



Buckingham Town Council

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Town Clerk: Claire Molyneux

Wednesday, 22 April 2026

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 27th April 2026, following an Extraordinary meeting of the Full Council 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 2nd March 2026.

[Copy previously circulated](#)

4. Budgets

To receive and agree the budget reports:

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

4.2. Purchase Ledger from February and March 2026.

[Appendix A](#)

[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.

5. Fund transfers

To note the following:

31st March 2026: £125,000.00 was transferred from CCLA to the current account.

22nd April 2026: £100,000.00 was transferred from the current account to CCLA.

6. Quarterly banking reconciliations

To note that the quarterly banking reconciliations were signed by the Vice Chair on the 21st April 2026.

7. Policies

8.1 To receive a report from the Compliance and Projects Manager.
Equal Opportunities.

[R/182/25](#)
[Appendix C](#)

8.2 Vulnerable Adults policy

To receive a report from the Compliance and Projects Manager.

[R/183/25](#)

8.3 To receive a report from the Compliance and Projects Manager.
IT Policy.

[R/184/25](#)
[Appendix D](#)

8.4 Newsletter policy

To agree the recommendation from CSSC:

That useful numbers and contact page is included under permanent fixtures.

[Appendix E](#)

8. Preventing Sexual Harassment Risk Assessment and Action Plan

To receive a report from the Compliance and Projects Manager.

Risk Assessment.

Action Plan.

[R/185/25](#)
[Appendix F](#)
[Appendix G](#)

9. Staff Handbook

To note that Worknest are currently working on amendments.

10. Health and Safety policy and handbook

To note that Worknest are currently working on amendments.

11. Financial Regulations

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

Financial Regulations.

[R/186/25](#)
[Appendix H](#)

12. Financial and Management Risk Assessment and Scheme of Delegation

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

Risk Assessment.

Scheme of Delegation.

[R/187/25](#)
[Appendix I](#)
[Appendix J](#)

13. Review of Internal Controls

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

Internal Controls document.

[R/188/25](#)
[Appendix K](#)

14. Standing Orders

To receive a report from the Compliance and Projects Manager.

Standing Orders.

[R/189/25](#)
[Appendix L](#)

15. Grants policy review

To receive a report from the Town Clerk.

[R/190/25](#)

16. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

17. Complaints and compliments

To receive the complaints and compliments and log.

[Appendix M](#)

18. Action Report

To review and discuss the Action Report.

[Appendix N](#)

19. Chair's announcements – for information only

20. Date of next meeting: Monday 22nd June 2026

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.

21. Debtors list

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

[Appendix O](#)

22. Payment endorsements

To note payment endorsement sheets 29 to 34 and to note that the payment on sheet 33 to Edwards Engineering was paid following authorisation of the Compliance and Projects Manager.

[Appendix P](#)

To:

Cllr. F. Davies Town Mayor
Cllr. J. Harvey
Cllr. H. Haydock
Cllr. A. Mahi
Cllr. H. Mordue Vice Chair
Cllr. J. Mordue
Cllr. Ruth Newell
Cllr. L. O'Donoghue Chair
Cllr. A. Schaefer
Cllr. R. Stuchbury
Cllr. M. Try

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12 **PLEASE NOTE THIS IS NOT THE FINAL YEAR END INCOME AND EXPENDITURE**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
<u>RESOURCES</u>								
<u>101 Personnel costs EXPENDITURE</u>								
4000 Salaries Admin	226,069	249,543	23,474		23,474	90.6%		
4005 ERS National Insurance	28,848	27,634	(1,214)		(1,214)	104.4%		NI Thresholds changed
4006 ERS Pension Cont	53,462	62,030	8,568		8,568	86.2%		
4007 Staff travel	66	550	484		484	12.0%		
4008 Occupational Health	740	1,369	629		629	54.1%		
4025 HR advice	7,905	5,480	(2,425)		(2,425)	144.2%	2425	EMR to cover
4026 Staff & Recruitment	911	300	(611)		(611)	303.5%	419	EMR to cover
<u>102 Office expenses INCOME</u>								
1010 Chamber hire	979	950	(29)			103.1%		
1012 Photocopier use	10	10	(0)			101.0%		
<u>102 Office expenses EXPENDITURE</u>								
4010 Stationery	2,564	3,020	456	183	273	91.0%		
4011 Postage	154	320	166		166	48.1%		
4012 Photocopier	1,264	2,500	1,236		1,236	50.6%		
4013 Equipment purchase	954	1,242	288		288	76.8%	156	EMR to cover
4017 Subscriptions	5,370	4,400	(970)		(970)	122.0%		Includes new GS Subs 25/26
4018 Telephones	11,391	10,806	(585)		(585)	105.4%		Updates to system / mobiles
4019 Hire of Community Hall	154	325	171		171	47.4%		
4021 Hospitality	313	475	162		162	65.8%		
4023 Training	7,201	10,225	3,024	510	2,514	75.4%	3,500	EMR to cover
4027 Software	18,357	19,000	643		643	96.6%		
4030 Payroll	2,477	2,120	(357)		(357)	116.8%		Additional year end costs, unknown at precept
4032 Publicity and newsletter	6,392	7,400	1,008		1,008	86.4%		
4038 Computer equipment	1,614	3,000	1,386		1,386	53.8%		
4041 Website	2,317	3,000	683		683	77.2%		
4043 Protective clothing	724	2,070	1,346		1,346	35.0%		
4052 Heat, light, power	2,785	3,613	828		828	77.1%		
4156 Buckingham Centre rent	10,500	17,000	6,500		6,500	61.8%		
4267 Buckingham centre rates	2,794	4,658	1,864		1,864	60.0%		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>103 Councillors EXPENDITURE</u>									
4020	Mayor's duties	2,163	2,163	(0)	(0)	100.0%			
4029	Mayor's civic	1,689	1,864	175	175	90.6%			
4044	Councillors' mileage / exp.	0	573	573	573	0.0%			
4045	Councillors' allowance	10,020	11,426	1,406	1,406	87.7%			
4236	Election costs	4,290	14,000	9,710	9,710	30.6%			
4269	Councillor training	150	3,500	3,350	3,350	4.3%			
<u>104 Legal requirements INCOME</u>									
1098	Insurance Claims Income	5,921	0	(5,921)		0.0%			
<u>104 Legal requirements EXPENDITURE</u>									
4014	Audit fees	2,890	4,140	1,250	1,250	69.8%			
4016	Legal costs	4,000	6,000	2,000	2,000	66.7%			
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%			
<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	29	30	2	2	95.0%			
4505	Mayor's salver	170	150	(20)	(20)	113.3%		Black poplar tree	
<u>130 Admin reserves INCOME</u>									
1176	Precept	1,307,690	1,307,690	0		100.0%			
1190	Interest received	50,463	31,500	(18,963)		160.2%			
<u>132 Future planning / contingencies EXPENDITURE</u>									
4500	Future planning / contingencies	6,008	14,000	7,992	7,992	42.9%			
4507	ECDI Projects	0	200	200	200	0.0%			

ENVIRONMENT201 Environment EXPENDITURE

3995	NI Environment	26,497	26,112	(385)		(385)	101.5%	8% to TCE to cover events
3996	Pensions ERS Environment	55,860	62,851	6,991		6,991	88.9%	8% to TCE to cover events
4004	Salaries environment	236,155	253,650	17,495		17,495	93.1%	8% to TCE to cover events

202 Roundabouts INCOME

1051	Roundabout no. 1	1,342	2,881	1,539			46.6%	
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	3,203	3,211	8			99.7%	
1056	Roundabout no. 6	3,422	3,422	0			100.0%	
1057	Roundabout no. 7	1,746	1,746	0			100.0%	

202 Roundabouts EXPENDITURE

4108	Roundabout	1,428	2,000	572		572	71.4%	
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203 Maintenance EXPENDITURE

4082	Bourton Road Allotments	2,350	2,350	0		0	100.0%	
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205 Grounds maintenance EXPENDITURE

4033	Waste disposal	5,614	6,081	467		467	92.3%	
4035	Machinery	2,973	2,973	0		0	100.0%	
4036	Fuel (Mower)	1,789	1,900	111		111	94.2%	
4037	Sundries	1,574	3,251	1,677	846	831	74.4%	
4063	Vehicle hire and running costs	4,451	7,242	2,791	237	2,554	64.7%	

248 Depot EXPENDITURE

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 EMR to cover
4601	Repairs & maintenance fund	804	900	96		96	89.4%	
4602	Electricity	2,104	1,660	(444)		(444)	126.8%	Rising energy costs
4603	Water	583	635	52		52	91.8%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>249 C Meadow Toilets/Shopmobility INCOME</u>									
1085 Shopmobility income	331	245	(86)			135.1%			
<u>249 C Meadow Toilets/Shopmobility EXPENDITURE</u>									
4602 Electricity	0	600	600		600	0.0%			
4603 Water	1,920	600	(1,320)		(1,320)	320.0%		Estimated at precept, no previous bills	
4608 Shopmobility	947	1,000	53		53	94.7%			
4612 Contractor charge	12,530	11,774	(756)		(756)	106.4%		25/26 increase unknown at precept	
4709 Maintenance	1,161	1,000	(161)		(161)	116.1%		Unexpected water heater repairs	
<u>250 Lace Hill INCOME</u>									
1026 Lace Hill Community Centre	32,498	42,000	9,502			77.4%			
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	4,743	5,112	369		369	92.8%			
4159 Lace Hill electricity	4,758	7,202	2,445		2,445	66.1%			
4160 Lace Hill water	578	1,124	546		546	51.5%			
4161 Lace Hill Repair & Maintenance	4,943	4,800	(143)	66	(209)	104.4%		Unexpected costs, water leak	
4162 Lace Hill Planned Maintenance	5,490	8,200	2,710	75	2,635	67.9%			
4164 Lace Hill equipment	2,458	3,200	742		742	76.8%			
4225 Rates	10,354	0	(10,354)		(10,354)	0.0%		Covered by underspend	
<u>251 Chandos Park INCOME</u>									
1030 Bowls income	644	644	0			100.0%			
1035 Tennis Court Rent	799	799	0			100.0%			
<u>251 Chandos Park EXPENDITURE</u>									
4601 Repairs & maintenance fund	414	4,088	3,674	6,331	(2,656)	165.0%		Flood proofing costs for Lighting columns	
4602 Electricity	680	800	120		120	85.0%			
4603 Water	2,032	2,535	503		503	80.2%			
4606 Bowls Club Maintenance	308	2,120	1,812	142	1,670	21.2%			
<u>252 Bourton Park EXPENDITURE</u>									
4601 Repairs & maintenance fund	40,303	11,000	(29,303)	1,524	(30,827)	380.2%	30,747	EMR to cover bridge removal	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>253 Cemeteries INCOME</u>									
1041 Burial fees	26,691	27,729	1,038			96.3%			
<u>253 Cemeteries EXPENDITURE</u>									
4225 Rates	3,026	2,494	(532)		(532)	121.3%	532	EMR to cover	
4265 Cemetery Maintenance	6,421	3,500	(2,921)		(2,921)	183.5%		Tree replacements	
4601 Repairs & maintenance fund	3,723	5,000	1,277		1,277	74.5%			
4602 Electricity	2,043	1,035	(1,008)		(1,008)	197.4%		Credit due removed as now deducted from bills	
4617 Memorial testing	1,811	2,253	442		442	80.4%			
4619 Cemeteries Development	47,464	57,544	10,080	1,569	8,510	85.2%			
4620 Expenses for burial duties	6,172	5,785	(387)		(387)	106.7%		Higher costs than anticipated	
<u>254 Chandos Park toilets EXPENDITURE</u>									
4603 Water	(16)	0	16		16	0.0%			
4612 Contractor charge	12,530	11,774	(756)		(756)	106.4%		25/26 increase unknown at precept	
4709 Maintenance	1,217	2,000	783		783	60.9%			
<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	662	650	(12)		(12)	101.8%		25/26 increase unknown at precept	
<u>258 Cemetery Lodge INCOME</u>									
1061 Cemetery Lodge rental income	11,254	12,099	845			93.0%			
<u>258 Cemetery Lodge EXPENDITURE</u>									
4034 PWLB repayments inc. interest	4,702	4,702	(0)		(0)	100.0%			
4609 Cemetery Lodge maintenance	2,967	3,375	408		408	87.9%			
<u>260 CCTV EXPENDITURE</u>									
4100 CCTV maintenance	2,567	4,000	1,433		1,433	64.2%			
<u>261 Community Centre INCOME</u>									
1078 New Homes Bonus	23,983	0	(23,983)			0.0%		*	
<u>261 Community Centre EXPENDITURE</u>									
4085 Structural repairs	25,877	19,910	(5,967)	94	(6,061)	130.4%	2,410	Fire doors covered by EMR, NHB * to cover remaining	
4091 Chamber	1,206	1,150	(56)		(56)	104.9%			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>262 Parks General EXPENDITURE</u>									
4101	Seats and bins	1,689	2,000	311	311	0	100.0%		
4102	Dog bins	3,946	4,660	714		714	84.7%		
4106	Play area maintenance	3,898	14,000	10,102	5,423	4,679	66.6%		
4112	Environment Equipment	9,612	11,050	1,438	439	999	91.0%		
4122	Tree works	4,920	36,760	31,840	21,810	10,030	72.7%		
4168	Defibrillators	993	560	(433)		(433)	177.3%	717	EMR to cover
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%		
<u>264 Tingewick Road Cemetery INCOME</u>									
1109	PWLB Income New Cemetery	1,173,099	0	(1,173,099)			0.0%		*
<u>264 Tingewick Road Cemetery EXPENDITURE</u>									
4282	New Cemetery PWLB Repayments	33,321	33,321	(0)		(0)	100.0%		
4285	New Cemetery PWLB Expenditure	1,059,213	0	(1,059,213)	84,019	(1,143,231)	0.0%		*

TOWN CENTRE & EVENTS

<u>301 Town Centre & Events INCOME</u>									
1028	Lace Hill events income	472	850	378			55.6%		
1062	Community Fair table income	220	230	10			95.8%		
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	0	100	100			0.0%		
1092	Events Stall Income	754	1,150	396			65.6%		
1093	Dog Show Income	636	300	(336)			211.9%		
1094	Skate Park Income	0	25	25			0.0%		
1104	Remembrance Contributions	1,358	1,250	(108)			108.6%		
<u>301 Town Centre & Events EXPENDITURE</u>									
3997	NI TC&E	12,802	8,055	(1,291)		(1,291)	116.0%		GS 8% included
3998	Pensions ERS TC&E	17,650	19,102	(1,452)		(1,452)	92.4%		GS 8% included
3999	Salaries TC&E	91,143	100,729	9,586		9,586	90.5%		GS 8% included
4042	Events equipment	1,439	1,500	61	117	(56)	103.7%		Replacements required due to supply issues, higher costs
4094	Youth project	4,140	6,180	2,040		2,040	67.0%		
4104	Planters and Baskets	11,193	9,900	(1,293)		(1,293)	113.1%	1,000	EMR to cover (total EMR amount used)
4107	Buckingham in Bloom	183	65	(118)		(118)	280.8%		Higher costs than anticipated
4115	River rinse	396	464	68		68	85.3%		
4128	Small Events	308	375	67		67	82.0%		
4166	Lace Hill events	1,489	1,640	151	98	52	96.8%		
4201	Christmas lights	12,581	14,000	1,419		1,419	89.9%		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
4202 Firework display	7,500	7,500	(0)		(0)	100.0%			
4203 Community fair	248	310	63		63	79.8%			
4205 Christmas parade	6,893	6,100	(793)		(793)	113.0%	793	EMR to cover	
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	EMR to cover	
4212 Christmas lights switch on	3,243	3,364	121		121	96.4%			
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	5,500	5,500	(0)		(0)	100.0%			
4245 Street Food Fair	550	2,400	1,850		1,850	22.9%			
4260 Twinning	100	100	0		0	100.0%			
<u>302 Street markets INCOME</u>									
1005 Street markets	18,525	17,500	(1,025)			105.9%			
1006 Flea market	7,613	5,100	(2,513)			149.3%			
<u>302 Street markets EXPENDITURE</u>									
4017 Subscriptions	484	450	(34)		(34)	107.6%		25/26 increase unknown at precept	
4225 Rates	1,672	2,000	328		328	83.6%			
4234 Market Entertainment	552	1,000	448		448	55.2%		*	
4235 Market infrastructure & Promot	1,328	1,000	(328)		(328)	132.8%		Replacement Gazebo *	
<u>303 Special events INCOME</u>									
1020 Food fair income	515	820	305			62.8%			
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	1,535	2,150	615		615	71.4%			
4242 Food fair	600	610	10		10	98.4%			
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	EMR to cover	
4283 Small Business Promotion	429	1,200	771		771	35.7%			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
<u>305 Tourist Information Centre INCOME</u>								
1084 TIC income	7,523	9,000	1,477			83.6%		
<u>305 Tourist Information Centre EXPENDITURE</u>								
4253 TIC tickets & produce	6,777	6,250	(527)		(527)	108.4%		Stock purchased
4255 Heritage app expenditure	0	300	300		300	0.0%		
4274 Tourism website	330	440	110		110	75.0%		
<u>306 Accessibility EXPENDITURE</u>								
4254 Accessibility Costs	346	2,250	1,904		1,904	15.4%		

PLANNING

<u>601 Planning</u>								
3992 Salaries Planning	40,191	39,989	(202)		(202)	100.5%		Pay increase % unknown at precept
3993 NI Planning	4,527	3,026	(1,501)		(1,501)	149.6%		Changes in NI
3994 Pensions ERS Planning	3,664	3,720	56		56	98.5%		
4624 NHP / Continuity	4,023	12,000	7,977		7,977	33.5%		
Grand Totals:- Income	2,695,647	1,485,943	(1,209,704)			181.4%		
Expenditure	2,423,384	1,539,177	(884,207)	123,795	(1,008,002)	165.5%		
Net Income over Expenditure	272,263	(53,234)	(325,497)					

19/04/2026
12:39

Buckingham Town Council

Page 1

Earmarked Reserves

Account	Opening Balance	Income	Expenditure	Closing Balance
325 EMR YOUTH COUNCIL	2,015.00	0.00	0.00	2,015.00
326 EMR CEMETERY DEVELOPMENT	44,596.49	8,010.09	4,506.58	48,100.00
327 EMR LEGAL COSTS	363.34	636.66	0.00	1,000.00
328 EMR FLOOD RELIEF FUND	826.00	0.00	0.00	826.00
329 EMR WAR MEMORIAL	600.00	0.00	600.00	0.00
330 EMR CHRISTMAS LIGHTS	2,171.00	0.00	0.00	2,171.00
331 EMR TOWN IN BLOOM	1,000.00	581.00	1,581.00	0.00
332 EMR CHARTER FAIRS	5,141.00	0.00	0.00	5,141.00
333 EMR PLAY AREA REPLACEMENT	57,932.00	10,000.00	0.00	67,932.00
334 EMR TOURISM LEAFLETS	883.00	0.00	0.00	883.00
335 EMR GREEN SPACES DEVELOPMENT	8,916.00	5,862.00	0.00	14,778.00
336 EMR NEIGHBOURHOOD PLAN	0.00	975.00	975.00	0.00
337 EMR BRIDGE REPAIRS	44,640.00	28,587.37	63,974.16	9,253.21
338 EMR OFFICE DEVELOPMENT / FURNI	156.00	0.00	156.00	0.00
339 EMR DEPOT EQUIPMENT	7,850.00	3,150.00	0.00	11,000.00
340 EMR AEDS	850.00	0.00	717.00	133.00
341 EMR LHSCC REPAIRS & MAINT	25,000.00	3,000.00	0.00	28,000.00
342 EMR CEMETERY LODGE REPAIRS	500.00	0.00	500.00	0.00
343 EMR BOWLS PAVILION REPAIRS	2,493.00	0.00	0.00	2,493.00
344 EMR MAKING GOOD/BOUNDARY REP	45,000.00	0.00	0.00	45,000.00
345 EMR EMERGENCY GRANTS	3,000.00	0.00	0.00	3,000.00
346 EMR TWINNING	2,483.00	65.00	652.00	1,896.00
348 EMR SCULPTURE TRAIL	800.00	100.00	0.00	900.00
349 EMR TRAINING	8,953.00	2,145.00	3,500.00	7,598.00
350 EMR COMPUTERS & SOFTWARE	5,633.00	0.00	0.00	5,633.00
351 EMR RATES	1,491.69	8.31	844.00	656.00
352 EMR ACCESSIBILITY	2,513.00	0.00	0.00	2,513.00
353 EMR WILDLIFE CONSERVATION VOLU	1,461.00	2,571.00	300.00	3,732.00
354 EMR MACHINERY REPLACE & REPAIR	9,949.00	2,500.00	0.00	12,449.00
355 EMR BUILDINGS REPLACE & REPAIR	6,500.00	2,410.00	4,820.00	4,090.00
356 EMR RESOURCING RESERVE	38,466.00	16,362.00	0.00	54,828.00
357 EMR VEHICLE REPLACEMENT & REPA	3,445.00	3,898.00	0.00	7,343.00
358 EMR STAFFING COSTS	3,676.42	297.00	715.94	3,257.48
360 EMR BUCKINGHAM CENTRE COSTS	0.00	6,500.00	0.00	6,500.00
361 EMR EVENTS RESERVE	0.00	5,332.00	2,904.00	2,428.00
	339,303.94	102,990.43	86,745.68	355,548.69

19/04/2026

Buckingham Town Council

Page 1

11:52

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 11

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
01/02/2026	16035980		ANGLIAN WATER	A015	-130.42	-15.80	-146.22	4602	249	-130.42	cornwalls meadow toilets
01/02/2026	2VPAHI		AMAZON	A035	4.81	0.96	5.77	4166	301	4.81	halloween
01/02/2026	7PMQ-YHTP		AMAZON	A035	7.04	1.41	8.45	4166	301	7.04	halloween
01/02/2026	FV260HI		AMAZON	A035	2.66	0.53	3.19	4166	301	2.66	halloween
01/02/2026	QABEY		AMAZON	A035	2.48	0.50	2.98	4128	301	2.48	stickers pancake
01/02/2026	TJPHI		AMAZON	A035	42.09	8.42	50.51	4042	301	42.09	TJPHI/10113171/Charity Buckets
01/02/2026	VK2G3I		AMAZON	A035	5.53	1.10	6.63	4166	301	5.53	halloween
01/02/2026	WMRX5DI		AMAZON	A035	5.83	1.16	6.99	4112	262	5.83	mobile phone cover
01/02/2026	81832		ABBOT FIRE	A054	308.25	61.65	369.90	4606	251	308.25	extinguisher service
01/02/2026	81834		ABBOT FIRE	A054	275.00	55.00	330.00	4161	250	275.00	extinguisher service
01/02/2026	81835		ABBOT FIRE	A054	438.50	87.70	526.20	4161	250	438.50	extinguisher service
01/02/2026	81837		ABBOT FIRE	A054	61.55	12.31	73.86	4601	251	61.55	extinguisher service
01/02/2026	81838		ABBOT FIRE	A054	332.30	66.46	398.76	4601	248	332.30	extinguisher service
01/02/2026	6553		BALC	B001	27.00	0.00	27.00	4010	102	27.00	local council ref book
01/02/2026	2205100034		BUCKS COUNCIL	B006	1,634.04	326.81	1,960.85	4243	301	1,634.04	charter fair clear up
05/02/2026	2205100652		BUCKS COUNCIL	B006	3,945.85	789.17	4,735.02	4102	262	3,945.85	dog waste collection annual
22/02/2026	2505013767		BUCKS COUNCIL	B006	5,250.00	0.00	5,250.00	4156	102	5,250.00	rent sept to march
28/02/2026	438461		BUILDBASE	B013	52.30	10.46	62.76	4112	262	2.41	CONSUMABLES
								4161	250	49.89	CONSUMABLES
25/02/2026	2379		BURGESS BLD	B016	1,215.00	243.00	1,458.00	4601	253	1,215.00	chapel door repairs
01/02/2026	438461		BROWNS	B031	52.30	10.46	62.76	4112	262	2.41	par premier
								4161	250	49.89	masking tape
28/02/2026	CORRECT		BROWNS	B031	-52.30	-10.46	-62.76	4112	262	-2.41	CORRECT
								4161	250	-49.89	CORRECT
16/02/2026	2026/210		BLACK DOG DESIGN	B038	1,295.00	89.00	1,384.00	4032	102	1,295.00	btm
28/02/2026	PAID TWICE		BOUNCY MACS	B073	-485.00	-85.00	-570.00	4278	303	-485.00	paid already 14/5 DEDUCT NEXT
05/02/2026	1059922782		B AND Q	B091	139.97	27.99	167.96	4042	301	139.97	paint for events podium
17/02/2026	300716497		BARRIERS DIRECT	B092	114.18	22.84	137.02	4619	253	114.18	hooped barrier low level

19/04/2026

Buckingham Town Council

Page 2

11:52

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 11

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
								326		-114.18	hooped barrier low level
								6002	253	114.18	hooped barrier low level
02/02/2026	9165		COX	C041	93.00	18.60	111.60	4601	253	93.00	9165/10113179/topsoil
01/02/2026	10372		CLOUDY IT	C073	1,903.20	380.64	2,283.84	4027	102	1,903.20	monthly hosting
01/02/2026	4833		DAVE WOOD RACING	D023	257.74	51.55	309.29	4063	205	257.74	honda repairs
28/02/2026	KI-9F3759D7-0004		EDF	E014	67.96	3.40	71.36	4602	251	67.96	jan chandos
28/02/2026	KI-AC53CE39-0004		EDF	E014	23.25	1.16	24.41	4052	102	23.25	jan feeder pillar
02/02/2026	32719		GANDERTON	G008	182.42	36.48	218.90	4063	205	168.00	fuel
								4036	205	14.42	fuel
28/02/2026	CORRECT		GANDERTON	G008	0.06	0.00	0.06	4063	205	0.06	CORRECT/W Ganderton & Son
03/02/2026	1440422		GRUNDON	G050	148.07	29.61	177.68	4033	205	148.07	wheelie bins lhsc
03/02/2026	1440423		GRUNDON	G050	233.41	46.68	280.09	4033	205	233.41	wheeli bins depot
17/02/2026	GLC-FTI-266382		GROUND CONTROL	G052	8,698.07	1,739.61	10,437.68	4285	264	8,698.07	new cemetery works
01/02/2026	15126		HEALTH	H011	2,088.30	417.66	2,505.96	4612	249	1,044.15	toilet maint
								4612	254	1,044.15	toilet maint
02/02/2026	15184		HEALTH	H011	2,088.30	417.66	2,505.96	4612	249	1,044.15	toilet maintenance
								4612	254	1,044.15	toilet maintenance
01/02/2026	932071		INREACH	I014	81.33	16.27	97.60	4012	102	81.33	copy charge
03/02/2026	5008973		JOHNSONS	J009	3,961.00	754.20	4,715.20	4265	253	3,961.00	replacement trees/shrubs
03/02/2026	142415		JOHN CRADDOCKS	J011	30.00	6.00	36.00	4112	262	30.00	142415/10113176/Lifting Strops
01/02/2026	183909		JANITORIAL DIRECT	J013	139.76	27.95	167.71	4164	250	139.75	183909/10113154/Cleaning Suppl
								4164	250	0.01	cleaning
01/02/2026	184254		JANITORIAL DIRECT	J013	212.35	42.47	254.82	4164	250	212.35	184254/10113164/Cleaning Suppl
06/02/2026	FEB		JACKSON	J014	60.00	0.00	60.00	4253	305	60.00	12 x jars honey
13/02/2026	3371		LINDENGATE CHARITY	L027	170.00	34.00	204.00	4505	125	170.00	mayoral tree, bkl poplar
18/02/2026	4699		MEMSAFE	M038	1,675.00	335.00	2,010.00	4617	253	1,675.00	12 x memorial make safe
28/02/2026	260200201329		MAINSTREAM	M061	126.27	25.25	151.52	4018	102	126.27	b band
02/02/2026	27253		MKPA	M067	1,092.00	0.00	1,092.00	4094	301	1,092.00	play session 26/27
01/02/2026	27255		MKPA	M067	2,184.00	0.00	2,184.00	4094	301	2,184.00	play sessions 26/27

19/04/2026

Buckingham Town Council

Page 3

11:52

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 11

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
02/02/2026	27371		MKPA	M067	204.00	0.00	204.00	4166	301	170.00	bouncy castle easter
								4166	301	34.00	bouncy castle easter
01/02/2026	M27		NABMA	N008	484.00	0.00	484.00	4017	302	450.00	M27/10113177/annual subs
								4017	302	34.00	annual subs 25/26
01/02/2026	248228		NATIONAL EXPRESS	N023	21.28	0.00	21.28	4253	305	21.28	national express tickets
01/02/2026	116453		OAKPARK	O060	128.00	25.60	153.60	4091	261	128.00	alarm charge 26/27
20/02/2026	116799		OAKPARK	O060	180.00	36.00	216.00	4100	260	180.00	call out lhscv cctv
01/02/2026	148996		PARAGON	P008	4.96	0.99	5.95	4037	205	4.96	cable ties
20/02/2026	149442		PARAGON	P008	5.40	1.08	6.48	4112	262	5.40	transformer hire
20/02/2026	149443		PARAGON	P008	551.66	110.33	661.99	4620	253	551.66	digger hire
20/02/2026	149444		PARAGON	P008	186.63	37.33	223.96	4620	253	186.63	wacker hire
20/02/2026	149445		PARAGON	P008	221.65	44.33	265.98	4265	253	221.65	telehandler hire
20/02/2026	149446		PARAGON	P008	153.85	30.77	184.62	4265	253	153.85	digger hire
03/02/2026	03094758		PROTEC	P034	82.54	16.50	99.04	4037	205	82.54	decorating items
01/02/2026	3261608		PRS	P044	234.93	46.99	281.92	4162	250	234.93	prs licence lhscv
01/02/2026	3261609		PRS	P044	1,265.20	253.04	1,518.24	4220	301	151.82	prs licence 12%
								4278	303	139.17	prs licence 11%
								4211	301	215.08	prs licence 17%
								4202	301	544.03	prs licence 43%
								4212	301	215.10	prs licence 17%
03/02/2026	160444		PAYROLL OPTIONS	P057	163.16	32.63	195.79	4030	102	163.16	monthly payroll
20/02/2026	1009157		QUEST	Q002	15.87	3.17	19.04	4037	205	15.87	sealant, drill bit
28/02/2026	DTWP		USE S074	R028	218.32	43.66	261.98	4042	301	218.32	racking for events equip
28/02/2026	2526263		SEAHAWKS	S007	78.00	0.00	78.00	4128	301	78.00	pancake trophies
13/02/2026	2526273		SEAHAWKS	S007	39.00	0.00	39.00	4242	303	39.00	cooking awards FF 26
01/02/2026	2471		SJ MOBILITY	S028	92.07	18.42	110.49	4608	249	92.07	battery, tyre repairs
06/02/2026	6865		SPARKX	S050	4,392.40	878.48	5,270.88	4619	253	4,392.40	cctv column installation
								326		-4,392.40	cctv column installation
								6002	253	4,392.40	cctv column installation

19/04/2026

Buckingham Town Council

Page 4

11:52

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 11

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis				
							Invoice Total	A/C	Centre	Amount	Analysis Description
01/02/2026	39214		SILENT	S072	2,715.00	543.00	3,258.00	4207	301	2,715.00	screen hire 26/27 rem parade
03/02/2026	442303		TUDOR ENVIRONMENTAL	T002	194.03	38.80	232.83	4037	205	194.03	stihl oil, line etc
03/02/2026	1033165835		TRAVIS	T010	185.28	37.06	222.34	4601	253	185.28	hardwood
01/02/2026	1036095293		TRAVIS	T010	18.07	3.62	21.69	4161	250	18.07	decorating
03/02/2026	1037299955		TRAVIS	T010	662.40	132.48	794.88	4265	253	662.40	mot type 1 bulk bag
02/02/2026	1037628566		TRAVIS	T010	63.28	12.66	75.94	4112	262	63.28	hardwood
01/02/2026	61339		T KING ASSOC	T030	111.70	22.34	134.04	4043	102	111.70	uniform
03/02/2026	357742		TOOLCHIMP	T100	79.77	15.95	95.72	4265	253	79.77	padlock, hasp & staple
17/02/2026	4410439952		VIKING DIRECT	V001	90.30	18.06	108.36	4010	102	90.30	stationery
23/02/2026	97470		WORKNEST	W029	2,600.00	520.00	3,120.00	4025	101	2,600.00	20 x hours hr support
TOTAL INVOICES					55,502.20	9,013.15	64,515.35			55,502.20	

19/04/2026

Buckingham Town Council

Page 1

11:52

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 12

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2026	15429230		ANGLIAN WATER	A015	174.11	16.81	190.92	4603	248	174.11	depot may - aug
31/03/2026	15443348		ANGLIAN WATER	A015	51.54	3.70	55.24	4603	248	51.54	depot
31/03/2026	15786437		ANGLIAN WATER	A015	895.60	0.00	895.60	4603	251	895.60	chandos aug-nov
31/03/2026	15815918		ANGLIAN WATER	A015	98.68	8.74	107.42	4603	248	98.68	depot aug - nov
31/03/2026	15828966		ANGLIAN WATER	A015	202.39	19.85	222.24	4160	250	202.39	lhsc aug - nov
31/03/2026	16160177		ANGLIAN WATER	A015	100.74	0.00	100.74	4603	251	100.74	chandos nov - feb
31/03/2026	16186943		ANGLIAN WATER	A015	117.54	10.76	128.30	4603	248	117.54	depot nov - feb
31/03/2026	16199455		ANGLIAN WATER	A015	192.96	18.84	211.80	4160	250	192.96	lhsc nov - feb
31/03/2026	16433465		ANGLIAN WATER	A015	105.36	25.13	130.49	4603	249	105.36	cornwalls toilets jan - mar
17/03/2026	NWC-0221208A		ANGLIAN WATER	A015	13,980.57	2,695.71	16,676.28	4285	264	13,980.57	new cem water conection
27/03/2026	28604		AMBIVENT	A020	585.00	117.00	702.00	4162	250	585.00	legionella servicing
27/03/2026	28631		AMBIVENT	A020	540.00	108.00	648.00	4161	250	540.00	replace aav
31/03/2026	4/3/26		AMAZON	A035	4.19	0.00	4.19	4042	301	4.19	events equip
03/03/2026	GB6KR56ABEY		AMAZON	A035	4.99	1.00	5.99	4042	301	4.99	shuttlecocks
10/03/2026	GB6L4MBEBEY		AMAZON	A035	19.16	3.83	22.99	4161	250	19.16	henry hoover bags
10/03/2026	GB6LGAXABEY		AMAZON	A035	117.48	23.50	140.98	4038	102	111.49	GB6LGAXABEY/Camera
								4010	102	5.99	GB6LGAXABEY/Note Holder
03/03/2026	GB6QKEFBEY		AMAZON	A035	73.19	14.64	87.83	4166	301	50.12	easter craft
								4254	306	23.07	Ear Defenders
31/03/2026	GB6RW35ABEY		AMAZON	A035	12.07	2.41	14.48	4112	262	12.07	disposable gloves
31/03/2026	GB601GGR98Y7LI		AMAZON	A035	16.66	3.33	19.99	4234	302	14.99	Clay for Dinosaur event
								4234	302	1.67	modelling clay
03/03/2026	GB6000EKROCXI		AMAZON	A035	14.16	2.83	16.99	4042	301	14.16	safe throwing game!
19/03/2026	GB6001SK7QXPRI		AMAZON	A035	3.93	0.79	4.72	4254	306	3.93	sensory scarves
19/03/2026	GB6004RCDJTR		AMAZON	A035	25.00	5.00	30.00	4042	301	25.00	GB6004RCDJTR/Chess MAT
22/03/2026	GB6007NV36OF9I		AMAZON	A035	6.91	1.38	8.29	4112	262	6.91	adapter
03/03/2026	GB6014L6ARF11		AMAZON	A035	15.79	3.16	18.95	4042	301	15.79	bean bag toss
22/03/2026	GB6016Z5REHRTI		AMAZON	A035	32.58	6.52	39.10	4112	262	32.58	engine oil

19/04/2026

Buckingham Town Council

Page 2

11:52

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 12

Order by Supplier A/c

											Nominal Ledger Analysis	
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description	
03/03/2026	GB6215FQAEBI		AMAZON	A035	59.92	11.98	71.90	4042	301	59.92	badminton set	
03/03/2026	GB60001K8VAHI		AMAZON	A035	44.14	8.83	52.97	4042	301	44.14	bowling games set	
03/03/2026	GB60001ZJLC391		AMAZON	A035	16.66	3.33	19.99	4042	301	16.66	stepping stones	
19/03/2026	GB60002C8VAH1L		AMAZON	A035	16.64	3.33	19.97	4042	301	16.64	quoits	
19/03/2026	GB60003BIT4S31		AMAZON	A035	15.30	3.06	18.36	4254	306	15.30	sensory stones	
19/03/2026	GB60003FIT4S31		AMAZON	A035	7.65	1.53	9.18	4254	306	7.65	sensory stones	
03/03/2026	GB60003MZTR591		AMAZON	A035	8.33	1.66	9.99	4042	301	8.33	ring toss	
31/03/2026	GB60004Q04TQTC		AMAZON	A035	-77.54	-15.51	-93.05	4042	301	-77.54	credit connect four	
19/03/2026	GB60006Z6JACNI		AMAZON	A035	11.86	2.37	14.23	4042	301	11.86	soft balls	
03/03/2026	GB60009AG6MORI		AMAZON	A035	23.74	4.75	28.49	4042	301	23.74	parachute	
31/03/2026	GB60016U0E1T91		AMAZON	A035	31.99	0.00	31.99	4010	102	31.99	VAT book	
19/03/2026	GB600030RB6GDI		AMAZON	A035	37.95	7.59	45.54	4254	306	37.95	sensory activity board	
03/03/2026	GB600095NIWBI		AMAZON	A035	3.49	0.70	4.19	4042	301	3.49	metal bill holder spike	
19/03/2026	GB600038804TQTI		AMAZON	A035	77.54	15.51	93.05	4042	301	74.44	GB600038804TQTI/Connect Four	
								4042	301	3.10	connect 4	
01/03/2026	1176		COMMUNITY CENTRE	B002	330.00	0.00	330.00	4242	303	330.00	1176/HALL HIRE FOR FOOD FAIR 2	
31/03/2026	1204		COMMUNITY CENTRE	B002	154.00	0.00	154.00	4019	102	154.00	1204/Hall Hire ATM	
31/03/2026	19/3		BREWERS	B005	135.50	27.10	162.60	4601	251	45.48	19/3/5L Bird Wood Preserver	
								4601	251	90.02	wood protector	
31/03/2026	263383		BREWERS	B005	74.50	14.90	89.40	4106	262	74.50	263383/Wood Preserver -	
31/03/2026	270527		BREWERS	B005	90.02	18.00	108.02	4601	251	90.02	270527/5L Bird Wood Preserver	
31/03/2026	279214		BREWERS	B005	41.97	8.39	50.36	4042	301	41.97	279214/Albany Gloss (Tinted) 1	
01/03/2026	2205100854		BUCKS COUNCIL	B006	4,000.00	0.00	4,000.00	4016	104	4,000.00	legal fees tingewick rd	
27/03/2026	2220005719		BUCKS COUNCIL	B006	100.00	0.00	100.00	4030	102	100.00	pension costs	
31/03/2026	38/12		BUCK HILLCREST	B008	260.00	0.00	260.00	4601	248	260.00	management charge	
31/03/2026	658445		BUILDBASE	B013	17.99	3.60	21.59	4161	250	17.99	emulsion	
27/03/2026	346998		BROXAP	B027	260.00	52.00	312.00	4112	262	260.00	finger arm twin town	
01/03/2026	912800		BCQ	B052	155.00	0.00	155.00	4242	303	155.00	912800/Buckingham Foodie Map f	
31/03/2026	CORRECT		BOUNCY MACS	B073	475.00	95.00	570.00	4278	303	475.00	correct	

19/04/2026

Buckingham Town Council

Page 3

11:52

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2026	CORRECTA		BOUNCY MACS	B073	-475.00	-95.00	-570.00	4278	303	-475.00	correct
31/03/2026	CORRECTB		BOUNCY MACS	B073	485.00	85.00	570.00	4278	303	485.00	correct
31/03/2026	CORRECTC		BOUNCY MACS	B073	-485.00	0.00	-485.00	4278	303	-485.00	refund of overpayment
31/03/2026	CORR		BRAYLEY	B075	210.85	0.00	210.85	4063	205	210.85	CORR/Brayley Renault Milton Ke
31/03/2026	PAID CB		BRAYLEY	B075	-210.85	0.00	-210.85	4063	205	-210.85	PAID CB/Brayley Renault Milton
31/03/2026	PAID VIA CB		BRAYLEY	B075	-184.85	-26.00	-210.85	4063	205	-184.85	inv paid via CB
31/03/2026	645742		BATHROOM SPARES	B084	138.45	27.69	166.14	4161	250	138.45	645742/x13 Countertop Basin Fi
31/03/2026	1061006496		B AND Q	B091	83.33	16.67	100.00	4042	301	83.33	Chess Pieces
27/03/2026	9229		COX	C041	279.00	55.80	334.80	4620	253	279.00	top soil march
31/03/2026	10764		CLOUDY IT	C073	1,530.73	306.14	1,836.87	4027	102	1,530.73	monthly hosting
31/03/2026	119661		DENTS	D012	24.96	4.99	29.95	4043	102	24.96	White & black botton gloves
03/03/2026	KI-A4EFC9D4-003		E-ON	E006	14.19	0.71	14.90	4602	253	14.19	new cemetery
31/03/2026	KI-A4EFC9D4-0004		E-ON	E006	12.76	0.64	13.40	4602	253	12.76	new cem march 26
03/03/2026	KI-C151764D-0047		E-ON	E006	278.12	13.90	292.02	4159	250	278.12	sept lh
31/03/2026	LH MAY		E-ON	E006	224.56	0.00	224.56	4159	250	224.56	LH MAY/E-ON
03/03/2026	NEW CEM FEB		E-ON	E006	16.99	0.00	16.99	4602	253	16.99	NEW CEM FEB/E-ON
03/03/2026	NEW CEM JAN		E-ON	E006	15.82	0.00	15.82	4602	253	15.82	NEW CEM JAN/E-ON
31/03/2026	KI-9F3759D7-0001		EDF	E014	55.47	2.77	58.24	4602	251	55.47	aug-oct chandos
31/03/2026	KI-9F3759D7-0003		EDF	E014	60.90	3.04	63.94	4602	251	60.90	dec chandos
09/03/2026	KI-9F3759D7-0005		EDF	E014	60.10	3.00	63.10	4602	251	60.10	chandos toilets feb
31/03/2026	KI-9F3759D7-0006		EDF	E014	61.05	3.05	64.10	4602	251	61.05	chandos toilets march
31/03/2026	KI-37B4B67C-0004		EDF	E014	56.33	2.82	59.15	4602	248	56.33	jan depot
02/03/2026	KI-37B4B67C-0005		EDF	E014	47.53	2.38	49.91	4602	248	47.53	depot feb
31/03/2026	KI-37B4B67C-0006		EDF	E014	39.95	2.00	41.95	4602	248	39.95	depot march
31/03/2026	KI-55518D95-0008		EDF	E014	392.33	78.47	470.80	4158	250	392.33	april 25 lh gas
31/03/2026	KI-55518D95-0010		EDF	E014	83.96	4.20	88.16	4158	250	83.96	june lh gas
31/03/2026	KI-55518D95-0011		EDF	E014	76.60	3.83	80.43	4158	250	76.60	july lh gas
31/03/2026	KI-55518D95-0017		EDF	E014	686.76	137.35	824.11	4158	250	686.76	jan 26 lh gas
02/03/2026	KI-55518D95-0018		EDF	E014	640.31	128.06	768.37	4158	250	640.31	lh gas feb

19/04/2026

Buckingham Town Council

Page 4

11:52

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2026	KI-55518D95-0019		EDF	E014	582.48	116.50	698.98	4158	250	582.48	march
31/03/2026	KI-60801EA0-0004		EDF	E014	16.49	0.82	17.31	4602	253	16.49	jan chapel b
31/03/2026	KI-60801EA0-0005		EDF	E014	14.90	0.74	15.64	4602	253	14.90	feb chapel b
31/03/2026	KI-60801EA0-0006		EDF	E014	16.50	0.82	17.32	4602	253	16.50	chapel b march
31/03/2026	KI-AC53CE39-0001		EDF	E014	21.40	1.07	22.47	4052	102	21.40	aug-oct feeder
31/03/2026	KI-AC53CE39-0003		EDF	E014	22.21	1.11	23.32	4052	102	22.21	dec feeder
31/03/2026	KI-AC53CE39-0005		EDF	E014	20.81	1.04	21.85	4052	102	20.81	feb feeder pillar
31/03/2026	KI-AC53CE39-0006		EDF	E014	22.23	1.11	23.34	4052	102	22.23	feeder pillar march
31/03/2026	KI-D7404BCF-0004		EDF	E014	16.37	0.82	17.19	4602	253	16.37	jan chapel a
02/03/2026	KI-D7404BCF-0005		EDF	E014	37.20	1.86	39.06	4602	253	37.20	chapel a feb
31/03/2026	KI-D7404BCF-0006		EDF	E014	22.10	1.10	23.20	4602	253	22.10	chapel a march
31/03/2026	KI-EBC07DA7-0001		EDF	E014	82.41	4.12	86.53	4602	248	82.41	aug-oct depot
31/03/2026	KI-EBC07DA7-0002		EDF	E014	106.12	5.31	111.43	4602	248	106.12	nov depot
31/03/2026	KI-EBC07DA7-0004		EDF	E014	139.70	6.98	146.68	4602	248	139.70	jan depot
31/03/2026	KI-EBC07DA7-0005		EDF	E014	129.09	6.45	135.54	4602	248	129.09	feb depot
31/03/2026	KI-EBC07DA7-0006		EDF	E014	150.44	7.52	157.96	4602	248	150.44	march depot
24/03/2026	EE07126		EDWARDS	E030	312.75	62.55	375.30	4285	264	312.75	EE07126/Standpipe ICE34 GEKA
31/03/2026	310325		FUN FACTOR	F025	520.00	0.00	520.00	4234	302	520.00	dinosaur puppet activity
31/03/2026	1484		FABRICHINE	F058	2,250.00	450.00	2,700.00	4101	262	1,689.00	1484/Litter bin frames
								4601	252	561.00	1484/Litter bin frames
31/03/2026	1485		FABRICHINE	F058	30.00	6.00	36.00	4037	205	30.00	1485/Repair to Grappling Hooks
11/03/2026	23153		FORGE TIMBER	F060	67.99	13.60	81.59	4601	253	67.99	sawn carcassing
04/03/2026	32938		GANDERTON	G008	197.05	39.41	236.46	4063	205	174.77	fuel
								4036	205	22.28	fuel
27/03/2026	33191		GANDERTON	G008	294.34	58.87	353.21	4063	205	140.53	fuel march
								4036	205	153.81	fuel march
31/03/2026	58939		GAZEBOSHOP	G023	512.50	102.50	615.00	4235	302	512.50	gazebo and weights
04/03/2026	1459555		GRUNDON	G050	136.01	27.20	163.21	4033	205	136.01	wheelie bins
04/03/2026	1459556		GRUNDON	G050	237.10	47.42	284.52	4033	205	237.10	wheelie bins depot

19/04/2026

Buckingham Town Council

Page 5

11:52

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2026	1464173		GRUNDON	G050	164.69	32.94	197.63	4033	205	164.69	wheelie bin depot
31/03/2026	1464174		GRUNDON	G050	137.39	27.48	164.87	4033	205	137.39	wheelie bin lhsc
09/03/2026	20559		HERON	H009	338.30	67.66	405.96	4202	301	338.30	20559/A4 corex panels
03/03/2026	20561		HERON	H009	788.36	157.67	946.03	4265	253	788.36	20561/Diabond panels and vinyl
31/03/2026	15263		HEALTH	H011	2,088.30	417.66	2,505.96	4612	249	1,044.15	toilet maint
								4612	254	1,044.15	toilet maint
27/03/2026	15337		HEALTH	H011	2,088.30	417.66	2,505.96	4612	254	1,044.15	march toilet maint
								4612	249	1,044.15	march toilet maint
31/03/2026	47		HP SERVICES	H056	70.00	0.00	70.00	4161	250	70.00	lh window cleaning
31/03/2026	931136		INREACH	I014	134.36	26.88	161.24	4012	102	134.36	copies
31/03/2026	933188		INREACH	I014	85.66	17.13	102.79	4012	102	85.66	copies
27/03/2026	934126		INREACH	I014	107.39	21.48	128.87	4012	102	107.39	copies
31/03/2026	185844		JANITORIAL DIRECT	J013	162.93	32.58	195.51	4164	250	162.93	185844/Cleaning Products
27/03/2026	312178		KINGFISHER	K010	590.00	118.00	708.00	4601	252	590.00	312178/Galvanised Steel Bins
31/03/2026	2998438		LS ENGINEERS	L002	18.67	3.73	22.40	4037	205	18.67	2998438/Tube of Grease
31/03/2026	1201176417		LS ENGINEERS	L002	45.97	9.19	55.16	4035	205	45.97	mower parts
31/03/2026	96039		LINNELL BROS	L010	565.65	113.13	678.78	4112	262	565.64	96039/Treated Timber for gate
								4112	262	0.01	timber
04/03/2026	04/03		MOLE	M014	90.00	18.00	108.00	4619	253	90.00	04/03/Landscape Bark
01/03/2026	A0103		MEN IN SHEDS	M052	55.00	0.00	55.00	4242	303	55.00	tombola
31/03/2026	250400158121		MAINSTREAM	M061	196.99	39.40	236.39	4018	102	196.99	bband
01/03/2026	260300203517		MAINSTREAM	M061	96.49	19.30	115.79	4018	102	96.49	bband
31/03/2026	DOMAINA		NAMESCO	N015	88.79	0.00	88.79	4041	102	88.79	domain
01/03/2026	1499		NOTHING	N018	28.99	5.80	34.79	4112	262	28.99	1499/Abus numbered padlock
31/03/2026	PADLOCK		NOTHING	N018	129.02	0.00	129.02	4112	262	129.02	PADLOCK/Nothing but Padlocks
01/03/2026	248433		NATIONAL EXPRESS	N023	105.26	0.00	105.26	4253	305	105.26	ticket sales tic
31/03/2026	SUBS 25		NAS	N024	85.00	0.00	85.00	4017	102	85.00	SUBS 25/National Allotment Soc
31/03/2026	186075		OFFICE FURNITURE	O002	153.00	30.60	183.60	4010	102	153.00	desk
31/03/2026	7960624		OPENSACES	O003	45.00	0.00	45.00	4017	102	45.00	annual subs

19/04/2026

Buckingham Town Council

Page 6

11:52

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/03/2026	149608		PARAGON	P008	274.03	54.81	328.84	4112	262	3.20	gaffa tape, discs, cable ties
								4042	301	252.00	checker plate sheet
								4037	205	18.83	gaffa tape, cable ties, discs
01/03/2026	149696		PARAGON	P008	430.50	86.10	516.60	4112	262	430.50	wood chipper
11/03/2026	149899		PARAGON	P008	627.95	125.59	753.54	4620	253	627.95	digger hire
25/03/2026	150191		PARAGON	P008	103.50	20.70	124.20	4112	262	103.50	ride on mower hire
25/03/2026	150192		PARAGON	P008	106.00	21.20	127.20	4112	262	106.00	ride on cutter hire
27/03/2026	150286		PARAGON	P008	290.84	58.17	349.01	4620	253	290.84	skip loader march
27/03/2026	150358		PARAGON	P008	26.80	5.36	32.16	4112	262	8.60	decorating items
								4037	205	18.20	decorating items
27/03/2026	150416		PARAGON	P008	810.45	162.09	972.54	4601	252	810.45	tractor / rotavator hire march
27/03/2026	150485		PARAGON	P008	579.28	115.86	695.14	4620	253	579.28	digger hire march
31/03/2026	PROTECT		PROTEC	P034	33.06	0.00	33.06	4112	262	27.55	PROTECT/Cistern Blocks
								4112	262	5.51	PROTECT/Protec Direct
31/03/2026	PREM		PREMIER	P035	74.04	0.00	74.04	4037	205	61.70	PREM/Netting for tree guards a
								4037	205	12.34	PREM/Premier Netting
31/03/2026	3264293		PRS	P044	457.68	91.54	549.22	4164	250	457.68	prs lhsc
31/03/2026	71947415		PHS	P051	225.76	45.15	270.91	4162	250	225.76	sanitary waste
31/03/2026	71947416		PHS	P051	20.02	4.00	24.02	4162	250	20.02	sanitary waste etc
31/03/2026	158721		PAYROLL OPTIONS	P057	172.47	34.49	206.96	4030	102	172.47	monthly payroll
31/03/2026	161305		PAYROLL OPTIONS	P057	237.88	47.58	285.46	4030	102	237.88	payroll processing march
13/03/2026	33502		RBS	R001	103.83	20.77	124.60	4027	102	103.83	RIALTAS WEB SUPPORT
31/03/2026	87711A		ROSPA	R008	227.50	45.50	273.00	4106	262	227.50	87711A/Annual Inspections of B
31/03/2026	TO S074		USE S074	R028	-218.32	-43.66	-261.98	4042	301	-218.32	move invoice to s074
12/03/2026	QL209002-1		SLCC	S005	140.00	28.00	168.00	4023	102	140.00	qualification fee ZT
05/03/2026	771.25		SURE2DOOR	S010	642.71	128.54	771.25	4032	102	642.71	btm delivery
27/03/2026	75.20		SOCIETY OF LONDON	S013	62.67	12.53	75.20	4253	305	62.67	theatre tickets tic
31/03/2026	CHAPEL B		SSE	S019	1,548.72	77.44	1,626.16	4602	253	1,548.72	crd not refunded, deducted
31/03/2026	CREDIT		SSE	S019	-280.72	-14.04	-294.76	4602	253	-64.37	misposted invoices

19/04/2026

Buckingham Town Council

Page 7

11:52

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 12

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			
								A/C	Centre	Amount	Analysis Description
								4602	253	-64.93	misposted invoices
								4602	253	-56.02	misposted invoices
								4602	252	-64.92	misposted invoices
								4052	102	-30.48	misposted invoices
31/03/2026	IV02788173		SSE	S019	337.93	16.90	354.83	4602	248	337.93	depot jan-apr 25
31/03/2026	9303970865		SETON	S025	202.41	40.48	242.89	4164	250	202.41	emergency signs
27/03/2026	2582		SJ MOBILITY	S028	74.02	14.80	88.82	4608	249	74.02	call out and repair
31/03/2026	24476235684		SCREWFIX	S044	54.23	10.85	65.08	4112	262	54.23	anti climb paint
31/03/2026	24620104081		SCREWFIX	S044	51.56	10.31	61.87	4161	250	51.56	24620104081/Basin waste/20, se
31/03/2026	24634047452		SCREWFIX	S044	77.48	5.50	82.98	4043	102	77.48	hi viz, safety boots
31/03/2026	INV FEB		SP RACKING	S074	218.32	43.66	261.98	4042	301	218.32	racking
31/03/2026	4769963		SAFETY SIGNS 4 LESS	S075	23.53	4.71	28.24	4164	250	23.53	4769963/Safety Signs
23/03/2026	455030		TUDOR ENVIRONMENTAL	T002	138.34	0.00	138.34	4037	205	138.34	455030/Amenity Grass Seed 2x20
31/03/2026	DEC INV		THOMSON REUTERS	T004	94.00	18.80	112.80	4023	102	94.00	jct minor works
31/03/2026	2023-3672A		TURTLE ENGINEERING	T006	25.00	5.00	30.00	4168	262	25.00	misposted
05/03/2026	1038697946		TRAVIS	T010	79.98	16.00	95.98	4112	262	79.98	macadam
05/03/2026	1038920828		TRAVIS	T010	126.56	25.31	151.87	4620	253	126.56	hardwood
05/03/2026	1039172054		TRAVIS	T010	30.67	6.14	36.81	4161	250	30.67	decorating items
11/03/2026	1039529430		TRAVIS	T010	5.95	1.19	7.14	4037	205	5.95	woodscrews
23/03/2026	1040262628		TRAVIS	T010	36.87	7.37	44.24	4601	253	36.87	paving
31/03/2026	12156		TRADEFENCE	T013	1,029.69	205.94	1,235.63	4112	262	1,029.69	12156/30 Heras Fence Sets
31/03/2026	1000187045		TEST	T014	127.95	25.59	153.54	4112	262	127.95	1000187045/ETI Thermapen Indus
04/03/2026	7216		TS ELECTRICAL	T067	641.94	128.39	770.33	4619	253	641.94	7216/Install waterproof socket
11/03/2026	4410512080		VIKING DIRECT	V001	106.44	21.29	127.73	4010	102	106.44	stationery
11/03/2026	4410537840		VIKING DIRECT	V001	19.59	3.92	23.51	4010	102	19.59	stationery
27/03/2026	4490024497		VIKING DIRECT	V001	-29.99	-6.00	-35.99	4010	102	-29.99	stationery
31/03/2026	228607547		VISTAPRINT	V009	72.65	14.53	87.18	4624	601	72.65	vinyl banners
31/03/2026	228654077		VISTAPRINT	V009	17.15	3.43	20.58	4010	102	17.15	business cards
31/03/2026	229048977		VISTAPRINT	V009	72.65	14.53	87.18	4010	102	72.65	vinyl banners

19/04/2026

Buckingham Town Council

Page 8

11:52

PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2026	235153413		VISTAPRINT	V009	278.60	55.72	334.32	4608	249	69.65	banners
								4164	250	69.65	banners
								4253	305	69.65	banners
								4283	303	69.65	banners
31/03/2026	01557284		VALDA ENERGY	V015	686.54	137.31	823.85	4159	250	686.54	oct/nov
31/03/2026	01600253		VALDA ENERGY	V015	657.34	131.47	788.81	4159	250	657.34	oct/nov
31/03/2026	01646929		VALDA ENERGY	V015	157.66	31.53	189.19	4159	250	157.66	oct/dec
31/03/2026	01646930		VALDA ENERGY	V015	772.20	154.44	926.64	4159	250	772.20	dec/jan
31/03/2026	01694838		VALDA ENERGY	V015	64.43	12.88	77.31	4159	250	64.43	oct-jan
31/03/2026	01694839		VALDA ENERGY	V015	841.17	168.23	1,009.40	4159	250	841.17	jan/feb
31/03/2026	01743658		VALDA ENERGY	V015	659.65	131.93	791.58	4159	250	659.65	feb/mar
27/03/2026	315		VITA	V016	500.00	100.00	600.00	4709	249	500.00	annual service changing plcs
24/03/2026	144728		WATCO	W021	183.75	36.75	220.50	4601	253	183.75	144728/Flowpatch Asphalt Repai
11/03/2026	189771		WELLING	W022	58.90	11.78	70.68	4164	250	58.90	master keys
31/03/2026	95522		WORKNEST	W029	78.60	15.72	94.32	4026	101	78.60	dbS check AS
TOTAL INVOICES					57,670.71	9,417.89	67,088.60			57,670.71	

Buckingham Town Council
Resources Committee
Monday 27th April 2026

Contact Officer: Compliance and Projects Manager

Equal Opportunities policy

1. Recommendations

- 1.1. It is recommended that Members review and recommend to Full Council the amended Equal Opportunities policy.

2. Amendments

- 2.1. No material changes are recommended. Amendments are limited to grammatical or factual corrections, to remove unnecessary or duplicate text, or to specify a more appropriate timescale for further review.
- 2.2. Additions to the text are highlighted in yellow.
- 2.3. Deletions from the text are crossed through and highlighted in blue.



Date agreed	Committee	Minute number	Renewal date
30 th May 2022	Full Council	25.12/22	May 2023

BUCKINGHAM TOWN COUNCIL

EQUAL OPPORTUNITIES

LEGAL POSITION

It is unlawful to discriminate against an individual on the following grounds:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Under the Equality Act 2010 these are known as “protected characteristics”.

Buckingham Town Council is committed to valuing the diversity of the community it serves and promoting equality of opportunity.

We will work to ensure fair and equal access to our services by all citizens and to provide services in a manner which is sensitive to the needs of the individual, whatever their background.

Purpose

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

Scope

All employees, whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude

and ability. All employees will be helped and encouraged to develop their full potential, and the talents and resources of the workforce will be fully utilised to maximize the efficiency of the council.

Our Commitment

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the **Equal Opportunities & Bullying and Harassment** policy adopted by the Town Council **within the Handbook**.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing society as a whole.

The Town Council recognises that all employees have the right to be a member of a trade union, and the Council will not discriminate against employees based on their trade union status.

Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimisation through the council's Grievance procedure. ~~This is further defined in the Equality 2011 policy agreed by the Town Council.~~

This policy is fully supported by all Members of the council and adopts the model contract as devised by the employee professional body in the local government sector (the Society of Local Council Clerks).

The policy will be monitored and reviewed ~~annually~~ **triennially** by the Resources Committee. Other Personnel policies will be reviewed against the values stated in this main Equal Opportunities policy to ensure that the council strives to remain an Equal Opportunities employer.

Uses of Policy – Staff Handbook, Induction of staff and Members, decisions relating to Recruitment and Selection, Training and Development, Promotion, Remuneration, Retirement, cross-referenced to the Town Council's Community Engagement Strategy, Grievance, Disciplinary and **Equal Opportunities & Bullying & Harassment** Policies.

Council Services

The Council will actively seek the views and feedback from all communities, including from residents with the protected characteristics. The Council will consider the impact of service and policy changes on each of the protected groups. The Council will seek to proactively address inequality where this is identified. This will include reviewing each event to identify any changes that should be made, and carrying out an equalities impact assessment for the budget each year, along ~~for~~ **with** any major service or policy changes.

Buckingham Town Council**Resources Committee****Monday 27th April 2026**

Contact Officer: Compliance and Projects Manager

Vulnerable Adults Policy**1. Recommendations**

- 1.1. It is recommended that Members agree to amend the Safeguarding and Protecting Children Policy to include references to young people and vulnerable adults.
- 1.2. It is recommended that Members delegate to the Compliance and Projects Manager to make the relevant textual amendments to achieve this and to retitle the policy appropriately.

2. Background

- 2.1. At the Resources Committee meeting of 8 December 2025, whilst considering the Safeguarding and Protecting Children Policy, Members requested that a vulnerable adult policy be considered (minute 433/25).
- 2.2. The Compliance and Projects Manager has undertaken research and found that:
 - Vulnerable adults are referred to in the current safeguarding policy on 5 occasions: as “vulnerable adults,” “vulnerable people,” or “vulnerable... including the young.”
 - Of the sample Councils researched, all but one council that publish a safeguarding policy online include the phrase “children, young people and vulnerable adults” (or similar language) in every relevant instance in one policy document.
 - One Council found includes passing references to vulnerable adults in a similar way to our own policy.
 - No examples of policies solely for vulnerable adults were found.

3. Conclusion

- 3.1. It appears to be both best and the most common practice for Town and Parish Councils to have a combined children, young persons, and vulnerable adults policy.

Buckingham Town Council
Resources Committee
Monday 27 April 2026

Contact Officer: Compliance and Projects Manager

IT Policy

1. Recommendations

- 1.1. It is recommended that Members review and agree the proposed new IT Policy.

2. Background

- 2.1. A new control objective 'O' has been added to the Annual Governance and Accountability Return (AGAR) for the financial year 2025/26. It reads "*The authority has complied with laws, regulations & proper practices relating to digital and data compliance.*"
- 2.2. To comply with this objective the Council is required (together with other measures) to have an up to date IT Policy in place.
- 2.3. This Council currently includes its IT provisions within other documents, including the staff handbook, which are reviewed regularly by the Council.
- 2.4. Going forward, the Practitioners Guide 2026/27 recommends an IT Policy template which has been reproduced as a draft policy for this Council.
- 2.5. The wording of the draft policy has been reproduced unaltered (except in naming the relevant officer to whom requests for support and potential breaches should be reported) as it currently meets the recommended guidance.



Date agreed	Committee	Minute number	Renewal date
11 th May 2026	Resources		May 2027

BUCKINGHAM TOWN COUNCIL

IT POLICY

1. Introduction

Buckingham Town Council henceforth known as “The Council” recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use IT resources, including computers, networks, software, devices, data, and email accounts. The Council endeavours to provide digital devices but acknowledges that some small authority staff and members may be using their own personal devices. Everyone must adhere to this policy to maintain digital security.

3. Training and awareness

The Council will source regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. You should engage in regular training on email security and best practices, including but not limited to:

- the [Parish Council Domain Helper Service’s virtual cybersecurity workshops for councils](#)
- The National Cyber Security Centre [Cyber Security training for small organisations](#) and free [Cyber Action Toolkit](#).

4. Acceptable use of Council provided IT resources and email

When using IT resources for the Council’s purposes, you must adhere to ethical standards, and respect copyright and intellectual property rights.

Where possible, authorised devices, software, and applications will be provided by the Council for work-related tasks.



You must not install unauthorised software without checking with the clerk, and you must not use equipment or email to access or forward inappropriate or offensive content.

5. What you must do if you use your own personal devices

The Council will endeavour to provide individuals with devices to use for Council business. If you are using your own device you must make sure you are:

- using strong passwords for all your accounts (preferably using a password manager)
- downloading the latest operating system security updates
- using anti-virus software

6. Network and internet usage

You must be careful about which Wi-Fi networks you join. Public Wi-Fi networks in coffee shops or on trains can be targeted by hackers. Always make sure you are using a trusted internet connection, which is password protected when carrying out official business.

7. Password and account security

You are responsible for maintaining the security of your accounts and passwords. Use the National Cyber Security Centre's [advice for choosing a strong password](#). For business continuity, login details and passwords need to be stored securely so they can be accessed by trusted individuals in an emergency.

8. Email communication

The Council will endeavour to provide you with an official email account for organisation-related communication only. If you are currently using a personal email account, you should aim to move over to an official email account as soon as practically possible. You must make sure that emails are professional and respectful in tone. You must always check you are sending any confidential or sensitive information to the correct recipients.

Always be cautious when downloading attachments and opening links to avoid phishing and malware. Before opening any attachments or clicking on links, verify the source by looking at the email it has come from carefully. Do not download and open anything if you are unsure who has sent it.

9. Email access

The Authority reserves the right to check email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR. Clerks may need to access emails so that they respond to FOI or subject-access requests. If you are using a personal email account for council business, this is still subject to data protections laws and FOI requests.



10. Data management, data retention and security

All sensitive and confidential data should be stored and transmitted securely. You must regularly backup any important data to prevent data loss and follow your organisation's data retention policies.

You should retain and archive emails in compliance with your data retention policies. Regularly review and delete unnecessary emails to maintain an organised inbox.

11. Reporting security incidents

All suspected security breaches, including email breaches or incidents should be reported immediately to the Compliance and Projects Manager.

12. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges.

13. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

14. Contacts

For IT-related enquiries or assistance, users can contact the Compliance and Projects Manager.

All staff and councillors are responsible for the safety and security of IT and email systems.



Date agreed	Committee	Minute number	Renewal date
13 th June 2018	CSSC	159/18	June 2021

BUCKINGHAM TOWN COUNCIL NEWSLETTER POLICY AND PROCEDURE

This policy & procedure establishes guidelines for publishing Buckingham Town Council's newsletters.

The purpose of the Newsletter is to serve as a medium for communication between the Town Council and the residents of Buckingham. The Newsletter publishes articles and data deemed of interest for the residents of Buckingham.

Front page

- The nameplate Buckingham Town Matters (banner on the top front of the newsletter that identifies the publication) needs to have the Buckingham crest on the left side of the nameplate within the solid band. Which edition (season and year) needs to be underneath.
- The Thoroughly Modern Traditional Buckingham logo needs to be present.
- Desired front page picture, ideally relevant to the season it is distributed in.
- A brief list headlining what is in the issue, in order of appearance, at the bottom of the page.

Standard content

Permanent fixtures within the newsletters:

- Front page (see above)
- Inside front page, Mayoral message
- Inside back page, Buckingham Town Councillors / Your views count
- Back page, Events Diary
- Events Review
- Promotion of Events
- Additional annual articles

Appendix A

General awareness

- No third party advertising is accepted
- For a professional look and readability, no more than two text fonts or two or three headlines fonts should be used.

- Pictures that are provided by a third party shall be credited (courtesy of...)
- Page numbers on each page

Governance

The Newsletter shall be governed by the Communications Strategy Group acting as the editorial committee with delegated powers under standing orders, which can make recommendations to the Resources Committee, on issues of wider policy and strategic communication matters. The committee is composed of at least 4 members from the Full Council. The sub-committee is tasked with deciding content and can request articles to be written by staff members, councillors and partners as appropriate.

Procedure

The committee attend an Ideas/Content meeting approximately three months before the target distribution date. Once the content is agreed the CSG Clerk requests articles to be written by intended writers advising them of the return deadline date. The deadline date should be around 4 weeks (as many weeks as possible) from the Ideas/Content meeting and at least one week before the review article meeting.

The CSG Clerk will gather all articles including chasing any late submissions. All available articles are incorporated into the agenda for the review articles meeting and any last minute submissions are taken on the day. During the meeting the committee will review all articles and recommend any editorial changes.

Following the meeting the CSG Clerk will make the necessary changes before submitting them to the newsletter designer. This process should take approximately a week.

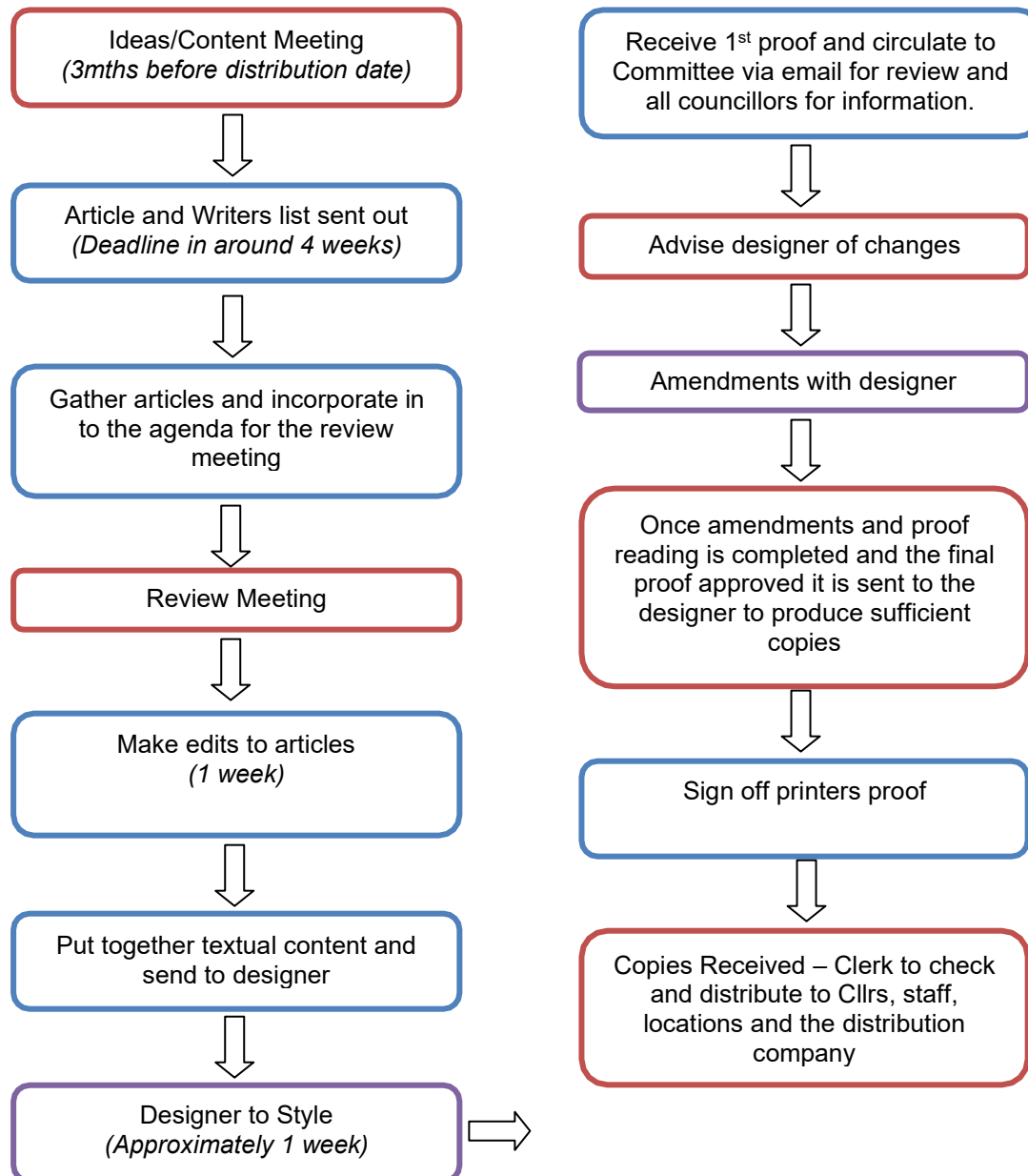
The designer will style the newsletter taking into account the above, front page, standard content & general awareness. This should take approximately a week.

On receipt of the first proof from the designer, the CSG Clerk will forward it onto the committee to review (via email). The committee should take approximately a week to review the proof and make any suggestions for changes, following which the CSG Clerk will advise the designer of the required changes.

Once changes, editing and proof reading is complete and confirmed by the committee the final draft is sent to the designer to produce enough copies for the houses and businesses of Buckingham. This should take approximately a week.

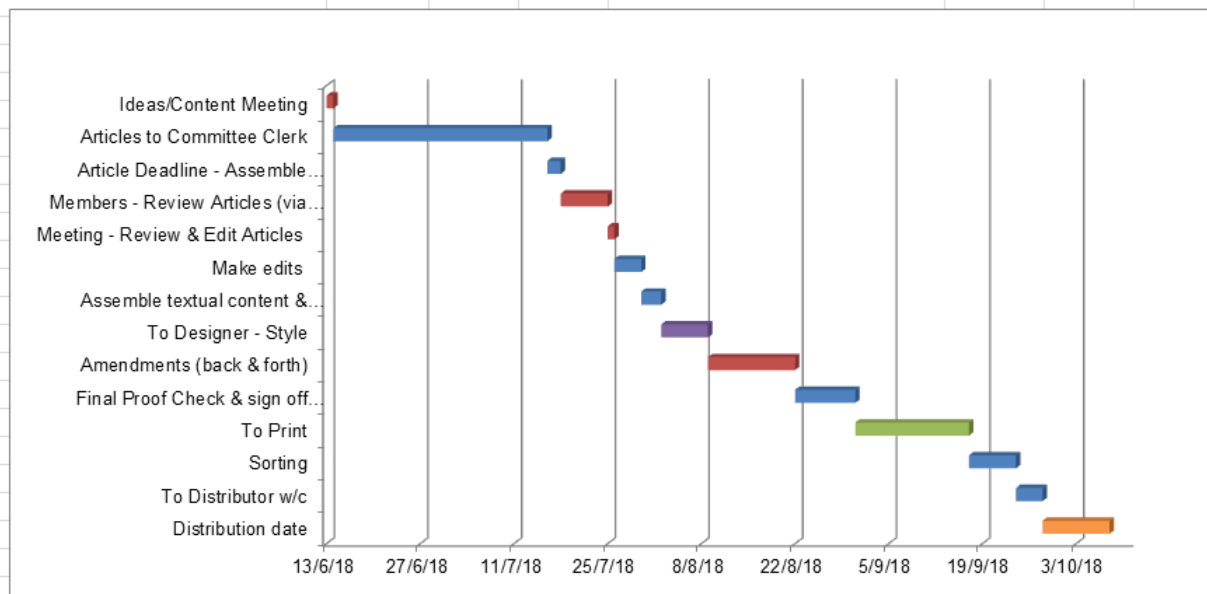
On receipt of the copies the CSG Clerk should check the newsletter is correct and distribute a copy to all Councillors and staff, keeping file copies and copies for the Legal Deposit Libraries. Copies also go to the Council Chamber, the Library, Lace Hill Sports & Community Centre, the Tourist Information Centre, the sheltered accommodation (Brooks Court, North End Court, Chandos Court) and other suitable venues as identified. All remaining copies should be given to the current distribution company to deliver to the residents of Buckingham.

Flow diagram of the procedure



Example of a Gantt chart – Time Line

Autumn 2018 Newsletter					
Task	Start Date	Duration	Task	Start Date	Duration
Ideas/Content Meeting	13/06/2018	1	To Designer - Style	02/08/2018	7
Articles to Committee Clerk	14/06/2018	32	Amendments (back & forth)	09/08/2018	13
Article Deadline - Assemble articles	16/07/2018	2	Final Proof Check & sign off (roundcllrs)	22/08/2018	9
Members - Review Articles (via agenda)	18/07/2018	7	To Print	31/08/2018	17
Meeting - Review & Edit Articles	25/07/2018	1	Sorting	17/09/2018	7
Make edits	26/07/2018	4	To Distributor w/c	24/09/2018	4
Assemble textual content & photos	30/07/2018	3	Distribution date	28/09/2018	10



Appendix A

ADDITIONAL ANNUAL ARTICLESSpring Issue

- Annual Town Meeting advert
- Council Tax/Precept
- Grant recipient list

Summer Issue

- What has your local council achieved in the last year (reports from each committee)

Autumn Issue

- Where the money came from and how we spent it (pie chart)
- Grant application advert

Buckingham Town Council**Resources Committee****Monday 27 April 2026**

Contact Officer: Compliance and Projects Manager

Preventing Sexual Harassment**1. Recommendations**

- 1.1. It is recommended that Members note the updated Risk Assessment and recommend it to Full Council for noting.
- 1.2. It is recommended that Members review the completed Action Plan and recommend it to Full Council for noting.

2. Background

- 2.1. The Equality Act 2010 has been amended to require employers to take “reasonable steps” to prevent sexual harassment of their employees.
- 2.2. This new duty came into force on 26 October 2024 and Officers worked with our HR partner, Worknest, last year to undertake an initial Risk Assessment from which an Action Plan was adopted by Full Council to fulfil this duty.

3. Information

- 3.1. A review of our policies and procedures took place last year which led to the Risk Assessment and Action Plan being created, in the format provided by Worknest, to address any issues identified.
- 3.2. A further review of the Risk Assessment has taken place following the implementation of all the actions in the Action Plan.
- 3.3. All original actions are now complete and no fresh actions have been identified as being required. New and refresher training is ongoing.

Buckingham Town Council

Risk Assessment – Preventing Sexual Harassment

Purpose

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

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

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

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

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

Completing the assessment

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

Considerations

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

Hazard

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

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

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

Risk assessment owner:	Claire Molyneux, Town Clerk
Assessment date:	24 January 2025. Reviewed 10 March 2026. Original completion dates have been retained.
Assessment carried out by:	Steve Beech, Compliance and Projects Manager
Work location:	Town Council Offices, Lace Hill, Green Spaces and depot, Shopmobility, TIC, Council Chamber.
Next scheduled assessment date:	March 2027
Version number:	3.0 2025, March 2026

Potential hazards, risks and proposed actions in prevention

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Workforce demographics:									
Is anyone required to work at night? (12-6am)		x	N/A	N/A	x			N/A	24/01/25

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

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Do employees/workers attend offsite events?	x		Inappropriate behaviour by one party.	Employee or another party.		x		Regular training. Assessment of third party and appropriateness of which colleague to interact with third party.	24/01/25
Are there any employees or workers who travel and work abroad?	x		The Mayor or others may visit a twin town. Inappropriate behaviour by traveller, travelling companion, or another party.	Traveller, travelling companion, or third party.		x		Regular training. Assessment of third party and appropriateness of interactions with third party.	24/01/25
Are there high pressured, competitive or stressful environments within your organisation?	x		Regular deadlines to complete tasks or produce pieces of work. Inappropriate behaviour such as bribery or coercion.	Employee with deadline to meet or other party who might be asked for or offer assistance.		x		Regular training.	24/01/25
Is there a higher representation of one gender in your workplace?	x		Inappropriate behaviour by one party or gender group.	Employee or other gender group.		x		Regular training.	24/01/25
Are there areas of power imbalances in the workplace?	x		Undue influence by one party on another.	Employee without power.		x		Regular training.	24/01/25
<p>Vulnerable employees and workers: Evidence shows that vulnerable employees and workers can be exposed to greater risk from harassment than those who are not. In this section, assess the risk of those groups that are relevant to your workplace:</p>									

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Women	x		Inappropriate behaviour by colleague or group of colleagues.	Employee or group of employees.		x		Regular training.	24/01/25
LGBTQ+	x		Inappropriate behaviour by colleague or group of colleagues.	Employee or group of employees.		x		The sexuality of employees may be unknown. Regular training.	24/01/25
Young workers (under 18)		x	Inappropriate behaviour by colleague or group of colleagues.	Young worker.	x			Regular training.	24/01/25
Someone with a disability (mental or physical)	x		Inappropriate behaviour by colleague or group of colleagues.	Employee with disability.		x		Regular training.	24/01/25
Black and minority ethnic workers	x		Inappropriate behaviour by colleague or group of colleagues.	Employee or group of employees.		x		Regular training.	24/01/25
Non-UK nationals, including those who may not be confident in making a complaint in English or for whom English is not their first language		x	Inappropriate behaviour by colleague or group of colleagues.	Non-Uk nationals or non-English speakers.	x			Regular training.	24/01/25
Low-paid earners		x	Inappropriate requests by colleague in exchange for money or favours.	Low-paid earner or colleague with money.	x			Regular training.	24/01/25

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Home workers	x		Inappropriate behaviour by colleague or group of colleagues.	Employee or group of employees.		x		Regular training. Regular contact with office.	24/01/25
Lone workers	x		Inappropriate behaviour by colleague or group of colleagues.	Employee or group of employees.		x		Regular training. Regular contact with office.	24/01/25
Agency workers		x	Inappropriate behaviour by colleague or group of colleagues.	Agency worker.	x			Regular training. Agency worker given guidance on how to report an incident or concern.	24/01/25
Casual workers		x	Inappropriate behaviour by colleague or group of colleagues.	Casual worker.	x			Regular training. Casual worker given guidance on how to report an incident or concern.	24/01/25
Volunteers	x		Inappropriate behaviour by colleague or group of colleagues.	Volunteer.	x			Regular training.	12/05/25
Those on fixed term or zero-hour contracts	x		Inappropriate behaviour by colleague or group of colleagues.	Employee or group of employees.		x		Regular training.	24/01/25
Policy:									
Do you have a clearly written anti-harassment policy that deals with	x		Appropriate preventative action not taken.	Employee, group of	x			Staff handbook 6.3 covers.	12/05/25

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
the prevention of sexual harassment?				employees, or other party.					
Do you address third-party harassment in your policy and take reasonable steps to prevent it?	x		Action to prevent third party harassment is not considered.	Employee working with third party.	x			Staff handbook 6.3 covers.	12/05/25
Is your anti-harassment policy easily accessible to all employees?	x		Employees are not aware of policy or support available.	Employee or group of employees.	x			Staff handbook available online, and hard copy at the employee's request. Circulated annually and upon any change.	24/01/25
Do you re-circulate your policy or remind staff members of where and how to access the policy on a regular basis, including when changes are made?	x		Employees are not aware of policy or support available.	Employee or group of employees.	x			Staff handbook available online, and hard copy at the employee's request. Circulated annually and upon any change.	24/01/25
Do you regularly review, monitor and update your anti-harassment policy?	x		Policy not up to date or fit for purpose.	Employee or group of employees.	x			Part of staff handbook, reviewed regularly and updated by HR partner.	24/01/25
In your disciplinary policy, do you specify that sexual harassment is considered a potential act of gross misconduct and could	x		Inappropriate behaviour could continue.	Employee subject to inappropriate behaviour or another employee.		x		The staff handbook states that all bullying and harassment may be considered gross misconduct.	12/05/25

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
lead to someone's summary dismissal?									
Do policies on the use of IT communication systems and social media include appropriate warnings against online harassment, and how to report concerns?	x		Inappropriate behaviour online.	Employee subject to inappropriate behaviour.		x		Staff handbook 6.3.	12/05/25
Do you have policies regarding proper use of social media platforms such as LinkedIn, Facebook, Instagram or X?	x		Inappropriate behaviour online.	Employee subject to inappropriate behaviour.	x			Staff handbook 6.3.	12/05/25
Is there a policy for workplace relationships?	x		Inappropriate employee relationships.	Either party within the relationship.			x	Included in revised staff handbook.	12/05/25
Do your anti-harassment policies align to all other company policies such as homeworking, lone working, and equality, diversity and inclusion (EDI)?	x		Conflicting guidance.	Employee subject to inappropriate behaviour.		x		Policies and procedures reviewed regularly.	24/01/25
Training:									

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Do you carry out EDI training that covers sexual harassment as part of the induction/onboarding process?	x		New employees not trained on relevant policies.	Employee subject to inappropriate behaviour.		x		Induction pack issued to new employees. Training module within LearningNest course list.	28/07/25
Do you carry out EDI training that covers sexual harassment on an annual basis?	x		Insufficiently trained staff.	Any employee who may be subject to inappropriate behaviour.		x		Training carried out as part of annual circulation of staff handbook. Training module within LearningNest course list.	28/07/25
Do you provide separate training to line managers (to that which is given to employees and workers)?	x		Insufficient knowledge to manage an incident.	Any employee who may be subject to inappropriate behaviour.	x			Enhanced training module within Learning Nest course list.	28/07/25
Do you provide EDI training that is specific to your workplace and that uses case studies or scenarios that relate to your organisation?	x		Insufficient knowledge to identify workplace specific incidents of inappropriate behaviour.	Employee subject to inappropriate behaviour.	x			Appropriate training obtained. All employees undertaken training.	10/03/2026
Do you provide refresher EDI training when circumstances warrant it, e.g. when there is a change in working arrangements or workforce demographics, or after	x		Changes not communicated in a timely manner. Lessons not learned.	Any employee who may be subject to inappropriate behaviour.	x			Appropriate training obtained. To be completed by relevant staff as warranted.	24/01/25

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

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

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

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

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

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

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

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Do you audit your work practices to ensure they continue to remain fit for purpose and prevent sexual harassment?	x		Work practices not fit for purpose and therefore not work to prevent sexual harassment.	Any employee potentially targeted for inappropriate behaviour.	x			Practices and procedures reviewed regularly in accordance with appropriate policies and advice from HR partner.	24/01/25
Other specific areas:									

Note: Training is available to staff, members, and/or other relevant parties as appropriate.

Buckingham Town Council

Action Plan – Preventing Sexual Harassment

Purpose

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

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

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

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

Completing the action plan

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

Preventative steps

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

Monitoring

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

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

Action plan owner:	Claire Molyneux
Action plan date:	01/04/2025 updated April 2026. All actions have been completed as at April 2026.
Work location:	Town Council Offices, Lace Hill, Green Spaces and depot, Shopmobility, TIC, Council Chamber.
Date of risk assessment this action plan aligns with:	24 January 2025
Next scheduled risk assessment date:	April 2027
Version number:	1.1 2025

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

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

Do you provide separate training to line managers (to that which is given to employees and workers)?	Training to be sourced	Compliance and Projects Manager	Obtain training for delivery to relevant staff,	Training is provided relevant to role at appropriate time.	Yes. Relevant training modules within LearningNest course list.
Do you provide Equality, Diversity and Inclusion (EDI) training that is specific to your workplace and that uses case studies or scenarios that relate to your organisation?	Training to be sourced	Compliance and Projects Manager	Obtain training for delivery to relevant staff,	Obtain by 30/06/25. Deliver training by 30/09/25.	Yes. Relevant EDI course within LearningNest suite. Completed by staff.
Do you provide refresher EDI training when circumstances warrant it, e.g. when there is a change in working arrangements or workforce demographics, or after receiving a complaint of sexual harassment?	Training to be sourced	Compliance and Projects Manager	Obtain training for delivery to relevant staff,	Obtain by 30/06/25.	Yes. Relevant EDI course within LearningNest suite. To be delivered when circumstances warrant.

Buckingham Town Council**Resources Committee****Monday 27 April 2026**

Contact Officer: Town Clerk/Compliance and Projects Manager

Financial Regulations**1. Recommendations**

1.1. It is recommended that Members review and recommend to Full Council the amended Financial Regulations document.

2. Background

2.1. The Financial Regulations require annual review by Full Council in accordance with Standing Order 5J ix. They were last reviewed in May 2025.

3. Amendments

3.1. At the Interim Audit the external auditor identified that the Financial Regulations inadvertently stated at 6.8 that a schedule of payments and related invoices formed part of the meeting agenda when it does not; and is not required to be so. Regulation 6.8 has therefore been rewritten to clarify the correct procedure. An additional paragraph 6.9 has been added to clarify the authorisation of expenditure.

3.2. Last year it was resolved (minute 702/24) to close the Mayor's charity bank account and to pay funds collected directly to each charity's own account. This is now reflected in regulation 13.8.

3.3. Appendix 1 – tender process – point 3 clarifies that in the absence of the Clerk the most appropriate Officer may open sealed tenders in the presence of at least one Member.

3.4. Additions to the text are highlighted in yellow.

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



Last reviewed/amended: 12 May 2025, minute: 9/25.7

To be reviewed: Annually/May

BUCKINGHAM TOWN COUNCIL

FINANCIAL REGULATIONS

Contents

1. General.....	2
2. Risk management and internal control.....	3
3. Accounts and audit.....	4
4. Budget and precept.....	5
5. Procurement.....	6
6. Banking and payments	8
7. Electronic payments.....	9
8. Cheque payments	10
9. Payment cards	10
10. Petty Cash	11
11. Payment of salaries and allowances	11
12. Loans and investments.....	12
13. Income.....	12
14. Payments under contracts for building or other construction works.....	13
15. Stores and equipment.....	13
16. Assets, properties and estates	13
17. Insurance	14
18. Suspension and revision of Financial Regulations.....	14
Appendix 1 - Tender process	15

These Financial Regulations were adopted by the council at its meeting held on 12 May 2025.



Last reviewed/amended: 12 May 2025, minute: 9/25.7

To be reviewed: Annually/May

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Smaller Authorities Proper Practices Panel (SAPPP) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**



Last reviewed/amended: 12 May 2025, minute: 9/25.7

To be reviewed: Annually/May

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the Resources Committee shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant;
- make recommendations to Full Council for the writing off of bad debts.

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council, or relevant committee or officer.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, the vice chair, or, if they are a signatory, another member of the Resources Committee who is not a signatory, shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements or similar document as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Resources Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall



Last reviewed/amended: 12 May 2025, minute: 9/25.7

To be reviewed: Annually/May

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them with any related documents to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions;



Last reviewed/amended: 12 May 2025, minute: 9/25.7

To be reviewed: Annually/May

- provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually for the following financial year The RFO will inform committees of any salary implications.
- 4.3. The RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the Resources Committee in good time each year.
- 4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the Resources Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.



Last reviewed/amended: 12 May 2025, minute: 9/25.7

To be reviewed: Annually/May

- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Full Council. A committee may agree a withdrawal from an earmarked reserve which has been duly delegated to them by Full Council as part of their budget.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes unless the council has General Power of Competence.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk shall, at their discretion, EITHER seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. Where the value is between £1000 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk shall seek to achieve value for money.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.



Last reviewed/amended: 12 May 2025, minute: 9/25.7

To be reviewed: Annually/May

5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items up to £10,000 excluding VAT.
- the Clerk, after consultation with the Chair of the Council or Chair of the appropriate committee (or their absence the relevant Vice Chair), for any items above £10,000 up to £15,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items up to £28,000 excluding VAT.
- in respect of grants, the Resources Committee, within any limits set by council and in accordance with any policy statement agreed by the council.
- the Full Council for all items, including those over £28,000;
- nominated council officers in accordance with limits set in the Scheme of Delegation.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £25,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such



Last reviewed/amended: 12 May 2025, minute: 9/25.7

To be reviewed: Annually/May

action to the tender or Chair of the relevant committee as soon as possible and to the council or relevant committee as soon as practicable thereafter.

- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above £250 excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. The Clerk shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £10,000 excluding VAT, within an agreed budget.



Last reviewed/amended: 12 May 2025, minute: 9/25.7

To be reviewed: Annually/May

- ii. payments of up to £25,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of [the council], where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the council or Resources committee.
- iv. Fund transfers within the councils banking arrangements provided that a list of such payments shall be submitted to the next appropriate meeting of the council or Resources committee.

6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or Resources committee. The council or Resources committee shall review the schedule for compliance and, having satisfied itself, shall note authorise payment by resolution. The noted authorised schedule shall be signed by two authorised councillors, initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

6.9. Expenditure is authorised by a resolution of the council or of a committee within its budget (evidenced by a Minute), or by an Officer within their delegated authority.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two authorised Officers will be involved in any online approval process. The Clerk and other nominated Officers may be authorised signatories, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised Officers shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. Authorised Officers shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be signed by two authorised signatories (Committee Chairs).
- 7.5. An authorised Officer shall set up any payments due.
- 7.6. Two Committee Chairs, who are authorised signatories shall check the payment details against the invoices before approving each payment.
- 7.7. Evidence shall be retained showing which Officers approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.



Last reviewed/amended: 12 May 2025, minute: 9/25.7

To be reviewed: Annually/May

- 7.8. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised signatories. The approval of the use of each variable direct debit shall be reviewed by the council at least every year.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised Officers, evidence is retained and any payments are reported to the council at the next meeting.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two authorised signatories, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council every year.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk or authorised Officer. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two signatories (i.e., committee chairs).
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Resources Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk, Deputy Clerk, and Estates Manager.



Last reviewed/amended: 12 May 2025, minute: 9/25.7

To be reviewed: Annually/May

- 9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, Deputy Clerk, and Estates Manager and any balance shall be paid in full each month.
- 9.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The RFO shall maintain a petty cash float of £500 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
The float may be split between the Council Offices, Lace Hill, Shopmobility, and the Tourist Information Centre, and will be kept under the control of the most senior person present at each location, or as directed by the clerk. The clerk may authorise the holding of a cash float at council events as deemed reasonable and proportionate for each event.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Changes to SCP scales shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Resources Committee to ensure that the correct payments have been made.



Last reviewed/amended: 12 May 2025, minute: 9/25.7

To be reviewed: Annually/May

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO via the Resources Committee and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.



Last reviewed/amended: 12 May 2025, minute: 9/25.7

To be reviewed: Annually/May

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income received for the Mayor's charities shall be paid ~~into a separate account (Buckingham Town Council Mayor's Charity Fund)~~ direct into the chosen charity's bank account and is not part of the funds of the council. A record will be kept of all payments. 'Presentation cheques' for the total amounts Payments will be awarded made at Mayor making after the Mayoral year end to the charities previously nominated by the outgoing Mayor in accordance with the arrangements made upon taking office. ~~Payments will be authorised and signed by two signatories.~~

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each location shall be responsible for the care and custody of stores and equipment in that location.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.



Last reviewed/amended: 12 May 2025, minute: 9/25.7

To be reviewed: Annually/May

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where permitted elsewhere in these regulations, or are within the scope of the Scheme of Delegation, and in accordance with the Asset Disposal Policy. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the relevant committee at the next available meeting. The RFO or relevant officer with the appropriate area of knowledge appointed by the RFO, shall negotiate all claims on the council's insurers.

17.3. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



Last reviewed/amended: 12 May 2025, minute: 9/25.7

To be reviewed: Annually/May

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk **or the most appropriate Officer in the Clerk's absence** in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 5 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Buckingham Town Council**Resources Committee****Monday 27th April 2026**

Contact Officer: Town Clerk/Compliance and Projects Manager

**Financial and Management Risk Assessment
Scheme of Delegation****1. Recommendations**

- 1.1. It is recommended that Members review and recommend the amended Financial and Management Risk Assessment document to Full Council.
- 1.2. It is recommended that Members review and recommend the unchanged Scheme of Delegation to Full Council.

2. Background

- 2.1. No changes have been made to policies or procedures within the Financial and Management Risk Assessment.
- 2.2. Only minor amendments have been made to the Financial Management Risk Assessment to provide updates, to correctly reflect current procedures, and to amend or remove incorrect, duplicate, or obsolete text.
- 2.3. Amendments highlighted in yellow are additions to the current wording.
- 2.4. Amendments crossed through and highlighted in blue are deletions to the current wording.
- 2.5. Minor amendments to spelling, grammar, and formatting have not been highlighted. A final proofread will take place following approval.
- 2.6. No changes have been made to the Scheme of Delegation.

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
1. To provide and maintain standards for Town Council services to the residents of Buckingham	Legislative change which will have an impact on the Town Council's powers, duties, and funding	1	3	3	RFO/Clerk, Compliance and Projects Manager, Councillors & staff keep apprised of developments & good practice, including through SLCC, BMKALC & NALC membership, and from our HR partner Worknest.	Existing Procedures are adequate
	Loss or damage to physical assets owned by the Town Council including buildings and equipment	1	4	4	All physical assets insured	Existing Procedures are adequate
					All assets checked regularly, including review of the asset register each year in preparation for the Annual Return.	By annual resolution of Full Council. Existing Procedures are adequate
					Assets recorded and managed through RBS asset tool.	Existing Procedures are adequate
	Damage to third party property or individuals as a consequence of the Town council providing services (public liability)	2	3	6	Public liability Insurance renewed annually	By annual resolution of Full Council. Existing Procedures are adequate
					In addition, weekly and annual checks of play equipment are made using ROSPA standards	Existing Procedures are adequate
	Insufficient staff or other resources to deliver the service needs	2	3	6	Staff have general awareness of other team member's essential tasks and can provide cover when required; each service role can be delivered by at least three staff members	Existing Procedures are adequate
Town Clerk to formally monitor and review staff and work levels, including through the annual appraisal process. Any concerns regarding this to then be brought to Council					Review annually through appraisal process. Existing Procedures are adequate	
2. To provide a safe and fulfilling working environment for staff	Employees contravene H & S policy and legislation	2	3	6	H & S & First Aid training, insurance, Risk Assessments regularly checked and updated	Existing Procedures are adequate
	Potential legal proceedings up to corporate manslaughter	1	4	4	Employer's Liability insurance is in place	Existing Procedures are adequate
					Employee training and awareness	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Staff retention issues	3	3	9	Staff training where appropriate. Annual appraisals review four year goals in addition to reviewing annual performance and setting annual objectives and where appropriate plans put in place to support career progression. The organisation is too small to enable career progression for all staff, so the likelihood is significant.	Existing Procedures are adequate
3. To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action, and loss of confidence in Town Council	1	3	3	RFO keeps up to date with legislative changes, discusses latest requirements with internal and external auditors.	Existing Procedures are adequate
	Loss of income through error or fraud	1	3	3	RBS used to manage accounts and provide regular reports to Resources Committee to provide assurance	Existing Procedures are adequate
					Fidelity Guarantee Insurance	Existing Procedures are adequate
					RFO continually reviews controls and current procedures	Existing Procedures are adequate
4. To ensure that all actions taken by the Town Council comply with all current Legislation	Non-compliance with legislation or practice result in Council being 'Ultra Vires'	1	3	3	RFO and Compliance and Projects Manager keep apprised of developments and good practice and seek advice as needed, including through SLCC, BMKALC and NALC membership, from our HR partner Worknest, and Internal and external audit process.	Existing Procedures are adequate
5. Cemetery	Inadequate space to meet demand	3	4	12	Additional 64 burial spaces created 2018/19 in Brackley Road Cemetery. Additional Garden of Rest created during 2021. New cemetery project in progress.	Existing Procedures are adequate
	Loss of income	3	4	12	Additional 64 burial spaces created 2018/19 in Brackley Road Cemetery. Additional Garden of Rest created during 2021. New cemetery project in progress.	Operational site anticipated late summer 2026. Expected sufficient plots still available.
6. Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	2	3	6	Contract of employment in place, accompanied for all staff by handbook containing key policies which has been quality assured by a specialist partner company.	Annual review. Existing Procedures are adequate
					Matters relating to staff discussed by Staffing (Confidential Matters) Committee	Existing Procedures are adequate
					Town Clerk to keep up to date with employment law and seek HR advice where appropriate	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					Contract with a specialist partner company to quality assure contracts, policies and processes and provide expert advice as required	Existing Procedures are adequate
					Other policies in place	Existing Procedures are adequate
					Legal insurance in place	Existing Procedures are adequate
7. Staff	Impact of staff loss	4	2	8	By distributing knowledge and roles ensure, as far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business. All service roles able to be delivered by at least three staff	Existing Procedures are adequate
	Loss of key staff trained in financial systems, process, or rules	4	2	8	Staffing arranged so that knowledge is distributed between RFO and at least two other staff	Existing Procedures are adequate
					Use of common systems, including popular accounts system, and retention of detailed manuals.	Existing Procedures are adequate
8. Financial Control	Inappropriate expenditure made	1	4	4	Payments reported to Resources committee for review and corrective action if necessary	Bi-monthly reports. Existing Procedures are adequate
					Financial procedures ensure no individual has unique access to expenditure	By annual resolution of Full Council. Existing Procedures are adequate
	Financial Regulations become out of date with change in technology, regulation, or business	2	3	6	Council to review financial regulations once a year	By annual resolution of Full Council. Existing Procedures are adequate
					Annual internal audit to comment on any need to make updates	Annual review. Existing Procedures are adequate
					The RFO/Clerk react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	Existing Procedures are adequate
	Lack of budgetary overview/overspend against budget	1	3	3	Quarterly review of nominal ledger	Quarterly review. Existing Procedures are adequate
					Monthly review of income and expenditure	Monthly review. Existing Procedures are adequate
					Seven week review by Resources Committee	Bi-monthly reports. Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	2	3	6	Contingency included in budget Further Reserves of equivalent to at least three more months spend available for use within 24 hours	By annual resolution of Full Council. Existing Procedures are adequate
9. Systems & Record keeping	Lack of accurate or effective account records and control	1	3	3	The RBS Omega accounts system is used which is an accepted accounts package	Existing Procedures are adequate
	Loss of data	1	3	3	All data is saved to a cloud server offsite, which is backed up by the Council's contractor daily.	Existing Procedures are adequate
					Hard copies linked to Council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued	Existing Procedures are adequate
					All cheques issued from the main account are authorised and signed by 2 Councillors with retrospective approval by the Resources Committee. (Approval is given by email by 2 councillors where cheque signing is not possible)	Existing Procedures are adequate
	VAT not accurately managed	1	3	3	Documents are retained as required by legislation.	Existing Procedures are adequate
					The RBS Omega system incorporates a VAT schedule which is an accepted package that allows differentiation between tax rates etc. and is itemised in a full report relating back to the original item within the accounts.	Existing Procedures are adequate
					VAT is applied to all mileage payments at the rate applicable at the time as advise by HMRC	Existing Procedures are adequate
					VAT returns are lodged digitally on a quarterly basis in line with accepted procedures	Existing Procedures are adequate
	Payroll / Pension				Procedures are subject to potential inspection inspected by HMRC every three/four years and have previously been approved	Existing Procedures are adequate
					Payroll is outsourced to a specialist company	Existing Procedures are adequate
The Town Clerk authorises any overtime, mileage or special duty payments etc, on a monthly basis					Existing Procedures are adequate	
					Hard copies linked to payroll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund and HMRC	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
		1	3	3	All BACs payments and cheques to the pension fund & HMRC are authorised by council on a meeting cycle basis	Reviewed by Councillors. Existing Procedures are adequate
					The monthly pay is issued via BACs payments which have been established for some time with the bank	Existing Procedures are adequate
					Payments can only be issued for the nominated employees, which must be authorised in advance of the payment, with accuracy checked by a further officer.	Existing Procedures are adequate
					Documents are retained as required by legislation.	Existing Procedures are adequate
					Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information & highlight and discrepancies	Existing Procedures are adequate
					The Council agrees the salary scales for Town Council staff	By annual resolution of Full Council. Existing Procedures are adequate
10. Banking Arrangements & Procedures	Lloyds Bank is used which offers no Bank charges	1	3	3	One bank account used daily with RFO, Finance Officer, Compliance and Projects Manager, & DTC	Existing Procedures are adequate
	Accounts	1	3	3	Reserves above two months expenditure are placed into a higher rate deposit account to maximise income while not affecting cash flow	Existing Procedures are adequate
11. Banking Security/Access to Finances	Cheques	1	3	3	Each cheque is drawn from the main account and must be signed by 2 Councillors signatories as detailed on the bank mandates (which are amended when required to ensure that sufficient signatories are available at all times)	Existing Procedures are adequate
	Transfers	1	3	3	Transfers to the CCLA deposit account are done via telephone or online banking by the RFO.	Existing Procedures are adequate
	Bank Reconciliation				All accounts are reconciled using the RBS Omega system within 10 days of receipt of any statement	Existing Procedures are adequate
					Any discrepancies are immediately reported to the bank for investigation	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
		1	3	3	All petty cash accounts which do not have statements are reconciled on a monthly basis by the Finance Officer against the cash held and any discrepancies are immediately reported to the RFO	Existing Procedures are adequate
	Separation of Duties	1	3	3	The office has established separation of duties to ensure that no one person has access to the bank balances and cash. Two Councillor's signatories are required at all times. Petty cash is overseen by each location manager.	Existing Procedures are adequate
	Access to the main bank accounts	1	4	4	As detailed under Banking arrangements & Procedures above, no one person has access to monies held in the main accounts. Any new bank accounts would require agreement from the Town Council and two signatures	Existing Procedures are adequate
All invoices are checked by the Finance officer in advance of payment and if related to an order, this has passed through the ordering procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)					Existing Procedures are adequate	
	Access to petty cash accounts	1	3	3	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money. The petty cash is kept in a locked drawer and access is restricted to Finance Officer, Office Administrator, or location manager.	Existing Procedures are adequate
	Cheques	1	3	3	All invoices will either have a Purchase Order or are authorised in accordance with the Scheme of Delegation. They are paid via cheque, which requires 2 Councillor's signatories, or BACs. Councillors also see the related invoice and authorise this with their signature.	Existing Procedures are adequate
	Petty Cash – Cash Payments	1	2	2	All payments made in cash must be substantiated by an invoice etc. These are reviewed monthly by the RFO once reconciled.	Existing Procedures are adequate
All payments are reported to Resources with a full reconciliation report					Existing Procedures are adequate	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Hire Charges	1	3	3	The relevant Committee agree the charges	Existing Procedures are adequate
					The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval	Existing Procedures are adequate
					All bookings must be paid for in advance to avoid bad debts. Block bookers are invoiced or given the option of paying the sites on a weekly basis. Hirers pay deposits.	Existing Procedures are adequate
	Hire Charges received within the office	1	3	3	All post is logged by an officer and any payments received are itemised & given to the Finance Officer for processing	Existing Procedures are adequate
	Cash collected from community events	1	2	2	All cash collected at events is collected by appointed staff and volunteers in approved charity buckets which are allocated at the start of the event	Existing Procedures are adequate
					Any buckets are locked securely in the Town Council office or Chamber and at the end of the event	Existing Procedures are adequate
					At the office, the cash is emptied and counted manually at the latest on the following working day by at least two members of staff	Existing Procedures are adequate
	Processing and banking	1	2	2	When the money is received it is balanced by the Finance Officer within the office against any receipts/invoices and any discrepancies are followed up	Existing Procedures are adequate
					When the monies have been balanced, the details are input onto the RBS Omega system and all entry references are printed out and retained	Existing Procedures are adequate
					The hire charges are banked when received	Existing Procedures are adequate
					The cash element is usually below £500	Existing Procedures are adequate
					A unique pay-in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for	Existing Procedures are adequate
12. Financial Administration	Records non-compliant or inadequate	1	3	3	Internal auditor reviews record keeping twice a year	Existing Procedures are adequate
					Advice taken from internal auditor, external auditor, accountant, SLCC + NALC, and our HR partner Worknest on changes in regulations	Existing Procedures are adequate
	Expenditure/income coded incorrectly	1	3	3	RFO checks nominal ledger every quarter	Existing Procedures are adequate
					Items are coded	Existing Procedures are adequate
	Standing Orders	1	3	3	The Town Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices	Existing Procedures are adequate
					Standing orders are reviewed and approved by Town Council on an annual basis	Existing Procedures are adequate
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	2	3	6	Programme of meetings to meet statutory deadlines	Existing Procedures are adequate
					RFO and Compliance and Projects Manager check meeting dates each year against statutory requirements	Existing Procedures are adequate
	Invoice payment without authority	1	4	4	All payments reviewed against purchase order where one exists, or Nominal Ledger code provided by RFO to authorise payment. Two Councillors signatories sign cheques and Resources Committee review all payments	Existing Procedures are adequate
	Incoming cash and cheque misappropriation	1	3	3	Individual receipts to be issued for all cash payments and for cheque payments on request	Existing Procedures are adequate
Theft of funds	1	3	3	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors, and other persons. Vice Chair of Resources checks and signs bank reconciliation once a quarter.	Existing Procedures are adequate	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					Cash and cheques stored securely and banked within 5 working days of receipt	Existing Procedures are adequate
	Incorrect entries by bank	1	3	3	Bank statements reconciled monthly	Existing Procedures are adequate
13. Ordering Procedure	Fraud / expenditure takes place without the correct authority	1	3	3	A comprehensive ordering system is established which ensures that all orders are requested in writing, correctly authorised by the RFO, or approved by Council & are within budget limits	Existing Procedures are adequate
					This system incorporates job numbers/minutes and RBS Omega codes so that any order can be traced from origin to finish across a variety of systems	Existing Procedures are adequate
14. Annual Budget & Precept Calculations	The annual budget and precept calculations	1	3	3	The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and Council Committees	Existing Procedures are adequate
					The RFO also completes a mid-year review in November for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance	Existing Procedures are adequate
					The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based	Existing Procedures are adequate
					The new budget is discussed and fine-tuned during December Council and Committee meetings after the up to date number of band D properties have been confirmed by the Principal Authority.	Existing Procedures are adequate
					Minutes are recorded at each stage to substantiate the budget development	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					The final budget is discussed by a Precept meeting of Full Council in January. The Principal Authority is advised of the precept for the coming year once agreed	Existing Procedures are adequate
	Loss of income due to a reduction in the Council Tax base	2	1	2	The Council receives the Council Tax base figures in time to set a budget that takes account of them.	Existing Procedures are adequate
15. Monitoring of Budgets	Comprehensive budgets	1	3	3	Comprehensive budgets are set for each committee & these are loaded onto RBS Omega accounts system at the start of the new financial year	Existing Procedures are adequate
	Monitoring	1	3	3	On-going daily expenditure has already been incorporated within the budget and the RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits	Existing Procedures are adequate
					All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget	Existing Procedures are adequate
					Any over expenditure is highlighted and brought to the attention of the RFO	Existing Procedures are adequate
					Each Committee receives a report on the use of its budget at each meeting	Existing Procedures are adequate
	Reporting	1	2	2	A full report of expenditure against budget is lodged with Council at each Resources Committee meeting	Existing Procedures are adequate
					This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract	Existing Procedures are adequate
Any that do not meet the budget levels are highlighted to members if needed along with committed expenditure					Existing Procedures are adequate	
16. Insurable Risks	Employer's Liability	1	3	3	Insurance cover is in place	Existing Procedures are adequate
	Theft of money by third party	1	3	3	Insurance cover is in place	Existing Procedures are adequate
	Theft of money by employee or member	1	3	3	Fidelity Guarantee cover is in place	Existing Procedures are adequate
	Property	2	4	8	Cover for buildings & contents	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					All risks cover for selected items	Existing Procedures are adequate
	Officials Indemnity	1	3	3	Cover in place	Existing Procedures are adequate
	Libel and Slander	1	3	3	Cover in place.-	Existing Procedures are adequate
	Personal Accident	3	4	12	Cover in place (scale benefits)	Existing Procedures are adequate
	Legal disputes	2	3	6	Cover for specified legal disputes	Existing Procedures are adequate
	Long term sickness of employee	3	3	9	Not covered by insurance; managed within the overall staffing budget	Existing Procedures are adequate
					Liability limited by contract	Existing Procedures are adequate
	Business interruption	1	3	3	Potential alternative premises available at the Lace Hill Centre and Council Chamber	Existing Procedures are adequate
					All office staff have laptops and can access all files from home or other sites	Existing Procedures are adequate
					Use of cloud-based system, which is also backed up off site.	Existing Procedures are adequate
					Ability to restore onto hired equipment	Existing Procedures are adequate
					Cover in place for excess costs	Existing Procedures are adequate
	Loss/destruction of financial records	1	3	3	Key financial data held electronically and backed up off site	Existing Procedures are adequate
					All electronic documents backed up daily offsite	Existing Procedures are adequate
17. Loss of Records	Loss of documentation	1	3	3	Deeds and other legal documents relating to real estate stored in the office in a fire safe, historic stored at the depot	Existing Procedures are adequate
18. Asset List	Purchased	1	3	3	An asset list is maintained by the Town Council Office using the RBS asset package.	Existing Procedures are adequate
					This is updated throughout the year with new assets and removal of disposed assets. In addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., is kept on a secondary list.	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Maintained	1	3	3	The asset list is circulated to staff on an annual basis to ensure that all items are correct and agreed annually by Full Council.	Existing Procedures are adequate
					The Town Council has a scheme for maintenance of assets	Existing Procedures are adequate
19. Internal Audit	Internal Audit	1	3	3	The Internal Auditor and scope of audit is approved annually by Council and attends the office to complete the internal audit in April, May or June of each year. Additional visits can be arranged as required and at least one interim visit is arranged, during the autumn.	Existing Procedures are adequate
					The report is presented to Council for acceptance.	Existing Procedures are adequate
					The Council review the effectiveness of Internal Audit annually	Existing Procedures are adequate
20. External Audit	External Audit	1	3	3	The external auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements	Existing Procedures are adequate
					Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels	Existing Procedures are adequate
					The RFO completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor	Existing Procedures are adequate
					The RFO presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor	Existing Procedures are adequate
					Once these have been formally adopted and signed by Council, they are lodged with external auditors	Existing Procedures are adequate
					Any queries raised by the auditors are dealt with by the RFO in the first instance	Existing Procedures are adequate
					Final sign-off by the external auditor is presented to Council	Existing Procedures are adequate
21. Insurance	Fidelity Insurance				Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
		1	3	3	Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, and cross referenced receipts of income	Existing Procedures are adequate
					These provisions have ensured that no individual is able to gain access to withdraw funds without due process	Existing Procedures are adequate
	Insurance	1	3	3	Zurich has been used as a recognised Town Council provider	Existing Procedures are adequate
					Renewal was approved by Council at 17 March 2025 meeting w.e.f. 1 April 2025. Insurance policy is agreed annually by Full Council and begins on 1 st April.	Existing Procedures are adequate
22. Pension fund	Poor Management of Pension Fund	1	4	4	The Town Council is part of the Buckinghamshire Council Pension Fund. The Fund is part of the Local Government Pension Scheme (LGPS). This ensures that the risks associated with the Fund are managed centrally by a competent authority.	Existing Procedures are adequate
	Loss from Pension Fund	2	3	6	The Council receives an annual valuation report, including details of the valuation method, assumptions, and results of the valuation. This enables the Council to review the financial position of the Fund and to set appropriate contribution rates for the next period.	Existing Procedures are adequate
23. Financial loss due to Covid 19 or other public health restrictions	Loss of income from the Lace Hill Sports and Community Centre	2	3	6	Actions would be taken according to Government or relevant authority guidelines. Options would be considered to minimise loss.	Existing Procedures are adequate
					If restrictions are repeated then it is likely the same situation would apply.	Existing Procedures are adequate
	Loss of Income from markets	1	3	3	Loss would occur if the markets were to close again, however this is unlikely in a pandemic, particularly as essential stalls were able to continue through most of the lockdowns.	Existing Procedures are adequate
	Unplanned budget deficit leading to a depletion of reserves below the minimum recommended	1	5	5	The Town Clerk will continue to monitor the likelihood of any future restrictions. The first closures did not lead to a depletion of reserves.	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
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Buckingham Town Council - Risk Assessment Rating Scale

Impact	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5

Likelihood

END



Date agreed	Committee	Minute number	Renewal date
12 th May 2025	Full Council	16/25.1	May 2026

BUCKINGHAM TOWN COUNCIL SCHEME OF DELEGATION

1. Power to Delegate Functions

Under the Local Government Act 1972 s 101 (a) the Town Council has the power to arrange for the discharge of its functions by a committee, sub-committee, officer of the authority, or another local authority.

The Town Council does not have the power to delegate a decision to an individual Councillor.

2. Decisions of the Full Council:

The matters below are the sole responsibility of the Full Council:

- a) Approving the precept level of the Town Council;
- b) Authorising borrowing;
- c) Appointing representatives to outside bodies;
- d) Making, amending, revoking, re-enacting, or adopting by-laws;
- e) Agreeing the Town Council's Statement of Accounts and Annual Governance Statement.

3. Committees and Sub-Committees

Procedures for delegation for the specific committees and sub-committees are specified under the Terms of Reference for each committee or sub-committee.

Committees can arrange for the discharge of any of their delegated powers to a sub-committee.

4. Working Parties/Groups

Working Parties or Groups have no delegated powers; they are only able to recommend a course of action to the Council/Committee/Sub-Committee under which they are formed.

5. Town Council Staff

Under the Local Government Act 1972 the Town Council "shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority's functions as fall to be discharged by them".

Decisions can at any time be delegated to Town Council staff.

The following have been delegated to Town Council staff:

a) General matters

- i) To sign on behalf of the Council any document to give effect to any decision of the Council;
- ii) To manage the Council's facilities, property, and assets;
- iii) To act on behalf of the Council as a designated officer with respect to complying with legislation;
- iv) To instigate and authorise the repair and maintenance of Town Council equipment, property, or assets so long as the Town Council's Financial Regulations are adhered to, and the cost does not exceed the current budget;
- v) To purchase equipment and supplies to be used by staff or contractors to repair or maintain Town Council equipment, property, or assets;
- vi) To purchase equipment and supplies to be used by staff or contractors to carry out the work, duties, policies, or resolutions of the Council, so long as the Town Council's Financial Regulations are adhered to, and the cost does not exceed the current budget, to the following limits:
 1. The Clerk, £10,000
 2. The Deputy Clerk, £1000 (£2500 in the absence of the Clerk)
 3. Estates Manager, £1000
 4. Compliance Manager, £1000
 5. Assistant RFO, £1000
 6. Admin Asst and Lace Hill Coordinator, when making regular orders (e.g., stationery, sanitary) £250.
- vii) To dispose of Town Council equipment or assets, where reason to do so, in accordance with the Asset Register and Disposal Policy.

b) Urgent matters

The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £25,000.

The Town Clerk shall report the action to the appropriate committee as soon as practicable thereafter.

6. Variances with Financial Regulations

- 6.1. The Scheme of Delegation is intended to give more specific detail than the Financial Regulations in the above areas. If there is found to be any contradiction between the two documents, then the Scheme of Delegation shall override the Financial Regulations.

Buckingham Town Council**Resources Committee****Monday 27 April 2026**

Contact Officer: Town Clerk/Compliance and Projects Manager

Internal Controls Review**1. Recommendation**

1.1. It is recommended that Members review and recommend to Full Council the revised Internal Controls document.

2. Background

2.1. This is being discussed to meet Standing Order 18a (i) and The Accounts and Audit Regulations 2015 which require the Council to conduct a review of its system of internal controls.

2.2. The Regulations state that a relevant authority must ensure that it has a sound system of internal control which—

(a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;

(b) ensures that the financial and operational management of the authority is effective; and

(c) includes effective arrangements for the management of risk.

2.3. This Council formally adopted the current Internal Controls document on 18 March 2024 (minute 685/23) which were subsequently reviewed and approved by the Internal Auditor.

3. Information

3.1. The Internal Controls document records the Internal Controls Objectives, and the Internal Controls that are in place.

3.2. The document reflects the Internal Controls that are required to meet the Council's objectives.

3.3. All of these controls are already in place. However, they must be documented and reviewed separately to the Financial & Management Risk Assessment each financial year. They were last agreed at Full Council in May 2025.

4. Update and amendment

- 4.1. A new control objective 'O' has been added to the Annual Governance and Accountability Return (AGAR) for the financial year 2025/26. It reads "*The authority has complied with laws, regulations & proper practices relating to digital and data compliance.*" The existing control objective 'O' becomes objective 'P'.
- 4.2. The Internal Controls document has been amended to reflect this change. No other amendments are required. The amendment is highlighted in the Internal Controls Document in bold text.

Buckingham Town Council Internal Controls

The Annual Internal Audit Report provides a list of the Council's Internal Control Objectives.

This document details the checks in place for each objective to be met.

		Controls in place:
A	Appropriate accounting records have been properly kept throughout the financial year.	This council uses recognised accounting software from Rialtas which it keeps up to date. Supporting documentation is also kept as required.
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Financial Regulations are reviewed annually by Full Council. Expenditure is appropriately authorised by Full Council, committees, or officers, in accordance with the Financial Regulations and Scheme of Delegation. Payments are prepared in line with invoices and signed off by two authorised signatory councillors at an appropriate council meeting. Payments are subsequently approved/endorsed at a further council meeting.
C	This authority assessed the significant risks to achieving its objectives and reviewing the adequacy of arrangements to manage these.	A full financial and management risk assessment is in place which is updated by officers and reviewed by members annually.
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Budgets are prepared in advance by officers taking into account duties, needs, and other requirements, including a forecast of economic variables. These are then reviewed and discussed by each committee before Full Council considers the budget and precept. Reserves are set by full council annually, and amended during the year as required.

E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was properly accounted for.	Periodic reviews of income and expenditure against budget are made by officers before presentation to councillors at council meetings for review and discussion. All invoices are checked for accuracy. All invoices are recorded on the council's accounting software in a timely manner. A separate VAT column is used in the council's accounting software.
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT properly accounted for.	Payments are not made or authorised without a receipt. Transactions are checked Quarterly as part of the reconciliation procedure. The reconciliations are checked and signed by the Vice Chair of Resources on a quarterly basis throughout the year
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	One central listing of staff detailing pay scales and hours of work is maintained. Salary payments are checked monthly against actual salary before payment and reviewed by the clerk. Allowances to members are checked annually against local authority guidance and are paid through payroll at the end of the financial year.
H	Assets and investments registers were complete and accurate and properly maintained.	Diary notes are in place. Asset and Disposal policy is in place and reviewed periodically. Disposal forms are completed as required. Asset list is updated by officers and reviewed annually by full council.
I	Periodic Bank account reconciliations were properly carried put during the year.	Bank account reconciliations are completed monthly by the ARFO and checked by the RFO. These are signed and checked quarterly by the Vice Chair of Resources
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	This Council is required to use the income and expenditure accounting basis. Accounting statements are prepared with supporting evidence by the ARFO and checked by the RFO. Statements are regularly presented to councillors at council meetings for review and discussion.

K	If the authority certified itself as exempt from a limited assurance review, it meant the exemption criteria and correctly declared itself exempt.	Not applicable.
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relative legislation.	Diary notes are in place. External auditor PKF Littlejohn's timeline followed. Published in the Finance section of the website.
M	In the relevant year, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations. i.e., Were public rights in relation to the AGAR evidence by a notice on the website and/or authority approved minutes confirming the dates set?	Diary notes are in place. External auditor PKF Littlejohn's timeline followed. Published in the Finance section of the website. Minute template has a prompt to record the minute.
N	The authority has complied with the publication requirements for the AGAR.	Diary notes are in place. External auditor PKF Littlejohn's timeline followed. Published in the Finance section of the website.
O	The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	This Council has a Freedom of Information publication scheme and data protection policy which is reviewed by Full Council annually. Data storage and compliance with laws, regulations, proper practices and our policies is monitored and reviewed by the Compliance and Projects Manager.
P	Trust funds (including charitable) - The council met its responsibilities as a trustee.	Not applicable.

Adopted 18 March 2024 by Full Council minute 685/23

Reviewed and readopted unchanged 14 April 2025 by Interim Full Council minute 683/24
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Reviewed and amended by

Buckingham Town Council
Resources Committee
Monday 27th April 2026

Contact Officer: Compliance and Projects Manager

Standing Orders

1. Recommendation

1.1. It is recommended that Members review and recommend the revised Buckingham Town Council Standing Orders to Full Council.

2. Background

2.1. It is a requirement of Standing Order 5j(ix) to review the Standing Orders annually. The last review was undertaken in May 2025.

2.2. The current version was adopted in May 2023 after a full comparison of the previous version was made with the National Association of Local Council's (NALC) recommended model document. Standing orders that are in bold type contain legal and statutory requirements and cannot vary from the model document.

3. Amendments to the Standing Orders

3.1. There are no amendments proposed to the existing Standing Orders.

3.2. Following a review of the attendance, absence, and apologies legislation additional guidance has been added to Standing Order 3 (Meetings Generally) to clarify the correct procedure.

3.3. Additions to the text are highlighted in yellow.



Last reviewed/amended: May 2025

Minute: 16/25.4

To be reviewed: Annually

Standing Orders Buckingham Town Council

Contents

1. Rules of debate at meetings.....	2
2. Disorderly conduct at meetings.....	4
3. Meetings generally.....	4
4. Committees and sub-committees.....	7
5. Ordinary council meetings.....	8
6. Extraordinary meetings of the council, committees, and sub-committees.....	9
7. Previous resolutions.....	10
8. Voting on appointments.....	10
9. Motions at a meeting that require written notice to be given to the proper officer.....	10
10. Motions at a meeting that do not require written notice.....	11
11. Management of information.....	12
12. Draft minutes.....	12
13. Code of conduct and dispensations.....	13
14. Code of conduct complaints.....	14
15. Proper officer.....	15
16. Responsible financial officer.....	16
17. Accounts and accounting statements.....	16
18. Financial controls and procurement.....	16
19. Responsibilities to provide information.....	18
20. Responsibilities under data protection legislation.....	18
21. Relations with the press/media.....	19
22. Execution and sealing of legal deeds.....	19
23. Communicating with Buckingham shire councillors.....	19
24. Restrictions on councillor activities.....	19
25. Standing orders generally.....	19

Note: Standing orders that are in bold type contain legal and statutory requirements.



Last reviewed/amended: May 2025
Minute: 16/25.4
To be reviewed: Annually

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:



Last reviewed/amended: May 2025
Minute: 16/25.4
To be reviewed: Annually

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.



Last reviewed/amended: May 2025

Minute: 16/25.4

To be reviewed: Annually

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregards the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes unless directed by the chair of the meeting.



Last reviewed/amended: May 2025

Minute: 16/25.4

To be reviewed: Annually

- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking in Full Council (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an audible report or commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in their absence be done by, to or before the Deputy Mayor (if there is one).**
- p **The Mayor, if present, shall preside at a Full Council meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting (save to appoint an honorary freeman) shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election



Last reviewed/amended: May 2025

Minute: 16/25.4

To be reviewed: Annually

of the Mayor at the annual meeting of the Council.

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before a vote is taken.**
- t The minutes of a meeting shall include an accurate record of the following:**
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest, or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council or committee are present and in no case shall the quorum of a meeting be less than three.**
- w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- x A meeting shall not exceed a period of 3 hours or extend beyond 2200 hours.**
- y Members who cannot attend Full Council or a committee meeting physically may attend virtually where this is possible and may be allowed to speak by the Chair. They may not vote, and they may not formally make a motion, propose an amendment to a motion or raise a point of order. They will not be counted as present for the purpose of deciding whether the meeting is quorate. They will also not count as present for the purpose of calculating attendance in regard of Section 85(1) of the Local Government Act 1972. As the Local Government Act 1972 regards being present as being physically present, the officially published attendance records of councillors will count only those**



Last reviewed/amended: May 2025

Minute: 16/25.4

To be reviewed: Annually

meetings where members were physically present.

- z There will be no virtual attendance during a confidential session.
- aa **The names of members present at a meeting must be recorded and this record should form part of the minutes of each meeting.** It is important to record the grounds upon which apologies for absence are tendered in case they have to be approved to prevent a casual vacancy arising. If a member withdraws on grounds of interest, their withdrawal should be recorded.
- bb **Apologies need not necessarily be conveyed to the council in writing but reasons for absence must be made known to the council and they should be minuted.** It is recognised that this requirement gives rise to concerns regarding security, especially if the reason recorded is a holiday or other prolonged absence from home. This council considers that the minute should be restricted to confirming that the reason for absence was approved, or not. A practice of a blanket approval or disapproval of reasons of absence should be avoided. Each absence should be recorded as “approved” or “not approved” separately in the minutes. Any other wording such as “received” or “accepted” is insufficient.
- cc This council will use a numbered list of grounds for absence which will be confidentially relayed to members. Apologies received by the Proper Officer will be allocated the relevant number to be relayed to members for consideration for approval, or not.
- dd **It is the role of the Proper Officer to receive communications on behalf of the council.** The Proper Officer should receive apologies for absence. In this instance the Proper Officer may be considered to be the clerk, the officer clerking the meeting, or the committee administrator. Apologies should not be relayed to or by anyone else, including other members.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:



Last reviewed/amended: May 2025
Minute: 16/25.4
To be reviewed: Annually

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
- vi. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 4(d)(v)) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
- vii. may dissolve a committee or a sub-committee.
- viii. Members of each committee are encouraged to attend training where this is specified during the first 12 months of their role, at four yearly intervals thereafter, and as detailed in the Council's Training Policy.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.**
- f **The Mayor, unless they have resigned or becomes disqualified, shall continue in office, and preside at the annual meeting until their successor**



Last reviewed/amended: May 2025

Minute: 16/25.4

To be reviewed: Annually

- is elected at the next annual meeting of the Council.
- g **The Deputy Mayor, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the Council.**
 - h **In an election year, if the current Mayor has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.**
 - i **In an election year, if the current Mayor has been re-elected as a member of the Council, they shall preside at the meeting until a new Mayor has been elected. They may exercise an original vote in respect of the election of the new Mayor and shall give a casting vote in the case of an equality of votes.**
 - j Following the election of the Mayor and Deputy Mayor (if there is one) at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff, and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements), including any charters and agency agreements, with other local authorities, not-for-profit bodies and businesses, and review of contributions made to expenditure incurred by other local authorities;
 - xi. Review of representation on or work with external bodies and



Last reviewed/amended: May 2025
Minute: 16/25.4
To be reviewed: Annually

arrangements for reporting back;

- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Mayor may convene an extraordinary meeting of the Council at any time.**
- b **If the Mayor does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place, and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in



Last reviewed/amended: May 2025
Minute: 16/25.4
To be reviewed: Annually

pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are



Last reviewed/amended: May 2025
Minute: 16/25.4
To be reviewed: Annually

received.

- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION



Last reviewed/amended: May 2025
Minute: 16/25.4
To be reviewed: Annually

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors, and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution, and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."



Last reviewed/amended: May 2025
Minute: 16/25.4
To be reviewed: Annually

- e Subject to the publication of draft minutes in accordance with standing order 19(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes, or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. they may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**



Last reviewed/amended: May 2025

Minute: 16/25.4

To be reviewed: Annually

- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or;**
- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Buckinghamshire Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee, or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place, and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting.

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Mayor, occasioned by a casual vacancy in their office;**



Last reviewed/amended: May 2025

Minute: 16/25.4

To be reviewed: Annually

- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g., the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Mayor or in their absence the Deputy Mayor or the Chair or in their absence Vice-Chair of the Planning Committee depending on the Terms of Reference for the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council or the Planning Committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of



Last reviewed/amended: May 2025
Minute: 16/25.4
To be reviewed: Annually

the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved, and paid in accordance with the law, proper practices, and the Council’s financial regulations.
- c The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council’s accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services, or the execution of works shall be drawn up;



Last reviewed/amended: May 2025

Minute: 16/25.4

To be reviewed: Annually

- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date, and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer; or electronically via email to a dedicated email address;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
 - vi. The tendering firm's name and bid amount is to be disclosed to the Councillors in confidential session.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
 - e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 20.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

20. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list.)



Last reviewed/amended: May 2025
Minute: 16/25.4
To be reviewed: Annually

See also standing order 11.

- a The Council shall appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

21. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 22(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

23. COMMUNICATING WITH BUCKINGHAMSHIRE COUNCILLORS

- a An invitation to attend a meeting of the Full Council shall be sent, together with the agenda, to the ward councillors of Buckinghamshire Council representing the area of the Council.



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24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions, or directions.

25. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

END

Buckingham Town Council
Resources Committee
Monday 2nd March 2026

Contact Officer: Town Clerk

Grants Policy Review

1. Recommendations

1.1. It is recommended that the next review of the Grants Policy takes place in three years' time ready for the next four year cycle.

2. Background

2.1. At the last meeting it was discussed if a review of the Grants Policy is required.

2.2. The current grants policy was debated and agreed on the 20 October 2025 (339/25.1). This was done in good time for the start of the four-year grants cycle.

2.3. Prior to that meeting the Finance Officer had emailed all Committee Members on at least three occasions asking who wished to be part of a working group and no one came forward or offered any concerns or potential changes.

2.4. The four year grants cycle has now been started and agreements have been made with those partners. Changing the policy partway through the contract term is not now practicable.

Date	Location of issue	Details	How made	Does the person want feedback?	Who is responsible for the area?	Action	Outcome
08/10/2025	Town	<p>Just a note to say thank you for an excellent edition of Buckingham TownMatters which confirms a great job you all do!</p> <p>An issue which wrankles 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.</p>	email	N	BTC/BC	Replied to resident and passed on comments to all staff.	Closed
28/10/2025	Town Centre	Wheelchair access inconvenient along through road when charter fair in situ.	email	Y	BTC event	Area and access reviewed. Confirmed we will give fuller consideration for future fairs. Offered onsite meeting to discuss in detail. Not taken up.	Closed.
29/10/2025	Clarence Park	Waste being dumped on land by Clarence Park	email	Y	unknown	Advised that BC are aware.	Closed
03/11/2025	Bourton Park	Poor service from vendor at Bonfire event.	email	Y	BTC event	Acknowledged and thanked for feedback. Expressed regret at having this experience. Feedback will be taken into account.	Closed
28/01/2026	Brackley Road	Concerns regarding caravan encampment.	email	Yes	Private Land	Understood to be private land. Advised to report to BC.	Closed.
29/01/2026	Office	Timescale in publishing minutes.	email	Y	BTC	Advised there are several steps to take before minutes can be published.	Closed.

26/02/2026	Church Street	Bollard detached from pavement	email via fix my street		Parish church	Advised area belongs to the church.	Closed.
07/04/2026	Town Centre	Resident believed Palenstinian flags were being flown in town centre.	Email	Y	BTC	Confirmed they are Italian flags to welcome visitors from twin town.	Closed
21/04/2026	Cattle Pens by the Railings	Banners placed at the end of the railings which reduces drivers visibility	email	No	BTC	Banners have been removed	Closed.

Committee	Minute No.	Action	Action Required	Update	Deadline
Resources	800/18	Compliments, Complaints and FOI requests	Members AGREED for a six monthly report.	Last on agenda October 2025.	Next 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	433/25 8/12/25	Policies	To consider a BTC vulnerable adults policy.	Report prepared for April agenda	On agenda
Resources	492/25 12/1/26	Payment endorsements	Amend Financial Regulations to reflect our practice of confidential agenda item for payment endorsements.	Report prepared for April agenda	On agenda
Resources	582/25	Grants	Agreed that a report is brought to the next meeting to consider if there should be a review of the Grants policy.		On agenda