the Town council providing services (public liability)	2	3	6	Public liability Insurance renewed annually	By annual resolution of Full Council
					In addition, weekly and annual checks of play equipment are made using ROSPA standards	Existing Procedures are adequate
	1.4. Insufficient staff or other resources to deliver the service needs	2	3	6	Staff have general awareness of other team member's essential tasks and can provide cover when required; each service role can be delivered by at least three staff members	Existing Procedures are adequate
Town Clerk to formally monitor and review staff and work levels, including through the annual appraisal process. Any concerns regarding this to then be brought to Council					Review annually through appraisal process	
2. To provide a safe and fulfilling working environment for staff	2.1. Employees contravene H & S policy and legislation	2	3	6	H & S & First Aid training, insurance, Risk Assessments regularly checked and updated	Existing Procedures are adequate
	2.1. Potential legal proceedings up to corporate manslaughter	1	4	4	Employer's Liability insurance is in place	Existing Procedures are adequate
					Employee training and awareness	Existing Procedures are adequate
	2.3. Staff retention issues	3	3	9	Staff training where appropriate. Annual appraisals review four-year goals in addition to reviewing annual performance and setting annual objectives and where appropriate plans put in place to support career progression. The organisation is too small to enable career progression for all staff, so the likelihood is significant.	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
3. To maintain financial records that are correct and comply with all recommended accounting practice	3.1. Adverse audit reports, legal action and loss of confidence in Town Council	1	3	3	RFO keeps up to date with legislative changes, discusses latest requirements with internal and external auditors.	Existing Procedures are adequate
					RBS used to manage accounts and provide regular reports to Resources Committee.	Existing Procedures are adequate
	3.2. Loss of income through error or fraud	1	3	3	Fidelity Guarantee Insurance	Existing Procedures are adequate
					RFO continually reviews controls and current procedures	Existing Procedures are adequate
4. To ensure that all actions taken by the Town Council comply with all current Legislation	4.1. Non-compliance with legislation or practice result in Council being 'Ultra Vires'	1	3	3	RFO to keep apprised of developments and good practice and seek advice as needed, including through SLCC, BMKALC and NALC membership. Internal and external audit process.	Existing Procedures are adequate
5. Cemetery	5.1. Inadequate space to meet demand	3	4	12	Additional 64 burial spaces created 2018/19 in Brackley Road Cemetery. Additional Garden of Rest created during 2021. New cemetery project in progress. If required hedge removal and infilling plans in place.	Existing Procedures are adequate
	5.2. Loss of income	3	4	12	Additional 64 burial spaces created 2018/19 in Brackley Road Cemetery. Additional Garden of Rest created during 2021. New cemetery project in progress. If required hedge removal and infilling plans in place.	For six monthly review; project underway.
6. Employment Contract	6.1. Compensation claims from employee for contractual employment defects (including statutory failure)	2	3	6	Contract of employment in place, accompanied for all staff by handbook containing key policies reviewed regularly by our HR provider.	Review in progress new handbook being prepared by HR provider.
					A Staffing (Confidential Matters) Committee is in place if required.	Existing Procedures are adequate
					Town Clerk to keep up to date with employment law and seek HR advice where appropriate	Existing Procedures are adequate
					Contract with Worknest to quality assure contracts, policies and processes and provide expert advice as required	Existing Procedures are adequate
					Other policies in place	Existing Procedures are adequate
Legal insurance in place	Existing Procedures are adequate					

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
7. Staff	7.1. Impact of staff loss	4	2	8	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business. All service roles able to be delivered by at least three staff. Three officers are CILCA qualified.	Existing Procedures are adequate
	7.2. Loss of key staff trained in financial systems, process or rules	4	2	8	Staffing arranged so that knowledge is distributed between RFO and at least two other staff. Use of common systems, including popular accounts system, and retention of detailed manuals.	Existing Procedures are adequate Existing Procedures are adequate
8. Financial Control	8.1. Inappropriate expenditure made	1	4	4	Payments reported to Resources committee for review and corrective action if necessary Financial procedures ensure no individual has unique access to expenditure	bi-monthly reports By annual resolution of Full Council
	8.2. Financial Regulations become out of date with change in technology, regulation or business	2	3	6	Council to review financial regulations once a year	By annual resolution of Full Council
					Annual internal audit to comment on any need to make updates	Annual review
					The RFO and Clerk react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	Existing Procedures are adequate
	8.3. Lack of budgetary overview/overspend against budget	1	3	3	Quarterly review of nominal ledger	Quarterly review
					Monthly review of income and expenditure	Monthly review
Seven week review by Resources Committee					bi-monthly reports	
9. Systems & Record keeping	9.1. Lack of accurate or effective account records and control	1	3	3	The RBS Omega accounts system is used which is an accepted accounts package All data is saved to a cloud server offsite, which is backed up by the Council's contractor daily.	Existing Procedures are adequate Existing Procedures are adequate
	9.2. Loss of data	1	3	3	Required hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued	Existing Procedures are adequate
					Before a cheque is issued it is added to the payment list and circulated to Resources Committee. It is then authorised and signed by two signatories before being issued.	Existing Procedures are adequate
					Documents are retained for 12 years	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE	
	9.3. VAT not accurately managed	1	3	3	The RBS Omega system incorporates a VAT schedule which is an accepted package that allows differentiation between tax rates etc. and is itemised in a full report relating back to the original item within the accounts.	Existing Procedures are adequate	
					VAT is applied to all mileage payments at the rate applicable at the time as advise by HMR&C	Existing Procedures are adequate	
					VAT returns are lodged digitally on a quarterly basis in line with accepted procedures	Existing Procedures are adequate	
					Procedures are inspected by HMR&C every three/four years and have been approved	Existing Procedures are adequate	
	9.4. Payroll / Pension	1	3	3	Payroll is outsourced to a specialist company	Existing Procedures are adequate	
					The Town Clerk authorises any overtime, mileage or special duty payments act, on a monthly basis	Existing Procedures are adequate	
					Hard copies linked to payroll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund and HMRC	Existing Procedures are adequate	
					All BACs payments and cheques to the pension fund & HMRC are authorised by council on a meeting cycle basis	Review by Councillors	
					The monthly pay is issued via BACs payments which have been established for some time with the bank	Existing Procedures are adequate	
					Payments can only be issued for the nominated employees, which must be authorised in advance of the payment, with accuracy checked by a further officer.	Existing Procedures are adequate	
					Documents are retained for 12 years	Existing Procedures are adequate	
					Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information & highlight any discrepancies	Existing Procedures are adequate	
	The Council agrees the salary scales for Town Council staff	By annual resolution of Full Council					
	10. Banking Arrangements & Procedures	10.1. Lloyds Bank is used which offers no Bank charges	1	3	3	One bank account used daily with RFO, Finance Officer & DTC having access.	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE	
	10.2. Accounts	1	3	3	Reserves above approximately two months expenditure are placed into a higher rate deposit account to maximise income while not affecting cash flow	Existing Procedures are adequate	
11. Banking Security/Access to Finances	11.1. Cheques	1	3	3	Each cheque is drawn from the main account and must be signed by 2 Councillors as detailed on the bank mandates (which are amended when required to ensure that sufficient signatories are available at all times)	Existing Procedures are adequate	
	11.2. Transfers	1	3	3	Transfers to CCLA deposit account are done by the RFO and can only be transferred into the general account.	Existing Procedures are adequate	
	11.3. Bank Reconciliation		1	3	3	All accounts are reconciled using the RBS Omega system within 10 days of receipt of any statement	Existing Procedures are adequate
						Any discrepancies are immediately reported to the bank for investigation	Existing Procedures are adequate
						All petty cash accounts which do not have statements are reconciled on a quarterly basis by the Finance Officer against the cash held and any discrepancies are immediately reported to the RFO	Existing Procedures are adequate
	11.4. Separation of Duties	1	3	3	The office has established separation of duties to ensure that no one person has access to the bank balances and cash. Two Councillor's authorised signatories are required at all times. Petty cash is overseen by each location manager.	Existing Procedures are adequate	
	11.5. Access to the main bank accounts		1	4	4	As detailed under Banking arrangements & Procedures above, no one person has access to monies held in the main accounts. Any new bank accounts would require agreement from the Town Council and two signatures	Existing Procedures are adequate
All invoices are checked by the Finance officer in advance of payment and if related to an order, this has passed through the ordering procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)						Existing Procedures are adequate	

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

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	11.13. Processing and banking	1	2	2	When money is received it is balanced by the Finance Officer within the office against any receipts/invoices and any discrepancies are followed up	Existing Procedures are adequate
					When the monies have been balanced, the details are input onto the RBS Omega system and all entry references are printed out and retained	Existing Procedures are adequate
					The hire charges are banked when received	Existing Procedures are adequate
					The cash element is usually below £500	Existing Procedures are adequate
					A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation	Existing Procedures are adequate
					There is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for.	Existing Procedures are adequate
12. Financial Administration	12.1. Records non-compliant or inadequate	1	3	3	Internal auditor reviews record keeping twice a year	Existing Procedures are adequate
					Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulations	Existing Procedures are adequate
	12.2. Expenditure/income coded incorrectly	1	3	3	RFO checks nominal ledger every quarter	Existing Procedures are adequate
					Items are coded	Existing Procedures are adequate
	12.3. Standing Orders	1	3	3	The Town Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices	Existing Procedures are adequate
					Standing orders are reviewed and approved by Town Council on an annual basis	Existing Procedures are adequate
	12.4. Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	2	3	6	Programme of meetings to meet statutory deadlines	Existing Procedures are adequate
					RFO, Compliance Manager and Deputy Town Clerk check meeting dates each year against statutory requirements	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	12.5. Invoice payment without authority	1	4	4	All payments reviewed against purchase order where one exists, or Nominal Ledger code provided by RFO to authorise payment. Two Councillors sign cheques and Resources Committee review all payments	Existing Procedures are adequate
	12.6. Incoming cash and cheque misappropriation	1	3	3	Individual receipts to be issued for all cash payments and for cheque payments on request	Existing Procedures are adequate
	12.7. Theft of funds	1	3	3	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons. Vice chair of Resources checks and signs bank reconciliation once a quarter.	Existing Procedures are adequate
					Cash and cheques stored securely and banked within 5 working days of receipt	Existing Procedures are adequate
	12.8. Incorrect entries by bank	1	3	3	Bank statements reconciled monthly	Existing Procedures are adequate
13. Ordering Procedure	13.1. Fraud / expenditure takes place without the correct authority	1	3	3	A comprehensive ordering system is established which ensures that all orders are requested in writing, correctly authorised as per the scheme of delegation or approved by council & are within acceptable budget limits	Existing Procedures are adequate
					This system incorporates job numbers/minutes and RBS Omega codes so that any order can be traced from origin to finish across a variety of systems	Existing Procedures are adequate
14. Annual Budget & Precept Calculations	14.1. The annual budget and precept calculations	1	3	3	The annual budget and precept calculations are initially calculated in October/November/December based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and Council members	Existing Procedures are adequate
					The RFO also completes a mid-year review in November for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance	Existing Procedures are adequate
					The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					The new budget is discussed and fine-tuned during December and January Council and Committee meetings after the up to date number of band D properties have been confirmed by the Principal Authority.	Existing Procedures are adequate
					Minutes are recorded at each stage to substantiate the budget development	Existing Procedures are adequate
					The final budget is discussed by a Precept meeting of Full Council in January. The Principal Authority is advised of the precept for the coming year once agreed	Existing Procedures are adequate
	14.2. Loss of income due to a reduction in the Council Tax base	2	1	2	The Council receives the Council Tax base figures in time to set a budget that takes account of them.	Existing Procedures are adequate
15. Monitoring of Budgets	15.1. Comprehensive budgets	1	3	3	Comprehensive budgets are set for each committee & these are loaded onto RBS Omega accounts system at the start of the new financial year	Existing Procedures are adequate
	15.2. Monitoring	1	3	3	On-going daily expenditure has already been incorporated within the budget and the RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits	Existing Procedures are adequate
					All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget	Existing Procedures are adequate
					Any over expenditure is highlighted and brought to the attention of the RFO	Existing Procedures are adequate
					Each Committee receives a report on the use of its budget at each meeting	Existing Procedures are adequate
	15.3. Reporting	1	2	2	A full report of expenditure against budget is lodged with Council at each Resources Committee meeting	Existing Procedures are adequate
This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract					Existing Procedures are adequate	
Any that do not meet the budget levels are highlighted to members if needed along with committed expenditure					Existing Procedures are adequate	
16. Insurable Risks	16.1. Employer's Liability	1	3	3	Insurance cover is in place	Existing Procedures are adequate
	16.2. Theft of money by third party	1	3	3	Insurance cover is in place	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	16.3. Theft of money by employee or member	1	3	3	Fidelity Guarantee cover is in place	Existing Procedures are adequate
	16.4. Property	2	4	8	Cover for buildings & contents	Existing Procedures are adequate
					All risks cover for selected items	Existing Procedures are adequate
	16.5. Officials Indemnity	1	3	3	Continue with existing cover (£250k)	Existing Procedures are adequate
	16.7. Libel and Slander	1	3	3	Continue with existing cover (£250k)	Existing Procedures are adequate
	16.8. Personal Accident	3	4	12	Continue with existing cover (scale benefits)	Existing Procedures are adequate
	16.9. Legal disputes	2	3	6	Cover for specified legal disputes	Existing Procedures are adequate
	16.10. Long term sickness of employee	3	3	9	Not covered by insurance; managed within the overall staffing budget	Existing Procedures are adequate
					Liability limited by contract	Existing Procedures are adequate
	16.11. Business interruption	1	3	3	Potential alternative premises available at the Lace Hill Centre and Council Chamber	Existing Procedures are adequate
					All office staff have laptops and can access all files from home or other sites	Existing Procedures are adequate
					Use of cloud-based system, which is also backed up off site.	Existing Procedures are adequate
Ability to restore onto hired equipment					Existing Procedures are adequate	
16.12. Loss/destruction of financial records	1	3	3	Key financial data held electronically and backed up off site	Existing Procedures are adequate	
				All electronic documents backed up daily offsite	Existing Procedures are adequate	
17. Loss of Records	17. Loss of documentation	1	3	3	Deeds and other legal documents relating to real estate stored in the office in a fire safe, historic stored at the depot	Existing Procedures are adequate
18. Asset List	18.1. Purchased				An asset list is maintained by the Town Council Office using the RBS asset package.	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
		1	3	3	This is updated throughout the year with new assets and removal of disposed assets. In addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., is kept on a secondary list.	Existing Procedures are adequate
	18.2. Maintained	1	3	3	The asset list is circulated to staff on an annual basis to ensure that all items are correct The Town Council has a scheme for maintenance and disposal of assets	Existing Procedures are adequate Existing Procedures are adequate
19. Internal Audit	19.1 Internal Audit	1	3	3	The Internal Auditor and scope of audit is approved annually by Council and attends the office to complete the internal audit in May of each year. Additional visits can be arranged as required and at least one interim visit is arranged, during the autumn. The report is presented to Council for acceptance. The Council review the effectiveness of Internal Audit annually	Existing Procedures are adequate Existing Procedures are adequate Existing Procedures are adequate
20. External Audit	20.1. External Audit	1	3	3	The external auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels The RFO completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor The RFO presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor Once these have been formally adopted and signed by Council, they are lodged with external auditors Any queries raised by the auditors are dealt with by the RFO in the first instance Final sign-off by the external auditor is presented to Council	Existing Procedures are adequate Existing Procedures are adequate Existing Procedures are adequate Existing Procedures are adequate Existing Procedures are adequate Existing Procedures are adequate
21. Insurance	21.1. Fidelity Insurance				Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
		1	3	3	Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, and cross referenced receipts of income	Existing Procedures are adequate
					These provisions have ensured that no individual is able to gain access to withdraw funds without due process	Existing Procedures are adequate
	22.2. Insurance	1	3	3	Zurich has been used as a recognised Town Council provider	Existing Procedures are adequate
					BTC are currently insured with Zurich. Annual reviews are carried out to ensure sufficient cover is in place	Existing Procedures are adequate
22. Pension fund	22.1. Poor Management of Pension Fund	1	4	4	The Town Council is part of the Buckinghamshire Council Pension Fund. The Fund is part of the Local Government Pension Scheme (LGPS). This ensures that the risks associated with the Fund are managed centrally by a competent authority.	Existing Procedures are adequate
	22.2. Loss from Pension Fund	2	3	6	The Council receives an annual valuation report, including details of the valuation method, assumptions and results of the valuation. This enables the Council to review the financial position of the Fund and to set appropriate contribution rates for the next period.	Existing Procedures are adequate
23. Financial loss due to Covid 19 or other public health restrictions	Loss of income from the Lace Hill Sports and Community Centre	2	3	6	Overall, when the Council was restricted due to Covid 19 the Council saved more from cancellation of events and services than the cost of the total lost income.	Existing Procedures are adequate
					The Council's contingencies budget would accommodate any future unforeseen costs of cleaning materials etc. If restrictions are repeated then it is likely the same situation would apply.	Existing Procedures are adequate
	Loss of Income from markets	1	3	3	Loss would occur if the markets were to close again, however this is unlikely, particularly as essential stalls were able to continue through most of the lockdowns.	Existing Procedures are adequate
	Unplanned budget deficit leading to a depletion of reserves below the minimum recommended	1	5	5	The Town Clerk will continue to monitor the likelihood of future restrictions. The first closures did not lead to a depletion of reserves.	Existing Procedures are adequate

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

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

Likelihood

END OF REPORT

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 4th March 2024

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

REPORT: Investment Strategy Policy

1. Recommendations

- 1.1. It is recommended that the Buckingham Town Council Investment Strategy Policy be recommended to Full Council unchanged.
- 1.2. It is recommended that the Annual Strategy for the financial year 2024-25 be recommended to Full Council.

2. Background

- 2.1. This is being discussed because the Investment Strategy Policy is due for annual review. The last review was undertaken in March 2023.
- 2.2. It is a requirement to produce an Annual Strategy for the next financial year.

3. Amendments

- 3.1. No amendments to the policy are being recommended.

4. Annual Strategy

- 4.1. The RFO is required to produce an Annual Strategy for the forthcoming year.
- 4.2. Currently, all funds are held in bank or deposit accounts. All are available with instant access. The 32-day notice account is now closed, and the balance added to the instant access funds.
- 4.3. As of the most recent statement the Council held £883,604 in its Public Sector Deposit Fund.
- 4.4. Current financial climate: Members will be aware of the current financial climate and the need for prudent financial management, with secure but accessible funds.
- 4.5. Proposed strategy for the following financial year:
 - 4.5.1.1 All funds will be kept in instant access accounts in accordance with the Investment Strategy Policy.
 - 4.5.1.2 No other changes in investment or non-investment holdings are being considered.



Buckingham Town Council INVESTMENT STRATEGY

1. INTRODUCTION

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

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

2. INVESTMENT OBJECTIVES

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

The Council will comply with the guidance in full.

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

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

All investments will be made in sterling.

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

3. SPECIFIED INVESTMENTS

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

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

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

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



4. NON-SPECIFIED INVESTMENTS

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

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

5. LIQUIDITY OF INVESTMENTS

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

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

6. INVESTMENT RISK

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

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

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

7. REVIEW AND AMENDMENT OF REGULATIONS

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

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

8. FREEDOM OF INFORMATION

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

END

Buckingham Town Council
Resources Committee Meeting

4th March 2024

Media Policy

Officer: Louise Stubbs, Deputy Town Clerk

1. Recommendations

1.1. It is recommended that Members review, agree and recommend the unchanged Media Policy to Full Council.

2. Background

2.1. Members are asked to review and agree policies annually.

3. Media Policy

3.1. No amendments required.

**Media Policy
Buckingham Town Council Policy****Date Agreed:** 6th March 2023**Minute Number:** 691/22

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

1. Introduction

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

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

2. Purpose

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

3. Scope

3.1. The Media Policy includes:

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

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

4. Policy**4.1 Council Press Releases**

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

4.2 Councillor Press Correspondence

Media Policy
Buckingham Town Council Policy

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

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

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

4.3 Press Protocol

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

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

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

5. Roles

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

Buckingham Town Council**Resources Committee****Monday 4th March 2024**

Contact Officer: Steve Beech, Compliance and Projects Manager

Internal Controls Review**1. Recommendations**

1.1. It is recommended that Members review and agree to recommend the Internal Controls document to Full Council.

2. Background

2.1. This is being discussed because, in accordance with regulation 6 of The Accounts and Audit Regulations 2015, relevant authorities (including Town and Parish Councils) must, each financial year, conduct a review of the effectiveness of the system of internal control required by regulation 3.

2.2. Regulation 3 states that a relevant authority must ensure that it has a sound system of internal control which—

(a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;

(b) ensures that the financial and operational management of the authority is effective; and

(c) includes effective arrangements for the management of risk.

2.3. The Internal Audit 2022-23 identified that this Council had not formally documented its Internal Controls and had not reviewed the effectiveness of its Internal Control system.

3. Information

3.1. Officers have drafted an Internal Controls document to reflect the Internal Controls Objectives of the Council, as specified in the Annual Internal Audit Report.

3.2. The document records the Internal Controls Objectives, and the Internal Controls that are in place.

3.3. The document reflects the Internal Controls that are required to meet the Council's objectives.

3.4. All of these controls were already in place, however they were not documented and reviewed separately to the Financial & Management Risk Assessment.

Buckingham Town Council**Resources Committee****Monday 4th March 2024**

Contact Officer: Compliance and Projects Manager

Business Rates Update**1. Recommendations**

1.1. It is recommended that Members note the Business Rates Update report.

2. Cemetery Rates

2.1. The budget for cemetery rates (4225) 2023-24 was set at £1056, whereas the total expenditure was £2201.

2.2. The budget for 2024-25 has been set at £2349.

2.3. The overspend is due to the Valuation Office Agency, who updated the rateable value of all business and non-domestic properties in England and Wales. The changes came into effect on the 1st April 2023. The increase of the rateable value of the cemetery was far higher than expected when the budget was planned. This is a national level revaluation and not something that can be appealed.

3. Lace Hill Sports and Community Centre Rates

3.1. The Compliance and Projects Manager has identified that Lace Hill is eligible for the Retail, Hospitality and Leisure Relief Scheme 2023-24.

3.2. This is a new scheme that provides for a 75% reduction in eligible business rates.

3.3. Buckinghamshire Council have confirmed that Lace Hill is eligible for this relief from inception on 1 April 2023 and officers have made an application for a rebate of **£7765.68** for the current financial year.

3.4. It is expected that the relief will also apply for the financial year 2024-25 provided the criteria are not amended or withdrawn.

Minute No.	Action	Action Required	Action Owner	Update	Deadline
800/18	Compliments, Complaints and FOI requests	Members AGREED for a six monthly report.	Town Clerk		Next meeting
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.
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		On agenda
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	Training completed, options under evaluation.	Amended I&E on agenda.
550/23.1	Budgets	The Town Clerk will report back to the Committee with further detail regarding 4225 (underbudgeted for cemetery rates).	Town Clerk		On agenda