



Buckingham Town Council

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

office@buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

RESOURCES
COMMITTEE

Wednesday, 16 October 2024

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 21st October 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 2nd September 2024.

[Copy previously circulated](#)

4. Budgets

To receive and agree the budget reports:

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

5.2 Purchase Ledger from September and October 2024.

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



Twinned with Mouvaux, France;

Neukirchen-Vluyn, Germany



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

5. Fund transfers

To note that there have been no fund transfers.

6. Quarterly banking reconciliations

To receive a verbal update from the Town Clerk.

7. To note that the RFO authorised an immediate payment of £132.25 to the Grounds Supervisor.

This payment was to reimburse a payment he made when collecting one of our vehicles from the garage. The expenses claim has already been signed off by Members.

8. Cemetery Financial Regulations and Standing Orders update

To receive a report from the Compliance and Projects Manager.

[R/77/24](#)

9. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

10. Action Report

To review and discuss the Action Report.

[Appendix C](#)

11. Chair's announcements

12. Date of next meeting: Monday 9th December 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.

13. Debtors list

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

[Appendix D](#)

14. Payment endorsements

To note payment endorsement sheets 13 to 17.

[Appendix E](#)

15. Staffing update

To receive a report from the Town Clerk.

[R/78/24](#)

To:

Cllr. G. Collins
 Cllr. F. Davies
 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

Detailed Income & Expenditure by Budget Heading 15/10/2024

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
<u>RESOURCES</u>								
<u>101 Personnel Costs EXPENDITURE</u>								
4000 Salaries Admin	105,140	216,104	110,964		110,964	48.7%		
4005 ERS National Insurance	10,555	23,419	12,864		12,864	45.1%		
4006 ERS Pension Contributions	24,918	54,412	29,494		29,494	45.8%		
4007 Staff travel	26	550	524		524	4.8%		
4008 Occupational Health	0	1,369	1,369		1,369	0.0%		
4025 HR advice	3,482	5,295	1,813		1,813	65.8%		
4026 Staff & Recruitment	420	200	(220)		(220)	209.8%	220	EMR
<u>102 Office expenses INCOME</u>								
1010 Chamber hire	704	850	146			82.8%		
1012 Photocopier use	6	8	2			78.8%		
<u>102 Office expenses EXPENDITURE</u>								
4010 Stationery	747	3,020	2,273		2,273	24.7%		
4011 Postage	26	300	274		274	8.6%		
4012 Photocopier	394	2,500	2,106		2,106	15.8%		
4013 Equipment purchase	1,088	2,226	1,138		1,138	48.9%		
4017 Subscriptions	3,203	4,675	1,472	406	1,066	77.2%		
4018 Telephones	5,513	10,000	4,487		4,487	55.1%		
4019 Hire of Community Hall	185	325	140		140	56.9%		
4021 Hospitality	156	425	269		269	36.7%		
4023 Training	7,642	11,250	3,608	231	3,377	70.0%	3,125	EMR
4027 Software	11,078	17,700	6,622		6,622	62.6%		
4030 Payroll	1,144	2,070	926		926	55.3%		
4032 Publicity and newsletter	2,752	6,773	4,021		4,021	40.6%		
4038 Computer equipment	1,259	4,000	2,741		2,741	31.5%		
4041 Website	757	4,000	3,243		3,243	18.9%		
4043 Protective clothing	271	2,000	1,729	581	1,148	42.6%		
4052 Heat, light, power	275	3,222	2,947		2,947	8.5%		
4156 Buckingham Centre rent	5,250	17,000	11,750		11,750	30.9%		
4267 Buckingham centre rates	2,794	4,500	1,706		1,706	62.1%		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>103 Councillors EXPENDITURE</u>									
4020 Mayor's duties	0	2,090	2,090		2,090	0.0%			
4029 Mayor's civic	1,174	1,801	627	40	587	67.4%			
4044 Councillors' mileage / exp.	107	573	466		466	18.6%			
4045 Councillors' allowance	0	10,882	10,882		10,882	0.0%			
4236 Election costs	0	12,000	12,000		12,000	0.0%			
4269 Councillor training	225	2,580	2,355	230	2,125	17.6%			
<u>104 Legal requirements INCOME</u>									
1098 Insurance Claims Income	2,256	0	(2,256)			0.0%		Income from insurance claims, now shown separately	
<u>104 Legal requirements EXPENDITURE</u>									
4014 Audit fees	2,095	4,000	1,905		1,905	52.4%			
4016 Legal costs	9,276	4,000	(5,276)		(5,276)	231.9%	6,341	EMR	
4022 Insurance	19,445	21,500	2,055		2,055	90.4%			
<u>120 Long-term grants EXPENDITURE</u>									
4040 Four Year Grants Awarded	22,442	22,442	0		0	100.0%			
4080 Annual Grants Awarded	9,313	9,315	2		2	100.0%			
<u>125 Commemorative items EXPENDITURE</u>									
4501 Civic award	270	800	530		530	33.8%			
4504 Remembrance wreath	0	65	65		65	0.0%			
4505 Mayor's salver	0	140	140		140	0.0%			
<u>130 Admin reserves INCOME</u>									
1176 Precept	1,230,480	1,230,480	0			100.0%			
1190 Interest received	21,182	12,000	(9,182)			176.5%		More income than predicted	
<u>132 Future planning / contingencies EXPENDITURE</u>									
4500 Future planning / contingencies	89	13,000	12,911		12,911	0.7%			
<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	Transfer to/from EMR	Explanation	Appendix A
<u>ENVIRONMENT</u>									
<u>201 Environment EXPENDITURE</u>									
3995 NI Environment	10,552	22,249	11,697		11,697	47.4%			
3996 Pensions ERS Environment	27,351	61,577	34,226		34,226	44.4%			
4004 Salaries environment	115,297	250,670	135,373		135,373	46.0%			
<u>202 Roundabouts INCOME</u>									
1051 Roundabout no. 1	2,805	2,805	0			100.0%			
1052 Roundabout no. 2	1,495	1,495	0			100.0%			
1053 Roundabout no. 3	2,454	2,454	0			100.0%			
1054 Roundabout no. 4	3,127	3,127	0			100.0%			
1056 Roundabout no. 6	3,332	3,332	0			100.0%			
1057 Roundabout no. 7	1,700	1,700	0			100.0%			
<u>202 Roundabouts EXPENDITURE</u>									
4108 Roundabout	553	2,205	1,652		1,652	25.1%			
<u>203 Maintenance EXPENDITURE</u>									
4082 Allotments	2,288	2,288	0		0	100.0%			
<u>204 Devolved services expenses INCOME</u>									
1017 Devolved services income	0	24,000	24,000			0.0%			
<u>205 Grounds maintenance EXPENDITURE</u>									
4033 Waste disposal	3,009	5,610	2,601		2,601	53.6%			
4035 Machinery	1,355	2,915	1,560		1,560	46.5%			
4036 Fuel (Mower)	1,229	2,533	1,304		1,304	48.5%			
4037 Sundries	665	3,025	2,360		2,360	22.0%			
4063 Vehicle hire and running costs	1,539	7,060	5,521		5,521	21.8%			
<u>248 Depot EXPENDITURE</u>									
4013 Equipment purchase	0	5,000	5,000		5,000	0.0%			
4055 Alarm	548	560	12		12	97.9%			
4225 Rates	4,784	4,641	(143)		(143)	103.1%		Slight increase, rates amount not set until after precept	
4601 Repairs & maintenance fund	295	900	605		605	32.8%			
4602 Electricity	818	2,000	1,182		1,182	40.9%			
4603 Water	97	635	538		538	15.3%			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>249 C Meadow Toilets/Shopmobility INCOME</u>									
1085 Shopmobility income	236	200	(36)			118.0%		More income than predicted	
<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	402	1,002	600		600	40.2%			
4612 Contractor charge	4,777	10,450	5,673		5,673	45.7%			
4709 Maintenance	0	6,600	6,600		6,600	0.0%			
<u>250 Lace Hill INCOME</u>									
1026 Lace Hill Community Centre	24,558	41,000	16,442			59.9%			
1027 Solar income	0	150	150			0.0%			
<u>250 Lace Hill EXPENDITURE</u>									
4050 Lace Hill playing fields	267	550	283		283	48.6%			
4118 Solar panels	0	380	380		380	0.0%			
4158 Lace Hill gas	1,501	4,600	3,099		3,099	32.6%			
4159 Lace Hill electricity	1,227	6,500	5,273		5,273	18.9%			
4160 Lace Hill water	485	1,086	601		601	44.7%			
4161 Lace Hill Repair & Maintenance	4,262	4,000	(262)		(262)	106.5%		MUGA repairs, insurance claim received	
4162 Lace Hill Planned Maintenance	3,533	7,920	4,387		4,387	44.6%			
4164 Lace Hill equipment	1,369	3,754	2,385	177	2,208	41.2%			
4225 Rates	10,354	11,048	694		694	93.7%			
<u>251 Chandos Park INCOME</u>									
1030 Bowls income	627	650	23			96.5%			
1035 Tennis Court Rent	0	778	778			0.0%			
<u>251 Chandos Park EXPENDITURE</u>									
4601 Repairs & maintenance fund	0	3,950	3,950	330	3,620	8.4%			
4602 Electricity	548	1,471	923		923	37.3%			
4603 Water	1,284	2,449	1,165		1,165	52.4%			
4606 Bowls Club Maintenance	1,655	2,120	465		465	78.1%			
<u>252 Bourton Park EXPENDITURE</u>									
4601 Repairs & maintenance fund	7,100	10,508	3,408		3,408	67.6%			
<u>253 Cemeteries INCOME</u>									
1041 Burial fees	10,316	29,400	19,084			35.1%			
<u>253 Cemeteries EXPENDITURE</u>									
4225 Rates	2,421	2,349	(72)		(72)	103.1%		Slight increase, rates amount not set until after precept	
4265 New cemetery maintenance	0	7,000	7,000	3,500	3,500	50.0%			
4601 Repairs & maintenance fund	1,099	5,825	4,726		4,726	18.9%			
4602 Electricity	361	1,000	639		639	36.1%			
4617 Memorial testing	4,770	4,330	(440)		(440)	110.2%	2,000	EMR	
4619 Cemeteries Development	108,284	106,415	(1,869)	32,059	(33,928)	131.9%	98,489	EMR	
4620 Expenses for burial duties	893	5,785	4,892		4,892	15.4%			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>254 Chandos Park toilets EXPENDITURE</u>									
4612 Contractor charge	4,777	10,450	5,673		5,673	45.7%			
4709 Maintenance	496	14,035	13,539		13,539	3.5%			
<u>255 Railway Walk & Castle Hill EXPENDITURE</u>									
4709 Maintenance	3,726	1,145	(2,581)		(2,581)	325.4%	3,400	EMR	
<u>256 Storage Premises EXPENDITURE</u>									
4066 Grenville garage rent	329	626	297		297	52.5%			
<u>258 Cemetery Lodge INCOME</u>									
1061 Cemetery Lodge rental income	6,473	11,781	5,308			54.9%			
<u>258 Cemetery Lodge EXPENDITURE</u>									
4034 PWLB repayments inc. interest	2,351	4,702	2,351		2,351	50.0%			
4609 Cemetery Lodge maintenance	2,340	3,260	920	7,340	(6,420)	296.9%		EMR will cover expenditure	
<u>260 CCTV EXPENDITURE</u>									
4100 CCTV maintenance	1,751	4,000	2,249		2,249	43.8%			
<u>261 Community Centre EXPENDITURE</u>									
4085 Structural repairs	15,339	30,390	15,051	920	14,132	53.5%			
4091 Chamber	183	1,100	917		917	16.6%			
<u>262 Parks General EXPENDITURE</u>									
4101 Seats and bins	0	1,765	1,765		1,765	0.0%			
4102 Dog bins	0	13,686	13,686	4,072	9,614	29.7%			
4106 Play area maintenance	3,090	9,316	6,226	999	5,227	43.9%			
4112 Environment Equipment	872	11,286	10,414	29	10,385	8.0%			
4122 Tree works	12,060	36,105	24,045	1,630	22,415	37.9%			
4168 Defibrillators	283	550	267		267	51.4%			
4275 Play area replacement fund	0	10,000	10,000		10,000	0.0%			
4276 Tree wardens	0	2,240	2,240		2,240	0.0%			
4280 Machinery Repair / Replace	0	2,500	2,500		2,500	0.0%			
4281 Vehicle Repair / Replace	0	2,500	2,500		2,500	0.0%			
<u>264 New Cemetery EXPENDITURE</u>									
4282 New Cemetery PWLB Repayments	0	2,600	2,600		2,600	0.0%			

TOWN CENTRE & EVENTS**301 Town Centre & Events INCOME**

1028	Lace Hill events income	0	850	850		0.0%
1029	Good Endings Fair income	0	300	300		0.0%
1062	Community Fair table income	0	230	230		0.0%
1066	Comedy night income	923	1,500	577		61.5%
1069	Charter fairs income	8,430	8,324	(106)		101.3%
1091	Events Sponsorship Income	0	100	100		0.0%
1092	Events Stall Income	443	1,100	658		40.2%
1093	Dog Show Income	299	125	(174)		239.3%
1094	Skate Park Income	25	0	(25)		0.0%
1099	Summer Art Trail Sponsorship	100	0	(100)		0.0%
1104	Remembrance Contributions	1,200	1,150	(50)		104.3%
1107	Street Food Fair Income	0	300	300		0.0%

301 Town Centre & Events EXPENDITURE

3997	NI TC&E	1,842	6,379	4,537		4,537	28.9%
3998	Pensions ERS TC&E	7,280	18,677	11,397		11,397	39.0%
3999	Salaries TC&E	33,543	100,694	67,151		67,151	33.3%
4042	Events equipment	0	1,500	1,500		1,500	0.0%
4094	Youth project	4,790	6,000	1,210		1,210	79.8%
4104	Town in Bloom	5,922	9,000	3,078	207	2,872	68.1%
4107	Pride of Place	48	60	12		12	80.0%
4115	River rinse	373	450	77		77	82.8%
4126	Good Endings Fair	0	500	500		500	0.0%
4128	Small Events	0	350	350		350	0.0%
4166	Lace Hill events	898	1,600	702		702	56.1%
4201	Christmas lights	4,545	13,800	9,255	4442	4,813	65.1%
4202	Firework display	1,083	7,000	5,917	520	5,397	22.9%
4203	Community fair	0	300	300		300	0.0%
4205	Christmas parade	49	5,250	5,201	120	5,081	3.2%
4207	Remembrance parade	33	2,300	2,267	880	1,387	39.7%
4208	Spring Fair	84	300	216		216	28.0%
4211	Band Jam	5,020	5,100	80		80	98.4%
4212	Christmas lights switch on	2,352	3,250	898		898	72.4%
4213	Dog show	630	750	120		120	84.0%
4220	Music in the Market	4,995	5,100	105		105	97.9%
4241	Comedy Night expenditure	2,266	1,500	(766)		(766)	151.0%
4243	Charter Fairs	1,347	5,500	4,153	3,690	463	91.6%
4245	Street Food Fair	0	2,400	2,400		2,400	0.0%
4260	Twinning	0	65	65		65	0.0%

Extra expenditure covered by fringe budget

302 Street markets INCOME

1005	Street markets	9,734	17,500	7,766		55.6%	
1006	Flea market	4,135	4,600	465		89.9%	

302 Street markets

4017	Subscriptions	571	450	(121)	(121)	126.9%	
4225	Rates	1,672	2,100	428	428	79.6%	
4234	Market Entertainment	0	1,000	1,000	1,000	0.0%	
4235	Market infrastructure & Promotions	750	1,000	250	250	75.0%	

Slight increase, rates amount not set until after precept

303 Special events INCOME

1020	Food fair income	0	800	800		0.0%	
1083	Fringe income	424	400	(24)		106.0%	
1094	Skate Park Income	0	1,000	1,000		0.0%	

More income than predicted

303 Special events EXPENDITURE

4169	Skate Park Event	994	2,000	1,006	150	856	57.2%	
4221	Fringe	1,281	2,150	869		869	59.6%	
4242	Food fair	0	600	600		600	0.0%	
4244	Flags	113	600	487	0	487	18.9%	
4273	One-off events	0	500	500		500	0.0%	
4278	Celebrate Buckingham Day	1,552	2,000	448		448	77.6%	

305 Tourist Information Centre INCOME

1084	TIC income	5,458	9,000	3,542			60.6%	
------	------------	-------	-------	-------	--	--	-------	--

305 Tourist Information Centre EXEPNDITURE

4253	TIC tickets & produce	4,257	8,000	3,743		3,743	53.2%	
4255	Heritage app expenditure	0	300	300		300	0.0%	
4274	Tourism website	184	440	256		256	41.8%	

306 Accessibility EXPENDITURE

4254	Accessibility Costs	200	2,250	2,050	1,250	800	64.4%	
------	---------------------	-----	-------	-------	-------	-----	-------	--

PLANNING601 Planning

3992	Salaries Planning	18,566	38,637	20,071		20,071	48.1%	
3993	NI Planning	1,307	2,910	1,603		1,603	44.9%	
3994	Pensions ERS Planning	1,692	3,594	1,902		1,902	47.1%	
4624	Neighbourhood Plan	10,204	2,510	(7,694)	64	(7,758)	409.1%	7,150

EMR

Grand Totals:- Income

1,342,921	1,413,489	70,568			95.0%
-----------	-----------	--------	--	--	-------

Expenditure

748,522	1,519,915	771,393	63,865	707,528	53.4%
---------	-----------	---------	--------	---------	-------

Net Income over Expenditure

594,400	(106,426)	(700,826)
---------	-----------	-----------

15/10/2024

Buckingham Town Council

Page 1

13:13

Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EARMARKED RESERVES	321,140.00	-321,140.00	0.00
325	EMR YOUTH COUNCIL	0.00	2,015.00	2,015.00
326	EMR CEMETERY DEVELOPMENT	0.00	70,332.34	70,332.34
327	EMR LEGAL COSTS	0.00	530.17	530.17
328	EMR FLOOD RELIEF FUND	0.00	826.00	826.00
329	EMR WAR MEMORIAL	0.00	600.00	600.00
330	EMR CHRISTMAS LIGHTS	0.00	2,171.00	2,171.00
331	EMR TOWN IN BLOOM	0.00	1,000.00	1,000.00
332	EMR CHARTER FAIRS	0.00	5,141.00	5,141.00
333	EMR PLAY AREA REPLACEMENT	0.00	57,932.00	57,932.00
334	EMR TOURISM LEAFLETS	0.00	883.00	883.00
335	EMR GREEN SPACES DEVELOPMENT	0.00	8,916.00	8,916.00
336	EMR NEIGHBOURHOOD PLAN	0.00	511.00	511.00
337	EMR BRIDGE REPAIRS	0.00	44,640.00	44,640.00
338	EMR OFFICE DEVELOPMENT / FURNI	0.00	156.00	156.00
339	EMR DEPOT EQUIPMENT	0.00	7,850.00	7,850.00
340	EMR AEDS	0.00	850.00	850.00
341	EMR LHSCC REPAIRS & MAINT	0.00	25,000.00	25,000.00
342	EMR CEMETERY LODGE REPAIRS	0.00	7,840.00	7,840.00
343	EMR BOWLS PAVILION REPAIRS	0.00	2,493.00	2,493.00
344	EMR MAKING GOOD/BOUNDARY REP	0.00	45,000.00	45,000.00
345	EMR EMERGENCY GRANTS	0.00	3,000.00	3,000.00
346	EMR TWINNING	0.00	2,483.00	2,483.00
348	EMR SCULPTURE TRAIL	0.00	800.00	800.00
349	EMR TRAINING	0.00	8,953.00	8,953.00
350	EMR COMPUTERS & SOFTWARE	0.00	5,633.00	5,633.00
351	EMR RATES	0.00	1,706.00	1,706.00
352	EMR ACCESSIBILITY	0.00	2,513.00	2,513.00
353	EMR WILDLIFE CONSERVATION VOLU	0.00	1,461.00	1,461.00
354	EMR MACHINERY REPLACE & REPAIR	0.00	9,949.00	9,949.00
355	EMR BUILDINGS REPLACE & REPAIR	0.00	6,500.00	6,500.00
356	EMR RESOURCING RESERVE	0.00	38,466.00	38,466.00
357	EMR VEHICLE REPLACEMENT & REPA	0.00	3,445.00	3,445.00
358	EMR STAFFING COSTS	0.00	3,949.42	3,949.42
		321,140.00	52,404.93	373,544.93

15/10/2024

Buckingham Town Council

Appendix B

13:16

PURCHASE LEDGER INVOICE LISTING

Page 1

User: JODIE

Bought Ledger 1 for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/09/2024	26078		AMBIVENT	A020	507.00	101.40	608.40	4161	250	507.00	attend to check water temps
04/09/2024	26354		AMBIVENT	A020	2,120.00	424.00	2,544.00	4162	250	2,120.00	ann maint contract
17/09/2024	6646		ACREMANS	A031	425.00	85.00	510.00	4122	262	425.00	railway walk clearance
01/09/2024	1364129105-2024-		AMAZON	A035	7.49	1.50	8.99	4037	205	7.49	usb port
30/09/2024	GB45UZDZABEI		AMAZON	A035	66.58	13.32	79.90	4112	262	66.58	reusable cable ties
01/09/2024	GB411YYCABEY		AMAZON	A035	23.32	4.66	27.98	4037	205	23.32	laptop case, plant food
13/09/2024	GB416WNLABEY		AMAZON	A035	113.27	22.65	135.92	4244	303	113.27	union jack flags
01/09/2024	2205084032		BUCKS COUNCIL	B006	777.15	155.43	932.58	4243	301	777.15	charter fair clear up
04/09/2024	2024-139-BTC		BLACK DOG DESIGN	B038	1,236.00	86.00	1,322.00	4032	102	1,236.00	btm
01/09/2024	1039087		BOSTON SEEDS	B071	608.32	121.67	729.99	4619	253	608.32	wildflower seeds
01/09/2024	25/8		COMPLETE	C003	972.00	0.00	972.00	4211	301	972.00	security band jam
30/09/2024	75187		CDS GROUP	C007	6,701.16	1,340.23	8,041.39	4619	253	6,701.16	riba stage 4
								326		-6,701.16	riba stage 4
								6002	253	6,701.16	riba stage 4
04/09/2024	8515		COX	C041	180.00	36.00	216.00	4620	253	180.00	top soil
01/09/2024	3741		CLOUDY IT	C073	1,021.50	204.30	1,225.80	4027	102	1,021.50	monthly hosting
01/09/2024	4308		CLOUDY IT	C073	1,024.80	204.96	1,229.76	4027	102	1,024.80	monthly hosting
12/09/2024	4628		CLOUDY IT	C073	1,024.80	204.96	1,229.76	4027	102	1,024.80	monthly hosting sept
30/09/2024	4959		CLOUDY IT	C073	1,024.80	204.96	1,229.76	4027	102	1,024.80	monthly hosting
30/09/2024	93574		DISCOUNT	D024	21.66	4.33	25.99	4202	301	21.66	hessian
30/09/2024	KI-CI51764D-0034		E-ON	E006	310.21	15.51	325.72	4159	250	310.21	SEPT LHSCC
30/09/2024	0199		FESTIVE	F009	2,253.11	450.62	2,703.73	4201	301	2,253.11	yr 1 hire charges
01/09/2024	18453		GREENBARNES	G006	4,986.99	997.40	5,984.39	4601	252	4,986.99	3 x noticeboards
04/09/2024	28796		GANDERTON	G008	339.64	67.93	407.57	4063	205	184.72	fuel
								4036	205	154.92	fuel
04/09/2024	21974		GM TYRES	G013	130.00	26.00	156.00	4063	205	130.00	tyres x 2
01/09/2024	4691		GREENFLOW	G020	36.49	0.00	36.49	4709	254	36.49	servicing
01/09/2024	1133593		GRUNDON	G050	130.58	26.12	156.70	4033	205	130.58	wheelie bins

15/10/2024

Buckingham Town Council

Appendix B

13:16

PURCHASE LEDGER INVOICE LISTING

Page 2

User: JODIE

Bought Ledger 1 for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
26/09/2024	1133594		GRUNDON	G050	401.09	80.22	481.31	4033	205	401.09	wheelie bins depot
26/09/2024	118073		HAZCHEM SAFETY	H010	43.91	8.78	52.69	4043	102	43.91	hi vis jacket and polo
01/09/2024	13931		HEALTH	H011	1,910.61	382.12	2,292.73	4612	249	955.30	toilet maintenance
								4612	254	955.31	toilet maintenance
04/09/2024	76039		HOME	H012	270.00	54.00	324.00	4213	301	270.00	toilets dog show
30/09/2024	18468		INSTITUTE OF CEMETER	I002	1,250.00	250.00	1,500.00	4023	102	1,250.00	TRAINING COURSE Cemetery
12/09/2024	66876		LINNELL BROS	L010	1,077.76	215.55	1,293.31	4601	252	1,077.76	treated redwood
12/09/2024	67372		LINNELL BROS	L010	269.44	53.89	323.33	4601	252	269.44	treated redwood
01/09/2024	27/8		LEEDERS HARDWARE	L024	2.49	0.50	2.99	4112	262	2.49	padlock
30/09/2024	037		MJ PRODUCTIONS	M010	817.00	0.00	817.00	4212	301	817.00	entertainment xmas lights
12/09/2024	3916		MIKE RAWDING	M016	2,560.00	512.00	3,072.00	4085	261	1,380.00	community centre roof repairs
								4085	261	1,180.00	community centre roof repairs
01/09/2024	21/8		NAMESCO	N015	215.99	43.20	259.19	4027	102	215.99	tc.gov.uk renewal
12/09/2024	1618		ONEILL HOMER	O009	650.00	130.00	780.00	4624	601	650.00	stakeholder engagement one day
26/09/2024	108267		OAKPARK	O060	60.00	12.00	72.00	4601	248	60.00	annual cctv maint
26/09/2024	108352		OAKPARK	O060	378.00	75.60	453.60	4162	250	378.00	annual maint alarm / cctv
26/09/2024	108353		OAKPARK	O060	202.00	40.40	242.40	4162	250	202.00	annual alarm maint
20/09/2024	13880		PARAGON	P008	5.00	1.00	6.00	4037	205	5.00	3 pack sealey
01/09/2024	3045		PRESTON BISSET	P021	1,033.33	206.67	1,240.00	4104	301	1,033.33	winter hanging baskets
30/09/2024	153033		PAYROLL OPTIONS	P057	151.04	30.21	181.25	4030	102	151.04	monthly payroll
01/09/2024	961692		QUEST	Q002	5.24	1.05	6.29	4601	252	5.24	hex bolts
01/09/2024	55390		ROBINSON	R025	750.00	150.00	900.00	4609	258	750.00	damp report
01/09/2024	BK217343-1		SLCC	S005	240.00	48.00	288.00	4023	102	240.00	wordpress course ZT
12/09/2024	MEM250038-3		SLCC	S005	290.00	58.00	348.00	4017	102	290.00	sb membership fee
04/09/2024	MEM250567-1		SLCC	S005	55.00	0.00	55.00	4017	102	55.00	sb extra membership
04/09/2024	5848		SURE2DOOR	S010	538.90	107.78	646.68	4032	102	538.90	delivery btm
01/09/2024	1396866		SSE	S019	47.56	2.38	49.94	4602	248	47.56	july
10/09/2024	IVO1504223		SSE	S019	65.91	3.30	69.21	4602	251	65.91	aug chandos toilets
10/09/2024	IVO1505717		SSE	S019	32.35	1.62	33.97	4052	102	32.35	apr-aug feeder pillar

15/10/2024

Buckingham Town Council

Appendix B

13:16

PURCHASE LEDGER INVOICE LISTING

Page 3

User: JODIE

Bought Ledger 1 for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/09/2024	584		STRAWBERRY	S056	1,260.00	0.00	1,260.00	4212	301	1,260.00	stage/marquee hire xmas lights
13/09/2024	1006566400		TRAVIS	T010	5.25	1.05	6.30	4112	262	5.25	brushes
13/09/2024	1006816652		TRAVIS	T010	30.90	6.18	37.08	4601	252	30.90	postcrete
20/09/2024	1007043455		TRAVIS	T010	10.30	2.06	12.36	4106	262	10.30	postcrete
12/09/2024	AGQ347		TRAVIS	T010	34.17	6.83	41.00	4601	252	34.17	ballast
26/09/2024	4808195		VIKING DIRECT	V001	59.96	11.99	71.95	4010	102	59.96	4808195/10112770/Stationery
26/09/2024	4808196		VIKING DIRECT	V001	93.10	18.62	111.72	4010	102	93.10	4808196/10112769/Stationery
01/09/2024	9102		WESTON	W015	250.00	50.00	300.00	4601	253	204.80	structural report review
								4601	253	45.20	structural report review
TOTAL INVOICES					41,108.17	7,363.95	48,472.12			41,108.17	

15/10/2024

Buckingham Town Council

Page 1

13:16

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/10/2024	GB41CBYVABEY		AMAZON	A035	13.87	2.77	16.64	4010	102	13.87	TAPE DISPENSER
01/10/2024	5630		BALC	B001	10.00	0.00	10.00	4023	102	10.00	biodiversity seminar
01/10/2024	15810		GB SPORT&LEISURE	G015	45.00	9.00	54.00	4106	262	45.00	rope repair / grass mat pegs
08/10/2024	1149329		GRUNDON	G050	112.49	22.50	134.99	4033	205	112.49	wheelie bins lhsc
08/10/2024	1149330		GRUNDON	G050	400.87	80.17	481.04	4033	205	400.87	wheelie bins depot
04/10/2024	119254		HAZCHEM SAFETY	H010	34.83	6.97	41.80	4043	102	34.83	hi vis trousers
08/10/2024	119776		HAZCHEM SAFETY	H010	21.40	4.28	25.68	4043	102	21.40	hi vis waistcoat
04/10/2024	13995		HEALTH	H011	1,910.61	382.12	2,292.73	4612	254	955.31	toilet maintenance
								4612	249	955.30	toilet maintenance
08/10/2024	241000113612		MAINSTREAM	M061	32.90	6.58	39.48	4018	102	32.90	817433
04/10/2024	243607		NATIONAL EXPRESS	N023	40.85	0.00	40.85	4253	305	40.85	national express ticket sales
04/10/2024	53107		PROJECT SOLUTIONS	P012	350.00	70.00	420.00	4023	102	350.00	nrswa training lp, cm
04/10/2024	53108		PROJECT SOLUTIONS	P012	350.00	70.00	420.00	4023	102	350.00	nrswa training pt2 lp,cm
04/10/2024	53111		PROJECT SOLUTIONS	P012	195.00	39.00	234.00	4023	102	195.00	nrswa training zt
04/10/2024	53112		PROJECT SOLUTIONS	P012	195.00	39.00	234.00	4023	102	195.00	nrswa training rd
08/10/2024	QL206048-1		SLCC	S005	120.00	24.00	144.00	4023	102	120.00	PILAC qualification jb
09/10/2024	5645		TS ELECTRICAL	T067	210.00	42.00	252.00	4709	254	210.00	2 x lights chandos toilets
08/10/2024	I280509		WEL MEDICAL	W006	282.95	56.59	339.54	4168	262	282.95	aed pads and battery
TOTAL INVOICES					4,325.77	854.98	5,180.75			4,325.77	

Buckingham Town Council
Resources Committee
Monday 21st October 2024

Contact Officer: Compliance and Projects Manager

Financial Regulations and Standing Order suspension for cemetery tender

1. Recommendations

- 1.1. It is recommended that Members recommend to Full Council the suspension of the Financial Regulations and Standing Orders as specified in section 3 of this report.

2. Background

- 2.1. This is being discussed because the complexity of the work to be undertaken to deliver the new cemetery and allotments requires the professional assessment of tenders.
- 2.2. The intention of the suspensions is to allow for tenders to be submitted directly to the Council's consultants or their subcontractors for them to undertake the evaluation and scoring of each tender, and to recommend a tender to the Council. Reviewing the tender submissions requires a range of qualified specialists and is beyond the expertise of BTC staff.
- 2.3. None of the Financial Regulations or Standing Orders that are recommended to be suspended are legal requirements and BTC has the power to approve the suspensions.
- 2.4. In accordance with Financial Regulation 17.2 (Suspension and Revision of Financial Regulations) the assessed risk of not delegating the tender assessment process to a professional contractor is that the Council may approve a flawed tender which may lead to challenge, omission, significant additional future costs, and/or reputational damage.
- 2.5. It should be noted that Full Council will have sight of the full tender specification and scoring criteria for prior approval and that the final decision whether to accept a tender shall be made by Full Council.

3. Financial Regulations and Standing Orders to be suspended

- 3.1. Standing Order 18d) iv. Amend to allow tenders to be submitted to the Council's consultants or their subcontractors instead of to the Proper Officer.
- 3.2. Standing Order 18d) v. Amend to allow tenders to be considered by the Council's consultants or their subcontractors instead of a meeting of the Council. Tenders will not be reported separately to a Council meeting.
- 3.3. Financial Regulation 11.1 e). Amend to be consistent with amendment 3.1 above.
- 3.4. Financial Regulation 11.1 f). Amend to allow tenders to be opened by the Council's consultants or their subcontractors instead of the RFO in the presence of a Councillor(s).
- 3.5. Financial Regulation 11.1 g). This refers to Standing Order 18d. Amend to allow for amendments 3.1 and 3.2 above.
- 3.6. The suspensions are for the cemetery and allotment project tender only.

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Resources	800/18	Compliments, Complaints and FOI requests	Members AGREED for a six monthly report.	Town Clerk		Next meeting
Resources	153/22	Debtors	For the next meeting a report showing debts over 3 months will be included with an explanation for each.	Finance Officer		Ongoing - for each agenda.
Resources	235/24	Confidential item	Confidential item	Town Clerk	Research and quotations underway	Next meeting