



Buckingham Town Council

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Town Clerk: Claire Molyneux

RESOURCES
COMMITTEE

Wednesday, 15 October 2025

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 20th October 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. Minutes of last meeting

To agree the minutes of the Resources Committee meeting held on 1st September 2025.

[Copy previously circulated](#)

4. Minutes of Communications Strategy Group

To receive the minutes of the Communications Strategy Group meeting held on 4th September 2025.

[Copy previously circulated](#)

5. Budgets

To receive and agree the budget reports:

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

[Appendix A](#)

5.2. Purchase Ledger from September and October 2025.

[Appendix B](#)



Twinned with Mouvaux, France;

Neukirchen-Vluyn, Germany



Valmadrera, Italy



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. Fund transfers

To note that there have been no fund transfers.

7. Quarterly banking reconciliations

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

8. Withdrawal of Analogue and Copper telephone lines

To receive a report from the Compliance and Projects Manager.

[R/87/25](#)

9. Portable Appliance Testing

To receive a report from the Compliance and Projects Manager.

[R/88/25](#)

10. Mobile Phones and Broadband renewal

To receive a report from the Compliance and Projects Manager.

[R/89/25](#)

11. Policies

To review and agree the following policies:

- 11.1. Grants - to receive a report from the Finance Officer.
Grants policy.
- 11.2. Lost Property policy – unchanged.
- 11.3. Petitions policy – unchanged.

[R/90/25](#)
[Appendix C](#)
[Appendix D](#)
[Appendix E](#)

12. Compliments and complaints

To review compliments and complaints from April 2025.

[Appendix F](#)

13. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

14. Action report

To review and discuss the action report.

[Appendix G](#)

15. Chair's announcements – for information only

16. Date of next meeting: Monday 8th December 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.

17. Debtors list

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

[Appendix H](#)

18. Payment endorsements

To note payment endorsement sheets 12 to 17.

[Appendix I](#)

19. Staffing update

To receive a report from the Town Clerk.

[R/91/25](#)

To:

Cllr. F. Davies Town Mayor
Cllr. J. Harvey
Cllr. H. Haydock
Cllr. A. Mahi
Cllr. H. Mordue Vice Chair
Cllr. J. Mordue

Cllr. R. Newell
Cllr. L. O'Donoghue Chair
Cllr. A. Schaefer
Cllr. R. Stuchbury
Cllr. M. Try

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Committee Report

RESOURCES

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
<u>101 Personnel costs EXPENDITURE</u>								
4000 Salaries Admin	111,460	249,543	138,083		138,083	44.7%		
4005 ERS National Insurance	14,011	27,634	13,623		13,623	50.7%		
4006 ERS Pension Cont	26,183	62,030	35,847		35,847	42.2%		
4007 Staff travel	0	550	550		550	0.0%		
4008 Occupational Health	300	1,369	1,069		1,069	21.9%		
4025 HR advice	3,536	5,480	1,944		1,944	64.5%		
4026 Staff & Recruitment	597	300	(297)		(297)	198.8%	297	Covered by EMR
<u>102 Office expenses INCOME</u>								
1010 Chamber hire	335	950	615			35.3%		
1012 Photocopier use	23	10	(13)			230.0%		More income received than expected
<u>102 Office expenses EXPENDITURE</u>								
4010 Stationery	1,596	3,020	1,425		1,425	52.8%		
4011 Postage	105	320	215		215	32.9%		
4012 Photocopier	641	2,500	1,859		1,859	25.6%		
4013 Equipment purchase	954	1,242	288		288	76.8%	156	Covered by EMR
4017 Subscriptions	4,612	4,400	(212)	81	(293)	106.7%		New subscriptions, general increase in cost of subs
4018 Telephones	6,454	10,806	4,352		4,352	59.7%		
4019 Hire of Community Hall	0	325	325		325	0.0%		
4021 Hospitality	97	475	378		378	20.5%		
4023 Training	4,951	10,225	5,274	1,755	3,519	65.6%	3,500	
4027 Software	10,512	19,000	8,488		8,488	55.3%		
4030 Payroll	1,114	2,120	1,006		1,006	52.5%		
4032 Publicity and newsletter	2,582	7,400	4,818		4,818	34.9%		
4038 Computer equipment	1,503	3,000	1,497		1,497	50.1%		
4041 Website	835	3,000	2,165		2,165	27.8%		
4043 Protective clothing	285	2,070	1,785		1,785	13.8%		
4052 Heat, light, power	485	3,613	3,128		3,128	13.4%		
4156 Buckingham Centre rent	5,250	17,000	11,750		11,750	30.9%		
4267 Buckingham centre rates	2,794	4,658	1,864		1,864	60.0%		

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>103 Councillors INCOME</u>									
1110 Mayors Charity Income	510	0	(510)			0.0%		Income received to be transferred to charities	
<u>103 Councillors EXPENDITURE</u>									
4020 Mayor's duties	0	2,163	2,163		2,163	0.0%			
4029 Mayor's civic	1,613	1,864	251		251	86.5%			
4044 Councillors' mileage / exp.	0	573	573		573	0.0%			
4045 Councillors' allowance	666	11,426	10,760		10,760	5.8%			
4171 Mayors Charity	3,405	0	(3,405)		(3,405)	0.0%		Paid out to mayors charities	
4236 Election costs	4,290	14,000	9,710		9,710	30.6%			
4269 Councillor training	100	3,500	3,400		3,400	2.9%			
<u>104 Legal requirements INCOME</u>									
1098 Insurance Claims Income	3,885	0	(3,885)			0.0%		Insurance claim income	
<u>104 Legal requirements EXPLANATION</u>									
4014 Audit fees	2,495	4,140	1,645		1,645	60.3%			
4016 Legal costs	0	6,000	6,000		6,000	0.0%			
4022 Insurance	20,767	22,253	1,486		1,486	93.3%			
<u>120 Long-term grants INCOME</u>									
1111 LHRA Grant returned	621	0	(621)			0.0%		Unspent grant returned to council	
<u>120 Long-term grants EXPENDITURE</u>									
4040 Four Year Grants Awarded	23,227	23,227	0		0	100.0%			
4080 Annual Grants Awarded	9,640	9,641	1		1	100.0%			
<u>125 Commemorative items EXPENDITURE</u>									
4501 Civic award	0	800	800		800	0.0%			
4504 Remembrance wreath	0	30	30		30	0.0%			
4505 Mayor's salver	0	150	150		150	0.0%			
<u>130 Admin reserves INCOME</u>									
1176 Precept	1,307,690	1,307,690	0			100.0%			
1190 Interest received	23,536	31,500	7,964			74.7%			
<u>132 Future planning / contingencies EXPENDITURE</u>									
4500 Future planning / contingencies	5,198	14,000	8,802	665	8,137	41.9%			
4507 ECDI Projects	0	200	200		200	0.0%			

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>ENVIRONMENT</u>									
<u>201 Environment EXPENDITURE</u>									
3995 NI Environment	14,808	26,112	11,304		11,304	56.7%			
3996 Pensions ERS Environment	30,651	62,851	32,200		32,200	48.8%			
4004 Salaries environment	129,829	253,650	123,821		123,821	51.2%			
<u>202 Roundabouts INCOME</u>									
1051 Roundabout no. 1	480	2,881	2,401			16.7%			
1052 Roundabout no. 2	1,535	1,535	0			100.0%			
1053 Roundabout no. 3	2,520	2,520	0			100.0%			
1054 Roundabout no. 4	3,211	3,211	0			100.0%			
1056 Roundabout no. 6	3,422	3,422	0			100.0%			
1057 Roundabout no. 7	1,746	1,746	0			100.0%			
<u>202 Roundabouts EXPENDITURE</u>									
4108 Roundabout	580	2,000	1,420	55	1,364	31.8%			
<u>203 Maintenance EXPENDITURE</u>									
4082 Allotments	2,350	2,350	0		0	100.0%			
<u>205 Grounds maintenance EXPENDITURE</u>									
4033 Waste disposal	3,183	6,081	2,898		2,898	52.3%			
4035 Machinery	0	2,973	2,973		2,973	0.0%			
4036 Fuel (Mower)	1,144	1,900	756		756	60.2%			
4037 Sundries	245	3,251	3,006	193	2,813	13.5%			
4063 Vehicle hire and running costs	1,453	7,242	5,789		5,789	20.1%			
<u>248 Depot EXPENDITURE</u>									
4013 Equipment purchase	588	5,462	4,874		4,874	10.8%			
4055 Alarm	581	600	19		19	96.8%			
4225 Rates	5,240	4,928	(312)		(312)	106.3%	312	Covered by EMR	
4601 Repairs & maintenance fund	60	900	840		840	6.7%			
4602 Electricity	564	1,660	1,096		1,096	34.0%			
4603 Water	49	635	586		586	7.7%			
<u>249 C Meadow Toilets/Shopmobility INCOME</u>									
1085 Shopmobility income	211	245	34			86.1%			

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>249 C Meadow Toilets/Shopmobility EXPENDITURE</u>									
4602 Electricity	0	600	600		600	0.0%			
4603 Water	92	600	508		508	15.3%			
4608 Shopmobility	397	1,000	603	158	445	55.5%			
4612 Contractor charge	6,410	11,774	5,364		5,364	54.4%			
4709 Maintenance	514	1,000	486	542	(56)	105.6%		Higher overall repair costs than expected	
<u>250 Lace Hill INCOME</u>									
1026 Lace Hill Community Centre	17,407	42,000	24,593			41.4%			
1027 Solar income	0	150	150			0.0%			
<u>250 Lace Hill EXPENDITURE</u>									
4050 Lace Hill playing fields	0	555	555		555	0.0%			
4118 Solar panels	0	400	400		400	0.0%			
4158 Lace Hill gas	485	5,112	4,627		4,627	9.5%			
4159 Lace Hill electricity	807	7,202	6,395		6,395	11.2%			
4160 Lace Hill water	183	1,124	941		941	16.3%			
4161 Lace Hill Repair & Maintenance	1,935	4,800	2,865	175	2,690	44.0%			
4162 Lace Hill Planned Maintenance	1,221	8,200	6,980	148	6,832	16.7%			
4164 Lace Hill equipment	782	3,200	2,418	0	2,418	24.4%			
4225 Rates	10,354	0	(10,354)		(10,354)	0.0%		Covered by general reserve	
<u>251 Chandos Park INCOME</u>									
1030 Bowls income	644	644	0			100.0%			
1035 Tennis Court Rent	0	799	799			0.0%			
<u>251 Chandos Park EXPENDITURE</u>									
4601 Repairs & maintenance fund	104	4,088	3,984		3,984	2.5%			
4602 Electricity	254	800	547		547	31.7%			
4603 Water	1,036	2,535	1,499		1,499	40.9%			
4606 Bowls Club Maintenance	0	2,120	2,120		2,120	0.0%			
<u>252 Bourton Park EXPENDITURE</u>									
4601 Repairs & maintenance fund	5,165	11,000	5,835	33,967	(28,132)	355.7%	3,555	Covered by EMR	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>253 Cemeteries INCOME</u>									
1041 Burial fees	10,818	27,729	16,912			39.0%			
<u>253 Cemeteries EXPENDITURE</u>									
4225 Rates	3,026	2,494	(532)		(532)	121.3%	532	Covered by EMR	
4265 New cemetery maintenance	536	3,500	2,964		2,964	15.3%			
4601 Repairs & maintenance fund	236	5,000	4,764	184	4,580	8.4%			
4602 Electricity	279	1,035	756		756	27.0%			
4617 Memorial testing	0	2,253	2,253		2,253	0.0%			
4619 Cemeteries Development	42,754	88,265	45,511	822	44,689	49.4%			
4620 Expenses for burial duties	2,263	5,785	3,522		3,522	39.1%			
<u>254 Chandos Park toilets EXPENDITURE</u>									
4612 Contractor charge	6,295	11,774	5,479		5,479	53.5%			
4709 Maintenance	783	2,000	1,217		1,217	39.2%			
<u>255 Railway Walk & Castle Hill EXPENDITURE</u>									
4709 Maintenance	0	1,180	1,180		1,180	0.0%			
<u>256 Storage Premises EXPENDITURE</u>									
4066 Grenville garage rent	331	650	319		319	50.9%			
<u>258 Cemetery Lodge INCOME</u>									
1061 Cemetery Lodge rental income	6,710	12,099	5,389			55.5%			
<u>258 Cemetery Lodge EXPENDITURE</u>									
4034 PWLB repayments inc. interest	2,351	4,702	2,351		2,351	50.0%			
4609 Cemetery Lodge maintenance	1,687	3,375	1,688		1,688	50.0%			
<u>260 CCTV EXPENDITURE</u>									
4100 CCTV maintenance	1,843	4,000	2,157		2,157	46.1%			
<u>261 Community Centre EXPENDITURE</u>									
4085 Structural repairs	3,390	19,910	16,520	32,749	(16,229)	181.5%		Covered by EMR	
4091 Chamber	6,433	1,150	(5,283)		(5,283)	559.3%		Access to work grant to be received to cover this	

262 Parks General EXPENDITURE

4101	Seats and bins	0	2,000	2,000		2,000	0.0%
4102	Dog bins	0	4,660	4,660		4,660	0.0%
4106	Play area maintenance	1,212	14,000	12,788	5,943	6,845	51.1%
4112	Environment Equipment	3,174	11,050	7,876	120	7,756	29.8%
4122	Tree works	4,290	36,760	32,470		32,470	11.7%
4168	Defibrillators	0	560	560		560	0.0%
4275	Play area replacement fund	0	10,500	10,500		10,500	0.0%
4276	Conservation Volunteers	600	2,240	1,640		1,640	26.8%
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%
4284	Biodiversity Audit	0	2,000	2,000		2,000	0.0%

264 New Cemetery INCOME

1109	PWLB Income New Cemetery	1,173,099	0	(1,173,099)			0.0%	***
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264 New Cemetery EXPENDITURE

4282	New Cemetery PWLB Repayments	0	2,600	2,600	2,600	0.0%
4285	New Cemetery PWLB Expenditure	512,955	0	(512,955)	(512,955)	0.0%

TOWN CENTRE & EVENTS301 Town Centre & Events INCOME

1028	Lace Hill events income	0	850	850			0.0%
1062	Community Fair table income	0	230	230			0.0%
1066	Comedy night income	0	1,000	1,000			0.0%
1069	Charter fairs income	9,111	9,050	(61)			100.7%
1091	Events Sponsorship Income	250	100	(150)			250.0%
1092	Events Stall Income	514	1,150	637			44.7%
1093	Dog Show Income	286	300	14			95.3%
1094	Skate Park Income	0	25	25			0.0%
1104	Remembrance Contributions	0	1,250	1,250			0.0%

301 Town Centre & Events EXPENDITURE

3997	NI TC&E	3,868	8,055	4,187		4,187	48.0%		
3998	Pensions ERS TC&E	6,707	19,102	12,395		12,395	35.1%		
3999	Salaries TC&E	37,300	100,729	63,429		63,429	37.0%		
4042	Events equipment	408	1,500	1,092		1,092	27.2%		
4094	Youth project	4,140	6,180	2,040		2,040	67.0%		
4104	Town in Bloom	6,115	9,900	3,785	5,222	(1,437)	114.5%	1,437	Covered by EMR
4107	Pride of Place	183	65	(118)		(118)	280.8%	118	Covered by EMR
4115	River rinse	396	464	68		68	85.3%		
4128	Small Events	121	375	254		254	32.4%		
4166	Lace Hill events	319	1,640	1,321		1,321	19.4%		
4201	Christmas lights	6,605	14,000	7,395		7,395	47.2%		
4202	Firework display	5,672	7,500	1,828		1,828	75.6%		

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
4203 Community fair	0	310	310		310	0.0%			
4205 Christmas parade	150	6,100	5,950		5,950	2.5%			
4207 Remembrance parade	2,715	3,150	435		435	86.2%			
4208 Spring Fair	0	300	300		300	0.0%			
4211 Band Jam	6,032	5,253	(779)		(779)	114.8%	779	Covered by EMR	
4212 Christmas lights switch on	1,750	3,364	1,614		1,614	52.0%			
4213 Dog show	670	900	230		230	74.4%			
4220 Buckingham Live	5,641	6,100	459		459	92.5%			
4241 Comedy Night expenditure	0	1,500	1,500		1,500	0.0%			
4243 Charter Fairs	3,866	5,500	1,634		1,634	70.3%			
4245 Street Food Fair	330	2,400	2,070		2,070	13.8%			
4260 Twinning	100	100	0		0	100.0%			
<u>302 Street markets INCOME</u>									
1005 Street markets	9,109	17,500	8,391			52.1%			
1006 Flea market	4,511	5,100	590			88.4%			
<u>302 Street markets EXPENDITURE</u>									
4017 Subscriptions	0	450	450		450	0.0%			
4225 Rates	1,672	2,000	328		328	83.6%			
4234 Market Entertainment	0	1,000	1,000		1,000	0.0%			
4235 Market infrastructure & Promo	0	1,000	1,000		1,000	0.0%			
<u>303 Special events INCOME</u>									
1020 Food fair income	0	820	820			0.0%			
1083 Fringe income	170	437	267			38.9%			
<u>303 Special events EXPENDITURE</u>									
4169 Skate Park Event	1,917	2,000	83		83	95.8%			
4221 Fringe	2,323	2,150	(173)	130	(303)	114.1%	303	Covered by EMR	
4242 Food fair	0	610	610		610	0.0%			
4244 Flags	257	610	353		353	42.2%			
4273 One-off events	0	500	500		500	0.0%			
4278 Celebrate Buckingham Day	2,652	2,000	(652)		(652)	132.6%	652	Covered by EMR	
4283 Small Business Promotion	0	1,200	1,200		1,200	0.0%			

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>305 Tourist Information Centre INCOME</u>									
1084 TIC income	5,133	9,000	3,867			57.0%			
<u>305 Tourist Information Centre EXPENDITURE</u>									
4253 TIC tickets & produce	5,304	6,250	946		946	84.9%			
4255 Heritage app expenditure	0	300	300		300	0.0%			
4274 Tourism website	186	440	254		254	42.3%			
<u>306 Accessibility EXPENDITURE</u>									
4254 Accessibility Costs	0	2,250	2,250		2,250	0.0%			
<u>PLANNING</u>									
<u>601 Planning EXPENDITURE</u>									
3992 Salaries Planning	20,095	39,989	19,894		19,894	50.3%			
3993 NI Planning	2,264	3,026	762		762	74.8%			
3994 Pensions ERS Planning	1,832	3,720	1,888		1,888	49.2%			
4624 Neighbourhood Plan	2,474	12,000	9,526		9,526	20.6%	325		
Grand Totals:- Income	2,587,484	1,485,943	(1,101,541)			174.1%			
Expenditure	1,221,826	1,539,177	317,351	82,909	234,442	84.8%			
Net Income over Expenditure	1,365,659	(53,234)	(1,418,893)						

14/10/2025

Buckingham Town Council

Page 1

12:14

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
325 EMR YOUTH COUNCIL	2,015.00		2,015.00
326 EMR CEMETERY DEVELOPMENT	44,596.49	3,503.51	48,100.00
327 EMR LEGAL COSTS	363.34	636.66	1,000.00
328 EMR FLOOD RELIEF FUND	826.00		826.00
329 EMR WAR MEMORIAL	600.00	-600.00	0.00
330 EMR CHRISTMAS LIGHTS	2,171.00		2,171.00
331 EMR TOWN IN BLOOM	1,000.00	-1,437.00	-437.00
332 EMR CHARTER FAIRS	5,141.00		5,141.00
333 EMR PLAY AREA REPLACEMENT	57,932.00	10,000.00	67,932.00
334 EMR TOURISM LEAFLETS	883.00		883.00
335 EMR GREEN SPACES DEVELOPMENT	8,916.00	5,862.00	14,778.00
336 EMR NEIGHBOURHOOD PLAN	0.00	-325.00	-325.00
337 EMR BRIDGE REPAIRS	44,640.00	-8,195.42	36,444.58
338 EMR OFFICE DEVELOPMENT / FURNI	156.00	-156.00	0.00
339 EMR DEPOT EQUIPMENT	7,850.00	3,150.00	11,000.00
340 EMR AEDS	850.00		850.00
341 EMR LHSCC REPAIRS & MAINT	25,000.00	3,000.00	28,000.00
342 EMR CEMETERY LODGE REPAIRS	500.00	-500.00	0.00
343 EMR BOWLS PAVILION REPAIRS	2,493.00		2,493.00
344 EMR MAKING GOOD/BOUNDARY REP	45,000.00		45,000.00
345 EMR EMERGENCY GRANTS	3,000.00		3,000.00
346 EMR TWINNING	2,483.00	-587.00	1,896.00
348 EMR SCULPTURE TRAIL	800.00	100.00	900.00
349 EMR TRAINING	8,953.00	-1,355.00	7,598.00
350 EMR COMPUTERS & SOFTWARE	5,633.00		5,633.00
351 EMR RATES	1,491.69	-835.69	656.00
352 EMR ACCESSIBILITY	2,513.00		2,513.00
353 EMR WILDLIFE CONSERVATION VOLU	1,461.00	2,271.00	3,732.00
354 EMR MACHINERY REPLACE & REPAIR	9,949.00	2,500.00	12,449.00
355 EMR BUILDINGS REPLACE & REPAIR	6,500.00		6,500.00
356 EMR RESOURCING RESERVE	38,466.00	16,362.00	54,828.00
357 EMR VEHICLE REPLACEMENT & REPA	3,445.00	3,898.00	7,343.00
358 EMR STAFFING COSTS	3,676.42		3,676.42
360 EMR BUCKINGHAM CENTRE COSTS	0.00	6,500.00	6,500.00
361 EMR EVENTS RESERVE	0.00	2,800.00	2,800.00
	339,303.94	46,592.06	385,896.00

Bought Ledger 1 for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
24/09/2025	15584043		ANGLIAN WATER	A015	1,035.95	0.00	1,035.95	4603	251	1,035.95	water chandos park
05/09/2025	NSD-0221692		ANGLIAN WATER	A015	31,939.43	6,387.88	38,327.31	4619	253	31,939.43	fire hydrant for new cemetery
05/09/2025	27662		AMBIVENT	A020	178.75	35.75	214.50	4161	250	178.75	27662/10113045/Boiler 2 ingiti
01/09/2025	A4926		ALR TRAINING	A023	200.00	40.00	240.00	4169	303	200.00	FIRST AID COVER SKATE PARK
01/09/2025	A4927		ALR TRAINING	A023	400.00	80.00	480.00	4023	102	400.00	FIRST AID COURSE
05/09/2025	A4940		ALR TRAINING	A023	175.00	35.00	210.00	4213	301	175.00	first aid dog show
20/09/2025	7246		ACREMANS	A031	490.00	98.00	588.00	4122	262	490.00	chandos park tree works
20/09/2025	7281		ACREMANS	A031	490.00	98.00	588.00	4122	262	490.00	bourton park tree works
05/09/2025	GB5CEXBABEC		AMAZON	A035	-24.99	-5.00	-29.99	4038	102	-24.99	credit dell adapter
05/09/2025	GB51R739ABEY		AMAZON	A035	224.81	44.96	269.77	4164	250	158.32	GB51R739ABEY/10113024/A Board
								4164	250	51.45	GB51R739ABEY/10113024/Urn
								4164	250	15.04	GB51R739ABEY/10113024/Kettle
12/09/2025	GB51WALGABEY		AMAZON	A035	16.42	3.28	19.70	4038	102	16.42	DELL ADAPTER
22/09/2025	GB51ZBDNABEY		AMAZON	A035	86.41	17.28	103.69	4112	262	86.41	drill bits, stacking container
12/09/2025	GB56ZOEDCAEUI		AMAZON	A035	11.58	2.32	13.90	4043	102	11.58	HI VIZ
12/09/2025	GB5002OK4YAOHI		AMAZON	A035	7.46	1.49	8.95	4043	102	7.46	SAFETY HELMET
01/09/2025	2505013035		BUCKS COUNCIL	B006	5,250.00	0.00	5,250.00	4156	102	5,250.00	half yearly rental verney
30/09/2025	TENSFRINGE		BUCKS COUNCIL	B006	21.00	0.00	21.00	4221	303	21.00	TENSFRINGE/10112987/Temporary
05/09/2025	259989		BUILDBASE	B013	41.76	8.35	50.11	4161	250	41.76	concrete edging, cement
16/09/2025	2221		BURGESS BLD	B016	274.00	54.80	328.80	4161	250	274.00	FIRE DOOR REPAIR
01/09/2025	2025/182		BLACK DOG DESIGN	B038	1,285.00	89.00	1,374.00	4032	102	1,285.00	btm design and printing
24/09/2025	152174		BENNETT	B088	174.00	34.80	208.80	4085	261	174.00	training access to work
05/09/2025	24487		BARUCH	B090	44.50	0.00	44.50	4112	262	44.50	battery
05/09/2025	31567		BARUCH	B090	254.66	50.93	305.59	4063	205	171.18	fuel
								4036	205	83.48	fuel
24/09/2025	CANCEL		BARUCH	B090	-254.66	-50.93	-305.59	4063	205	-171.18	incorrectly posted to a/c
								4036	205	-83.48	incorrectly posted to a/c
01/09/2025	75839		CDS GROUP	C007	4,358.00	871.60	5,229.60	4621	253	4,358.00	new cemetery stage 5

Bought Ledger 1 for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
05/09/2025	9008		COX	C041	93.00	18.60	111.60	4620	253	93.00	topsoil
05/09/2025	55518D95-0012		E-ON	E006	81.94	4.10	86.04	4158	250	81.94	gas lhsc
05/09/2025	C151764D-0046		E-ON	E006	210.16	10.51	220.67	4159	250	210.16	august lhsc
05/09/2025	CORRECT		E-ON	E006	-81.94	-4.10	-86.04	4159	250	-81.94	aug lhsc
05/09/2025	55518D95-0012		EDF	E014	81.94	4.10	86.04	4159	250	81.94	lhsc aug
05/09/2025	218704		EMOR	E026	1,500.00	60.00	1,560.00	4619	253	1,500.00	seeds
01/09/2025	1288		FABRICHINE	F058	120.00	24.00	144.00	4112	262	120.00	1288/10113039/Welding Repair t
01/09/2025	1296		FABRICHINE	F058	130.00	26.00	156.00	4112	262	130.00	repair sack barrow
01/09/2025	31567		GANDERTON	G008	254.66	50.93	305.59	4063	205	171.18	fuel
								4036	205	83.48	fuel
11/09/2025	4896		GREENFLOW	G020	51.00	0.00	51.00	4709	254	51.00	C PARK TOILETS SERVICE
11/09/2025	52		G AND T MIXERS	G026	420.00	0.00	420.00	4278	303	420.00	PA AT CELEBRATE BUCKINGHAM
01/09/2025	8087		GMS LTD	G030	137.00	27.40	164.40	4709	249	137.00	repair water heater
05/09/2025	1347232		GRUNDON	G050	378.35	75.67	454.02	4033	205	378.35	wheelie bins depot
05/09/2025	1347233		GRUNDON	G050	164.22	32.84	197.06	4033	205	164.22	wheelie bins lhsc
18/09/2025	239869		GROUND CONTROL	G052	153,757.92	30,751.58	184,509.50	4285	264	153,757.92	new cemetery ground works
01/09/2025	14861		HEALTH	H011	2,088.30	417.66	2,505.96	4612	249	1,044.15	toilet maintenance
								4612	254	1,044.15	toilet maintenance
01/09/2025	81472		HOME	H012	270.00	54.00	324.00	4213	301	270.00	toilet hire dog show
09/09/2025	19		HP SERVICES	H056	380.00	0.00	380.00	4161	250	380.00	WINDOW CLEANING LHSC
04/09/2025	927338		INREACH	I014	141.93	28.39	170.32	4012	102	141.93	copies
05/09/2025	250900186172		MAINSTREAM	M061	196.99	39.40	236.39	4018	102	196.99	telephones
04/09/2025	246606		NATIONAL EXPRESS	N023	26.88	0.00	26.88	4253	305	26.88	national express tickets
04/09/2025	1839		ONEILL HOMER	O009	325.00	65.00	390.00	4624	601	325.00	1/2 day consult buck plan
								336		-325.00	1/2 day consult buck plan
								6002	601	325.00	1/2 day consult buck plan
30/09/2025	114109		OAKPARK	O060	64.00	12.80	76.80	4100	260	64.00	annual cctv maint
30/09/2025	114191		OAKPARK	O060	400.00	80.00	480.00	4162	250	400.00	annual alarm / cctv maint
30/09/2025	114192		OAKPARK	O060	214.00	42.80	256.80	4162	250	214.00	annual alarm main lhsc

Bought Ledger 1 for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
15/09/2025	SB20251795		PKF	P002	2,100.00	420.00	2,520.00	4014	104	2,100.00	EXTERNAL AUDIT 24/25 FEE
04/09/2025	146030		PARAGON	P008	100.00	20.00	120.00	4037	205	76.80	cable ties, safety boots
								4273	303	23.20	art event tarpaulin
09/09/2025	56775		PSS	P031	225.00	45.00	270.00	4023	102	225.00	SUPERVISOR COURSE NRSWA
01/09/2025	71592806		PHS	P051	7.48	1.50	8.98	4162	250	7.48	ANNUAL DUTY OF CARE SCHEME
01/09/2025	71592807		PHS	P051	7.48	1.50	8.98	4162	250	7.48	ANNUAL DUTY OF CARE
05/09/2025	158292		PAYROLL OPTIONS	P057	181.51	36.30	217.81	4030	102	181.51	monthly processing
04/09/2025	25/01		RURAL MARKET TOWNS	R005	100.00	20.00	120.00	4269	103	100.00	conference - AS
04/09/2025	BK222884-1		SLCC	S005	165.00	33.00	198.00	4023	102	165.00	h & s for events - MT
12/09/2025	MEM255078-3		SLCC	S005	415.00	0.00	415.00	4017	102	415.00	MEMBERSHIP FEE SB
24/09/2025	3491779		SSE	S019	59.93	11.98	71.91	4601	251	59.93	aug chandos toilets
05/09/2025	396445		SMITHS	S024	198.00	39.60	237.60	4115	301	198.00	396445/10113021/Two 6yd Skips
04/09/2025	396446		SMITHS	S024	198.00	39.60	237.60	4115	301	198.00	396446/10113021/Two 6yd Skips
05/09/2025	414395		TUDOR ENVIRONMENTAL	T002	111.41	22.28	133.69	4202	301	111.41	hessian sheeting
05/09/2025	159		TCV	T066	300.00	60.00	360.00	4709	255	300.00	volunteer session
								353		-300.00	volunteer session
								6002	255	300.00	volunteer session
24/09/2025	271		TCV	T066	300.00	60.00	360.00	4276	262	300.00	volunteer session sept 25
05/09/2025	2974		ULTIMATE	U003	1,020.00	0.00	1,020.00	4094	301	1,020.00	basketball coaching sessions
05/09/2025	6293860		VIKING DIRECT	V001	127.34	25.47	152.81	4010	102	127.34	stationery
TOTAL INVOICES					213,700.58	40,555.42	254,256.00			213,700.58	

Bought Ledger 1 for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/10/2025	2051		A HICKFORD LIGHTING	A007	3,866.00	773.20	4,639.20	4243	301	3,866.00	bollard removal charter fair
01/10/2025	27737		AMBIVENT	A020	690.00	138.00	828.00	4161	250	511.25	bolier repairs
								4161	250	178.75	bolier repairs
02/10/2025	A4978		ALR TRAINING	A023	250.00	50.00	300.00	4212	301	250.00	first aid christmas light swit
02/10/2025	A4979		ALR TRAINING	A023	400.00	80.00	480.00	4202	301	400.00	first aid fireworks
02/10/2025	A4980		ALR TRAINING	A023	150.00	30.00	180.00	4205	301	150.00	first aid christmas parade
02/10/2025	1LFR-9J74-LHL4		AMAZON	A035	6.66	1.33	7.99	4043	102	6.66	6 x safety glasses
02/10/2025	6262		BALC	B001	50.00	0.00	50.00	4023	102	50.00	planning framework training
02/10/2025	6263		BALC	B001	50.00	0.00	50.00	4023	102	50.00	planning framework training
02/10/2025	33773		BOSTON SEEDS	B071	76.66	15.33	91.99	4112	262	76.66	daffodils/snowdrops bulbs
01/10/2025	75904		CDS GROUP	C007	3,836.50	767.30	4,603.80	4619	253	3,836.50	new cemetery stage 5
06/10/2025	9061		COX	C041	93.00	18.60	111.60	4620	253	93.00	topsoil
02/10/2025	8687		CLOUDY IT	C073	1,093.20	218.64	1,311.84	4027	102	1,093.20	monthly hosting sept
02/10/2025	9052		CLOUDY IT	C073	1,093.20	218.64	1,311.84	4027	102	1,093.20	monthly hosting oct
02/10/2025	KI-55518D95-0013		EDF	E014	193.84	9.69	203.53	4158	250	193.84	gas lhscc sept
02/10/2025	000038		FESTIVE	F009	1,502.08	300.42	1,802.50	4201	301	1,502.08	hire charge for motiv
02/10/2025	61025		FUN FACTOR	F025	520.00	0.00	520.00	4202	301	520.00	disco bonfire
02/10/2025	31811		GANDERTON	G008	375.18	75.04	450.22	4063	205	125.73	fuel
								4036	205	249.45	fuel
02/10/2025	1361682		GRUNDON	G050	442.17	88.43	530.60	4033	205	442.17	wheelie bins depot
02/10/2025	1361683		GRUNDON	G050	130.74	26.15	156.89	4033	205	130.74	wheelie bins lhscc
02/10/2025	20435		HERON	H009	211.85	42.37	254.22	4108	202	211.85	diabond signs roundabout R & B
01/10/2025	14927		HEALTH	H011	2,088.30	417.66	2,505.96	4612	249	1,044.15	toilet maintenance
								4612	254	1,044.15	toilet maintenance
01/10/2025	36052		HIGHGEAR	H32	95.08	19.02	114.10	4063	205	95.08	screen wash and brakelight
01/10/2025	928276		INREACH	I014	110.83	22.16	132.99	4012	102	110.83	photocopies
02/10/2025	251000189234		MAINSTREAM	M061	196.99	39.40	236.39	4018	102	196.99	telephones
02/10/2025	0017		NOTHING	N018	41.68	8.34	50.02	4112	262	41.68	3 x keys

Bought Ledger 1 for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/10/2025	246911		NATIONAL EXPRESS	N023	25.02	5.00	30.02	4253	305	25.02	ticket sales via tic
02/10/2025	1854		ONEILL HOMER	O009	835.00	167.00	1,002.00	4624	601	835.00	referendum prep
01/10/2025	146444		PARAGON	P008	455.60	91.12	546.72	4620	253	455.60	wacker hire
01/10/2025	146568		PARAGON	P008	1,071.10	214.22	1,285.32	4265	253	535.55	compact tractor, rotavator hir
								4601	252	535.55	compact tractor, rotavator hir
01/10/2025	146611		PARAGON	P008	39.43	7.89	47.32	4112	262	39.43	diamond blade, dustsheet
02/10/2025	4504		PUMP TECHNOLOGY	P020	395.00	79.00	474.00	4709	254	395.00	call out sewerage pump
01/10/2025	2526129		SEAHAWKS	S007	82.50	0.00	82.50	4107	301	82.50	2526129/10113010/6" presentati
02/10/2025	3363474		SSE	S019	52.30	10.46	62.76	4602	248	52.30	july depot
02/10/2025	3505444		SSE	S019	51.23	10.24	61.47	4602	248	51.23	aug depot
02/10/2025	2398ISJ		SJ MOBILITY	S028	45.00	9.00	54.00	4608	249	45.00	battery checks
02/10/2025	6522		SPARKX	S050	2,850.00	570.00	3,420.00	4201	301	2,850.00	6522/10113062/Xmas Tree 2025,
02/10/2025	659		STRAWBERRY	S056	1,260.00	0.00	1,260.00	4212	301	1,260.00	659/10113061/stage xmas lights
02/10/2025	2887		TITANIUM	T053	4,028.00	805.60	4,833.60	4202	301	4,028.00	fireworks 2025
02/10/2025	6217253		VIKING DIRECT	V001	114.22	22.84	137.06	4010	102	114.22	stationery
02/10/2025	6405105		VIKING DIRECT	V001	101.05	20.21	121.26	4010	102	101.05	stationery
02/10/2025	91466		WORKNEST	W029	123.50	24.70	148.20	4026	101	123.50	recruitment support
02/10/2025	91514		WORKNEST	W029	78.60	15.72	94.32	4026	101	78.60	dbx check call out sewerage HC
TOTAL INVOICES					29,171.51	5,412.72	34,584.23			29,171.51	

Buckingham Town Council
Resources Committee
Monday 20th October 2025

Contact Officer: Compliance and Projects Manager

Withdrawal of Analogue and Copper telephone lines

1. Recommendations

- 1.1. It is recommended that Members agree to the changes in section 3 of this report.
- 1.2. It is recommended that Members accept the 3-year contract quote from Company A to complete the specified works and provide the new services.
- 1.3. It is recommended that Members delegate to the Compliance and Projects Manager to establish at the appropriate time whether an engineer is required to connect the routers at a cost of £350 as detailed in section 3 of this report.

2. Background

- 2.1. All analogue and Copper telephone lines are being withdrawn by Openreach so these services will need to be upgraded or replaced.
- 2.2. A review of the Council's telephone lines and contracts has established that some of our current services will require upgrading or replacing.

3. Advice received

Council offices:

- *Install SOGEA 80MB Broadband service into Comms room where router is*
- *Reprogramme Router remotely so that new SOGEA will be accepted by the router with new static IP Address*
- *When new SOGEA is in and working port 01280-816801 (cemetery line) over to hosted platform and Teams calls*
- *Then the old Line, FTTC Broadband and Panasonic handsets can be ceased*
- *Also cease 01280-817433 : Old analogue line that used to be connected to alarm.....no longer needed*

Lace Hill Community Centre:

- *Install FTTP80MB Broadband service (Full Fibre speeds)*
- *Supply a new Fibre enabled router*
- *Cease line and ADSL on 01280-812872 (Lace Hill obsolete direct line)*
- *Cease 01280-824696 which is a line in the plant room.....not being used*

Across both sites this offers an annual saving of up to £979.20 per annum for 3 years. The Network installation engineer would install the SOGEA and FTTP in the cabinets and the Council would need to connect the existing/ new routers to the services. Apparently, this is simple as the cables all exist. However, an engineer can visit the site to complete this work for a fee of £350.00.

4. Quotes and checking of advice

4.1. Quotes have been sought from at least 3 suppliers in accordance with Financial Regulation 5.8. The initial advice has been sense-checked by the other suppliers who have agreed that it is an appropriate course of action.

	Company A (3 years)	Company B (3 years)	Company C (2 years)
Council offices			
SOGEA	£38pm	£55pm	£37pm + £79 router
Lace Hill			
Broadband fibre & router	£45.50pm	£70pm	£40pm +£79 router
Total (monthly equivalent)	£83.50pm	£125pm	£83.58pm
3-year contract total	£3006	£4500	£2006 (2 yrs)

4.2. Company A is the current contractor who undertook a free on-site review, provided the initial advice, and would create significantly less disruption. Company B provided costings but declined to make a formal quote. Company C quoted for 2 years and not the 3 requested. All companies have existing contracts with BTC.

4.3. There may be a porting fee of approximately £15 but I have been unable to confirm this ahead of the meeting.

Buckingham Town Council**Resources Committee****Monday 20th October 2025**

Contact Officer: Compliance and Projects Manager

Portable Appliance Testing (PAT)**1. Recommendation**

1.1. It is recommended that Members agree to continue to outsource PAT Testing.

2. Background

2.1. At the Resources Committee Meeting of 23 June 2025 the Clerk was requested to investigate bringing PAT Testing in-house following suitable training (minute 111/25.2).

2.2. Whilst there is no strict legal requirement for PAT testing, UK law requires that electrical equipment is safe and well-maintained to prevent danger.

2.3. Technically, anyone may carry out PAT Testing, but they must have the necessary training to deem them competent to carry out the work. (Except if acting as a landlord where a qualified electrician is required.)

2.4. Training consists of a one day in-person course which includes both academic and practical learning, then passing an examination. Whilst the qualification does not have an official expiry date there is an ongoing legal requirement to evidence keeping up to date with regulatory changes. The recognised method of evidencing staying up to date is by repeating the up-dated course regularly (n.b., risk assessments for similar activities such as fire risk or legionella is every 2 years). The type of equipment required varies depending on the requirements of each organisation. The PAT Testing equipment itself must also be regularly serviced and tested for accuracy and safety.

	Typical cost excluding VAT
Course	£195
Testing equipment EZYPAT basic	£339
Pass stickers (500)	£20
Fail stickers (500)	£20
Initial set up cost	£574

Most recent cost	
Outsourcing of PAT Testing	£513.15

There is also the time cost of council staff to consider. An experienced expert currently completes a full assessment across the whole council estate in one working day. It is likely that it would take a significantly longer period of time

in-house. An average daily wage for this council pay point is around £115 (excluding NI, pension, etc.). There is also the opportunity cost that a council officer undertaking PAT Testing would not be available to carry out existing duties during that time. Full documentation would also need to be completed and maintained in-house. Where outsourced, this is presented to the council fully completed.

3. Advice received

3.1. Advice has been sought on bringing PAT Testing in-house.

3.2. Our insurance company said:

"We expect you to follow the advice of the experts and competent bodies – this would be your H & S Consultant. In the event of an incident, we would ask for evidence which would include PAT testing and likewise so would the HSE. Whether or not having it done internally or externally, as far the HSE is concerned, we cannot advise if that would make a difference. However, what I would point out, is that if there was a fault with an item, and it should have been picked up in the course of PAT testing, if done externally, you may have recourse. However if done internally there would be no recourse. Having it done externally would give a higher layer of liability protection but the advice on this should be from the H & S Consultant and it is their advice we would expect you to follow."

3.3. Our Health and Safety Consultant said:

"If there was ever to be an investigation (due to an accident/ fire) the local authority may want to check for competency of the person completing activities (i.e. in this format PAT testing), you need to ensure that if you are going to do this internally that the competencies can be proven along with ensuring that the equipment that you will be using is serviced in line with manufacturers guidelines."

3.4. Both advisors have expressed caution over the potential additional liability that would be incurred if PAT Testing was brought in-house. Our insurance company stated that they outsource PAT Testing.

4. Summary and conclusion

4.1. Whilst there would be an initial cost saving by bringing PAT Testing in-house, continuous refresher training and the additional workload will offset this.

4.2. The overriding factor would appear to be the advice received from both our insurer and health and safety advisor to exercise caution. Whilst council officers endeavour to undertake all activities with skill and due diligence, an expert who undertakes this task daily will obviously have greater experience in keeping officers safe, and any short term expenditure saving would be insignificant should there be an incident and the council was found to have made an error or omission.

Buckingham Town Council**Resources Committee****Monday 20th October 2025**

Contact Officer: Compliance and Projects Manager

Mobile phone and broadband contract**1. Recommendation**

- 1.1. It is recommended that Members accept the quotation from Company A to provide a new 24-month mobile phone and broadband contract.

2. Background

- 2.1. This is being discussed because the 24-month mobile phone and broadband contract agreed in 2023 is due to expire.
- 2.2. The broadband services in the current contract cover the depot and the council chamber. Connectivity to the internet in Shopmobility is unstable using the current method of hot spotting from mobile phones. The new contract includes the installation of a router at Shopmobility to resolve this issue.
- 2.3. The new contract is for 24 months and includes SIM cards and data; new mobile handsets and tablet; and 3 broadband connections. All potential providers have offered similar hardware which is suitable for our purpose.
- 2.4. Existing handsets have been in use for 2 years and whilst they have been sufficient for their purpose are beginning to show signs of wear and tear, including battery life and charging connection issues, and are unlikely to continue to be fit for purpose for a further 2 years. The handsets are owned by BTC and can be sold where they have any residual value.

3. Quotations

Company	Monthly cost	Total cost (24m equivalent)	Network (currently O2)
A - local	£527	£12,648	O2
B - national	£587	£14,088	O2
C - national	£640	£15,360*	Vodafone

The current contract costs £542 per month for mobile phones, data, and 2 broadband connections.

*Company C could only provide a 36 month quotation at £23,040 total cost.

Company A has offered free phone covers and screen protectors at point of sale.

Buckingham Town Council
Resources Committee
Monday 20th October 2025

Contact Officer: Finance Officer

Review of Grants policy

1. Recommendation

- 1.1. It is recommended that Members review and approve the revised Grants Policy.

2. Background

- 2.1. The Grants Policy is due for renewal. It was last reviewed in May 2022.

3. Key

- 3.1. Amendments highlighted in yellow are additions to the Policy.
- 3.2. Amendments highlighted in grey and crossed through are deletions to the text in the Policy.

Date agreed	Committee	Minute number	Renewal date
16th May 2022	Resources	694/20 & 864/21	October 2025

BUCKINGHAM TOWN COUNCIL GRANTS POLICY

Contents

Aim.....	1
Two types of grants.....	2
Grant Criteria	2
How to apply	2
Application Forms	3
Further information.....	3
Receiving, crediting and spending the Grant	4
Grant monitoring forms	4
Emergency Grants	5
Appendix A: Annual grants procedure timetable	5
Appendix B: Guidance on completing the grant application form.....	5

Aim

The aim of this policy is to set down the procedure under which Buckingham Town Council will undertake to give out Grants. In addition, it will explain in more detail what information is required to make a valid application. Grants are only given to organisations, not to individuals.

Two types of grants

There are two types of grants available. **One year grants** and **four year grants**.

One year grants	Four year grants
- One off annual grants. - Typically, smaller amounts are awarded between £200 - £2,000 pounds, but there is no minimum or maximum amount. - Your organisation does not have to be registered as a charity, but it must be a not-for-profit organisation. - A simple grant monitoring form must be completed at the end of the grant year.	- Long term four year grants - Typical larger amounts are awarded each year between £2,000 and £5,500 pounds, but there is no minimum or maximum amount and the grant is subject to a percentage uplift every year. - Detailed grant monitoring reports will be requested at the end of each grant year. - Four year grants can cover running costs, however, there must be a clear justification for funding the organisation long term. - In order to qualify for a four year grant your organisation must enter into a grant award agreement with the Council. The agreement will be centred around the benefits your organisation brings to the residents of Buckingham.
Example one year grant: <i>A not-for-profit toddler playgroup applies for £400 to buy new toys for children. In the end of grant monitoring report the playgroup organisers complete a simple form about how they spent the money; the impact the new toys made and provide photographs for public use.</i>	Example four year grant: <i>A registered charity applies for four years of funding to cover room hire and staffing costs for a free money advice service. In the monitoring report the charity gives details about how the money was spent; how many people accessed the service and the impact that was made.</i>

Each type of grant has its own application form and procedures.

Grant Criteria

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

How to apply:

The application form for grants is available as a word document from the [Buckingham Town Council website](#). To apply, complete the form digitally, answering all the questions.

The application form should be returned with **either** the previous year's accounts **or** for new organisations, a business plan.

If you are not able to access the website or to complete or submit a digital copy of the form, please contact the office in sufficient time to make alternative arrangements.

If all of the information requested is not received before the closure of the grant application period then the grant application will be rejected.

Application Forms

The Town Council grant application forms are designed to be simple and easy to fill in. You do not need any experience of writing grant applications previously to apply. For a full guide to all of the questions on the application form, please see Appendix B: Guidance on completing the application form at the end of this document.

Further information

1. Buckingham Town Council does not guarantee to award any grants, and any amount is allocated at the Council's discretion.
2. Where there is more demand for one year grants than funding available, new applicants will be given priority over those who have received funding in the last four years.
3. Grants will be awarded once a year at a meeting of the Resources Committee, following the annual Precept (budget) meeting.
4. Not all projects are eligible for grant funding, for example the following projects would not be eligible:
 - a) Other public bodies, or projects to fund items that should be paid for by another public body, for example a different local council.
 - b) Applications from businesses or individuals.
 - c) Projects that promote a particular religion over others.
 - d) Projects that support a particular political party.

If you are unsure if your project is eligible please contact the Town Council office.

5. All requests for four-year funding must explain why a long term commitment is justified.
6. Successful four year grant applicants must enter into a Grant Award Agreement with the Council. Any such agreement will be at the Council's discretion. Any Grant Award Agreement must be agreed prior to the precept meeting and will commence at the start of the next financial year.

7. Successful grant applicants must clearly acknowledge their grant from the Council on publicity related to their funded project using the Town Council logo and the words 'supported by Buckingham Town Council' in any publications, digital or physical. They may be asked to meet with the Mayor in order to receive a charity cheque and will be asked to provide quotes for publicity purposes.
8. All successful grant applicants will be required to complete a Grant Monitoring Form. For one year grants this will be at the end of their grant period. For four year grants this will be annually.
9. Failure to complete and return a Grant Monitoring Form **will** affect an organisation's eligibility for future grants.
10. All successful grant applicants must provide photographs that show how grants were spent. These photographs must be authorised for use by the Town Council in the press, website and social media.

Receiving, crediting and spending the Grant

If successful, the grant will be paid to your organisation by bank transfer in May.

The Council asks all grant recipients to use the Buckingham Town Council logo and phrase 'supported by Buckingham Town Council' on any publications produced by grant recipients during the grant award period, whether these are physical publications or online.

The grant applied for must be spent on the items listed in the grant application. Clear and precise records must be kept of how the money is spent, including invoices where appropriate. The Council may request to see these records at any time. If evidence of the money being spent as set out in the grant application cannot be supplied then the grant may need to be returned to the Town Council, it may also impact on future grants from the Council.

Grant monitoring forms

One year grants

One year grant applicants will be asked to complete an end of year grant monitoring form. This is a simple form that **asks includes**:

- How the grant was spent.
- What difference the grant funding **make made** to Buckingham and its residents.
- **To provide** Photographs that show how the grant was spent.

Four year grants

Four year grant applicants will be asked to complete **a** grant monitoring form annually. These are more detailed forms that **ask includes**:

- How the grant was spent.
- What difference the grant funding **make made** to Buckingham and its residents.
- How successful the organisation has been at achieving the purposes set out in the grant award agreement with the Council.

- What percentage of beneficiaries of the funding provided by the Council were resident in Buckingham.
- Any particular benefits there have been ~~to~~, and any measures taken to enhance access and use by those with protected characteristics, **for example** *age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation*.
- What actions the organisation has taken to reduce the impact of the climate emergency.
- ~~To provide~~ **P**Photographs that show how the grant was spent.
- If the organisation would like to make any changes to their project.

Emergency Grants

At the discretion of the Resources Committee of Buckingham Town Council, small grants may be awarded to local not-for-profit organisations from an earmarked reserve held for emergency funding for **incorporated voluntary, community or social enterprise organisations** (VCSE) groups. Decisions over this funding would be made by the Resources Committee which meets six times a year. Contact the Town Clerk for more information.

Appendix A: Annual grants procedure timetable

October November	Grants applications open, this will be advertised in the Buckingham Town Matters newsletter, on the Town Council website and social media.
November December	Grant applications close by 12 noon on the specified day. A completed grant application form and a copy of the accounts must be received by the Council by the deadline to be considered a valid application.
November to January	Four year grant applicants will be asked to create a grant award agreement with the Council.
Early January	Four year grants to be decided before precept agreed.
End of January	The budget for grants will be set at the Precept meeting of Full Council.
January March	Members of the Resources Committee will decide which grants applications should be awarded funding.
February March	Applicants are notified if their grant application has been successful or not.
March	Successful four year grant applicants will be asked to create a grant award agreement with the Council.
May	Successful grant applicants will receive their funding by bank transfer. Four year grant holders will be asked to provide statements for a joint press release with the Town Council
Next March	One year grant holders will be asked to complete an end of grant monitoring form prior to the Annual Town Meeting. Four year grant holders will be asked to complete an annual monitoring form prior to the Annual Town Meeting.
End of May	Four year grant holders will receive their next payment; this will include a 3.5% annual increment.

Appendix B: Guidance on completing the grant application form

Section 1: Tell us about your organisation

This section asks for basic information about your project.

Name of organisation – Please enter the name of the organisation which is applying for the grant.

Address – If the organisation does not have a headquarters please give the postal address where normal correspondence would be sent.

Website address – If your organisation uses a website please provide the address here.

Social media handles – If your organisation uses social media please tell us about it here, for example the Town Council uses Facebook, Twitter and Instagram with the handle @BuckinghamTC

Where relevant: Charity number – Please enter your organisation's charity number here.

Total project cost – Please enter the total cost of the project for which funding is requested.

Grant amount applied for – Please enter the amount which the organisation is requesting that the Town Council provide.

The following two questions are relevant if there are more applicants than funding available in any given year.

Has your organisation applied for a grant from the Town Council previously? – please answer yes or no.

Would your organisation be able to complete the planned project if a reduced amount of funding was offered by the Council? – please answer yes or no.

Section 2: Reason for grant

Please tell us about the project you are applying for funding for.

The word limit on this section is longer for four year grants than one year grants. These short summaries will help explain to the Council what you would like to do with the funding and will be used in reports to Councillors.

Four year applications only: please tell us why your grant needs four year funding.

It's important to give details about why four year funding is more suitable for your project than a one year grant. It could be that your project is an annual event, has long term costs that can't be paid for in other ways, or is a new group that needs more than one year to establish alternative sources of funding. If successful, the information in this section will be used to help develop your Grant Award Agreement.

Section 3: Who will benefit from the grant

Roughly how many people do you think will benefit from the grant? – Please give an idea, or how many people will benefit.

Who do you think will benefit most? – Please tell us who you intend to benefit from the funding. If you have a run a similar project before, tell us who attended or benefited in the past. If you are running a new project, consider if it is mainly aimed at a particular group of people, including those with protected characteristics (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex or sexual orientation).

What benefits will the grant bring to Buckingham and/or its residents? – In what ways will those who take part in your project benefit?

Are more than 50% of your predicted project beneficiaries' residents of Buckingham? – please answer yes or no.

How is your organisation working to reduce the environmental impact of your project? – Please consider how your organisation could respond to the climate emergency. For example does the project encourage the use of public transport or use reusable drinking cups instead of disposable options?

Section 4: How will the grant be spent

Before you complete this section, check how much the materials you will need for your project will cost. Please provide a detailed breakdown of what you would like the Town Council to fund, writing what you would buy in the **item** column and the price in pounds in the **total cost** column. Staff time can be included as an item.

Please bear in mind, that while annual running costs can be included, one year grant applications should not be repeat requests for the same items on an annual basis. Applications of this kind are better suited to four year grants.

Section 5: Contact and financial information

Contact details – Please provide contact information in case we need to clarify anything in the grant forms. This will also be the person we will contact regarding whether the grant application has been successful or not.

Financial information – Using your knowledge of your organisation's finances please tell us how much money the organisation spent and how much the organisation held in the bank at the end of the last financial year.

Is any of the money in your bank held for a specific future project or purpose (a different project to the one you are applying for grant funding for)? You might refer to this as allocated reserves, or have a specific reserves policy if so, please attach a copy with your application. If not, use this section of the form to tell us about the project you are saving for and how much you think it will cost.

Bank account information – please provide details of your organisation's bank account. This allows grants to be paid by bank transfer.

Please note that successful applicants working with young and/or vulnerable people, must provide relevant safeguarding policies.

Section 6: Declaration

Please check each of the boxes in this section to confirm that you have read and understood the grants policy documents and your legal obligations as a grant applicant.

Provide a copy of your latest accounts:

Accounts - All requests must be accompanied with a copy of the last signed and audited accounts. These accounts should show last year's **income**, **outgoings** and **reserve** levels. If your organisation has a large amount of reserves (usually equivalent to more than six months of expenditure) please also provide a copy of your reserves policy, or an explanation of why the reserves can't be used to fund your project.

If no set of accounts is available due to the organisation seeking grants within its first year then a business plan should accompany the grant request. A good business plan should cover the following six areas:

1. Summary of your new organisation's aims.
2. The product or service your organisation will provide, and how it will achieve your aims.
3. Organisational structure.
4. Marketing strategy.
5. How will the organisation be funded, both initially and in the long term.
6. Any supporting information.

The above information is mandatory for all grant applications.

Date agreed	Committee	Minute number	Renewal date
11 th July 2022	Resources	114/22	July 2025

BUCKINGHAM TOWN COUNCIL LOST PROPERTY POLICY AND PROCEDURE

Buckingham Town Council will, wherever possible, and practicable return lost property to its rightful owner. Where it is not possible for the property to be returned to the owner, the Town Council will dispose of the property in a responsible manner and where appropriate that disposal should benefit a local reuse charity.

Background Information

From time to time items are found on Town Council land such as bicycles, children's scooters etc. There is limited space for these items to be stored and the Town Council acknowledges that there should be a consistent way to deal with these items. This policy and procedure aims to take the following into consideration: limited storage space, limited staffing and a responsibility to reuse and recycle items.

Procedure

1. Items Found

All items that are found are to be recorded and logged. The record should include:

- Item
- Date Found
- Location item was found
- Serial number, identifying marks and description
- Photograph
- Date item will be advertised until
- Date item will be donated/disposed
- Where and when it was donated/disposed

The details of any found items that may have an intrinsic value e.g. mobile phone, bicycles will be checked with the local neighbourhood police team and their instructions followed.

2. Advertising the missing item

The item will be advertised on the Town Council's website and the Town Council's

Facebook Page for two weeks from the date they are logged on the Council's system.

3. Disposal of the item

If the item is not claimed within two months, then the two methods of disposal available are as follows:

- a) If the item is in poor condition then it should be disposed of responsibly by the Town Council, being recycled whenever possible.
- b) If the item is in good condition and has an intrinsic value, then all efforts should be made to donate the item to a local reuse charity (see Appendix A).

4. Accountability

To ensure that items are dealt with in an appropriate manner, a log will be kept by the Estates Team to record information on all items found including date and method of disposal. Log entries will be reported annually at the Environment Committee.

Appendix A

Example of local reuse projects:

- Furze Down School. Maintenance Hub
- [Milton Keynes Re-Use Community Project - Reuse MK](#)
- [Home | Florence Nightingale Hospice Charity \(fnhospice.org.uk\)](http://fnhospice.org.uk)
- [Kiln Farm Furniture Shop - Willen Hospice \(willen-hospice.org.uk\)](http://willen-hospice.org.uk)
- [Cycle Saviours | Milton Keynes Christian Foundation \(mkchristianfoundation.co.uk\)](http://mkchristianfoundation.co.uk)
- [Recycle or donate old mobile phones with Oxfam | Oxfam GB](#)



Date agreed	Committee	Minute number	Renewal date
27 th February 2020	Resources	709/19	February 2023

BUCKINGHAM TOWN COUNCIL PETITIONS POLICY/PROCEDURE

1. Introduction

1.1. Buckingham Town Council welcomes community feedback and offers many opportunities and ways to do so as a matter of course. The Council recognises that petitions are one way in which residents of the town can let the Council know about their concerns.

1.2. The Council will only treat a document as a petition if it is identified as such.

1.3. Petitions should be addressed to the Council and submitted to:

The Town Clerk
Buckingham Town Council
Verney Close
Buckingham
MK18 1JP

Or by email to office@buckingham-tc.gov.uk with 'Petition FAO of the Town Clerk' in the subject header.

2. Petition Requirements

2.1. Petitions may only be submitted to the Town Council regarding areas of its responsibility.

2.2. Petitions for matters under the control of any other council will not be accepted, and the petitioners will be directed to an appropriate contact at the relevant authority.

2.3. Petitions that are considered to be vexatious, abusive or otherwise inappropriate will not be accepted.

2.4. Signatures must be accompanied by the signatories' full names and addresses. Any signatory must be resident in the parish of Buckingham for their signature to be valid and a minimum of 1% of electors' signatories are required for a petition to be considered under this policy.

2.5. Petitions must include a clear and concise statement covering the subject of the petition and the action the petitioners wish the Council to take.

2.6. Petitions must be accompanied by contact details for a petition organiser.

This will be the person the Council will contact regarding the petition.

- 2.7. A petition will not be accepted if a similar petition has been accepted within the previous six months.
- 2.8. Decisions on the validity of a petition will be made in accordance with 2.1-2.6 by the Town Clerk.
- 2.9. The applicant may appeal against a decision that a petition is not valid. Any such appeal will be heard by the Appeals Committee.

3. Process

- 3.1. An acknowledgement of the petition will be sent to the petition organiser stating whether the petition has been accepted or not as valid. This will be as soon as possible and normally within ten working days of the Council receiving the petition. If a petition has been deemed invalid the reasons will be stated.
- 3.2. All councillors will also be informed of the receipt of a valid petition.
- 3.3. If a petition is accepted as valid, the petition organiser will be invited to the next Full Council meeting to make a presentation to the Council as part of the Public Participation session before the meeting.
- 3.4. If a Councillor makes a written request to the Town Clerk sufficiently ahead of the next Full Council meeting (in accordance with the applicable Standing Order (s)), the valid petition will be added as an agenda item for discussion and debate at the meeting.
- 3.5. In the event that the Town Clerk reasonably judges that the meeting may be overloaded, the debate under 3.4 may be delayed until the following meeting of the Council.
- 3.6. In the event that a debate is not requested by a member under 3.4, the Town Clerk may (but is not obliged to) respond with one of the following:
 - i. A factual statement of resolved Council policy relevant to the petition.
 - ii. A statement of fact(s) relevant to the petition.
 - iii. An invitation to engage with one or more officers or members.
- 3.7. Wherever reasonably practical the response will be pre-prepared and circulated in advance to members.
- 3.8. Nothing in the above will permit any member or officer to make any decision or imply any commitment (other than a commitment of engagement) in direct response to the petition.

Date	Who received compliment/complaint	Location of Issue	Details of compliment/complaint	How was compliment/complaint Made	Does the person want feedback?	Action Required	Outcome/ Follow up
06/03/2025	Paula	Compliment	A recently bereaved gentleman asked that a manager be informed about the sensitive treatment that he had received. He explained that the Estates Administrator had been extremely kind to him on the two occasions that he had met her, that she had shown empathy and understanding; he was extremely grateful.	In person	No	None	Paula passed the compliment on to Claire.
09/09/2025	Tryph via email	Town	Have been to have my flu jab at North end surgery at 5.00. Walked by Waitrose saw the fabulous art work. Walked by the river lots of cleaning up been done. Flowers by the bus station and all over have looked amazing. Sat and watched children and adults at the skate park enjoying themselves. What's not to like? Well done! Buckingham.	email	N		Replied to resident and passed on comments to all staff.
08/10/2025	Tryph via emails	Town	Just a note to say thank you for an excellent edition of Buckingham TownMatters which confirms a great job you all do! An issue which wrangles with me and has done since the start is the introduction and maintenance of parking charges in the town. It only serves as a negative ... suspect it is BCC but in any event I raise it as a blot on our town.	email	N		Replied to resident and passed on comments to all staff.

Committee	Minute No.	Action	Action Required	Update	Deadline
Resources	800/18	Compliments, Complaints and FOI requests	Members AGREED for a six monthly report.		On agenda
Resources	153/22	Debtors	For the next meeting a report showing debts over 3 months will be included with an explanation for each.		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.	It was not possible to establish a quorate working group.	On agenda
Resources	111/25.2 23/6/25	Budgets	Look into PAT testing training in-house.		On agenda
Resources	230/25 1/9/25	Refund of grant monies.	To write to the Lace Hill Residents' Association to thank them for their work and the return of the money.		Completed
Resources	232/25 1/9/25	Local Council Award Scheme	Recommended to the Precept meeting to create a precept line for the financial year 2026/27.		Precept