



# Buckingham Town Council

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Town Clerk: Claire Molyneux

RESOURCES  
COMMITTEE

Wednesday, 23 April 2025

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 28<sup>th</sup> April 2025 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](mailto: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 3<sup>rd</sup> March 2025.

[Copy previously circulated](#)

### 4. Minutes of Communications Strategy Group

To receive the minutes of the Communications Strategy Group meeting held on 6<sup>th</sup> March 2025.

[Copy previously circulated](#)



Twinned with Mouvaux, France;

Neukirchen-Vluyn, Germany



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

**5. Budgets**

To receive and agree the budget reports:

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

5.2 Purchase Ledger from March 2025.

5.3 Correction to Lace Hill Community Centre Rates budget line.

To receive a report from the Compliance and Projects Manager.

[Appendix A](#)

[Appendix B](#)

[R/177/24](#)

**6. Fund transfers**

To note that there have been no fund transfers.

**7. Bank charges for Mayor's Charity account**

To receive a report from the Assistant RFO.

Mayor's charities schedule of charges.

Current account schedule of charges.

[R/178/24](#)

[Appendix C](#)

[Appendix D](#)

**8. Quarterly banking reconciliations**

To receive a verbal update from the Compliance and Projects Manager.

**9. Chamber fees**

To receive a report from the Office Administrator.

[R/179/24](#)

**10. Investment Strategy Policy and Annual Investment Strategy**

To receive a report from the Town Clerk and the Compliance and Projects Manager.

To review and agree to recommend the Investment Strategy Policy to Full Council.

To review and agree to recommend the Annual Investment Strategy 2025/26 to Full Council.

[R/180/24](#)

[Appendix E](#)

[Appendix F](#)

**11. Preventing Sexual Harassment Risk Assessment and Action Plan**

To receive a report from the Compliance and Projects Manager.

Risk Assessment.

Action Plan.

[R/181/24](#)

[Appendix G](#)

[Appendix H](#)

**12. Staff Handbook**

To receive a report from the Compliance and Projects Manager.

[Staff Handbook.](#)

Worknest overview of amendments.

[R/182/24](#)

[Appendix I](#)

**13. Financial Regulations**

To receive a report from the Compliance and Projects Manager.

To review and agree to recommend the [new Financial Regulations](#) to Full Council.

[R/183/24](#)

**14. Access to Work grant**

To receive a report from the Compliance and Projects Manager.

DWP Grant Award letter.

[R/184/24](#)

[Appendix J](#)

**15. Date of next meeting:**

Monday 23<sup>rd</sup> June 2025

**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.

**16. Debtors list**

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

[Appendix K](#)

**17. Payment endorsements**

To note payment endorsement sheets 33 to 35 and financial year 25/26 sheet 1.

[Appendix L](#)

**18. Staffing report**

To receive a report from the Town Clerk.

[R/185/24](#)

**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 31/03/2025

Month No: 12

Committee Report

**RESOURCES**

101 Personnel Costs EXPENDITURE

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
4000 Salaries Admin	209,446	216,104	6,658		6,658	96.9%		
4005 ERS National Insurance	21,036	23,419	2,383		2,383	89.8%		
4006 ERS Pension Cont	49,600	54,412	4,812		4,812	91.2%		
4007 Staff travel	141	550	409		409	25.7%		
4008 Occupational Health	395	1,369	974		974	28.9%		
4025 HR advice	9,187	5,295	(3,892)		(3,892)	173.5%		includes 25/26 costs to be accrued out for year end
4026 Staff & Recruitment	693	200	(493)		(493)	346.6%	220	emr to cover overspend

102 Office Expenses INCOME

1010 Chamber hire	1,019	850	(169)			119.9%		more income than expected
1012 Photocopier use	19	8	(11)			240.0%		more income than expected

102 Office Expenses EXPENDITURE

4010 Stationery	1,708	3,020	1,312		1,312	56.6%		
4011 Postage	99	300	202		202	32.8%		
4012 Photocopier	914	2,500	1,586		1,586	36.5%		
4013 Equipment purchase	1,316	2,226	910		910	59.1%		
4017 Subscriptions	4,521	4,675	154		154	96.7%		
4018 Telephones	10,965	10,000	(965)		(965)	109.6%		unexpected tariff increases
4019 Hire of Community Hall	339	325	(14)		(14)	104.2%		price increase for hall hire, not precepted for
4021 Hospitality	369	425	56		56	86.9%		
4023 Training	9,034	11,250	2,216	225	1,991	82.3%	3,125	
4024 Bank charges	23	0	(23)		(23)	0.0%		bank charges not precepted for, see separate report
4027 Software	16,899	17,700	801		801	95.5%		
4030 Payroll	1,895	2,070	175		175	91.5%		
4032 Publicity and newsletter	6,377	6,773	396		396	94.2%		
4038 Computer equipment	1,268	4,000	2,732		2,732	31.7%		
4041 Website	1,825	4,000	2,175		2,175	45.6%		
4043 Protective clothing	1,177	2,000	823		823	58.8%		
4052 Heat, light, power	3,055	3,222	167		167	94.8%		
4156 Buckingham Centre rent	10,500	17,000	6,500		6,500	61.8%		
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		627	65.2%			
4044 Councillors' mileage / exp.	196	573	377		377	34.2%			
4045 Councillors' allowance	9,618	10,882	1,264		1,264	88.4%			
4236 Election costs	0	12,000	12,000		12,000	0.0%			
4269 Councillor training	435	2,580	2,145		2,145	16.9%			
<u>104 Legal requirements INCOME</u>									
1098 Insurance Claims Income	2,256	0	(2,256)			0.0%			
<u>104 Legal requirements EXPENDITURE</u>									
4014 Audit fees	2,490	4,000	1,510		1,510	62.3%			
4016 Legal costs	10,508	4,000	(6,508)		(6,508)	262.7%	6,341	emr to cover overspend	
4022 Insurance	19,505	21,500	1,995		1,995	90.7%			
<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	25	65	40		40	38.5%			
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	40,707	12,000	(28,707)			339.2%		more income than expected	
<u>132 Future Planning / Contingencies EXPENDITURE</u>									
4500 Future planning / contingencies	261	13,000	12,739		12,739	2.0%			
<u>304 Youth Council EXPENDITURE</u>									
4238 Youth Council admin	0	110	110		110	0.0%			

**ENVIRONMENT****201 Environment EXPENDITURE**

3995	NI Environment	21,803	22,249	446		446	98.0%	
3996	Pensions ERS Environment	55,531	61,577	6,046		6,046	90.2%	
4004	Salaries environment	234,308	250,670	16,362		16,362	93.5%	

**202 Roundabouts INCOME**

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%	

**202 Roundabouts EXPENDITURE**

4108	Roundabout	553	2,205	1,652		1,652	25.1%	
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**203 Maintenance EXPENDITURE**

4082	Allotments	2,288	2,288	0		0	100.0%	
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**204 Devolved services expenses INCOME**

1017	Devolved services income	0	24,000	24,000			0.0%	
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**205 Grounds maintenance EXPENDITURE**

4033	Waste disposal	5,344	5,610	266		266	95.3%	
4035	Machinery	2,480	2,915	435		435	85.1%	
4036	Fuel (Mower)	1,809	2,533	724		724	71.4%	
4037	Sundries	2,529	3,025	496	251	245	91.9%	
4063	Vehicle hire and running costs	5,245	7,060	1,815	242	1,573	77.7%	

**248 Depot EXPENDITURE**

4013	Equipment purchase	1,421	5,000	3,579	462	3,118	37.6%	
4055	Alarm	548	560	12		12	97.9%	
4225	Rates	4,784	4,641	(143)		(143)	103.1%	143 emr to cover overspend
4601	Repairs & maintenance fund	649	900	251		251	72.1%	
4602	Electricity	1,741	2,000	259		259	87.1%	
4603	Water	224	635	411		411	35.3%	

	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	311	200	(111)			155.5%		more income than expected	
<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	1,136	1,002	(134)		(134)	113.4%		overspend due to unexpected scooter repairs	
4612 Contractor charge	11,464	10,450	(1,014)		(1,014)	109.7%		price increases after precept agreed	
4709 Maintenance	6,083	6,600	517		517	92.2%			
<u>250 Lace Hill INCOME</u>									
1026 Lace Hill Community Centre	40,726	41,000	274			99.3%			
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	2,660	4,600	1,940		1,940	57.8%			
4159 Lace Hill electricity	2,938	6,500	3,562		3,562	45.2%			
4160 Lace Hill water	645	1,086	441		441	59.4%			
4161 Lace Hill Repair & Maintenance	5,047	4,000	(1,047)		(1,047)	126.2%		overspend due to MUGA repairs see insurance claims	
4162 Lace Hill Planned Maintenance	7,068	7,920	852		852	89.2%			
4164 Lace Hill equipment	1,971	3,754	1,783		1,783	52.5%			
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	778	778	0			100.0%			
<u>251 Chandos Park EXPENDITURE</u>									
4601 Repairs & maintenance fund	1,256	3,950	2,695		2,695	31.8%			
4602 Electricity	936	1,471	535		535	63.6%			
4603 Water	2,150	2,449	299		299	87.8%			
4606 Bowls Club Maintenance	1,655	2,120	465		465	78.1%			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>252 Bourton Park EXPENDITURE</u>									
4601 Repairs & maintenance fund	7,445	10,508	3,063		3,063	70.9%			
<u>253 Cemeteries INCOME</u>									
1041 Burial fees	24,628	29,400	4,772			83.8%			
<u>253 Cemeteries EXPENDITURE</u>									
4225 Rates	2,421	2,349	(72)		(72)	103.1%	72	emr to cover overspend	
4265 New cemetery maintenance	3,500	7,000	3,500		3,500	50.0%			
4601 Repairs & maintenance fund	2,133	5,825	3,692		3,692	36.6%			
4602 Electricity	(328)	1,000	1,328		1,328	(32.8%)			
4617 Memorial testing	4,770	4,330	(440)		(440)	110.2%	2,000	emr to cover overspend	
4619 Cemeteries Development	143,908	106,415	(37,493)	18,265	(55,758)	152.4%	124,225	emr to cover overspend	
4620 Expenses for burial duties	4,579	5,785	1,206		1,206	79.1%			
<u>254 Chandos Park toilets EXPENDITURE</u>									
4612 Contractor charge	11,500	10,450	(1,050)		(1,050)	110.0%		price increases after precept agreed	
4709 Maintenance	10,121	14,035	3,914		3,914	72.1%			
<u>255 Railway Walk &amp; Castle Hill EXPENDITURE</u>									
4709 Maintenance	3,726	1,145	(2,581)		(2,581)	325.4%	3,400	emr to cover overspend	
<u>256 Storage Premises EXPENDITURE</u>									
4066 Grenville garage rent	657	626	(31)		(31)	105.0%		price increases after precept agreed	
<u>258 Cemetery Lodge INCOME</u>									
1061 Cemetery Lodge rental income	13,073	11,781	(1,292)			111.0%		more than anticipated	
<u>258 Cemetery Lodge EXPENDITURE</u>									
4034 PWLB repayments inc. interest	4,702	4,702	(0)		(0)	100.0%			
4609 Cemetery Lodge maintenance	11,312	3,260	(8,052)		(8,052)	347.0%	7,340	emr to cover overspend	
<u>260 CCTV EXPENDITURE</u>									
4100 CCTV maintenance	2,304	4,000	1,696		1,696	57.6%			
<u>261 Community Centre EXPENDITURE</u>									
4085 Structural repairs	18,852	30,390	11,538	2,410	9,128	70.0%			
4091 Chamber	889	1,100	211		211	80.8%			



262 Parks General INCOME

1097	Grants Received	5,873	0	(5,873)		0.0%	Grants received for tree planting **
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262 Parks General EXPENDITURE

4101	Seats and bins	1,666	1,765	99	99	94.4%	
4102	Dog bins	3,752	13,686	9,934	4,072	57.2%	
4106	Play area maintenance	4,145	9,316	5,171	44	45.0%	
4112	Environment Equipment	13,272	11,286	(1,986)	(1,986)	117.6%	overspend due to trees purchased see grant received **
4122	Tree works	14,179	36,105	21,926	1,760	44.1%	
4168	Defibrillators	283	550	267	267	51.4%	
4275	Play area replacement fund	0	10,000	10,000	10,000	0.0%	
4276	Conservation Volunteers	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%	

264 New Cemetery EXPENDITURE

4282	New Cemetery PWLB Repayments	0	2,600	2,600	2,600	0.0%	
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**TOWN CENTRE & EVENTS**301 Town Centre & Events INCOME

1028	Lace Hill events income	468	850	382		55.0%	
1029	Good Endings Fair income	698	300	(398)		232.7%	more than anticipated
1062	Community Fair table income	150	230	80		65.0%	
1066	Comedy night income	923	1,500	577		61.5%	
1069	Charter fairs income	8,430	8,324	(106)		101.3%	more than anticipated
1091	Events Sponsorship Income	0	100	100		0.0%	
1092	Events Stall Income	836	1,100	264		76.0%	
1093	Dog Show Income	299	125	(174)		239.3%	more than anticipated
1099	Summer Art Trail Sponsorship	100	0	(100)		0.0%	sale of sculpture (swan)
1100	COMMUNITY BOARD T.C. STUDY	11,172	0	(11,172)		0.0%	Town centre study grant **
1104	Remembrance Contributions	1,200	1,150	(50)		104.3%	more than anticipated
1107	Street Food Fair Income	0	300	300		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>301 Town Centre &amp; Events EXPENDITURE</u>									
3997 NI TC&E	4,374	6,379	2,005		2,005	68.6%			
3998 Pensions ERS TC&E	16,163	18,677	2,514		2,514	86.5%			
3999 Salaries TC&E	72,157	100,694	28,537		28,537	71.7%			
4042 Events equipment	1,298	1,500	202		202	86.5%			
4094 Youth project	4,790	6,000	1,210		1,210	79.8%			
4104 Town in Bloom	8,967	9,000	33		33	99.6%			
4107 Pride of Place	48	60	12		12	80.0%			
4115 River rinse	193	450	257		257	42.8%			
4126 Good Endings Fair	248	500	253		253	49.5%			
4128 Small Events	209	350	141		141	59.7%			
4166 Lace Hill events	1,015	1,600	585		585	63.5%			
4170 Community Board Town Centre	11,142	0	(11,142)		(11,142)	0.0%		covered by TC study grant **	
4201 Christmas lights	13,135	13,800	665		665	95.2%			
4202 Firework display	6,654	7,000	346		346	95.1%			
4203 Community fair	178	300	122		122	59.4%			
4205 Christmas parade	5,250	5,250	0		0	100.0%			
4207 Remembrance parade	3,058	2,300	(758)		(758)	133.0%		covered by income received	
4208 Spring Fair	142	300	158		158	47.3%			
4211 Band Jam	5,038	5,100	62		62	98.8%			
4212 Christmas lights switch on	3,258	3,250	(8)		(8)	100.2%		overspend	
4213 Dog show	733	750	17		17	97.8%			
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%		covered by income and fringe underspend	
4243 Charter Fairs	5,063	5,500	437		437	92.1%			
4245 Street Food Fair	0	2,400	2,400		2,400	0.0%			
4260 Twinning	0	65	65		65	0.0%			
<u>302 Street markets INCOME</u>									
1005 Street markets	18,443	17,500	(943)			105.4%		more than anticipated	
1006 Flea market	6,520	4,600	(1,920)			141.7%		more than anticipated	
<u>302 Street markets EXPENDITURE</u>									
4017 Subscriptions	434	450	16		16	96.4%			
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 & Promot	750	1,000	250		250	75.0%			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>303 Special events INCOME</u>									
1020 Food fair income	645	800	155			80.6%			
1083 Fringe income	424	400	(24)			106.0%		more than anticipated	
1094 Skate Park Income	0	1,000	1,000			0.0%			
<u>303 Special events EXPENDITURE</u>									
4169 Skate Park Event	997	2,000	1,003		1,003	49.9%			
4221 Fringe	1,294	2,150	856		856	60.2%			
4242 Food fair	529	600	72		72	88.1%			
4244 Flags	113	600	487		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%			
<u>305 Tourist Information Centre INCOME</u>									
1084 TIC income	7,552	9,000	1,448			83.9%			
<u>305 Tourist Information Centre EXPENDITURE</u>									
4253 TIC tickets & produce	6,108	8,000	1,892		1,892	76.4%			
4255 Heritage app expenditure	0	300	300		300	0.0%			
4274 Tourism website	328	440	112		112	74.5%			
<u>306 Accessibility EXPENDITURE</u>									
4254 Accessibility Costs	200	2,250	2,050		2,050	8.9%			
<b><u>PLANNING</u></b>									
<u>601 Planning EXPENDITURE</u>									
3992 Salaries Planning	38,945	38,637	(308)		(308)	100.8%		underbudgeted, no pay agreement until after precept	
3993 NI Planning	2,864	2,910	46		46	98.4%			
3994 Pensions ERS Planning	3,550	3,594	44		44	98.8%			
4624 Neighbourhood Plan	24,404	2,510	(21,894)		(21,894)	972.3%	21,350	emr to cover overspend	
Grand Totals:- Income	1,433,269	1,413,489	(19,780)			101.4%			
Expenditure	1,362,600	1,519,915	157,315	27,729	129,585	91.5%			
<b>Net Income over Expenditure</b>	<b>70,668</b>	<b>(106,426)</b>	<b>(177,094)</b>						
plus Transfer from EMR	168,214	0	(168,214)						
<b>Movement to/(from) Gen Reserve</b>	<b>238,883</b>	<b>(106,426)</b>	<b>(345,309)</b>						

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## 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	44,596.49	44,596.49
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	-13,689.00	-13,689.00
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	500.00	500.00
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	1,491.69	1,491.69
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
		<b>321,140.00</b>	<b>4,914.77</b>	<b>326,054.77</b>

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## PURCHASE LEDGER INVOICE LISTING

User: JODIE

## Bought Ledger 1 for Month No 12

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
25/03/2025	971887926		AMENITY	A013	68.95	13.79	82.74	4601	252	60.00	corrugated irrigation pipe
								4601	252	8.95	corrugated irrigation pipe
13/03/2025	024		AERIAL	A025	600.00	0.00	600.00	4170	301	600.00	filming/editing
12/03/2025	GB5JOMGABEY		AMAZON	A035	4.93	0.99	5.92	4010	102	4.92	fridge magnets
								4010	102	0.01	fridge magnets
01/03/2025	GB50003FBOG4ZI		AMAZON	A035	31.65	6.33	37.98	4208	301	31.65	paint pens
27/03/2025	GB50006ZMQ6YDI		AMAZON	A035	26.29	5.26	31.55	4208	301	26.29	small drawstring bags
31/03/2025	5710		BALC	B001	90.00	0.00	90.00	4269	103	90.00	cllr training Oct 24
04/03/2025	634810		BUILDBASE	B013	11.28	2.26	13.54	4601	252	11.28	building sand
01/03/2025	535450		BROWNS	B031	1,650.37	330.08	1,980.45	4063	205	1,650.37	service KX18 BBV
31/03/2025	1092477		BOOKMY	B033	264.00	52.80	316.80	4023	102	264.00	NRSWA COURSE ZT
01/03/2025	2025/167		BLACK DOG DESIGN	B038	1,236.00	86.00	1,322.00	4032	102	1,236.00	btm spring 2025
20/03/2025	293986		BASSETT	B050	21.50	4.30	25.80	4063	205	21.50	rear number plate
01/03/2025	75940		CDS GROUP	C007	5,831.25	1,166.25	6,997.50	4619	253	649.99	civil enginner / surveyor
								326		-649.99	civil enginner / surveyor
								6002	253	649.99	civil enginner / surveyor
								4619	253	1,681.26	civil enginner / surveyor
								326		-1,681.26	civil enginner / surveyor
								6002	253	1,681.26	civil enginner / surveyor
								4265	253	3,500.00	civil enginner / surveyor
31/03/2025	37863		CEF	C010	26.45	5.29	31.74	4112	262	26.45	37863/10112892/10x LST25 fuses
31/03/2025	200003443		COMPLETE	C015	269.00	53.80	322.80	4112	262	269.00	WATER PUMP
19/03/2025	239217		COLES	C040	5,893.50	1,178.70	7,072.20	4112	262	5,893.50	trees
19/03/2025	239218		COLES	C040	936.52	187.30	1,123.82	4112	262	936.52	trees
01/03/2025	8696		COX	C041	90.00	18.00	108.00	4620	253	90.00	topsoil
01/03/2025	6614		CLOUDY IT	C073	1,027.30	205.46	1,232.76	4027	102	1,027.30	monthly hosting
31/03/2025	KI-C151764D-0041		E-ON	E006	415.44	83.09	498.53	4159	250	415.44	march 25 lhsc
03/03/2025	KI-55518D95-0006		EDF	E014	842.99	168.60	1,011.59	4158	250	842.99	feb

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## PURCHASE LEDGER INVOICE LISTING

User: JODIE

## Bought Ledger 1 for Month No 12

## 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
21/03/2025	24164		FLOOD PROTECTION	F021	379.00	75.80	454.80	4601	253	379.00	puddle sucker pump
12/03/2025	30169		GANDERTON	G008	142.34	28.47	170.81	4063	205	119.46	fuel
								4036	205	22.88	fuel
01/03/2025	4743		GREENFLOW	G020	36.49	0.00	36.49	4612	254	36.49	flush service
04/03/2025	1235997		GRUNDON	G050	129.86	25.97	155.83	4033	205	129.86	wheeli bins lhscc
04/03/2025	1235998		GRUNDON	G050	274.75	54.95	329.70	4033	205	274.75	wheelie bins depot
31/03/2025	1256079		GRUNDON	G050	247.44	49.49	296.93	4033	205	247.44	WHEELIE BINS DEPOT
31/03/2025	1256080		GRUNDON	G050	131.18	26.24	157.42	4033	205	131.18	WHEELIE BINS LHSCC
04/03/2025	14440		HEALTH	H011	1,910.61	382.12	2,292.73	4612	254	955.30	toilet maintenance
								4612	249	955.31	toilet maintenance
31/03/2025	14511		HEALTH	H011	1,910.61	382.12	2,292.73	4612	249	955.31	955.31
								4612	254	955.30	955.31
04/03/2025	3611928302		HAMPSHIRE CC	H022	375.00	75.00	450.00	4016	104	375.00	legal advice
12/03/2025	101583		HAGS	H050	35.60	7.12	42.72	4106	262	35.60	play equip parts
01/03/2025	4011225473		HORT WEEK	H052	399.00	0.00	399.00	4112	262	399.00	hort weekly subs
01/03/2025	921287		INREACH	I014	52.34	10.47	62.81	4012	102	52.34	copies
31/03/2025	922276		INREACH	I014	58.07	11.62	69.69	4012	102	58.07	copies to 31/3
26/03/2025	MAR2025		JACKSON	J014	60.00	0.00	60.00	4253	305	60.00	60 X JARS HONEY
31/03/2025	2777179		LS ENGINEERS	L002	309.35	61.87	371.22	4037	205	255.96	GS CONSUMABLES
								4037	205	53.39	GS CONSUMABLES
01/03/2025	13/3		MOLE	M014	210.28	42.06	252.34	4112	262	210.28	compost
04/03/2025	250300148419		MAINSTREAM	M061	184.00	36.80	220.80	4018	102	184.00	b/band / analogue
01/03/2025	9055		M2	M066	180.00	36.00	216.00	4709	254	180.00	fault investigation
01/03/2025	245025		NATIONAL EXPRESS	N023	19.95	0.00	19.95	4253	305	19.95	national express tickets
31/03/2025	245296		NATIONAL EXPRESS	N023	81.22	0.00	81.22	4253	305	81.22	NATIONAL EXPRESS TIC SALES
31/03/2025	138089		OFFICE FURNITURE	O002	149.00	29.80	178.80	4013	102	149.00	OFFICE CHAIR
01/03/2025	1757		ONEILL HOMER	O009	1,950.00	390.00	2,340.00	4624	601	1,950.00	2 x days consult, plus attend
								336		-1,950.00	2 x days consult, plus attend
								6002	601	1,950.00	2 x days consult, plus attend

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## PURCHASE LEDGER INVOICE LISTING

User: JODIE

## Bought Ledger 1 for Month No 12

## 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
19/03/2025	111412		OAKPARK	O060	42.00	8.40	50.40	4601	248	42.00	heavy duty roller shutter
01/03/2025	141800		PARAGON	P008	386.90	77.38	464.28	4620	253	386.90	digger hire
01/03/2025	142215		PARAGON	P008	258.00	51.60	309.60	4620	253	258.00	digger hire
01/03/2025	142216		PARAGON	P008	217.00	43.40	260.40	4621	253	217.00	digger hire
								326		-217.00	digger hire
								6002	253	217.00	digger hire
26/03/2025	142354		PARAGON	P008	258.00	51.60	309.60	4620	253	258.00	digger hire
01/03/2025	153474		PAYROLL OPTIONS	P057	151.04	30.21	181.25	4030	102	151.04	monthly payroll
03/03/2025	155231		PAYROLL OPTIONS	P057	146.45	29.29	175.74	4030	102	146.45	monthly payroll processing
04/03/2025	976656		QUEST	Q002	17.00	3.40	20.40	4112	262	17.00	3 flute metal countersink
18/03/2025	980549		QUEST	Q002	12.75	2.55	15.30	4112	262	12.75	threadlock adhesive
31/03/2025	18/6		REFLEC	R020	13.92	2.78	16.70	4112	262	13.92	REFLECTIVE TAPE
01/03/2025	2425285		SEAHAWKS	S007	12.50	0.00	12.50	4242	303	12.50	cooking award
13/03/2025	105508		SPHERETECH	S008	877.14	175.43	1,052.57	4709	249	219.29	maintenance contract apr 25/6
								4094	261	657.85	maintenance contract apr 25/6
03/03/2025	6023		SURE2DOOR	S010	538.90	107.78	646.68	4032	102	538.90	btm delivery
03/03/2025	1633		SOCIETY OF LONDON	S013	47.00	0.00	47.00	4253	305	47.00	theatre tokens
04/03/2025	2490826		SSE	S019	63.43	3.17	66.60	4602	248	63.43	jan 25 depot
03/03/2025	2583554		SSE	S019	61.16	3.06	64.22	4602	251	61.16	feb 25chandos toilets
03/03/2025	2583725		SSE	S019	23.38	1.17	24.55	4052	102	23.38	feb 25 feeder pillar
18/03/2025	IV02648484		SSE	S019	65.47	3.27	68.74	4602	248	65.47	feb 25 depot
03/03/2025	2001409823		SCREWFIX	S044	44.16	8.83	52.99	4043	102	44.16	jacket xl
03/03/2025	2001948559		SCREWFIX	S044	71.78	0.36	72.14	4043	102	71.78	safety boots
03/03/2025	2002472302		SCREWFIX	S044	59.99	0.00	59.99	4043	102	59.99	safety boots
03/03/2025	2022890122		SCREWFIX	S044	35.24	7.05	42.29	4013	248	35.24	anti slip stair nosing
04/03/2025	4434791		SAFEFIRE	S069	39.45	7.89	47.34	4035	205	39.45	battery - flame retardant
04/03/2025	4000086247		SHEET	S070	18.66	3.73	22.39	4013	248	18.66	plastic sheet
19/03/2025	5248		SURREY CEILING LTD	S071	164.35	32.87	197.22	4013	248	164.35	suspended ceiling grid tiles
13/03/2025	378629		TUDOR ENVIRONMENTAL	T002	20.94	4.19	25.13	4112	262	20.94	rubber slotted buffer pads

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## PURCHASE LEDGER INVOICE LISTING

User: JODIE

## Bought Ledger 1 for Month No 12

## 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
20/03/2025	55228		TRAILER	T008	2,500.00	500.00	3,000.00	4112	262	2,500.00	water bowser s/no sfm1112este
12/03/2025	54596		T KING ASSOC	T030	123.00	24.60	147.60	4043	102	123.00	uniform - JBu
13/03/2025	54603		T KING ASSOC	T030	542.00	108.40	650.40	4170	301	542.00	window sticker
01/03/2025	6039		TS ELECTRICAL	T067	291.65	58.33	349.98	4709	254	291.65	replace lights toilets
01/03/2025	6040		TS ELECTRICAL	T067	905.12	181.02	1,086.14	4013	248	905.12	Dbl sockets, heater,
01/03/2025	5646083		VIKING DIRECT	V001	4.58	0.92	5.50	4010	102	4.58	stationery
13/03/2025	13032025		VERNON	V014	10,000.00	0.00	10,000.00	4170	301	10,000.00	supply & fit ironwork art piec
03/03/2025	675299335		WICKES	W001	297.50	59.50	357.00	4013	248	297.50	kitchen units, worktop etc
TOTAL INVOICES					46,873.97	6,886.38	53,760.35			46,873.97	



**Buckingham Town Council****Resources Committee****Monday 28 April 2025**

Contact Officer: Compliance and Projects Manager

**Correction to Lace Hill Community Centre Rates budget line****1. Recommendations**

- 1.1. It is recommended that £9291 is transferred from budget 103/4236 Election Costs to 250/4225 Rates.

**2. Background**

- 2.1. Members will be aware that this Council undertakes a thorough budgeting process which passes through a number of stages and sense-checks in order to prepare a final budget from which to calculate and demand the precept.
- 2.2. This year, all stages of the budgeting process, including initial preparation in the office, agreement by the relevant Committee, scrutiny by the Resources Committee, and final approval by Full Council at the precept meeting proceeded as usual.
- 2.3. Regrettably, despite all these checks, an error has been found in the Lace Hill Community Centre Rates budget line (250/4225) of the Environment Committee budget.
- 2.4. Whilst the estimated figure of £11,048 was correctly included in the appropriate column, it was not carried forward into the actual budget line and therefore not included in the total budget or precept for this year.
- 2.5. This has left a provisional shortfall of £11,048 in the total budget agreed by Full Council.

**3. 2025-26 rates invoices**

- 3.1. The rates invoice for Lace Hill has now been received from Buckinghamshire Council. The amount is unchanged at £10,355 which is £693 less than the intended budget.
- 3.2. Rates invoices for other properties have also been received. Whilst some invoices have increased, others have remained unchanged. This equates to a saving of £1064. This means the revised shortfall is £9291.

**4. Action to correct**

- 4.1. BTC budgeted £12,000 in 2024/2025 financial year and £14,000 in the 2025/2026 for an election that was not required. It is recommended that £9291 is transferred from these funds to correct the error. It will be recommended to Full Council that the remaining be Ear-Marked towards future election expenses.

**Buckingham Town Council  
Resources Committee  
Monday 28th April 2025**

**Contact Officer: Jodie Baughan – Assistant RFO**

Changes to the Bank Accounts

**1. Recommendations**

1.1. It is recommended that Members discuss the changes to the bank accounts and agree to one of the following options:-

**A)** Maintain the Current and Mayor's Charity Accounts and absorb all charges.

**B)** Maintain the Current account, close the Mayor's Charity Account and pay any funds collected on behalf of the Mayor directly to their chosen charities at a ratio to be agreed upon once the mayor has been elected.

**2. Background**

2.1. From May 2025 the Mayor's Charity Bank Account will be changing from a Treasurers Account to a new Community Account.

2.2. This is a new directive from Lloyds Bank whereby they are transferring all Treasurers accounts belonging to non-charities to a business-based Community Account which will incur charges.

2.3. From January 2025 the main Current Account has also incurred charges where previously there was none.

2.4. This is a new directive from Lloyds Bank whereby all businesses with a turnover of more than £50,000.00 will now have to pay charges on a standard business account.

2.5. The new charges for both the Current Account and Mayor's Charity Account are shown in the appendices.

2.6. There are currently no other "non-fee" viable options with Lloyds.

2.7. Moving business accounts between banks is notoriously difficult and providers that currently offer fee-free Community Accounts are not served by the local

Banking Hub. Furthermore, there are no guarantees that they will remain fee-free longer term should we move the Mayor's Charity Account.

- 2.8. I investigated the possibility of having another local prominent charity organisation hold funds on behalf of the Mayor's Charity. They offered some very helpful advice but ultimately their trustees have made a decision to not hold funds for any other organisations, so this is not an option.
- 2.9. I would recommend that we absorb the current account charges, as you can see from the attached schedule the fees are significantly discounted, this coupled with the fact that Lloyds are present at the Hub make staying with Lloyds the best option.
- 2.10. The fees for the Mayor's Charity Account are significant in comparison to the amount raised and would reduce the amount subsequently donated to the Mayor's chosen charities. Donors would justifiably expect all donations to be passed on in full.
- 2.11. To facilitate paying funds directly to the Mayor's chosen charity/charities the organisations can be approached to provide pre-printed paying-in slips.

# Guide to Changes

**LLOYDS BANK**


On 13 May 2025 we're changing your Treasurers' Account to a Community Account which means some of your charges and terms and conditions will change. We'll start to charge a monthly Account Maintenance fee and for day-to-day banking services. Please take some time to read this information, keep it safe in case you need to refer to it in the future and share with anyone else in your organisation who needs to be aware of the changes.

**Any changes to your account charges will apply from your May 2025 billing period.**

## Your affected account

We've shown your affected account together with its new name below. Your sort code and account number will stay the same.

Sort code	Account number ending	Your new product name

## The key changes we're making to the structure of our terms and conditions

### Your Agreement with us

We're changing the structure of our terms and conditions and they're now in three sections which together form **Your Agreement** with us.

- 1. General Conditions** – these terms and conditions contain key information about your relationship with us.
- 2. Product Specific Conditions** – these are additional terms and conditions and include the day-to-day banking charges which apply to the Community Account. These apply instead of the charges for the same services which are set out in Section A of the Account Charges & Processing Times brochure. All of the other charges which apply to the Community Account are set out in the Account Charges & Processing Times brochure.
- 3. Account Charges and Processing Times** – this covers our charges and provides information about payments such as how long they'll take to reach the person you want to pay.

From **13 May 2025** you can find Your Agreement at [lloydsbank.com/business-account-terms](https://lloydsbank.com/business-account-terms)



## The key changes we're making to our Product Specific Conditions

Payment type	What's changing
<b>Monthly Account Maintenance Fee</b> It's a fixed fee we apply for operating your account.	<b>£4.25</b> per month for each account.
<b>Electronic payments (in or out)</b>	Your first 100 of the below payment types per month are free – but after 100 payments, you'll pay the following charges:

**Direct Debits****Faster payment debits**

**Internet bulk payments** - these are regular online payments such as wages and expenses, and payments to suppliers **£0.10**

**Internet/Phonebank payments****Standing orders****Cash payments (in or out)**

This fee is for cash you pay into or withdraw from your account in a branch or Post Office®.

We won't charge you for cash machine withdrawals.

**Cash**

Cash paid in – branch counter, cash machine, depositpoint™, Nightsafe, Post Office® or other third-party deposit method **£0.75 for every £100**

**Cash paid in**

Immediate Deposit Machine or Automated Deposit Machine **£0.42 for every £100**

**Cash paid out**

Cash withdrawn at branch counter or Post Office® **£0.75 for every £100**

**Cash Exchange fee**

Exchanging cash in branch, for example coins into notes.

**£1.25 for every £100**

**Cheques (in or out)**

This fee is for cheques written or paid into your account at a branch counter, Immediate Deposit Machine, or other cheque deposit service. This includes cheque imaging through the Business Mobile Banking app.

**Cheque paid in**

branch counter, cash machine, depositpoint™, Nightsafe, Post Office® or other third-party deposit method **£0.50**

**Cheque paid in**

Immediate Deposit Machine or Business Mobile Banking app **£0.42**

**Cheque paid out**

**£0.50**

**Credit in fee**

A 'credit in' fee is charged when you pay in cheques or cash at a branch counter or through other deposit services. You'll pay one fee per credit transaction, which may include multiple items.

**Payments you receive**

Credit paid in – branch counter, cash machine or depositpoint™ **£0.42**

**Credit paid in**

through Immediate Deposit Machine, Automated Deposit Machine, Nightsafe, Business Mobile Banking app, cheque imaging, Post Office® counters or other third-party deposit method **Free**

**Bacs and payment files**

Secure, electronic UK sterling payments directly from one account to another.

**Bacs – Files**

For batches of payments **£2.25**

**Bacs**

For each single payment distributed **£0.07**

**You'll start to pay for your banking. We'll collect the fees from your account 18 days after we send your invoice**

Your day-to-day charges are calculated and invoiced monthly from the 10th of one month to the 9th of the next.

We'll send you an invoice each month and will collect payment 18 days (or the first Business Day following the 18 days) after the date of the invoice.

If you use your card abroad you'll be charged straight away.

When the total amount you need to pay is less than a penny, we'll round it up to a whole penny.



## SUMMARY

For further information about any of the charges on this invoice, or the underlying transactions, please call the telephone number on page 1.

### Service provided between 10 January 2025 and 9 February 2025

Description	Quantity	Unit price GBP	Total price GBP (ex VAT)	Code
<b>Itemised Service Charges</b>				
<b>Account Receipts</b>				
Internet/Phonebank Credits	8	0.00	0.00	EX
Automated Credits	12	0.00	0.00	EX
Faster Payment Credit	45	0.00	0.00	EX
Credit Paid In Nsafe/Dep at 3rd Pty	8	0.00	0.00	EX
<b>SUB TOTAL</b>			<b>0.00</b>	
<b>Cash</b>				
Cash exchanged	110.00	2.50 per 100	2.75	EX
Cash Paid In Counter & Other Dep Chnls	3,201.60	1.50 per 100	48.02	EX
<b>SUB TOTAL</b>			<b>50.77</b>	
DISCOUNT			(39.09)	
<b>SUB TOTAL AFTER DISCOUNT</b>			<b>11.68</b>	
<b>Cheques</b>				
Chq Paid In NSafe/Deposit at 3rd Party	3	1.00	3.00	EX
<b>SUB TOTAL</b>			<b>3.00</b>	
DISCOUNT			(2.31)	
<b>SUB TOTAL AFTER DISCOUNT</b>			<b>0.69</b>	
<b>Electronic Payments</b>				

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We accept calls via Text Relay.

Calls may be monitored or recorded in case we need to check we have carried out your instructions correctly and to help improve our quality of service.


**Service provided between 10 January 2025 and 9 February 2025 (continued)**

Description	Quantity	Unit price GBP	Total price GBP (ex VAT)	Code
Direct Debits	25	0.20	5.00	EX
Internet Bulk Payments	33	0.20	6.60	EX
Internet/Phonebank Debits	2	0.20	0.40	EX
<b>SUB TOTAL</b>			<b>12.00</b>	
Free Electronic Payments			(12.00)	
<b>SUB TOTAL AFTER DISCOUNT</b>			<b>0.00</b>	
<b>Other Services</b>				
Debit Card Transactions	6	0.00	0.00	EX
BACS – Items distributed	22	0.15	3.30	EX
BACS – Files	1	5.50	5.50	EX
BACS Sundries	1	0.00	0.00	EX
<b>SUB TOTAL</b>			<b>8.80</b>	
DISCOUNT			(6.77)	
<b>SUB TOTAL AFTER DISCOUNT</b>			<b>2.03</b>	
<b>Monthly Fees</b>				
Account Maintenance Fee	1	8.50	8.50	EX
<b>SUB TOTAL</b>			<b>8.50</b>	
SUB TOTAL FOR ACCOUNT			22.90	
<b>SERVICE TOTAL</b>			<b>22.90</b>	

**Key to codes**

Code	Description
EX	UK VAT Exempt Rate

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**Buckingham Town Council**  
**Resources Committee**  
**Monday 28<sup>th</sup> April 2025**

Contact Officer: Office Administrator

**Chamber Hire Fees**

**1. Recommendations**

1.1. It is recommended that the Chamber hire fees are increased as below, to reflect increased staffing costs.

**2. Current Fees**

	Chamber	
	Weekday	Weekend
	Hourly Rate	Hourly Rate
Concessions (Junior / Community)	£12.50	£15.50
Adult / Commercial	£14.50	£20.00

**3. Proposed Fees**

	Chamber	
	Weekday	Weekend
	Hourly Rate	Hourly Rate
Concessions (Junior / Community)	£13.00	£16.00
Adult / Commercial	£15.00	£21.00

**BUCKINGHAM TOWN COUNCIL**  
**RESOURCES COMMITTEE**  
**MONDAY 28<sup>th</sup> April 2025**

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

**REPORT: Investment Strategy Policy and Annual Investment Strategy**

**1. Recommendations**

- 1.1. It is recommended that members review and agree the revised Investment Strategy Policy and recommend it to Full Council.
- 1.2. It is recommended that members agree the Annual Investment Strategy for the financial year 2025-26 and recommend it 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 2024.
- 2.2. It is a requirement to produce an Annual Investment Strategy for each financial year.

**3. Investment Strategy Policy**

- 3.1. No amendments to the operation of the policy itself are being recommended.
- 3.2. Minor amendments to the document titles and the Government Department are recommended for accuracy and clarity.
- 3.3. Text highlighted in yellow has been added.
- 3.4. Text crossed through and highlighted in blue will be removed.

**4. Annual Investment Strategy**

- 4.1. The RFO is required to produce an Annual Investment Strategy for each financial year.
- 4.2. Currently, all funds are held in bank or deposit accounts. All are available with instant access.
- 4.3. As of the most recent statement the Council held £832,223.80 in its Public Sector Deposit Fund.
- 4.4. 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. All funds will be kept in instant access accounts in accordance with the Investment Strategy Policy.
- 4.5.2. No other changes in investment or non-investment holdings are being considered.
- 4.5.3. The Council's Fidelity insurance cover has been increased to £2Million in line with a recommendation from the Internal Auditor.



## **Buckingham Town Council**

### **INVESTMENT STRATEGY POLICY**

#### **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 Ministry of Housing, Communities and Local Government**.

#### **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 Ministry of Housing, Communities and Local Government** 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 **Investment Strategy Policy** will be reviewed annually by the Resources Committee which will then make a recommendation to the Full Council. The Annual **Investment 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 **Investment Strategy Policy and/or the Annual Investment 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](http://www.buckingham-tc.gov.uk)

END

Agreed May 2025, minute XXX/25

**Prepared by the Town Clerk/RFO**

**Buckingham Town Council**

**Annual Investment Strategy 2025-2026**

- 1.1 Currently, all funds are held in bank or deposit accounts. All are available with instant access.
- 1.2 As of the most recent statement the Council held £832,223.80 in its Public Sector Deposit Fund.
- 1.3 The Council's Fidelity insurance cover has been increased to £2Million in line with a recommendation from the Internal Auditor.
- 1.4 Members will be aware of the current financial climate and the need for prudent financial management, with secure but accessible funds.
- 1.5 Proposed strategy for the financial year 2025-26:
  - 1) All funds will be kept in instant access accounts in accordance with the Investment Strategy Policy.
  - 2) No other changes in investment or non-investment holdings are being considered.

**Buckingham Town Council****Resources Committee****Monday 28 April 2025**

Contact Officer: Compliance and Projects Manager

**Preventing Sexual Harassment****1. Recommendations**

- 1.1. It is recommended that Members note this report.
- 1.2. It is recommended that Members review the Risk Assessment and recommend its adoption to Full Council.
- 1.3. It is recommended that Members review the Action Plan and recommend its adoption to Full Council.

**2. Background**

- 2.1. The Equality Act 2010 has been amended to require employers to take “reasonable steps” to prevent sexual harassment of their employees.
- 2.2. This new duty came into force on 26 October 2024 and Officers have been working with our HR partner, Worknest, to undertake a Risk Assessment and create an Action Plan to fulfil this duty.

**3. Information**

- 3.1. Worknest have provided a comprehensive Risk Assessment for the Council. A review of our policies and procedures has taken place in line with the Risk Assessment and an Action Plan has been created, in the format provided by Worknest, to address any issues identified.
- 3.2. Updates on the progress on the Action Plan will be reported to members at the appropriate time.

## Buckingham Town Council

### Risk Assessment – Preventing Sexual Harassment

#### Purpose

The aim of this risk assessment is to prevent sexual harassment during the course of employment. It considers the potential risks to all employees and workers, as well as third parties who are engaged with us to carry out services such as those who are self-employed and agency workers.

Carrying out this assessment will allow us to identify, assess and mitigate risks associated with sexual harassment in the workplace and will help to create a safe and respectful working environment and promote a positive workplace culture. It also supports Buckingham Town Council's compliance with its legal obligation of taking reasonable steps to prevent sexual harassment from occurring in the course of employment.

This assessment is kept under continuous review to ensure existing prevention measures remain adequate. Reviews will take place at least annually, with ad-hoc reviews taking place where circumstances require. This could be if there is a change to the demographics of the workforce or working arrangements, or where we have received complaints of sexual harassment taking place. An assessment of the risks will be carried out for each of our business locations.

An action plan will then be created and monitored on the back of this risk assessment.

Buckingham Town Council encourages all employees and workers to inform their manager of areas in which they believe sexual harassment protection could be further improved.



## Completing the assessment

Please follow the instructions below to ensure that the assessment and accompanying action plan is completed thoroughly and accurately:

### Considerations

Considerations are the elements of potential risk. Indicate those that apply and those that don't, e.g. if some people work at night or whether there is alcohol sold on the premises, etc.

### Hazard

A hazard is anything that has the potential to cause harm, e.g. power imbalances, coercion, differences in cultural expectations, etc.

- **Who might be harmed:** Consider all employees and workers who could be affected by each identified hazard. This may include employees, workers, those with specific roles, or those who may have vulnerabilities, e.g. waiting staff, travel-based sales staff, bar staff, young workers, etc.
- **Level of risk:** The level of risk is determined by considering both the likelihood of the hazard occurring and the severity of its potential consequences. If in doubt, err on the side of caution.
  - **Low risk:** Indicates that the likelihood of the hazard occurring is rare and the potential consequences are minimal.
  - **Medium risk:** Indicates that the likelihood of the hazard occurring is moderate and the potential consequences could result in sexual harassment occurring.
  - **High risk:** Indicates that the hazard is likely to occur and could result in sexual harassment taking place. This level of risk requires immediate attention and action to eliminate or substantially reduce it.

## Buckingham Town Council risk assessment for the prevention of sexual harassment during the course of employment

<b>Risk assessment owner:</b>	Claire Molyneux, Town Clerk
<b>Assessment date:</b>	24 January 2025
<b>Assessment carried out by:</b>	Steve Beech, Compliance and Projects Manager
<b>Work location:</b>	Town Council Offices, Lace Hill, Green Spaces and depot, Shopmobility, TIC, Council Chamber.
<b>Next scheduled assessment date:</b>	January 2026
<b>Version number:</b>	1.0 2025

## Potential hazards, risks and proposed actions in prevention

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Workforce demographics:									
Is anyone required to work at night?		x	N/A	N/A	x			N/A	24/01/25

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Are there lone workers or people working in isolated workplaces?	x		Inappropriate behaviour by members of the public.	The lone worker.		x		Inform colleagues of location and times; agree phone calls to check in and out.	24/01/25
Is there anyone who works with just one other employee/worker?	x		Inappropriate behaviour by one party.	The other party.		x		Regular staff training.	24/01/25
Do your employees/workers interact with third parties, e.g. contractors or members of the public?	x		Inappropriate behaviour by one party.	Employee or another party.		x		Regular staff training. Assessment of third party and appropriateness of which colleague to interact with third party.	24/01/25
Do any of your employees/workers work alone with a third party?	x		Inappropriate behaviour by one party.	Employee or another party.		x		Regular staff training. Assessment of third party and appropriateness of which colleague to interact with third party.	24/01/25
Do you require your employees/workers to attend the workplace of a third party or attend offsite locations?	x		Inappropriate behaviour by one party.	Employee or another party.		x		Regular staff training. Assessment of third party and appropriateness of which colleague to interact with third party.	24/01/25
Are members of staff expected to socialise with third parties, e.g. at events or conferences with contractors or clients?	x		Inappropriate behaviour by one party.	Employee or another party.		x		Regular staff training. Assessment of third party and appropriateness of which colleague to interact with third party.	24/01/25

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Do employees/workers attend offsite events?	x		Inappropriate behaviour by one party.	Employee or another party.		x		Regular staff training. Assessment of third party and appropriateness of which colleague to interact with third party.	24/01/25
Are there any employees or workers who travel and work abroad?	x		The Mayor or others may visit a twin town. Inappropriate behaviour by traveller, travelling companion, or another party.	Traveller, travelling companion, or third party.		x		Regular staff training. Assessment of third party and appropriateness of interactions with third party.	24/01/25
Are there high pressured, competitive or stressful environments within your organisation?	x		Regular deadlines to complete tasks or produce pieces of work. Inappropriate behaviour such as bribery or coercion.	Employee with deadline to meet or other party who might be asked for or offer assistance.		x		Regular staff training.	24/01/25
Is there a higher representation of one gender in your workplace?	x		Inappropriate behaviour by one party or gender group.	Employee or other gender group.		x		Regular staff training.	24/01/25
Are there areas of power imbalances in the workplace?		x	Undue influence by one party on another.	Employee without power.	x			Regular staff training.	24/01/25

**Vulnerable employees and workers:**  
Evidence shows that vulnerable employees and workers can be exposed to greater risk from harassment than those who are not. In this section, assess the risk of those groups that are relevant to your workplace:

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Women	x		Inappropriate behaviour by colleague or group of colleagues.	Employee or group of employees.		x		Regular staff training.	24/01/25
LGBTQ+	x		Inappropriate behaviour by colleague or group of colleagues.	Employee or group of employees.		x		The sexuality of employees may be unknown. Regular staff training.	24/01/25
Young workers		x	Inappropriate behaviour by colleague or group of colleagues.	Young worker.	x			Regular staff training.	24/01/25
Someone with a disability (mental or physical)	x		Inappropriate behaviour by colleague or group of colleagues.	Employee with disability.		x		Regular staff training.	24/01/25
Black and minority ethnic workers	x		Inappropriate behaviour by colleague or group of colleagues.	Employee or group of employees.		x		Regular staff training.	24/01/25
Non-UK nationals, including those who may not be confident in making a complaint in English or for whom English is not their first language		x	Inappropriate behaviour by colleague or group of colleagues.	Non-Uk nationals or non-English speakers.	x			Regular staff training.	24/01/25
Low-paid earners		x	Inappropriate requests by colleague in exchange for money or favours.	Low-paid earner or colleague with money.	x			Regular staff training.	24/01/25

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Home workers	x		Inappropriate behaviour by colleague or group of colleagues.	Employee or group of employees.		x		Regular staff training. Regular contact with office.	24/01/25
Lone workers	x		Inappropriate behaviour by colleague or group of colleagues.	Employee or group of employees.		x		Regular staff training. Regular contact with office.	24/01/25
Agency workers		x	Inappropriate behaviour by colleague or group of colleagues.	Agency worker.	x			Regular staff training. Agency worker given guidance on how to report an incident or concern.	24/01/25
Casual workers		x	Inappropriate behaviour by colleague or group of colleagues.	Casual worker.	x			Regular staff training. Casual worker given guidance on how to report an incident or concern.	24/01/25
Those on fixed term or zero-hour contracts	x		Inappropriate behaviour by colleague or group of colleagues.	Employee or group of employees.		x		Regular staff training.	24/01/25
<b>Policy:</b>									
Do you have a clearly written anti-harassment policy that deals with the prevention of sexual harassment?		x	Appropriate preventative action not taken.	Employee, group of employees, or other party.			x	Staff handbook 6.3 covers in general terms. Worknest to update staff handbook with up-to-date policy.	24/01/25

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Do you address third-party harassment in your policy and take reasonable steps to prevent it?		x	Action to prevent third party harassment is not considered.	Employee working with third party.			x	Staff handbook 6.3 covers in general terms. Worknest to update staff handbook with up-to-date policy.	24/01/25
Is your anti-harassment policy easily accessible to all employees?	x		Employees are not aware of policy or support available.	Employee or group of employees.	x			Staff handbook available online, and hard copy at the employee's request. Circulated annually and upon any change.	24/01/25
Do you re-circulate your policy or remind staff members of where and how to access the policy on a regular basis, including when changes are made?	x		Employees are not aware of policy or support available.	Employee or group of employees.	x			Staff handbook available online, and hard copy at the employee's request. Circulated annually and upon any change.	24/01/25
Do you regularly review, monitor and update your anti-harassment policy?	x		Policy not up to date or fit for purpose.	Employee or group of employees.	x			Part of staff handbook, reviewed regularly and updated by HR partner.	24/01/25
In your disciplinary policy, do you specify that sexual harassment is considered a potential act of gross misconduct and could lead to someone's summary dismissal?	x		Inappropriate behaviour could continue.	Employee subject to inappropriate behaviour or another employee.			x	The staff handbook states that all bullying and harassment may be considered gross misconduct. Worknest to update staff handbook with up-to-date policy.	24/01/25

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Do policies on the use of IT communication systems and social media include appropriate warnings against online harassment, and how to report concerns?	x		Inappropriate behaviour online.	Employee subject to inappropriate behaviour.			x	Staff handbook 6.3. Worknest to update staff handbook with up-to-date policy.	24/01/25
Do you have policies regarding proper use of social media platforms such as LinkedIn, Facebook, Instagram or X?	x		Inappropriate behaviour online.	Employee subject to inappropriate behaviour.	x			Staff handbook 6.3. Worknest to update staff handbook with up-to-date policy.	24/01/25
Is there a policy for workplace relationships?		x	Inappropriate employee relationships.	Either party within the relationship.			x	No policy. Worknest to update staff handbook with up-to-date policy.	24/01/25
Do your anti-harassment policies align to all other company policies such as homeworking, lone working, and equality, diversity and inclusion (EDI)?	x		Conflicting guidance.	Employee subject to inappropriate behaviour.	x			Policies and procedures reviewed regularly.	24/01/25
<b>Training:</b>									
Do you carry out EDI training that covers sexual harassment as	x		New employees not trained on relevant policies.	Employee subject to	x			Induction pack issued to new employees.	24/01/25



### Management structure:

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Is there a higher representation of one gender in the leadership team?		x	Gender bias or stereotype.	Minority gender.	x			Management team appointed on merit following appropriate application process. Appropriate training given.	24/01/25
Are there areas of the business that have power imbalances?		x	Improper influence over employees without power.	Employees without power.	x			Regular contact between management team and staff. Annual staff appraisals.	24/01/25
Are there areas of the business where company policies aren't adhered to?		x	Employees or third parties not protected by policies.	Employees or third parties.	x			Regular review of policies. Regular staff training.	24/01/25
Is decision making concentrated, i.e. only a few individuals at the top of the business can make decisions?	x		Inappropriate behaviour in decision making to elicit demands or favours.	Those affected by any decision.		x		Regular staff training.	24/01/25
Is there an HR team, or access to an external HR outsourcing provider?	x		Inability or awareness of independent route to report incident or concern.	Employee or receiving end of incident or with concern.		x		Regular staff training.	24/01/25
Do leaders have individual authority over recruitment practices?	x		Ultimate responsibility for recruitment vested in one person, the Clerk.	New employee or applicant.		x		Panel used in selection process and interviews. Regular training of staff.	24/01/25
Do leaders have individual authority on pay decisions?		x	Inappropriate demands made in exchange for	Employee seeking pay award.	x			Council adheres to centrally agreed pay scales. Otherwise pay	24/01/25

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
			favourable pay award.					changes approved by Resources Committee.	
<b>Working environment:</b>									
Do you have an IT policy that sets the rules for appropriate usage?	x		Inappropriate content accessed or shared.	Employee exposed to inappropriate content.	x			Regular staff training.	24/01/25
Do you monitor and address inappropriate behaviour on digital platforms?	x		Access or sharing of inappropriate content.	Employee exposed to inappropriate content.	x			Relevant types of websites blocked. Reports available from IT partner.	24/01/25
Do employees travel abroad for business?		x	No plans or expectation. The Mayor or others may visit a twin town. Inappropriate behaviour by traveller, travelling companion, or another party.	Traveller, travelling companion, or third party.	x			Regular staff training. Assessment of third party and appropriateness of interactions with third party.	24/01/25
Are there sexualized or sexist materials on display such as calendars or posters?		x	Exposure to inappropriate material.	Employee exposed to inappropriate material.	x			Regular staff training.	24/01/25
Is there adequate privacy or security for workers using bathrooms or changing rooms?	x		Unwanted and inappropriate voyeurism or opportunity for inappropriate behaviour.	Employee subject to voyeurism or inappropriate behaviour.	x			Separate male, female, and unisex facilities are available.	24/01/25

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Do you have areas that are isolated or with inadequate lighting or security?	x		Inappropriate behaviour by colleague or member of the public.	Employee or group of employees.		x		Inform colleagues of location and times; agree phone calls to check in and out.	24/01/25
Are there different uniform requirements between genders, or prescriptive dress codes or expectations for either gender?		x	Discrimination on basis of gender or sexuality, or opportunity to sexualize uniform.	All employees.	x			There is no gender-based uniform requirement.	24/01/25
Are workers required to travel and have overnight stays?	x		Officers may attend conferences. Inappropriate behaviour by colleague, another delegate, or third party.	Employee, another delegate, or third party.		x		Regular staff training. Inform colleagues of location and times; agree phone calls to check in and out.	24/01/25
Do employees and workers travel to remote locations?	x		Inappropriate behaviour by colleague or member of the public.	Employee or third party.		x		Inform colleagues of location and times; agree phone calls to check in and out.	24/01/25
Do you provide accommodation facilities for employees?	x		Via third party arranging conference. Inappropriate behaviour by colleague or member of the public.	Employee or third party.		x		Regular staff training. Inform colleagues of location and times; agree phone calls to check in and out.	24/01/25

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Are sexist jokes prevalent in the workplace?		x	Inappropriate behaviour by colleague.	Employee subject of or overhearing inappropriate joke.		x		Regular staff training.	24/01/25
Do workers engage with social drinking on site?		x	Inappropriate behaviour by or towards a colleague or third party induced or facilitated by the consumption of alcohol.	Employee or third party subject to inappropriate behaviour.		x		Prohibition to consume alcohol at work without express consent of the Clerk. Staff handbook provides guidance.	24/01/25
Do you have high staff turnover, particularly of female workers, young workers, or low-paid earners?		x	Culture of inappropriate behaviour.	Colleagues subject to inappropriate behaviour.		x		Regular staff training. Exit interviews conducted.	24/01/25
Have you been informed that some workers are more reluctant to work with certain workers or take on certain tasks?		x	Inappropriate or uncomfortable behaviour displayed by one colleague to another, or by reputation.	Employee.	x			Encourage reporting of any concerns. Assess appropriateness of who works with whom or provide chaperone if unavoidable.	24/01/25
Is alcohol consumed, either by staff or third parties, whilst staff are working?	x		Solely, occasionally at a function. Inappropriate behaviour by or towards a colleague or third party induced or	Employee or third party subject to inappropriate behaviour.		x		Prohibition to consume alcohol at work without express consent of the Clerk. Staff handbook provides guidance.	24/01/25

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
			facilitated by the consumption of alcohol.						
<b>Outside of the workplace:</b>									
Do staff socialise outside of the workplace?	x		Inappropriate behaviour by or towards a colleague, especially if alcohol is consumed.	Employee with whom socialising.	x			Regular staff training.	24/01/25
Is alcohol available at social events?	x		Potentially, but at most occasional. Inappropriate behaviour by or towards a colleague, especially if alcohol is consumed.	Employee with whom socialising.	x			Regular staff training.	24/01/25
Do you undertake background or reference checks for all workers and other people engaged at your workplace such as contractors?		x	Previous inappropriate behaviour by potential employee or contractor.	Anyone in contact with person previously exhibiting inappropriate behaviour.		x		Appropriate background checks made depending on role. Consideration made which employees will interact with third parties.	24/01/25
Do you issue employee communications in advance of workplace events?	x		Inappropriate behaviour by colleague or	Employee or member of the public.		x		Team meetings and circulation of relevant communications.	24/01/25

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
			member of the public						
<b>Complaint handling:</b>									
Do you have clear and effective procedures for receiving and responding to complaints of sexual harassment?	x		No or inadequate action taken.	Employee subject to inappropriate behaviour.		x		Through line management if line manager issue can go above or to any of management team. Management team training.	24/01/25
Are there multiple, confidential ways for employees to report harassment?	x		Inappropriate behaviour is not reported.	Employee subject to inappropriate behaviour.		x		Range of options provided, including (but not limited to) written, telephone, email, and face-to-face.	24/01/25
Are your workers able to access management who are outside of their direct reporting line?	x		Inability or reluctance to report inappropriate behaviour.	Employee subject to inappropriate behaviour.		x		Can be reported to any manager. A manager is always available, including by phone if not in the office.	24/01/25
Is your workforce so small that confidentiality and confidence to raise issues may be difficult to achieve?		x	Inability or reluctance to report inappropriate behaviour.	Employee subject to inappropriate behaviour.	x			Private offices are available.	24/01/25
Have there been previous cases of harassment?		x	A pattern or trend is established. Repeat offences if	Employee subject to inappropriate behaviour.	x			Accurate and up to date employee records are maintained.	24/01/25

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
			action not seen to be taken.						
Are line managers consistent at, and do they enforce, disciplinary and grievance policies?	x		Repeat offences if action not seen to be taken.	All employee if potential offender believes no action will be taken.	x			Appropriate policies are reviewed and kept up to date, including staff handbook. Advice from HR partner is followed.	24/01/25
Do you ensure prompt, thorough and impartial investigations of sexual harassment complaints?	x		Complaints not investigated correctly.	Employee subject to inappropriate behaviour. Employee subject to vexatious complaint.	x			Follow appropriate policies, including the staff handbook. Follow advice from HT partner.	24/01/25
Are there support systems in place for victims of sexual harassment such as counselling services, or employee assistance programmes?	x		Employee subject to inappropriate behaviour not supported.	Employee subject to inappropriate behaviour.	x			Employee Assistance Programme available to all employees. Notices with contact information displayed at all sites.	24/01/25
Do staff report a culture of banter or casual sexism which is hard to challenge?		x	Employee subject to or overhearing inappropriate behaviour.	Employee subject to or overhearing inappropriate behaviour.	x			Regular staff training.	24/01/25
Do you audit your work practices to ensure they continue to remain fit	x		Work practices not fit for purpose and therefore not work	Any employee potentially targeted for	x			Practices and procedures reviewed regularly in accordance with appropriate policies	24/01/25



[illegible]

## Buckingham Town Council

### Action Plan – Preventing Sexual Harassment

#### Purpose

The key purpose of this action plan is to prevent sexual harassment from occurring during the course of employment. The activities listed within it have all been identified through the completion of a risk assessment which considered all of our working practices, including our policies and procedures.

A further aim of this action plan is to strengthen relevant employment policies and reporting mechanisms and to foster a workplace culture of responsibility and awareness, all of which are fundamental in preventing sexual harassment.

By implementing the actions that have been identified through the risk assessment process, it supports Buckingham Town Council's compliance with its legal obligations.

Please also refer to our template [Risk Assessment – Preventing Sexual Harassment](#).

## Completing the action plan

Please follow the instructions below to ensure that the action plan is implemented, monitored, and amended timely and accurately:

### Preventative steps

Record the results of the risk assessment by listing all of the activities identified and provide detailed information for its effective completion. This should include those who are to be responsible, the resources required (such as people, budget, and time), and timeframes for completion.

### Monitoring

The monitoring of the action plan is fundamental in the prevention of sexual harassment. It enables the tracking of progress, detects any issues early, provides meaningful data to aid decision making, facilitates accountability and transparency, and allows for continuous improvement, all of which will lead to the successful implementation of each action point and therefore remove, or significantly lower, the risk of sexual harassment occurring.

Buckingham Town Council action plan for the prevention of sexual harassment during the course of employment.

<b>Action plan owner:</b>	Claire Molyneux
<b>Action plan date:</b>	01/04/2025
<b>Work location:</b>	Town Council Offices, Lace Hill, Green Spaces and depot, Shopmobility, TIC, Council Chamber.
<b>Date of risk assessment this action plan aligns with:</b>	24 January 2025
<b>Next scheduled risk assessment date:</b>	January 2026
<b>Version number:</b>	1.0 2025

<b>Risk assessment result</b>	<b>Activity</b>	<b>Responsible</b>	<b>Resources (people, budget, time)</b>	<b>Time frame for completion</b>	<b>Monitoring</b>
<i>Example: All employees and workers aware of the organisation's policies on the prevention of sexual harassment and response mechanisms</i>	<ul style="list-style-type: none"> <li>• Line management training</li> <li>• Employee training</li> <li>• Part of the induction and onboarding process</li> </ul>	<i>Line Manager</i>	<i>Annual training – next scheduled for December 2024</i>	<i>Training of the entire workforce, circa 70 employees, carried out November and December 2024</i>	<i>Insert any notes on the progress and implementation</i>

Do you have a clearly written anti-harassment policy that deals with the prevention of sexual harassment?	Obtain policy from Worknest	Compliance and Projects Manager	Adopt policy May 2025 then circulate to all staff by 31 May 2025.	Include in new staff handbook for adoption May 2025.	Policy obtained and added to draft staff handbook. Awaiting adoption.
Do you address third-party harassment in your policy and take reasonable steps to prevent it?	Obtain policy from Worknest	Compliance and Projects Manager	Adopt policy May 2025 then circulate to all staff by 31 May 2025.	Include in new staff handbook for adoption May 2025.	Policy obtained and added to draft staff handbook. Awaiting adoption.
In your disciplinary policy, do you specify that sexual harassment is considered a potential act of gross misconduct and could lead to someone's summary dismissal?	Obtain policy from Worknest	Compliance and Projects Manager	Adopt policy May 2025 then circulate to all staff by 31 May 2025.	Include in new staff handbook for adoption May 2025.	Policy obtained and added to draft staff handbook. Awaiting adoption.
Do policies on the use of IT communication systems and social media include appropriate warnings against online harassment, and how to report concerns?	Obtain policy from Worknest	Compliance and Projects Manager	Adopt policy May 2025 then circulate to all staff by 31 May 2025.	Include in new staff handbook for adoption May 2025.	Policy obtained and added to draft staff handbook. Awaiting adoption.
Do you have policies regarding proper use of social media platforms such as LinkedIn, Facebook, Instagram or X?	Obtain policy from Worknest	Compliance and Projects Manager	Adopt policy May 2025 then circulate to all staff by 31 May 2025.	Include in new staff handbook for adoption May 2025.	Policy obtained and added to draft staff handbook. Awaiting adoption.
Is there a policy for workplace relationships?	Obtain policy guidance from Worknest	Compliance and Projects Manager	Adopt policy May 2025 then circulate to all staff by 31 May 2025.	Include in new staff handbook for adoption May 2025.	Awaiting policy guidance from Worknest.

Do you provide separate training to line managers (to that which is given to employees and workers)?	Training to be sourced	Compliance and Projects Manager	Obtain training for delivery to relevant staff,	Obtain by 30/06/25. Deliver training by 31/08/25.	Attempting to source training.
Do you provide EDI training that is specific to your workplace and that uses case studies or scenarios that relate to your organisation?	Training to be sourced	Compliance and Projects Manager	Obtain training for delivery to relevant staff,	Obtain by 30/06/25. Deliver training by 31/08/25.	Attempting to source training.
Do you provide refresher EDI training when circumstances warrant it, e.g. when there is a change in working arrangements or workforce demographics, or after receiving a complaint of sexual harassment?	Training to be sourced	Compliance and Projects Manager	Obtain training for delivery to relevant staff,	Obtain by 30/06/25. Deliver training by 31/08/25.	Attempting to source training.

**Buckingham Town Council**  
**Resources Committee**  
**Monday 28 April 2025**

Contact Officer: Compliance and Projects Manager

**Staff Handbook 2025**

**1. Recommendation**

- 1.1. It is recommended that members review and recommend the revised Staff Handbook to Full Council to approve.

**2. Background**

- 2.1. The Staff Handbook should be reviewed regularly to ensure it is up to date and fit for purpose.
- 2.2. Last year our new HR partner, Worknest, provided a wholly rewritten staff handbook (to replace the existing version provided by our previous HR partner) which was adopted by Full Council in May 2024 (minute 14/24.1).
- 2.3. Worknest have undertaken a review of our Staff Handbook and updated it to comply with relevant new and amended legislation, and to make any appropriate clarifications.
- 2.4. Worknest have provided a 'tracked changes' version of the Staff Handbook. Their additions and amendments to the text are underlined and deletions are crossed through.
- 2.5. An 'overview of amendments' has been provided by Worknest which accompanies this report.

**2025 Handbook Review – overview of amendments.**

For further detail please review the tracked changes and comments within the handbook.

**1.3 – Ethical conduct**

- Updated to include Bribery definitions and guidance on what employees must not do in relation to bribery.

**1.4 – Whistleblowing**

- Updated to provide clarity on public interest disclosures, employee detriment and victimisation. Clarity provided on who detrimental treatment should be reported to and signposting employees to the Grievance procedure.

**2.7 Computer Use – including the use of email and internet**

- Updated to reflect new mandatory legal duty on employers to take reasonable steps to actively prevent sexual harassment of their employees. Highlights harassment using email functions will be treated as gross misconduct. Signposts employees to the grievance procedure should they need to raise any concerns internally.

**2.8 Social Media**

- Updated to reflect new mandatory legal duty on employers to take reasonable steps to actively prevent sexual harassment of their employees.

**2.14 Relationships at Work**

- New policy included.

**3.4 Sickness Absence**

- Updated to provide additional detail on contractual sick pay.
- Removal of ‘high-risk sport’ from additional detail covered under contractual sick pay.

**3.9 Annual Leave**

- Updated to provide clarity on legal carry over of annual leave.
- Further update to reflect wording in contract ‘By mutual agreement...’.
- Neonatal care leave included as a statutory reason for carry over.

**4.3 Maternity Leave**

- Updated to provide clarity on continuous service.



- Additional detail added under 'Enhanced Maternity Pay' relating to repayment of enhanced maternity pay, as per the green book.
- Maternity Support Leave has been moved to section 4.5.
- Updated to include additional detail on The Protection from Redundancy (Pregnancy and Family Leave) Act 2023.

#### **4.4 Adoption Leave**

- Additional detail added under 'Enhanced Adoption Pay' relating to repayment of enhanced pay, mirroring that under 'enhanced maternity pay'.

#### **4.7 Shared Parental Leave**

- Updated to include additional detail on The Protection from Redundancy (Pregnancy and Family Leave) Act 2023.

#### **4.8 Keeping in Touch/Shared Parental Leave Days**

- Updated to provide clarity on Shared Parental Leave Days and payment for KIT and SPLIT days.

#### **4.10 Carer's Leave**

- Updated notification requirements following ACAS guidance.

#### **4.11 Neonatal Care Leave**

- New policy included.

#### **5.3 Disciplinary Procedure**

- Updated definitions of gross misconduct to include sexual harassment.

#### **5.4 Grievance Procedure**

- Removal of 6 month time limit on raising grievances.

#### **6.1 Equal Opportunities Statement**

- Amended to provide clarity on Council commitments on equal opportunities, training, discrimination and harassment.

#### **6.3 Harassment and Bullying**

- Updated to reflect new mandatory legal duty on employers to take reasonable steps to actively prevent sexual harassment of their employees.
- EAP information included.

**Buckingham Town Council****Resources Committee****Monday 28<sup>th</sup> April 2025**

Contact Officer: Compliance and Projects Manager

**Financial Regulations Review 2025****1. Recommendation**

- 1.1. It is recommended that members review and agree the new Financial Regulations for recommendation to Full Council.

**2. Background**

- 2.1. The Financial Regulations require annual review by Full Council in accordance with Standing Order 5J ix. They were last reviewed in May 2024.
- 2.2. Last year, the National Association of Local Councils (NALC) commissioned and published a complete rewrite of the model Financial Regulations so a like for like comparison is not possible. These were received too late to be considered for adoption last year.
- 2.3. NALC and the author of the new Financial Regulations have advised that each Town and Parish Council should '*determine its own limits that help rather than hinder its operations*'.
- 2.4. Authorisation limits have been recommended on that basis after conducting research into the limits set by Councils of a similar size, and a review of operational issues that have experienced delays awaiting authorisation.
- 2.5. With Committee meetings operating on a 7-week cycle, it can take up to 2 months between an urgent operational issue arising and authorisation to spend being obtained from the relevant Committee.
- 2.6. Examples where urgent operational business of this Council has been delayed due to prohibitive spending limits are given in Table 1 below.
- 2.7. Members received the first draft of the new Financial Regulations at the Resources Committee meeting of 3 March with a request for feedback by 17 March.

**3. Information**

- 3.1. The final version of the Financial Regulations for recommendation to Full Council accompanies this report.

3.2. Amendments made since the Resources Committee meeting of 3 March are highlighted in the text.

3.3. Additions to the text are highlighted in yellow.

3.4. Deletions from the text are crossed through and highlighted in blue.

#### 4. Tables

**Table 1:**  
**Examples of prohibitive spending limits delaying urgent operational repairs**

Operational item	Cost	Effect
Community Centre boiler	£2560	Centre unheated
Chandos Park toilets pump	£8990	Toilets closed
Lace Hill heating repair	£4000	Centre unheated

**Table 2:**  
**Recommended authorisation limits**

It should be noted that although authorisation limits may change, Full Council, Committees, and Officers are still bound to act in accordance with all other Financial Regulations, and that relevant business will remain with the appropriate Committee to make a decision. All recommended limits listed below are detailed in the final Financial Regulations document.

Regulation	Who?	Recommended limit
5.6. Contract procurement	Standard limit £30,000	>£30,000
5.8. Requirement for 3 quotes	All	>£3,000
5.9. 3 estimates including online and recent prices from regular suppliers	All	£1000-£3,000
5.15. Delegated authority	Clerk	£10,000
5.15. Ditto	Clerk after consultation with relevant Chair	>£10,000-£15,000
5.15. Ditto	Committee	£28,000
5.15. Ditto	Full Council	No limit (>£28,000)
5.18. To act in an emergency	Clerk	£25,000
6.7. Repeats of 5.15 and 5.18.	Clerk	£10,000; £25,000
9.3. Personal credit or debit cards	All staff	£250

**Buckingham Town Council**  
**Resources Committee**  
**Monday 28 April 2025**

Contact Officer: Compliance and Projects Manager

**Access to Work grant**

**1. Recommendations**

- 1.1. It is recommended that members agree to accept the Access to Work grant of £7645.80 (including VAT) awarded by the Department for Work and Pensions to the Committee Clerk to assist them in their role.
- 1.2. It is recommended that members approve the purchase of the items specified in the DWP award letter from budget line 132/4500 (Future Planning/Contingencies) which will be reimbursed in full by the grant award.

**2. Background**

- 2.1. Access to Work grants are made available by the Department for Work and Pensions.
- 2.2. The Committee Clerk has undergone an assessment and the DWP has awarded a grant to pay for practical support with their work.
- 2.3. The grant awarded includes specialist equipment and assistive software, installation, and training on its use. The majority of the equipment will be installed in the Chamber to aid the Committee Clerk during meetings.
- 2.4. The items listed for purchase are detailed on the DWP award letter.

**3. Budget**

- 3.1. Initial purchases will be made from budget line 132/4500 (Future Planning/Contingencies) which has a budget amount of £14,000 but will be reimbursed in full by the grant award.
- 3.2. VAT will be paid on the purchases and will be reclaimed as usual and not from DWP.
- 3.3. There is no net cost to the Council.



Department  
for Work &  
Pensions

FAO Claire Molyneux  
Buckingham Town Council Office  
Verney Close  
Buckingham  
Buckinghamshire  
MK18 1JP

00076  
0133501343



17 APR 2025

Access to Work  
Operational Support Unit  
Harrow Jobcentre  
Mail Handling Site A  
Wolverhampton  
WV98 1JE

[www.gov.uk](http://www.gov.uk)

Telephone: 0800 121 7479  
Textphone: 0800 121 7579

Your reference:



## Access to Work grant

### We have awarded your employee's grant

Dear Claire

We have awarded an Access to Work grant to [REDACTED]

#### What your employee will get

Item	Cost/Description
DAI (direct audio input ) shoe left and right side	£48.00
Recommendation - Caption.Ed Pro ATW Edition (3000 minutes)	£2,070.00
One-to-One Assistive Technology Training Session (2 Hours) virtual for Caption.ed	£208.80
Onsite set up and training session FM System	£474.00
Phonak Roger On 3	£1,506.00
Phonak Roger Twin Table Mic 3	£3,036.00
Phonak Roger X left and right side	£144.00

**We have many different ways we can communicate with you.**

If you would like braille, British Sign Language, a hearing loop, translations, large print, audio or something else please tell us using the phone number at the top of this letter.

9 April 2025

Please turn over

ATW02EL  
Page 1 of 3

Samson Go Mic Clip On USB  
Microphone £69.00

USB Conversion to Headset  
Pack (for Zoom/Teams £90.00

Please be aware that Access to Work will fund 100% of the costs of the recommendations in the work place assessment report.

As employer you will have 13 weeks from 09/04/2025 to purchase the specialist aids and equipment and 9 months from the date of purchase in which to claim re imbursement.

The total cost of this support is £7,645.80.

Access to Work will contribute a maximum of £7,645.80. Support will start from 9 April 2025 until 8 January 2026 providing that Paula Cahill needs do not change.

You will not need to make a contribution towards these costs as part of the mandatory cost-share agreement previously discussed.

We have sent your employee a letter explaining their Access to Work grant. The grant letter has terms and conditions which they must follow. Please discuss the agreed support with them.

We will email the appropriate claim forms and guidance. This will enable you to claim the agreed contribution from Access to Work. You have 13 weeks from the date at the top of this letter to put support in place. Access to Work may not accept claims for payment you made, if they are more than 9 months after the date of payment.

If you have any questions about this letter, please:

- call us on **0800 121 7479** or
- email us at **atwosu.london@dwp.gov.uk**

Yours sincerely

Office manager

Please turn over