



Buckingham Town Council

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

office@buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

INTERIM
FULL COUNCIL

Wednesday, 11 June 2025

Councillor,

You are summoned to an Interim meeting of the Full Council of Buckingham Town Council to be held on Monday 16th June 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, 3.f, and 3.g which will last for a maximum of 15 minutes. A member of the public shall not speak for more than 3 minutes. Members of the public can attend the meeting in person. If you would like to address the meeting virtually, please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Claire Molyneux
Town Clerk

AGENDA

1. Apologies for absence

Members are asked to receive apologies for absence.

2. Declarations of interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

3. Signing of the Declaration of Acceptance of Office

To note that all outstanding declarations have been signed in advance of this meeting.

4. To receive presentations from the following candidates and to:

- 4.1. Co-opt one Councillor from the candidates below to represent Buckingham North ward
- 4.2. Co-opt one Councillor from the remaining candidates to represent Buckingham South ward
 - Mr. Roger Newell
 - Mr. Michael Moyse
 - Mr. Russell Poppe

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



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. Bridge tender – Recommendation from Environment

78/25 - Recommendation: to proceed with the tender from company 14 to remove the footbridge in Bourton Park. [E/32/25](#)

6. Annual Internal Auditor's Report, the Annual Governance and Accountability Return, and Accounting Statements.

6.1 Annual Internal Audit Report 2024/25.

[Appendix D](#)

6.2 Annual Governance Statement 2024/2025.

[Appendix E](#)

6.3 Accounting Statements 2024/25.

[Appendix F](#)

6.4 Internal Audit Observations with RFO's responses.

[Appendix G](#)

7. Exercise of Public Rights.

To note the dates set by the RFO for the Exercise of Public Rights as being Monday 23rd June to Friday 1st August 2025.

8. To agree the ear-marked reserves

To receive a report from the Town Clerk.

[BTC/33/25](#)

9. Osier Way Street Naming

To decide if the street names for Osier Way phases 2,3,4 have one common theme or an individual theme for each phase.

10. Representatives on outside bodies

To agree the representatives for Buckingham Community Wildlife Project and Climate Emergency Group.

11. Chair's announcements - for information only**12. Date of next meetings:**

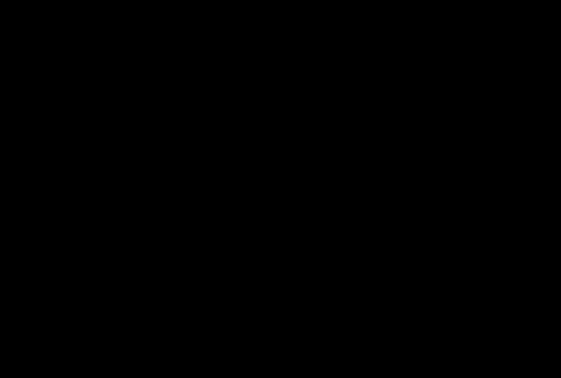
Full Council:	Monday 7 th July 2025
	Monday 15 th September 2025
Interim Council:	Monday 13 th October 2025

To:

All Councillors

BUCKINGHAM TOWN COUNCIL APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a Town Councillor. Please provide the following information to assist the Council in making their decision.

Full name and title	Mr Roger Newall	
Home address including postcode		
Home telephone		
Mobile telephone		
Email		

About you:

Please provide the Council with some background information about yourself.

Note: answers in this section will be published and be available to the public.

I was born in Aylesbury and moved to Buckingham in 1987.

I worked as a Town Planner for Aylesbury Vale District Council until 2017 and now am a self-employed planner.

I have been a member of the Buckingham Neighbourhood Plan working party for the last 2/3 years as we look to revise the previous document.

My non work interests are long distance walking and landscape photography.

Reasons for applying:

Please provide the Council with your reasons for wanting to become a Town Councillor.

Note: answers in this section will be published and be available to the public.

My experience on the Buckingham Neighbourhood Plan working party has allowed me to meet many residents and Councillors who work hard for our community and wish to improve the well being of the town and its residents in many ways.

Because of this I have decided that I would like to be part of the Town Council and help to continue the good and selfless work to by those who came before us.

I consider my experience of working in Local Government can be of benefit to the Town Council, particularly relating to planning matters, as Buckingham faces the prospect of significant expansion in the next few years.

To be able to stand as a candidate at a parish or town council election, you must, unless disqualified by the Local Government Act 1972, be qualified to be elected [or co-opted] and to be a member of a local authority if he is a qualifying Commonwealth citizen [including a British Citizen], or a citizen of the Republic of Ireland, in the case of a local authority in England, a qualifying EU citizen or an EU citizen with retained rights and on the relevant day [day of co-option] he has attained the age of eighteen years and-

Meet at least one of the following four qualifications:

a) on that day he/she is and thereafter he/she continues to be a local government elector for the area of the authority [the parish];
OR

Yes

b) he/she has during the whole of the twelve months preceding that day
[of co-option] occupied as owner or tenant any land or other premises in that area [the parish]; OR

c) his/her principle or only place of work during those twelve months have been in that area [the parish]; OR

d) he/she has during the whole of those twelve months resided in that area [the parish] or within three miles of it.

1. Under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a Local Councillor or being a member of Local Council if:

a) They hold any **paid** office or employment of the Town Council (other than the office of Chairman) or of a joint committee on which the Council is represented; or

b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with their creditors (but see below); or

c) Has within five years before the day of election, or since their election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or

d) Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices; or

e) has been convicted for the failure to register or declare disclosable interests under the Localism Act 2011.

The disqualification for bankruptcy ceases in the following circumstances:

- I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that their debts have been fully discharged;
- II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on their part;
- III. If the person is discharged without such a certificate.

In I. and II. above, the disqualification ceases on the date of the annulment or discharge.

In III., it ceases on the expiry of five years from the date of discharge.

DECLARATION

I (insert full name).....Roger Newall.....
hereby confirm that I am eligible for the vacancy of Buckingham Town Councillor;
and the information given on this form is a true and accurate record.

Signature 

Date 20th May 2025.....


The answers provided to the first two, textual questions will be published and used by councillors to help them make their decision.

The personal details and contact details will remain confidential and will only be used for the purpose of communicating with you regarding your application. If you are successful in your application to become a Town Councillor, then your home address and personal interests are required to be made public, unless there is a reason for them to remain confidential.

Councillors are provided with Council email addresses which are made public.

BUCKINGHAM TOWN COUNCIL APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a Town Councillor. Please provide the following information to assist the Council in making their decision.

Full name and title	Mr Michael Malcom Edward Moyse	
Home address including postcode		
Home telephone		
Mobile telephone		
Email		

About you:

Please provide the Council with some background information about yourself.

Note: answers in this section will be published and be available to the public.

I moved to Buckingham in 1982 commuting and working firstly in Aylesbury and then in London. I still live and work in the town. In 1996 I launched my own business providing IT support to local business. This business is still operating today and we employ 7 local people. My wife works in the business with me and our daughter has attended Buckingham Primary School, Buckingham Secondary School, Akeley Wood AW6 and is currently studying at Buckingham University.

I run a Facebook group called "Buckingham Politics"

I was also a member of Buckingham Round Table and served as chairman. I helped build the Santa float and enjoyed going on collections and in the Xmas parade. I also helped out Rotary on some collection rounds. I helped organise and run Buckingham Fun Run.

For many years I helped run Buckingham Acoustic club and sat on the committee for Music In The Market.

I enjoy playing music at local open mic nights and also play in a professional band at Warners hotels and other high end venues. I'm a licensed amateur radio operator and drone operator.

Reasons for applying:

Please provide the Council with your reasons for wanting to become a Town Councillor.

Note: answers in this section will be published and be available to the public.

I've always believed in giving back to the community one lives in. I feel that being part of the Town Council will allow me to continue that mission and maybe have a bit more influence in shaping the town's future. I've watched council meetings on line and sat in on one to get a feel of what's involved and was not put off! I found planning surprisingly interesting and I believe my extensive musical performance experience and previous event organising skills would be an asset to the Town Centre and Events committee.

It would be an honour to have the opportunity to serve on the Town Council.

To be able to stand as a candidate at a parish or town council election, you must, unless disqualified by the Local Government Act 1972, be qualified to be elected [or co-opted] and to be a member of a local authority if he is a qualifying Commonwealth citizen [including a British Citizen], or a citizen of the Republic of Ireland, in the case of a local authority in England, a qualifying EU citizen or an EU citizen with retained rights and on the relevant day [day of co-option] he has attained the age of eighteen years and-

Meet at least one of the following four qualifications:

a) on that day he/she is and thereafter he/she continues to be a local government elector for the area of the authority [the parish];
OR



b) he/she has during the whole of the twelve months preceding that day [of co-option] occupied as owner or tenant any land or other premises in that area [the parish]; OR



c) his/her principle or only place of work during those twelve months have been in that area [the parish]; OR



d) he/she has during the whole of those twelve months resided in that area [the parish] or within three miles of it.



1. Under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a Local Councillor or being a member of Local Council if:

- a) They hold any **paid** office or employment of the Town Council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with their creditors (but see below); or
- c) Has within five years before the day of election, or since their election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices; or
- e) has been convicted for the failure to register or declare disclosable interests under the Localism Act 2011.

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- II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on their part;
- III. If the person is discharged without such a certificate.

In I. and II. above, the disqualification ceases on the date of the annulment or discharge.
In III., it ceases on the expiry of five years from the date of discharge.

DECLARATION

I (insert full name)...Michael Malcom Edward Moyse.....
hereby confirm that I am eligible for the vacancy of Buckingham Town Councillor,
and the information given on this form is a true and accurate record.

Signature.....



Date...01/06/2025.....

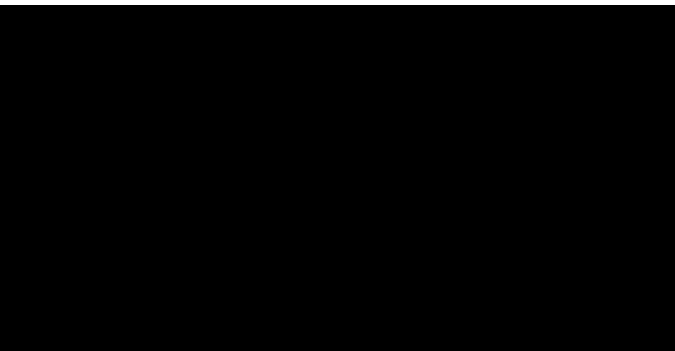
The answers provided to the first two, textual questions will be published and used by councillors to help them make their decision.

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Councillors are provided with Council email addresses which are made public.

BUCKINGHAM TOWN COUNCIL APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a Town Councillor. Please provide the following information to assist the Council in making their decision.

Full name and title	Mr. Russell Howard Poppe
Home address including postcode	
Home telephone	
Mobile telephone	
Email	

About you:

Please provide the Council with some background information about yourself.

Note: answers in this section will be published and be available to the public.

I have been resident in Buckingham for around 20 years and am very proud of our town.

By profession I am a Chartered Engineer, and have held several technical and management positions, including some at a senior level. I currently work full time for a design and manufacturing company based in Brackley.

Those who know me might say I'm more of a listener than a talker, yet not afraid to respectfully express a balanced opinion and take the lead where required. I'm considered approachable, fair, organised, diligent and always willing to get stuck in and lend a helping hand when I can.

I have a passion for health and fitness, and can often be found at the leisure centre, running (slowly) around the park or enjoying a yoga class. I have particular interests in conservation and history, and am a long-standing member of the National Trust.

I'm an advocate of 'shopping local' when I can, to support Buckingham businesses.

I serve as Membership Secretary of the Buckingham Society, which aims to campaign for a better Buckingham.

Reasons for applying:

Please provide the Council with your reasons for wanting to become a Town Councillor.

Note: answers in this section will be published and be available to the public.

With apologies for the cliché, I am looking to give something back to a town and community that has given me so much for many years.

I continue to be delighted by the extraordinary range of events and festivals in the town, and always support when I can. Though the town continues to grow, our community feel and spirit remains, and I would welcome any opportunity to help maintain and protect it.

I'm aware of the environmental challenges facing an expanding town, and am passionate about preserving our wonderful parks, town centre and amenities for all.

My professional experience gives me an understanding of the need for due process and organisation, yet a practical resolve to get things done to the best of my ability using the resources available. I am interested to learn how local government works and how it can best be used to serve the community. I hope my skills and experience, alongside my pride in Buckingham, may be of use towards this.

To be able to stand as a candidate at a parish or town council election, you must, unless disqualified by the Local Government Act 1972, be qualified to be elected [or co-opted] and to be a member of a local authority if he is a qualifying Commonwealth citizen [including a British Citizen], or a citizen of the Republic of Ireland, in the case of a local authority in England, a qualifying EU citizen or an EU citizen with retained rights and on the relevant day [day of co-option] he has attained the age of eighteen years and-

Meet at least one of the following four qualifications:

a) on that day he/she is and thereafter he/she continues to be a local government elector for the area of the authority [the parish];
OR

☐

b) he/she has during the whole of the twelve months preceding that day
[of co-option] occupied as owner or tenant any land or other premises in that area [the parish]; OR

☐

c) his/her principle or only place of work during those twelve months have been in that area [the parish]; OR

☐

d) he/she has during the whole of those twelve months resided in that area [the parish] or within three miles of it.

☒

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III. If the person is discharged without such a certificate.

In I. and II. above, the disqualification ceases on the date of the annulment or discharge.

In III., it ceases on the expiry of five years from the date of discharge.

DECLARATION

I (insert full name)...**Russell Howard Poppe**.....
hereby confirm that I am eligible for the vacancy of Buckingham Town Councillor;
and the information given on this form is a true and accurate record.

Signature... 

Date.....1st June 2025.....

The answers provided to the first two, textual questions will be published and used by councillors to help them make their decision.

The personal details and contact details will remain confidential and will only be used for the purpose of communicating with you regarding your application. If you are successful in your application to become a Town Councillor, then your home address and personal interests are required to be made public, unless there is a reason for them to remain confidential.

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Buckingham Town Council
Environment Committee
Monday 9th June 2025.

Contact Officer: Estates Manager

Bourton Park footbridge removal tender.

1. Recommendations

- 1.1. Members agree to recommend to Full Council to proceed with the tender from company 14 to remove the footbridge in Bourton Park.

2. Background

- 2.1. Due to the value of this tender, this process has been designed to comply with the Procurement Act, with the tender documents being posted on Contracts Finder. This resulted in considerable interest and seventeen responses were received.
- 2.2. It was agreed that the bridge be removed by the Environment Committee on the 19th December 2022 -

“Bridge number 2 is removed and not replaced due to the proximity of bridge 1 that already crosses the river.” (minute 507/22.1) and then apply to have the right of way diverted on the (minute 331/23).
- 2.3. The agreement which states that the Town Council will continue to maintain the footbridge which the right of way will be diverted over is being reviewed by Buckinghamshire Council Rights of Way team so the right of way diversion can be finalised.
- 2.4. Once this tender has been agreed the contractor will be engaged and as promptly so the Town Council can work with them to apply for a Flood Risk Activities Permit from the Environment agency which can take 10-12 weeks.
- 2.5. The tender closed on the 30th May and on the 2nd June the Town Clerk and the Mayor opened the tender submissions, following this a structured internal tender evaluation was carried out.

3. Information

- 3.1. To find the ‘Most Advantageous Tender’ the evaluation takes into account commercial assessment, quality assurance, programme and supply.

3.2. The Following Evaluation criteria was used to assess the tenders:

Evaluation Criteria	% weighting
Commercial Assessment Priced Tender Return demonstrating value for money and commercial terms.	60
Programme Demonstrated by programme of works, labour resource and material lead in times. Understanding of the brief quality of tender	10
Assurance of Supply Demonstrated by the use of local labour (the contractor or sub-contractors) and supply chain, utilisation of materials obtained from local source including any ways of working to expedite the programme whilst still ensuring high quality workmanship throughout.	5
Quality Assurance Demonstrated by the supply of Case Studies of previous experience with bridge work, demolition or working alongside rivers (EA works applications) membership of appropriate bodies. Have all the environmental implications been considered. i.e. removal of waste. working over river etc.	25

3.3. A preliminary examination of the tenders eliminated any tenders that did not meet the essential tender submission criteria required, following these 9 tenders had a commercial assessment and from this the the top five of these had a further detailed evaluation for quality by 3 officers, the scores are detailed below:

Company Ref number:	Initial Screening for complete tender submission	Tender Price	Commercial Assessment score	Quality Assessment score	Total Evaluation score
1	Pass	£34,985	48	28	76
2	Pass	£88,632	19		
3	Pass	£64,645	26		
4	Pass	£33,122	51	20	71
5	Fail	£32,400			
6	Enquiry only				
7	Enquiry only				
8	no attachments				
9	Pass	£54,988	31		
10	Fail	£40,502			
11	Pass	£34,000	49	24	73
12	Pass	£27,995	60	28	88
13	repetition	-			
14	Pass	£29,982	56	33	89
15	Fail	£25,751			
16	Pass	£38,500	44		
17	Fail	£29,541			

3.4. Company number 14 scored the highest in the tender evaluation scoring 89 points out of 100 and is recommended that they be awarded the contract.

Buckingham Town Council

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During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	Yes		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes		
H. Asset and investments registers were complete and accurate and properly maintained.	Yes		
I. Periodic bank account reconciliations were properly carried out during the year.	Yes		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			N/A
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	Yes		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	Yes		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

11/05/2024 11/11/2024

Kevin Rose ACMA- IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

22/05/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

BUCKINGHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.buckingham-tc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

BUCKINGHAM TOWN COUNCIL


	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	646,604	848,253	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,164,561	1,230,480	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	358,673	209,504	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	685,696	729,778	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	4,702	4,702	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	631,187	631,841	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	848,253	921,916	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	887,607	899,788	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,385,031	2,485,143	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	41,858	39,008	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval


 Date 11/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Buckingham Town Council

Financial Year 2024-25

Year End Internal Audit Observations



IAC Audit and Consultancy Ltd

Audit date: 21 May 2025

C *This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	No	<i>During the 2024-25 financial year the Council has not reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015 and Assertion 2 of the Annual Governance Statement. It is understood that this was done in April 2025.</i>	The Council to note the requirement of both the Annual Governance Statement and Accounts and Audit Regulations for it to review the effectiveness of its internal control system. This review must be carried out on an annual basis.	High	This matter was completed in April during the Council year but not the financial year. It will be moved back a meeting in the future.

G *Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Salaries paid agree with those approved by the council	Yes	<i>It was noted that there was an apparent difference on the Spinal Column Point paid to one member of staff.</i>	The Council to review the salaries paid and verify whether they are correct.	High	There was a mistake with the pay of a member of staff due to a spreadsheet error. This has been corrected. Apologies have been made to the staff member concerned.

Buckingham Town Council**Full Council****Monday 12th June 2025**

Contact Officer: Claire Molyneux, Town Clerk

Ear-Marked Reserves**1. Recommendations**

- 1.1. It is recommended that Members agree the attached ear-marked reserves for the 2025-2026 financial year.

2. Ear- Marked Reserves

- 2.1. Each year Council agrees to ringfence money into ear-marked reserves (EMR). These are different from the general reserve as they are there to cover expenditure that is planned.
- 2.2. There are two general uses of EMR - for a specific project such as the removal of the old bridge in Bourton Park. This project was budgeted to take place this last financial year but due to delays in moving the right of way the project will now take place this financial year. Therefore, it has been recommended to move the money budgeted into an EMR. The second use is to build a 'war chest' ready for a future expense. A good example of this is the play area replacement fund. Each year money is budgeted to be added to this fund ready for when each play area requires replacement.
- 2.3. BTC owns a number of assets, and it is prudent budgeting to put money aside ready for replacement and repair. Therefore, this report recommends saving money for known future expenditure.
- 2.4. Much of the below was included as part of the budget.
- 2.5. This item has been brought to the Interim meeting so the EMR can be set up and used.

3. Recommended EMR.

<u>Account</u>		<u>CLOSING BALANCE 2024/2025</u>	<u>Recommended 25/26</u>	<u>Rationale</u>
320	EARMARKED RESERVES			
325	EMR YOUTH COUNCIL	2,015.00	2,015	Moves underway to restart the Youth Council. EMR to be held
326	EMR CEMETERY DEVELOPMENT	44,596.49	48,100	Project underway holding an EMR is appropriate. £3500 added from new cemetery maintenance and rounded up.
327	EMR LEGAL COSTS	363.34	1,000	Multiple projects underway, a reserve fund is prudent.
328	EMR FLOOD RELIEF FUND	826	826	Money to be held.
329	EMR WAR MEMORIAL	600	0	Project completed, no longer required.
330	EMR CHRISTMAS LIGHTS	2,171.00	2,171	Reserve funding in case of failures.
331	EMR TOWN IN BLOOM	1,000.00	1,000	To be held as planned to be spent in the next financial year
332	EMR CHARTER FAIRS	5,141.00	5,141	To be held. Contingency
333	EMR PLAY AREA REPLACEMENT	57,932.00	67,932	£10000.00 added as per budget
334	EMR TOURISM LEAFLETS	883	883	Update planned
335	EMR GREEN SPACES DEVELOPMENT	8,916.00	14,778	Increase from underspends. Projects underway.
336	EMR NEIGHBOURHOOD PLAN	0.00	0	Spent 24/25, nothing to carry forward, Accounted for in the budget
337	EMR BRIDGE REPAIRS	44,640.00	40,000	Reduced as project expected to cost less than originally expected
338	EMR OFFICE DEVELOPMENT / FURNITURE	156	156	To be held and spent this year
339	EMR DEPOT EQUIPMENT	7,850.00	11,000	£3118 added as per budget and rounded
340	EMR AEDS	850	850	Unit nearing end of life.
341	EMR LHSCC REPAIRS & MAINTENANCE	25,000.00	28,000	Increase - walls boarding and door projected cost
342	EMR CEMETERY LODGE REPAIRS	500	0	Not required
343	EMR BOWLS PAVILION REPAIRS	2,493.00	2,493	To be held. Work is required.
344	EMR MAKING GOOD/BOUNDARY REPAIRS	45,000.00	45,000	To be held will be required once RBF are transferred
345	EMR EMERGENCY GRANTS	3,000.00	3,000	As per policy
346	EMR TWINNING	2,483.00	2,548	£65 added from underspend
348	EMR SCULPTURE TRAIL	800	900	£100.00 added from sale of a sculpture in 24/25.
349	EMR TRAINING	8,953.00	11,098	£2145 added from Cllr training underspend. GST require multiple recertification
350	EMR COMPUTERS & SOFTWARE	5,633.00	5,633	Can be held
351	EMR RATES	1,491.69	1,500	Fund to manage unplanned rate fluctuations.
352	EMR ACCESSIBILITY	2,513.00	2,513	To be held.
353	EMR WILDLIFE CONSERVATION VOLUNTEERS	1,461.00	3,732	Increase as budgeted

354	EMR MACHINERY REPLACE & REPAIR	9,949.00	12,449	Increase as budgeted
355	EMR BUILDINGS REPLACE & REPAIR	6,500.00	6,500	To be held
356	EMR RESOURCING RESERVE	38,466.00	54,828	Increase as budgeted from underspend.
357	EMR VEHICLE REPLACEMENT & REPAIR	3,445.00	7,343	Increase as budgeted. New vehicle will be required in near future.
358	EMR STAFFING COSTS	3,676.42	3,676	To be held
359	EMR BUCKINGHAM CENTRE COSTS	New	6,500	To be rolled over from underspend.
362	EMR EVENTS RESERVE	New	4,000	From events underspend.
		339,303.94	397,565	