



Buckingham Town Council

Town Council Office, Buckingham Centre,
Verney Close, Buckingham, MK18 1JP
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Town Clerk: Claire Molyneux

RESOURCES
COMMITTEE

Wednesday, 18 June 2025

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 23rd June 2025, following a Staffing (Confidential Matters) meeting 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. Election of Chair

To elect a Chair of the Resources Committee for 2025-2026.

2. Apologies for absence

Members are asked to receive apologies for absence.

3. Election of Vice Chair

To elect a Vice Chair of the Resources Committee for 2025-2026.

4. 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.

5. Minutes of last meeting

To agree the minutes of the Resources Committee meeting held on 28th April 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.

6. Minutes of Communications Strategy Group

To receive the minutes of the Communications Strategy Group meeting held on 5th June 2025.

[Copy previously circulated](#)

To note the Recommendation from Communications Strategy Sub-Committee 5th June 2025 meeting:

That a report be prepared on the creation of a precept line and allocation of resources for pursuing the most appropriate Quality Award, to commence in April 2026.

7. Budgets

To receive and agree the budget reports:

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

5.2 Purchase Ledger from April and May 2025.

[Appendix A](#)

[Appendix B](#)

8. Fund transfers

To note the following transfers:

16/05/2025 - £100,000 from current account to the CCLA

21/05/2025 - £100,000 from current account to the CCLA

23/05/2025 - £100,000 from current account to the CCLA

06/06/2025 - £100,000 from current account to the CCLA

9. Procurement policy and tender process

To receive a report from the Town Clerk.

[R/35/25](#)

[Appendix C](#)

10. Committee Calendar 2026

To review the 2026 Committee calendar and recommend to Full Council.

[Appendix D](#)

11. Updates from representatives on outside bodies relevant to this committee

To receive verbal updates from Councillors.

12. Action Report

To review and discuss the Action Report.

[Appendix E](#)

13. Chair's announcements – for information only

14. Date of next meeting: Monday 1st September 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.

15. Debtors list

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

[Appendix F](#)

16. Payment endorsements

To note payment endorsement sheets 2 to 6.

[Appendix G](#)

To:

Cllr. F. Davies Town Mayor

Cllr. J. Harvey

Cllr. H. Haydock

Cllr. A. Mahi

Cllr. H. Mordue

Cllr. J. Mordue

Cllr. R. Newell

Cllr. L. O'Donoghue

Cllr. A. Schaefer

Cllr. R. Stuchbury

Cllr. M. Try

Detailed Income & Expenditure by Budget Heading 31/05/2025

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR	Explanation
<u>RESOURCES</u>							
<u>101 Personnel costs EXPENDITURE</u>							
4000 Salaries Admin	16,975	249,543	232,568		232,568		
4005 ERS National Insurance	2,171	27,634	25,463		25,463		
4006 ERS Pension Cont	4,023	62,030	58,007		58,007		
4007 Staff travel	0	550	550		550		
4008 Occupational Health	0	1,369	1,369		1,369		
4025 HR advice	3,536	5,480	1,944		1,944		
4026 Staff & Recruitment	130	300	170		170		
<u>102 Office expenses INCOME</u>							
1010 Chamber hire	184	950	766				
1012 Photocopier use	0	10	10				
<u>102 Office expenses EXPENDITURE</u>							
4010 Stationery	350	3,020	2,670	238	2,432		
4011 Postage	0	320	320		320		
4012 Photocopier	8	2,500	2,493		2,493		
4013 Equipment purchase	0	1,242	1,242	215	1,027		
4017 Subscriptions	3,694	4,400	706	81	625		
4018 Telephones	888	10,806	9,918	456	9,462		
4019 Hire of Community Hall	0	325	325		325		
4021 Hospitality	0	475	475		475		
4023 Training	225	10,225	10,000	375	9,625		
4027 Software	4,150	19,000	14,850		14,850		
4030 Payroll	213	2,120	1,907		1,907		
4032 Publicity and newsletter	0	7,400	7,400		7,400		
4038 Computer equipment	513	3,000	2,487	798	1,689		
4041 Website	835	3,000	2,165		2,165		
4043 Protective clothing	223	2,070	1,847		1,847		
4052 Heat, light, power	0	3,613	3,613	413	3,200		
4156 Buckingham Centre rent	0	17,000	17,000		17,000		
4267 Buckingham centre rates	2,794	4,658	1,864		1,864		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR	Explanation	Appendix A
<u>103 Councillors EXPENDITURE</u>								
4020 Mayor's duties	0	2,163	2,163		2,163			
4029 Mayor's civic	0	1,864	1,864		1,864			
4044 Councillors' mileage / exp.	0	573	573		573			
4045 Councillors' allowance	0	11,426	11,426		11,426			
4236 Election costs	0	14,000	14,000		14,000			
4269 Councillor training	0	3,500	3,500		3,500			
<u>104 Legal requirements EXPENDITURE</u>								
4014 Audit fees	0	4,140	4,140		4,140			
4016 Legal costs	0	6,000	6,000		6,000			
4022 Insurance	20,767	22,253	1,486		1,486			
<u>120 Long-term grants EXPENDITURE</u>								
4040 Four Year Grants Awarded	0	23,227	23,227		23,227			
4080 Annual Grants Awarded	0	9,641	9,641		9,641			
<u>125 Commemorative items EXPENDITURE</u>								
4501 Civic award	0	800	800		800			
4504 Remembrance wreath	0	30	30		30			
4505 Mayor's salver	0	150	150		150			
<u>130 Admin reserves INCOME</u>								
1176 Precept	653,845	1,307,690	653,845					
1190 Interest received	3,180	31,500	28,321					
<u>132 Future planning / contingencies EXPENDITURE</u>								
4500 Future planning / contingencies	686	14,000	13,314	8,554	4,760			
4507 ECDI Projects	0	200	200		200			
<u>ENVIRONMENT</u>								
<u>201 Environment EXPENDITURE</u>								
3995 NI Environment	2,331	26,112	23,781		23,781			
3996 Pensions ERS Environment	4,748	62,851	58,103		58,103			
4004 Salaries environment	20,032	253,650	233,618		233,618			
<u>202 Roundabouts INCOME</u>								
1051 Roundabout no. 1	480	2,881	2,401					
1052 Roundabout no. 2	1,535	1,535	0					
1053 Roundabout no. 3	2,520	2,520	0					

1054	Roundabout no. 4	3,211	3,211	0		
1056	Roundabout no. 6	3,422	3,422	0		
1057	Roundabout no. 7	1,746	1,746	0		

202 Roundabouts EXPENDITURE

4108	Roundabout	0	2,000	2,000	424	1,576
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203 Maintenance EXPENDITURE

4082	Allotments	0	2,350	2,350		2,350
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205 Grounds maintenance EXPENDITURE

4033	Waste disposal	0	6,081	6,081		6,081
4035	Machinery	0	2,973	2,973		2,973
4036	Fuel (Mower)	229	1,900	1,671	60	1,611
4037	Sundries	0	3,251	3,251	251	3,000
4063	Vehicle hire and running costs	150	7,242	7,092	242	6,850

248 Depot EXPENDITURE

4013	Equipment purchase	0	5,462	5,462	462	5,000
4055	Alarm	581	600	19		19
4225	Rates	5,240	4,928	(312)		(312)
4601	Repairs & maintenance fund	0	900	900		900
4602	Electricity	0	1,660	1,660		1,660
4603	Water	49	635	586		586

249 C Meadow Toilets/Shopmobility INCOME

1085	Shopmobility income	0	245	245		
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249 C Meadow Toilets/Shopmobility EXPENDITURE

4602	Electricity	0	600	600		600
4603	Water	0	600	600		600
4608	Shopmobility	0	1,000	1,000	158	842
4612	Contractor charge	0	11,774	11,774		11,774
4709	Maintenance	219	1,000	781	158	623

250 Lace Hill INCOME

1026	Lace Hill Community Centre	12,029	42,000	29,971		
1027	Solar income	0	150	150		

250 Lace Hill EXPENDITURE

4050	Lace Hill playing fields	0	555	555		555
4118	Solar panels	0	400	400		400

Increased slightly, notification after precept

250 Lace Hill EXPENDITURE

4158	Lace Hill gas	0	5,112	5,112		5,112
4159	Lace Hill electricity	0	7,202	7,202		7,202
4160	Lace Hill water	183	1,124	941		941
4161	Lace Hill Repair & Maintenance	0	4,800	4,800	125	4,675
4162	Lace Hill Planned Maintenance	286	8,200	7,914		7,914
4164	Lace Hill equipment	0	3,200	3,200	122	3,078
4225	Rates	10,354	0	(10,354)		(10,354)

Virement required as per minutes, to be completed

251 Chandos Park INCOME

1030	Bowls income	0	644	644		
1035	Tennis Court Rent	0	799	799		

251 Chandos Park EXPENDITURE

4601	Repairs & maintenance fund	0	4,088	4,088	44	4,044
4602	Electricity	0	800	800		800
4603	Water	0	2,535	2,535		2,535
4606	Bowls Club Maintenance	0	2,120	2,120		2,120

252 Bourton Park EXPENDITURE

4601	Repairs & maintenance fund	0	11,000	11,000		11,000
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253 Cemeteries INCOME

1041	Burial fees	5,078	27,729	22,651		
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253 Cemeteries EXPENDITURE

4225	Rates	3,026	2,494	(532)		(532)
4265	New cemetery maintenance	0	3,500	3,500		3,500
4601	Repairs & maintenance fund	180	5,000	4,820		4,820
4602	Electricity	84	1,035	951		951
4617	Memorial testing	0	2,253	2,253		2,253
4619	Cemeteries Development	18,834	88,265	69,431	5,954	63,477
4620	Expenses for burial duties	562	5,785	5,223		5,223

Increased slightly, notification after precept

254 Chandos Park toilets EXPENDITURE

4612	Contractor charge	0	11,774	11,774		11,774
4709	Maintenance	0	2,000	2,000	310	1,690

255 Railway Walk & Castle Hill EXPENDITURE

4709	Maintenance	0	1,180	1,180		1,180
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256 Storage Premises EXPENDITURE

4066	Grenville garage rent	55	650	595		595
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258 Cemetery Lodge INCOME

1061	Cemetery Lodge rental income	1,100	12,099	10,999		
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258 Cemetery Lodge EXPENDITURE

4034	PWLB repayments inc. interest	0	4,702	4,702		4,702
4609	Cemetery Lodge maintenance	448	3,375	2,927		2,927

260 CCTV EXPENDITURE

4100	CCTV maintenance	519	4,000	3,481	1,260	2,221
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261 Community Centre EXPENDITURE

4085	Structural repairs	658	19,910	19,252	9,964	9,289
4091	Chamber	0	1,150	1,150		1,150

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR	Explanation	Appendix A
<u>262 Parks General EXPENDITURE</u>								
4101 Seats and bins	0	2,000	2,000		2,000			
4102 Dog bins	0	4,660	4,660		4,660			
4106 Play area maintenance	581	14,000	13,420	508	12,912			
4112 Environment Equipment	166	11,050	10,884	1,092	9,792			
4122 Tree works	0	36,760	36,760	1,760	35,000			
4168 Defibrillators	0	560	560		560			
4275 Play area replacement fund	0	10,500	10,500		10,500			
4276 Conservation Volunteers	0	2,240	2,240		2,240			
4280 Machinery Repair / Replace	0	2,500	2,500		2,500			
4281 Vehicle Repair / Replace	0	2,500	2,500		2,500			
4284 Biodiversity Audit	0	2,000	2,000		2,000			
<u>264 New Cemetery EXPENDITURE</u>								
4282 New Cemetery PWLB Repayments	0	2,600	2,600		2,600			
4285 NEW CEMETERY PWLB	0	0	0	23,575	(23,575)			
<u>TOWN CENTRE & EVENTS</u>								
<u>301 Town Centre & Events INCOME</u>								
1028 Lace Hill events income	0	850	850					
1062 Community Fair table income	0	230	230					
1066 Comedy night income	0	1,000	1,000					
1069 Charter fairs income	0	9,050	9,050					
1091 Events Sponsorship Income	0	100	100					
1092 Events Stall Income	126	1,150	1,024					
1093 Dog Show Income	0	300	300					
1094 Skate Park Income	0	25	25					
1104 Remembrance Contributions	0	1,250	1,250					
<u>301 Town Centre & Events EXPENDITURE</u>								
3997 NI TC&E	612	8,055	7,443		7,443			
3998 Pensions ERS TC&E	1,319	19,102	17,783		17,783			
3999 Salaries TC&E	6,032	100,729	94,697		94,697			
4042 Events equipment	0	1500	1500	76	1424			
4094 Youth project	3,120	6,180	3,060		3,060			
4104 Town in Bloom	25	9,900	9,875	3,982	5,893			
4107 Pride of Place	0	65	65		65			
4115 River rinse	0	464	464		464			
4128 Small Events	0	375	375		375			
4166 Lace Hill events	405	1,640	1,235		1,235			
4201 Christmas lights	0	14,000	14,000		14,000			
4202 Firework display	612	7,500	6,888		6,888			
4203 Community fair	0	310	310		310			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR	Explanation	Appendix A
4205 Christmas parade	0	6,100	6,100		6,100			
4207 Remembrance parade	3,340	3,150	(190)		(190)		Screen supplier changed, higher cost	
4208 Spring Fair	0	300	300		300			
4211 Band Jam	240	5,253	5,013	3,372	1,641			
4212 Christmas lights switch on	240	3,364	3,124		3,124			
4213 Dog show	0	900	900		900			
4220 Buckingham Live	5,274	6,100	826	510	316			
4241 Comedy Night expenditure	0	1,500	1,500		1,500			
4243 Charter Fairs	0	5,500	5,500		5,500			
4245 Street Food Fair	100	2,400	2,300		2,300			
4260 Twinning	0	100	100	60	40			
<u>302 Street markets INCOME</u>								
1005 Street markets	(617)	17,500	18,117					
1006 Flea market	(322)	5,100	5,422					
<u>302 Street markets EXPENDITURE</u>								
4017 Subscriptions	0	450	450		450			
4225 Rates	1,672	2,000	328		328			
4234 Market Entertainment	0	1,000	1,000		1,000			
4235 Market infrastructure & Promotions	0	1,000	1,000		1,000			
<u>303 Special events INCOME</u>								
1020 Food fair income	0	820	820					
1083 Fringe income	0	437	437					
<u>303 Special events EXPENDITURE</u>								
4169 Skate Park Event	0	2,000	2,000	1,600	400			
4221 Fringe	0	2,150	2,150	221	1,929			
4242 Food fair	0	610	610		610			
4244 Flags	191	610	419	0	419			
4273 One-off events	0	500	500		500			
4278 Celebrate Buckingham Day	1,093	2,000	907	420	487			
4283 Small Business Promotion	0	1,200	1,200		1,200			
<u>305 Tourist Information Centre INCOME</u>								
1084 TIC income	461	9,000	8,539					
<u>305 Tourist Information Centre EXPENDITURE</u>								
4253 TIC tickets & produce	41	6,250	6,209	750	5,459			
4255 Heritage app expenditure	0	300	300		300			
4274 Tourism website	24	440	416		416			

306 Accessibility EXPENDITURE

4254	Accessibility Costs	0	2,250	2,250		2,250
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PLANNING601 Planning EXPENDITURE

3992	Salaries Planning	3,245	39,989	36,744		36,744
3993	NI Planning	362	3,026	2,664		2,664
3994	Pensions ERS Planning	296	3,720	3,424		3,424
4624	Neighbourhood Plan	0	12,000	12,000		12,000

Grand Totals:- Income

687,977 1,485,943 797,966

Expenditure

159,938 1,539,177 1,379,239 69,607 1,309,632

Net Income over Expenditure

528,039 (53,234) (581,273)

17/06/2025

Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 1

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
15/04/2025	GB5RECUABEY		AMAZON	A035	108.51	21.70	130.21	4112	262	108.51	connectors, coupling, etc
15/04/2025	GB5SNA4ABEY		AMAZON	A035	191.45	38.29	229.74	4244	303	191.45	flags etc
15/04/2025	GB500HDR0D009		AMAZON	A035	19.15	3.83	22.98	4112	262	19.15	underground anchor
15/04/2025	GB5000BMMJ9XNI		AMAZON	A035	11.08	2.21	13.29	4112	262	11.08	hose clips
09/04/2025	GB5000CAX8KJ9I		AMAZON	A035	17.47	3.50	20.97	4112	262	17.47	HOSE PIPE
15/04/2025	GB50000D1G6FZI		AMAZON	A035	5.83	1.16	6.99	4112	262	5.83	hose clips
15/04/2025	GB50011RUF0B31		AMAZON	A035	3.92	0.78	4.70	4112	262	3.92	number plate clips
11/04/2025	5910		BALC	B001	2,445.96	0.00	2,445.96	4017	102	2,445.96	bmcalc and nalc
01/04/2025	500150149X..		BUCKS COUNCIL	B006	3,025.81	0.00	3,025.81	4225	253	3,025.81	RATES 25/26 CEMETERY
01/04/2025	501754123..		BUCKS COUNCIL	B006	5,239.50	0.00	5,239.50	4225	248	5,239.50	RATES 25/26 DEPOT
01/04/2025	501756385		BUCKS COUNCIL	B006	10,354.25	0.00	10,354.25	4225	250	10,354.25	RATES 25/26 LHSCC
01/04/2025	5001054514..		BUCKS COUNCIL	B006	1,671.65	0.00	1,671.65	4225	302	1,671.65	RATES 25/26 MARKETS
01/04/2025	5001743049..		BUCKS COUNCIL	B006	2,794.40	0.00	2,794.40	4267	102	2,794.40	RATES 25/26 BUCK CENTRE
01/04/2025	10336		BOUNCY	B015	155.00	0.00	155.00	4166	301	135.00	bouncy castle easter
								4166	301	20.00	DELIVERY
01/04/2025	75548		CDS GROUP	C007	5,433.75	1,086.75	6,520.50	4619	253	4,246.59	new cemetery works
								4619	253	1,187.16	new cemeery works
01/04/2025	75549		CDS GROUP	C007	7,635.00	1,527.00	9,162.00	4619	253	7,635.00	new cemetery works
01/04/2025	75550		CDS GROUP	C007	2,600.00	520.00	3,120.00	4619	253	2,600.00	new cemetery works
01/04/2025	75552		CDS GROUP	C007	2,782.15	556.43	3,338.58	4619	253	2,782.15	new cemetery works
01/04/2025	8753		COX	C041	180.00	36.00	216.00	4601	253	180.00	top soil
07/04/2025	366459		HAWKESWORTH	H051	60.00	12.00	72.00	4038	102	60.00	pat testing
07/04/2025	366491		HAWKESWORTH	H051	160.25	32.05	192.30	4038	102	160.25	pat testing
07/04/2025	366494		HAWKESWORTH	H051	89.00	17.80	106.80	4038	102	51.55	pat testing
								4038	102	37.45	pat testing
07/04/2025	366495		HAWKESWORTH	H051	60.00	12.00	72.00	4038	102	60.00	pat testing
07/04/2025	366497		HAWKESWORTH	H051	83.90	16.78	100.68	4038	102	83.90	pat testing
07/04/2025	366499		HAWKESWORTH	H051	60.00	12.00	72.00	4038	102	60.00	pat testing

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/04/2025	25/26		INSTITUTE OF CEMETER	I002	105.00	0.00	105.00	4017	102	105.00	25/26 subscription
07/04/2025	131335		INDEED	I011	130.00	0.00	130.00	4026	101	130.00	job ads
07/04/2025	922952		INREACH	I014	7.50	1.50	9.00	4012	102	7.50	copies
01/04/2025	811395		NALC	N001	580.00	116.00	696.00	4017	102	580.00	nalc / lgs subs 25/26
01/04/2025	25/26		NBPPC	N003	20.00	0.00	20.00	4017	102	20.00	subs 25/26
07/04/2025	145670		OFFICE FURNITURE	O002	139.00	27.80	166.80	4010	102	139.00	office chair jb
01/04/2025	111097		OAKPARK	O060	519.00	103.80	622.80	4100	260	519.00	CCTV MAINT CONTRACT
01/04/2025	111195		OAKPARK	O060	581.00	116.20	697.20	4055	248	581.00	ALARM MAINT
07/04/2025	142904		PARAGON	P008	267.50	53.50	321.00	4620	253	267.50	digger hire
01/04/2025	155665		PAYROLL OPTIONS	P057	212.59	42.52	255.11	4030	102	212.59	PAYROLL PROCESSING
01/04/2025	31206		RBS	R001	1,641.00	328.20	1,969.20	4027	102	1,641.00	OMEGA 25/26
01/04/2025	31207		RBS	R001	617.00	123.40	740.40	4027	102	617.00	CEMETERIES SOFTWARE 25/26
01/04/2025	31208		RBS	R001	472.00	94.40	566.40	4027	102	472.00	BOOKINGS 25/26
01/04/2025	31209		RBS	R001	265.00	53.00	318.00	4027	102	265.00	ASSET 25/26
01/04/2025	31210		RBS	R001	116.00	23.20	139.20	4027	102	116.00	MTD 25/26
07/04/2025	25/26/23		RURAL MARKET TOWNS	R005	143.85	28.77	172.62	4017	102	143.85	subs
01/04/2025	5652630		VIKING DIRECT	V001	28.89	5.78	34.67	4010	102	28.89	STATIONERY
01/04/2025	5652631		VIKING DIRECT	V001	73.42	14.68	88.10	4010	102	73.42	STATIONERY
30/04/2025	542327906		ZURICH	Z001	20,767.39	0.00	20,767.39	4022	104	20,767.39	2025/26 insurance
01/04/2025	18898		ZONKEY	Z003	835.00	167.00	1,002.00	4041	102	835.00	WEBSITE HOSTING 25/26
TOTAL INVOICES					72,709.17	5,200.03	77,909.20			72,709.17	

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/05/2025	15068367		ANGLIAN WATER	A015	48.93	3.49	52.42	4603	248	48.93	feb - may water unit 17
31/05/2025	15068414		ANGLIAN WATER	A015	182.96	17.28	200.24	4160	250	182.96	feb - may lhscc
31/05/2025	A4838		ALR TRAINING	A023	500.00	100.00	600.00	4220	301	500.00	buck live first aid
31/05/2025	A4839		ALR TRAINING	A023	175.00	35.00	210.00	4278	303	175.00	first aid cele buck
31/05/2025	GB5VZTAABEY		AMAZON	A035	29.73	5.95	35.68	4010	102	29.73	cable ties, wall planner
31/05/2025	CELE		BOUNCY	B015	485.00	0.00	485.00	4278	303	485.00	cele buck inflatables
31/05/2025	197742		BUCKS RECYLING	B059	270.00	54.00	324.00	4220	301	270.00	wheelie bins buck live
31/05/2025	0001		BUCKINGHAM LIVE SESS	B069	3,250.00	0.00	3,250.00	4220	301	3,250.00	buckingham live event
31/05/2025	25/5		COMPLETE	C003	810.00	162.00	972.00	4220	301	810.00	security buckingham live
31/05/2025	7232		CLOUDY IT	C073	2.15	0.43	2.58	4027	102	2.15	microsoft 365
31/05/2025	7375		CLOUDY IT	C073	1,036.50	207.30	1,243.80	4027	102	1,036.50	monthly hosting
31/05/2025	31102025		DISCO	D009	250.00	0.00	250.00	4166	250	250.00	halloween disco
31/05/2025	708		EMBLETON	E024	100.00	0.00	100.00	4245	301	100.00	deposit street food
31/05/2025	30654		GANDERTON	G008	378.85	75.77	454.62	4063	205	150.07	fuel
								4036	205	228.78	fuel
31/05/2025	79536		HOME	H012	270.00	54.00	324.00	4220	301	270.00	toilet hire buck live
31/05/2025	79542		HOME	H012	270.00	54.00	324.00	4278	303	270.00	toilet hire cele buck
31/05/2025	5065603		HORT WEEK	H052	399.00	0.00	399.00	4017	102	399.00	hort weekly subs 2025
31/05/2025	250500160497		MAINSTREAM	M061	196.99	39.40	236.39	4018	102	196.99	phone lines
31/05/2025	21460		MKPA	M067	3,120.00	0.00	3,120.00	4094	301	3,120.00	open play session
31/05/2025	143367		PARAGON	P008	294.30	58.86	353.16	4620	253	294.30	digger hire
31/05/2025	55642		PROJECT SOLUTIONS	P012	225.00	45.00	270.00	4023	102	225.00	nrswa - cm
31/05/2025	71334902		PHS	P051	225.76	45.15	270.91	4162	250	225.76	sanitary waste
31/05/2025	71334903		PHS	P051	20.02	4.00	24.02	4162	250	20.02	sanitary waste
31/05/2025	156765		PAYROLL OPTIONS	P057	222.67	44.54	267.21	4031	102	222.67	payroll processing
31/05/2025	87711		ROSPA	R008	580.50	116.10	696.60	4106	262	580.50	annual playground inspections
31/05/2025	2812512		SSE	S019	84.02	4.20	88.22	4602	253	84.02	jan-apr chapel a
31/05/2025	26123		SILENT	S072	2,715.00	543.00	3,258.00	4207	301	2,715.00	screen for remembrance

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/05/2025	5811345		VIKING DIRECT	V001	78.47	15.69	94.16	4010	102	78.47	stationery
TOTAL INVOICES					16,220.85	1,685.16	17,906.01			16,220.85	

Buckingham Town Council
Resources Committee
Monday 23rd June 2025

Contact Officer: Town Clerk

Purchasing and Procurement Policy

1. Recommendations

- 1.1. It is recommended that Members review the Purchasing and Procurement Policy and recommend it to Full Council.

2. Background

- 2.1. Public sector procurement is heavily regulated with the most relevant piece of legislation being the Procurement Act 2023 which came into force in February 2025. Compliance with the Act is mandatory and failures may lead to legal challenges and decisions being overturned.
- 2.2. In addition, the Council's purchasing and procurement procedures and processes are set out in section 5 and elsewhere of the Financial Regulations.

Buckingham Town Council

Purchasing and Procurement Policy

Introduction

This policy outlines the framework and procedures by which Buckingham Town Council (BTC) procures goods, services and works. It ensures that all procurement activities comply with current legislation (including the Procurement Act 2023), deliver best value for money and support the Council's strategic goals, including its Climate Emergency Action Plan.

Procurement Policy Statement

In accordance with Section 12 of the Procurement Act 2023, Buckingham Town Council is committed to obtaining best value for money in all procurement activities.

This includes achieving the most advantageous balance of quality, whole-life cost and public benefit through fair, open and competitive processes.

When awarding contracts, the Council will:

- Evaluate value for money based on whole-life cost, not just initial price.
- Consider quality, sustainability, innovation, and social value where appropriate.
- Ensure effective, fair, and proportionate competition.
- Maintain transparency through decision-making, procurement notices, and supplier feedback.

These principles ensure that public funds are used responsibly and for maximum community benefit.

BTC Financial Regulations

The Financial Regulations state that "Members and Officers are responsible for obtaining value for money at all times."

Section 5.4 confirms that contracts above government thresholds must follow "The Public Contracts Regulations 2015 or any superseding legislation" - this is now the Procurement Act 2023.

This policy operates alongside and in compliance with the Council's Standing Orders and Financial Regulations.

BTC procurement principles

In accordance with Section 13 of the Procurement Act 2023 Buckingham Town Council is committed to complying with the following procurement principles:

- **Fair treatment of suppliers**
- **Open and fair competition**
- **Proportionality**
- **Transparency**

These principles support achieving best value for money, by ensuring a competitive, accountable, and transparent procurement process.

Conflicts of interest

All procurement decisions must identify and mitigate any actual or perceived conflicts of interest in accordance with Section 14 of the Procurement Act 2023. All Members and staff must understand their legal obligations and are expected to seek further training and guidance if they are in any doubt.

Dispute resolution mechanisms

BTC will comply with obligations under Section 18 of the Procurement Act 2023 including supplier feedback and dispute resolution requirements.

Quality and technical expertise

The Procurement Act recognises the importance of quality and technical expertise in evaluating value for money, especially for complex contracts. Officers and Members must assess whether suppliers have the capability and resources to deliver the required standards.

Climate emergency and social considerations

The Council's Climate Emergency Action Plan guides procurement decisions. Consideration should be given to:

- Local, fair-trade, recycled, plastic-free, repairable, and sustainable products.
- Suppliers that support low-carbon supply chains and community benefits.

These considerations must align with the value for money requirement and must not unlawfully discriminate between suppliers, in compliance with the Procurement Act 2023.

Procurement Procedures by Contract Value

Thresholds are calculated on the total contract value over its **entire** lifespan, including options and possible extensions. Where there is any doubt on the contract total then use the higher value procedure.

Up to £250 (Ex VAT)

Staff may procure items in accordance with the scheme of delegation. Purchases must align with this policy and demonstrate value for money.

£250 - £1000 (Ex VAT)

Requires authorisation by designated staff under the scheme of delegation. Staff must assess offers using the principles in the policy.

£1,000 ex VAT - £30,000 (Inc VAT)

At least three estimates will be sought (above £3,000 these should be written quotes).

BTC Staff will assess as per the Procurement Policy Statement.

Where Full Council or a Committee are required to choose between quotations to purchase a product or service, Officers should provide a report to Members outlining the options, the

business case for any recommendation and the technical proficiency/quality of the product.

The report will indicate whether each company is located within either a 10 mile radius of the BTC Office, a 30 Mile radius of the BTC Office or “not local”.

Geographic proximity may be **considered** as part of a wider assessment of public benefit and environmental impact but not as a sole or determinative factor.

£30,000 Inc VAT – up to the procurement regulations threshold (currently £214,904 Inc VAT).

A formal tender process is required. The procedure will managed as per the financial regulations.

Tender requirements will be specific to each project and published on the government Central Digital Platform (Find a Tender). Each tender will be scored against the tender requirements subjectively.

Officers will complete a debarment list check.

The highest-scoring tender should ordinarily be awarded the contract. If concerns arise about procedural quality, the process must be repeated so all companies have a fair chance to bid against any revised criteria.

Section 13 of the Procurement Act 2023 requires the ‘fair treatment of suppliers’ and ‘open and fair competition’. Failure to follow these requirements could result in legal challenges and the setting aside of procurement decisions.

Over the procurement regulations threshold (currently £214,904 Inc VAT).

Professional advice should be sought before the tender process is commenced.

Full competitive procedures and full compliance with the Procurement Act 2023 are required.

Section 13 of the Procurement Act 2023 requires the ‘fair treatment of suppliers’ and ‘open and fair competition’. Failure to follow these requirements could result in legal challenges and the setting aside of procurement decisions.

A formal, open and competitive process must be followed, including the publication of notices and outcomes on statutory platforms.

The Council must comply with its obligations under Sections 13–18 of the Procurement Act 2023, including supplier transparency and dispute resolution mechanisms.

Public Access and Confidentiality

Unless the business to be conducted is of a confidential nature that requires the exclusion of the press and public in accordance with the Localism Act 2011, decisions of the Council and Committees should be held in public.

Companies that have provided quotes expect their bids to be kept confidential for commercial reasons. It is therefore not generally appropriate to publish information in or with the report which could link a bid or price to a particular company. The absence of company names in the report also avoids the risk of conscious or unconscious bias when considering options. It is expected that relevant research will have been undertaken by the Officer drafting the report

If a committee or Member considers that additional information regarding the companies is desirable it is recommended that this is discussed with the Clerk in advance of the meeting.

Review and Updates

This policy will be reviewed at least every three years, or earlier if required by legislative change. It should always reflect current legal obligations and best practices in public procurement.

2026 Calendar

2026		Meeting	Clerk	Meeting	Clerk	Meeting/Events	Clerk
Jan	5	Interim	Paula	Planning	Paula		
	12	Resources	Paula			CSSC - Thurs 15th Jan @ 12 noon - Online	Nina
	19						
	26	Precept	Paula				
Feb	2	Planning	Paula			ECDI - Thursday 5th February @ 6pm	Paula
	9	TC&E	Paula				
	16	Environment	Paula				
	23	Interim (Informal precedes)	Paula	Planning	Paula		
Mar	2	Resources (Grants)	Paula			CSSC - Thurs 5th Mar @ 1pm - Chamber	Nina
	9						
	16	Full Council	Paula				
	23	Planning	Paula				
	30	TC&E	Paula			Annual Town Meeting Thursday 26th March	
Apr	6	Easter Monday				CSSC - Thurs 9th Apr @ 1pm - Online	Nina
	13	Environment	Paula				
	20	Interim	Paula	Planning	Paula	ECDI Thursday 23rd April 6pm	Paula
		Resources	Paula				
May	27						
	4	Early May bank holiday					
	11	ASM & Full Council	Paula				
	18	Planning	Paula				
June	25	Spring bank holiday					
	1	TC&E	Paula			CSSC - Thurs 4th Jun @ 1pm - Chamber	Nina
	8	Environment	Paula			Mayor Making Friday 5th June	
	15	Interim	Paula	Planning	Paula		
	22	Staffing & Resources	Paula			ECDI - Thursday 25th June @ 6pm	Paula
	29						
July	6	Full Council	Paula				
	13	Planning	Paula			CSSC - Thurs 16th July @ 1pm - Online	Nina
	20	TC&E	Paula				
	27	Environment	Paula				
Aug	3	School summer holidays					
	10						
	17	Planning	Paula				
	24						
	31	Summer bank holiday					
Sept	7	Resources	Paula			CSSC - Thurs 10th Sept @ 1pm - Chamber	Nina
	14						
	21	Full Council	Paula			ECDI Thurs. 24th Sept @ 6pm	Paula
	28	Planning	Paula				
Oct	5	TC&E	Paula				
	12	Environment	Paula			CSSC - Thurs 15th Oct @ 1pm - Online	Nina
	19	Interim	Paula	Planning	Paula		
	26	Resources	Paula				
Nov	2						
	9	Full Council	Paula				
	16	Planning	Paula			CSSC - Thurs 19th Nov @ 1pm - Chamber	Nina
	23	TC&E	Paula				
	30	Environment	Paula			ECDI Thursday 3rd Dec @ 6pm	Paula
Dec	7	Interim	Paula	Planning	Paula		
	14	Resources	Paula				
	21	Full Council	Paula	Planning	Paula		
	28						

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Resources	800/18	Compliments, Complaints and FOI requests	Members AGREED for a six monthly report.	Town Clerk		Reviewed in March
Resources	153/22	Debtors	For the next meeting a report showing debts over 3 months will be included with an explanation for each.	Finance Officer		Ongoing - for each agenda.
Resources	608/24 3/3/25	Annual Community Grants	Members AGREED that a working group be set up in the summer to review the four-year grant process before the start of the new cycle.	Town Clerk		For the summer