



Buckingham Town Council

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

RESOURCES
COMMITTEE

Wednesday, 17 June 2026

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 22nd June 2026, following a Staffing (Confidential Matters) meeting at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e, 3.f, and 3.g, which will last for a maximum of 15 minutes. A member of the public shall not speak for more than 3 minutes. Members of the public can attend the meeting in person. If you would like to address the meeting virtually, please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:

<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Claire Molyneux
Town Clerk

AGENDA

1. Election of Chair

To elect a Chair of the Resources Committee for 2026-2027.

2. Apologies for absence

Members are asked to approve or not approve apologies for absence.

3. Election of Vice Chair

To elect a Vice Chair of the Resources Committee for 2026-2027.

4. Declarations of interest

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

5. Minutes of last meeting

To agree the minutes of the Resources Committee meeting held on 27th Apr 2026.

[Copy previously circulated](#)



Twinned with Mouvaux, France;

Neukirchen-Vluyn, Germany



Valmadrera, Italy



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

6. Minutes of Communications Strategy Sub-Committee

To receive the minutes of the Communications Strategy Group meeting held on 4th Jun 2026.

[Copy previously circulated](#)

7. Communications Strategy Sub-Committee Terms of Reference

To agree the unchanged terms of reference.

[Appendix A](#)

8. Budgets

To receive and agree the budget reports:

8.1 Detailed Income and Expenditure report, summary of budget variances and ear-marked reserves.

[Appendix B](#)

8.2 Purchase Ledger from April 2026.

[Appendix C](#)

9. Fund transfers

23rd April 2026: £100,000.00 was transferred from the current account to CCLA.

24th April 2026: £100,000.00 was transferred from the current account to CCLA.

27th April 2026: £100,000.00 was transferred from the current account to CCLA.

10. Benchmarking

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

[R/20/26](#)

11. HMRC New approved mileage rates for 2026/27

To note that the new HMRC approved mileage rate is 55p per mile for cars and to agree that we will be using this rate instead of the 45 per mile previously used for both staff and councillor mileage claims.

12. Policies

12.1 To review and recommend to Full Council the unchanged Freedom of Information Act, Publication Scheme, and Data Protection Act 2018 combined Policy document.

[Appendix D](#)

13. Updates from representatives on outside bodies

To receive verbal updates from Councillors on relevant outside bodies.

14. Action Report

To review and discuss the Action Report.

[Appendix E](#)

15. Chair's announcements – for information only

16. Date of next meeting: Monday 7th September 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.

17. Debtors list

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

[Appendix F](#)

18. Payment endorsements

To note payment endorsement sheets 1 to 4.

[Appendix G](#)

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. S. Singh	
Cllr. R. Stuchbury	
Cllr. M. Try	

 Buckingham Town Council Terms of Reference	Date agreed: 13/05/2024 Minute number: 17/24.2.6 Prepared by: Claire Molyneux Version: 2.0
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Name

1. This Strategy Group of Resources shall be known as the **COMMUNICATIONS STRATEGY SUB COMMITTEE**

Membership

2. Membership of the Strategy Group is open to any Councillor who wishes to be a member.
 - 2.1. Councillors who are not Members of the Strategy Group may attend the meeting, but they may not vote on a decision.
 - 2.2. The Committee has the power to Co-opt other non-voting Members.
3. The Strategy Group shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chair/Chairman

4. The Strategy Group shall elect a Chair at the first meeting after the Annual Town Council Meeting. The Chair's period of office is for one year.
5. The Strategy Group shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
6. The Chair, if present, shall Chair the Strategy Group meeting.

Conduct of the Meeting

7. All meetings of the Communications Strategy Group shall be convened in accordance with the Town Council's Standing Orders and current legislation.

Area of Operations

8. The Strategy Group has the delegated responsibility from the Resources Committee to make decisions in all aspects relating to Communications, for example newsletters, websites, leaflets, and social media.

Powers and responsibilities

9. In addition to the areas of operation above the Communications Strategy Group has the following specific responsibilities:
 - 9.1. To discuss and agree articles for inclusion within the Town Council's newsletter.
 - 9.2. To compile and arrange for distribution of the Town Council's newsletter.

- 9.3. To agree procedures for the communication methods the Council uses.
- 9.4. To review and arrange for the management of any website under the Town Council's control.
- 9.5. The Strategy Group has authority to proceed with all items within the publicity budget and the website budget, or any budget from time to time which falls within communications. However, the Strategy Group must refer to the Resources Committee when non-budgeted expenditure is anticipated.
- 9.6. To monitor and improve the Council's communications impact in so far as they relate to this committee.

Detailed Income & Expenditure by Budget Heading 16/06/2026

Month No: 2

Committee Report

	Actual Last Year	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	39,934	264,516	224,582		224,582	15.1%		
4005 ERS National Insurance	28,848	5,177	29,300	24,123		24,123	17.7%		
4006 ERS Pension Cont	53,462	9,065	63,600	54,535		54,535	14.3%		
4007 Staff travel	66	0	450	450		450	0.0%		
4008 Occupational Health	740	0	1,300	1,300		1,300	0.0%		
4025 HR advice	7,905	650	5,480	4,830		4,830	11.9%		
4026 Staff & Recruitment	911	33	600	567		567	5.5%		
<u>102 Office expenses INCOME</u>									
1010 Chamber hire	979	86	1,000	914			8.6%		
1012 Photocopier use	10	0	25	25			0.0%		
<u>102 Office expenses EXPENDITURE</u>									
4010 Stationery	2,564	68	3,203	3,135	183	2,952	7.8%		
4011 Postage	154	0	320	320		320	0.0%		
4012 Photocopier	1,264	81	1,600	1,519		1,519	5.1%		
4013 Equipment purchase	954	0	1,500	1,500		1,500	0.0%		
4017 Subscriptions	5,370	3,199	5,300	2,101		2,101	60.4%		
4018 Telephones	11,391	696	11,900	11,204		11,204	5.9%		
4019 Hire of Community Hall	154	0	350	350		350	0.0%		
4021 Hospitality	313	0	475	475		475	0.0%		
4023 Training	7,201	650	8,510	7,860	280	7,580	10.9%		
4024 Bank charges	0	65	300	235		235	21.6%		
4027 Software	18,357	6,521	21,500	14,979		14,979	30.3%		
4030 Payroll	2,477	434	2,600	2,166		2,166	16.7%		
4032 Publicity and newsletter	6,392	0	7,400	7,400		7,400	0.0%		
4038 Computer equipment	1,614	367	3,000	2,633	232	2,401	20.0%		
4041 Website	2,317	835	3,000	2,165		2,165	27.8%		
4043 Protective clothing	724	0	2,200	2,200		2,200	0.0%		
4052 Heat, light, power	2,785	21	3,650	3,629		3,629	0.6%		
4156 Buckingham Centre rent	10,500	0	10,500	10,500		10,500	0.0%		

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix B1
4267 Buckingham centre rates	2,794	2,934	3,000	66		66	97.8%			
<u>103 Councillors INCOME</u>										
1110 Mayors Charity Income	0	2,853	0	(2,853)			0.0%			
<u>103 Councillors EXPENDITURE</u>										
4020 Mayor's duties	2,163	0	2,250	2,250		2,250	0.0%			
4029 Mayor's civic	1,689	0	1,940	1,940		1,940	0.0%			
4044 Councillors' mileage / exp.	0	0	575	575		575	0.0%			
4045 Councillors' allowance	10,020	0	10,530	10,530		10,530	0.0%			
4171 Mayors Charity	0	0	2,895	2,895		2,895	0.0%			
4236 Election costs	4,290	0	5,000	5,000		5,000	0.0%			
4269 Councillor training	150	0	2,000	2,000		2,000	0.0%			
<u>104 Legal requirements INCOME</u>										
1098 Insurance Claims Income	5,921	0	0	0			0.0%			
<u>104 Legal requirements EXPENDITURE</u>										
4014 Audit fees	2,890	395	4,140	3,745		3,745	9.5%			
4016 Legal costs	4,000	0	6,000	6,000		6,000	0.0%			
4022 Insurance	20,767	19219	22,000	22,000		2,718	87.4%			
<u>120 Long-term grants EXPENDITURE</u>										
4040 Four Year Grants Awarded	23,227	23,000	23,000	0		0	100.0%			
4080 Annual Grants Awarded	9,640	10,000	10,000	0		0	100.0%			
<u>125 Commemorative items EXPENDITURE</u>										
4501 Civic award	0	0	800	800	270	530	33.8%			
4504 Remembrance wreath	29	0	32	32		32	0.0%			
4505 Mayor's salver	170	0	150	150		150	0.0%			
<u>130 Admin reserves INCOME</u>										
1176 Precept	1,307,690	699,380	0	(699,380)			0.0%			
1190 Interest received	50,463	3,588	32,500	28,912			11.0%			
<u>132 Future planning / contingencies EXPENDITURE</u>										
4152 Quality Award Scheme	0	0	250	250		250	0.0%			
4500 Future planning / contingencies	6,008	0	15,000	15,000		15,000	0.0%			
4507 ECDI Projects	0	0	220	220		220	0.0%			

ENVIRONMENT**201 Environment EXPENDITURE**

3995	NI Environment	26,497	4,789	27,200	22,411	22,411	17.6%	
3996	Pensions ERS Environment	55,860	9,847	64,500	54,653	54,653	15.3%	
4004	Salaries environment	236,155	43,379	264,500	221,121	221,121	16.4%	

202 Roundabouts INCOME

1051	Roundabout no. 1	1,342	3,014	3,014	0		100.0%	
1052	Roundabout no. 2	1,535	1,606	1,606	0		100.0%	
1053	Roundabout no. 3	2,520	2,636	2,636	0		100.0%	
1054	Roundabout no. 4	3,203	3,359	3,359	0		100.0%	
1056	Roundabout no. 6	3,422	0	3,579	3,579		0.0%	
1057	Roundabout no. 7	1,746	1,826	1,826	(0)		100.0%	

202 Roundabouts EXPENDITURE

4108	Roundabout	1,428	0	2,000	2,000	2,000	0.0%	
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203 Maintenance EXPENDITURE

4082	Bourton Road Allotments	2,350	0	2,458	2,458	2,458	0.0%	
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205 Grounds maintenance EXPENDITURE

4033	Waste disposal	5,614	0	6,294	6,294	6,294	0.0%	
4035	Machinery	2,973	0	2,973	2,973	2,973	0.0%	
4036	Fuel (Mower)	1,789	0	1,900	1,900	1,900	0.0%	
4037	Sundries	1,574	1,328	3,646	2,318	138	2,179	40.2%
4063	Vehicle hire and running costs	4,451	508	7,237	6,729	237	6,492	10.3%

248 Depot EXPENDITURE

4013	Equipment purchase	588	0	5,462	5,462	5,462	0.0%	
4055	Alarm	581	615	650	35	35	94.6%	
4225	Rates	5,240	5,501	5,450	(51)	(51)	100.9%	
4601	Repairs & maintenance fund	804	0	900	900	900	0.0%	
4602	Electricity	2,104	148	2,030	1,882	1,882	7.3%	
4603	Water	583	0	700	700	700	0.0%	

Actual figures unavailable at precept

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix B1
<u>249 C Meadow Toilets/Shopmobility INCOME</u>										
1085 Shopmobility income	331	0	250	250			0.0%			
<u>249 C Meadow Toilets/Shopmobility EXPENDITURE</u>										
4602 Electricity	0	0	600	600		600	0.0%			
4603 Water	1,920	0	3,500	3,500		3,500	0.0%			
4608 Shopmobility	947	0	1,000	1,000		1,000	0.0%			
4612 Contractor charge	12,530	1,081	12,316	11,235		11,235	8.8%			
4709 Maintenance	1,161	0	1,500	1,500		1,500	0.0%			
<u>250 Lace Hill INCOME</u>										
1026 Lace Hill Community Centre	32,498	5,659	41,000	35,341			13.8%			
1027 Solar income	0	0	1,200	1,200			0.0%			
<u>250 Lace Hill EXPENDITURE</u>										
4050 Lace Hill playing fields	0	0	555	555		555	0.0%			
4118 Solar panels	0	0	400	400		400	0.0%			
4158 Lace Hill gas	4,743	490	5,112	4,622		4,622	9.6%			
4159 Lace Hill electricity	4,758	721	8,000	7,279		7,279	9.0%			
4160 Lace Hill water	578	0	1,236	1,236		1,236	0.0%			
4161 Lace Hill Repair & Maintenance	4,943	173	5,066	4,893	66	4,826	4.7%			
4162 Lace Hill Planned Maintenance	5,490	86	8,275	8,189	75	8,115	1.9%			
4164 Lace Hill equipment	2,458	145	3,200	3,055	75	2,980	6.9%			
4225 Rates	10,354	9,408	10,768	1,360		1,360	87.4%			
<u>251 Chandos Park INCOME</u>										
1030 Bowls income	644	0	673	673			0.0%			
1035 Tennis Court Rent	799	0	836	836			0.0%			
<u>251 Chandos Park EXPENDITURE</u>										
4601 Repairs & maintenance fund	414	0	10,431	10,431	6,331	4,100	60.7%			
4602 Electricity	680	54	650	596		596	8.3%			
4603 Water	2,032	272	5,500	5,228		5,228	4.9%			
4606 Bowls Club Maintenance	308	0	2,342	2,342	1,774	568	75.8%			

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix B1
<u>252 Bourton Park EXPENDITURE</u>										
4601 Repairs & maintenance fund	40,303	956	52,524	51,568	577	50,991	2.9%			
<u>253 Cemeteries INCOME</u>										
1041 Burial fees	26,691	1,855	33,500	31,645			5.5%			
1112 Allotments Income	0	0	650	650			0.0%			
<u>253 Cemeteries EXPENDITURE</u>										
4225 Rates	3,026	3,757	3,147	(610)		(610)	119.4%		Actual figures unavailable at precept	
4265 Cemetery Maintenance	6,421	71	8,000	7,929	2,172	5,757	28.0%			
4286 Tingewick Rd Rates	0	0	4,000	4,000		4,000	0.0%			
4287 Tingewick Rd Electricity	0	0	1,500	1,500		1,500	0.0%			
4288 Tingewick Rd Water	0	0	1,000	1,000		1,000	0.0%			
4289 Allotments Water and Maintenance	0	0	650	650		650	0.0%			
4601 Repairs & maintenance fund	3,723	0	0	0		0	0.0%			
4602 Electricity	2,043	32	600	568		568	5.3%			
4617 Memorial testing	1,811	0	1,500	1,500		1,500	0.0%			
4619 Cemeteries Development	47,464	(2,915)	6,569	9,484	3,369	6,115	6.9%			
4620 Expenses for burial duties	6,172	403	6,250	5,847		5,847	6.4%			
<u>254 Chandos Park toilets EXPENDITURE</u>										
4603 Water	(16)	0	0	0		0	0.0%			
4612 Contractor charge	12,530	1,081	12,316	11,235		11,235	8.8%			
4709 Maintenance	1,217	568	3,500	2,932		2,932	16.2%			
<u>255 Railway Walk & Castle Hill EXPENDITURE</u>										
4709 Maintenance	0	0	1,180	1,180		1,180	0.0%			
<u>256 Storage Premises EXPENDITURE</u>										
4066 Grenville garage rent	662	58	680	622		622	8.5%			
<u>258 Cemetery Lodge INCOME</u>										
1061 Cemetery Lodge rental income	11,254	1,155	12,704	11,549			9.1%			
<u>258 Cemetery Lodge EXPENDITURE</u>										
4034 PWLB repayments inc. interest	4,702	0	4,702	4,702		4,702	0.0%			
4609 Cemetery Lodge maintenance	2,967	361	3,400	3,039	130	2,909	14.4%			
<u>260 CCTV EXPENDITURE</u>										
4100 CCTV maintenance	2,567	0	4,600	4,600		4,600	0.0%			

261 Community Centre EXPENDITURE

4085	Structural repairs	25,877	0	17,594	17,594	94	17,500	0.5%	
4091	Chamber	1,206	899	1,200	301		301	74.9%	

262 Parks General EXPENDITURE

4101	Seats and bins	1,689	0	2,310	2,310	311	1,999	13.5%	
4102	Dog bins	3,946	0	4,800	4,800		4,800	0.0%	
4106	Play area maintenance	3,898	6	19,423	19,418	6,170	13,248	31.8%	
4112	Environment Equipment	9,612	618	11,489	10,871		10,871	5.4%	
4122	Tree works	4,920	5,100	59,810	54,710	16,710	38,000	36.5%	
4168	Defibrillators	993	0	800	800		800	0.0%	
4275	Play area replacement fund	0	0	10,500	10,500		10,500	0.0%	
4276	Conservation Volunteers	600	0	2,240	2,240		2,240	0.0%	
4280	Machinery Repair / Replace	0	0	2,500	2,500		2,500	0.0%	
4281	Vehicle Repair / Replace	0	0	2,500	2,500		2,500	0.0%	

264 Tingewick Road Cemetery EXPENDITURE

4282	New Cemetery PWLB Repayments	33,321	38,077	150,661	112,584		112,584	25.3%	
4285	New Cemetery PWLB Expenditure	1,084,638	20,393	0	(20,393)	38,201	(58,594)	0.0%	EMR TO COVER

TOWN CENTRE & EVENTS301 Town Centre & Events INCOME

1028	Lace Hill events income	472	0	700	700			0.0%	
1062	Community Fair table income	220	0	230	230			0.0%	
1066	Comedy night income	0	0	1,000	1,000			0.0%	
1069	Charter fairs income	9,111	0	9,384	9,384			0.0%	
1091	Events Sponsorship Income	0	0	600	600			0.0%	
1092	Events Stall Income	754	200	1,150	950			17.4%	
1093	Dog Show Income	636	0	300	300			0.0%	
1104	Remembrance Contributions	1,358	0	1,358	1,358			0.0%	

301 Town Centre & Events EXPENDITURE

3997	NI TC&E	9,346	1,164	8,377	7,213		7,213	13.9%	
3998	Pensions ERS TC&E	17,650	2,534	18,200	15,666		15,666	13.9%	
3999	Salaries TC&E	91,143	11,575	101,100	89,525		89,525	11.4%	
4042	Events equipment	1,439	82	1,117	1,035	135	900	19.4%	
4094	Youth project	4,140	1,080	6,489	5,409		5,409	16.6%	
4104	Planters and Baskets	11,193	0	11,925	11,925		11,925	0.0%	
4107	Buckingham in Bloom	183	25	190	165		165	13.2%	
4115	River rinse	396	0	470	470		470	0.0%	
4128	Small Events	308	35	1,000	965		965	3.5%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix B1
4166 Lace Hill events	1,489	0	1,598	1,598	135	1,463	8.4%			
4201 Christmas lights	12,581	2,253	17,500	15,247	420	14,827	15.3%			
4202 Firework display	7,500	0	7,800	7,800		7,800	0.0%			
4203 Community fair	248	0	322	322		322	0.0%			
4205 Christmas parade	6,893	0	6,344	6,344		6,344	0.0%			
4207 Remembrance parade	2,715	0	2,922	2,922		2,922	0.0%			
4211 Band Jam	6,032	0	6,273	6,273		6,273	0.0%			
4212 Christmas lights switch on	3,243	0	3,500	3,500		3,500	0.0%			
4213 Dog show	670	0	750	750		750	0.0%			
4220 Buckingham Live	5,641	3,300	6,344	3,044	1,566	1,478	76.7%			
4241 Comedy Night expenditure	0	0	1,500	1,500		1,500	0.0%			
4243 Charter Fairs	5,500	0	6,032	6,032		6,032	0.0%			
4245 Street Food Fair	550	400	2,000	1,600		1,600	20.0%			
4260 Twinning	100	0	100	100		100	0.0%			
<u>302 Street markets INCOME</u>										
1005 Street markets	18,525	1,764	18,500	16,736			9.5%			
1006 Flea market	7,613	881	6,100	5,219			14.4%			
<u>302 Street markets EXPENDITURE</u>										
4017 Subscriptions	484	0	468	468		468	0.0%			
4225 Rates	1,672	1,658	1,739	82		82	95.3%			
4234 Market Entertainment	552	15	1,000	985		985	1.5%			
4235 Market infrastructure & Promotions	1,328	509	1,000	491		491	50.9%			
<u>303 Special events INCOME</u>										
1020 Food fair income	515	0	820	820			0.0%			
1083 Fringe income	170	0	0	0			0.0%			
<u>303 Special events EXPENDITURE</u>										
4169 Skate Park Event	1,917	0	2,080	2,080		2,080	0.0%			
4221 Fringe	1,535	1,127	2,236	1,109		1,109	50.4%			
4242 Food fair	600	0	634	634		634	0.0%			
4244 Flags	257	0	610	610		610	0.0%			
4273 One-off events	0	0	520	520		520	0.0%			
4278 Celebrate Buckingham Day	2,652	931	2,200	1,269		1,269	42.3%			
4283 Small Business Promotion	429	547	1,248	701		701	43.8%			
<u>305 Tourist Information Centre INCOME</u>										
1084 TIC income	7,523	430	9,200	8,770			4.7%			
<u>305 Tourist Information Centre EXPENDITURE</u>										
4253 TIC tickets & produce	6,777	256	6,500	6,244		6,244	3.9%			
4255 Heritage app expenditure	0	0	300	300		300	0.0%			
4274 Tourism website	330	337	458	122		122	73.5%			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix B1
<u>306 Accessibility EXPENDITURE</u>										
4254 Accessibility Costs	346	0	2,000	2,000		2,000	0.0%			
<u>PLANNING</u>										
<u>601 Planning EXPENDITURE</u>										
3992 Salaries Planning	40,191	6,699	41,590	34,891		34,891	16.1%			
3993 NI Planning	4,527	755	4,710	3,955		3,955	16.0%			
3994 Pensions ERS Planning	3,664	585	3,870	3,285		3,285	15.1%			
4624 NHP / Continuity	4,023	0	1,000	1,000		1,000	0.0%			
Grand Totals:- Income	2,695,647	730,290	189,700	(540,590)			385.0%			
Expenditure	2,448,809	307,220	1,728,648	1,421,428	79,652	1,341,776	22.4%			
Net Income over Expenditure	246,838	423,070	(1,538,948)	(1,962,018)						

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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	48,100.00	38,378.00	0.00	86,478.00
327 EMR LEGAL COSTS	1,000.00	2,000.00	0.00	3,000.00
328 EMR FLOOD RELIEF FUND	826.00	0.00	0.00	826.00
330 EMR CHRISTMAS LIGHTS	2,171.00	1,419.00	0.00	3,590.00
332 EMR CHARTER FAIRS	5,141.00	0.00	0.00	5,141.00
333 EMR PLAY AREA REPLACEMENT	67,932.00	32,068.00	0.00	100,000.00
334 EMR TOURISM LEAFLETS	883.00	0.00	0.00	883.00
335 EMR GREEN SPACES DEVELOPMENT	14,778.00	15,222.00	0.00	30,000.00
337 EMR BRIDGE REPAIRS	9,253.21	0.00	9,253.21	0.00
339 EMR DEPOT EQUIPMENT	11,000.00	4,874.00	0.00	15,874.00
340 EMR AEDS	133.00	0.00	0.00	133.00
341 EMR LHSCC REPAIRS & MAINT	28,000.00	0.00	0.00	28,000.00
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	1,896.00	0.00	0.00	1,896.00
348 EMR SCULPTURE TRAIL	900.00	0.00	0.00	900.00
349 EMR TRAINING	7,598.00	0.00	0.00	7,598.00
350 EMR COMPUTERS & SOFTWARE	5,633.00	0.00	0.00	5,633.00
351 EMR RATES	656.00	844.00	0.00	1,500.00
352 EMR ACCESSIBILITY	2,513.00	0.00	0.00	2,513.00
353 EMR WILDLIFE CONSERVATION VOLU	3,732.00	2,240.00	0.00	5,972.00
354 EMR MACHINERY REPLACE & REPAIR	12,449.00	2,500.00	0.00	14,949.00
355 EMR BUILDINGS REPLACE & REPAIR	4,090.00	2,635.00	0.00	6,725.00
356 EMR RESOURCING RESERVE	54,828.00	30,828.00	0.00	85,656.00
357 EMR VEHICLE REPLACEMENT & REPA	7,343.00	2,657.00	0.00	10,000.00
358 EMR STAFFING COSTS	832.48	2,667.52	0.00	3,500.00
360 EMR BUCKINGHAM CENTRE COSTS	6,500.00	0.00	0.00	6,500.00
361 EMR EVENTS RESERVE	2,428.00	7,572.00	0.00	10,000.00
362 EMR BIODIVERSITY AUDIT	0.00	2,000.00	0.00	2,000.00
	353,123.69	147,904.52	9,253.21	491,775.00

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2026	16524089		ANGLIAN WATER	A015	272.04	0.00	272.04	4603	251	272.04	chandos park
30/04/2026	GB62YY1WABEI		AMAZON	A035	15.79	3.16	18.95	4128	301	15.79	rolling pins
30/04/2026	GB601LA98Y7LI		AMAZON	A035	14.99	3.00	17.99	4234	302	14.99	clay
30/04/2026	GB601ML3DXVSJI		AMAZON	A035	11.14	2.23	13.37	4038	102	11.14	jack plug
30/04/2026	GB601N78DXVSJI		AMAZON	A035	14.63	2.92	17.55	4038	102	14.63	headphone jack
30/04/2026	GB6000EMJXP611		AMAZON	A035	19.69	3.94	23.63	4128	301	19.69	french knitting kits
30/04/2026	GB6134KDABEY		AMAZON	A035	36.10	7.22	43.32	4037	205	36.10	gs consumables
30/04/2026	GB60011R21TYLI		AMAZON	A035	7.67	1.53	9.20	4042	301	7.67	egg trays
30/04/2026	GB6000089C4X1XI		AMAZON	A035	74.69	14.94	89.63	4042	301	74.69	connect 4
30/04/2026	6818		BALC	B001	2,668.32	0.00	2,668.32	4017	102	2,668.32	26/27 subs bmcalc, nalc
30/04/2026	500150149X...		BUCKS COUNCIL	B006	3,757.00	0.00	3,757.00	4225	253	3,757.00	cemetery rates
30/04/2026	501754123...		BUCKS COUNCIL	B006	5,501.48	0.00	5,501.48	4225	248	5,501.48	rates depot
30/04/2026	501756385...		BUCKS COUNCIL	B006	9,408.00	0.00	9,408.00	4225	250	9,408.00	rates lhsc
30/04/2026	5001054514...		BUCKS COUNCIL	B006	1,657.50	0.00	1,657.50	4225	302	1,657.50	rates market
30/04/2026	5001740349...		BUCKS COUNCIL	B006	2,934.12	0.00	2,934.12	4225	102	2,934.12	rates buck centre
30/04/2026	2271		BIG	B034	5,100.00	0.00	5,100.00	4122	262	5,100.00	Tree Works Brackley Rd Cemeter
30/04/2026	915379		BCQ	B052	547.00	109.42	656.42	4283	303	547.00	colouring trail maps
30/04/2026	2026		BUCKINGHAM LIVE SESS	B069	3,300.00	0.00	3,300.00	4220	301	3,300.00	sponsorship of buckingham live
30/04/2026	4/26		BOOTS	B093	29.70	0.00	29.70	4037	205	29.70	sunscreen
30/04/2026	786		BUGFEST	B094	702.00	140.40	842.40	4221	303	702.00	5 hour minibeast
30/04/2026	26/27		BUCKS BEST VIILLAGE	B095	25.00	0.00	25.00	4107	102	25.00	entrance fee
30/04/2026	11112		CLOUDY IT	C073	991.73	198.34	1,190.07	4027	102	991.73	monthly hosting
30/04/2026	11481		CLOUDY IT	C073	996.63	199.32	1,195.95	4027	102	996.63	monthly hosting
30/04/2026	KI-9F3759D7-0007		EDF	E014	53.92	2.70	56.62	4602	251	53.92	april chandos toilets
30/04/2026	KI-37B4B67C-0007		EDF	E014	42.23	2.11	44.34	4602	248	42.23	april
30/04/2026	KI-55518D95-0020		EDF	E014	322.55	64.51	387.06	4158	250	322.55	april
30/04/2026	KI-55518D95-0021		EDF	E014	167.06	33.41	200.47	4158	250	167.06	april
30/04/2026	KI-60801EAO-0007		EDF	E014	15.97	0.80	16.77	4602	253	15.97	april chapel b

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 1

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2026	KI-AC53CE39-0007		EDF	E014	20.75	1.04	21.79	4052	102	20.75	april
30/04/2026	KI-D7404BCF-0007		EDF	E014	15.84	0.79	16.63	4602	253	15.84	april chapel a
30/04/2026	KI-EBC07DA7-0007		EDF	E014	105.54	5.28	110.82	4602	248	105.54	april
30/04/2026	863		EMBLETON	E024	200.00	0.00	200.00	4245	301	200.00	bite club may
30/04/2026	871		EMBLETON	E024	200.00	0.00	200.00	4245	301	200.00	bite club
30/04/2026	000042		FESTIVE	F009	2,253.12	450.62	2,703.74	4201	301	2,253.12	60% xmas light hire
30/04/2026	4998		GREENFLOW	G020	36.49	0.00	36.49	4709	254	36.49	service and maint water saving
30/04/2026	GCL-FTI-277908		GROUND CONTROL	G052	45,817.55	9,163.51	54,981.06	4285	264	45,817.55	Supply and install water pipe
30/04/2026	20605		HERON	H009	169.20	33.84	203.04	4161	250	169.20	letter Y
30/04/2026	15410		HEALTH	H011	2,161.39	432.28	2,593.67	4612	249	1,080.69	toilet maint
								4612	254	1,080.70	toilet maint
30/04/2026	37220		HIGHGEAR	H32	508.14	101.63	609.77	4063	205	508.14	supply & fit new cam belt and
30/04/2026	398126		HAWKESWORTH	H051	75.00	15.00	90.00	4038	102	75.00	pat testing
30/04/2026	398127		HAWKESWORTH	H051	86.90	17.38	104.28	4038	102	86.90	pat testing
30/04/2026	398128		HAWKESWORTH	H051	104.70	20.94	125.64	4038	102	104.70	pat testing
30/04/2026	398129		HAWKESWORTH	H051	75.00	15.00	90.00	4038	102	75.00	pat testing
30/04/2026	4011380872		HORT WEEK	H052	439.00	0.00	439.00	4112	262	439.00	Hort Week Subscription
30/04/2026	4/26		HP SERVICES	H056	45.00	0.00	45.00	4162	250	45.00	window cleaning
30/04/2026	2131		IAC	I001	395.00	79.00	474.00	4014	104	395.00	year end audit services
30/04/2026	26/27		INSTITUTE OF CEMETER	I002	110.00	0.00	110.00	4017	102	110.00	subs 26/27
30/04/2026	935056		INREACH	I014	81.03	16.20	97.23	4012	102	81.03	copies
30/04/2026	186459		JANITORIAL DIRECT	J013	189.08	37.81	226.89	4037	205	189.08	bin bags & blue roll
30/04/2026	221208		LES	L028	650.00	0.00	650.00	4619	253	650.00	Chlorination, de-chlorination
30/04/2026	211455074		MOLE	M014	120.00	24.00	144.00	4278	102	120.00	bark
30/04/2026	260400206048		MAINSTREAM	M061	96.49	19.30	115.79	4018	102	96.49	b/band
30/04/2026	29501		MKPA	M067	561.00	0.00	561.00	4278	303	561.00	bounce blaster obstacle course
30/04/2026	26/27		NBPPC	N003	20.00	0.00	20.00	4017	102	20.00	subs 26/27
30/04/2026	M330		NABMA	N008	509.00	0.00	509.00	4235	302	509.00	subscription 26/27
30/04/2026	232767		NATIONAL EXPRESS	N023	86.26	0.00	86.26	4253	305	86.26	ticket sales tic

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 1

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2026	24190		NAS	N024	70.00	14.00	84.00	4017	102	70.00	membership 26/27
30/04/2026	MK017		NATURE MAKERS	N032	225.00	0.00	225.00	4221	303	225.00	family arts and crafts
30/04/2026	116919		OAKPARK	O060	532.00	106.40	638.40	4709	254	532.00	service and maint cctv
30/04/2026	117030		OAKPARK	O060	615.00	123.00	738.00	4055	248	615.00	ann maint alarm
30/04/2026	150678		PARAGON	P008	402.80	80.56	483.36	4620	253	402.80	digger hire
30/04/2026	150981		PARAGON	P008	16.34	3.26	19.60	4037	205	6.67	hose, gaffa tape ect
								4161	250	4.17	hose, gaffa tape ect
								4106	262	5.50	hose, gaffa tape ect
30/04/2026	151090		PARAGON	P008	960.30	192.06	1,152.36	4619	253	960.30	tractor hire
30/04/2026	151091		PARAGON	P008	70.65	14.13	84.78	4265	253	70.65	laser level
30/04/2026	161949		PAYROLL OPTIONS	P057	263.56	52.72	316.28	4030	102	263.56	year end payroll processing
30/04/2026	162117		PAYROLL OPTIONS	P057	170.08	34.02	204.10	4030	102	170.08	monthly payroll
30/04/2026	000522		PA MEDIA GROUP	P060	312.50	62.50	375.00	4274	305	312.50	copy right image fee
30/04/2026	1012889		QUEST	Q002	17.33	3.47	20.80	4037	205	17.33	fixings
30/04/2026	1013549		QUEST	Q002	25.45	5.09	30.54	4037	205	25.45	padlock
30/04/2026	1013714		QUEST	Q002	10.31	2.06	12.37	4037	205	10.31	glass scraper
30/04/2026	1013923		QUEST	Q002	29.37	5.87	35.24	4037	205	29.37	padlock
30/04/2026	40611		QUERCUS	Q005	947.38	189.48	1,136.86	4601	252	947.30	Iroko timber slats 137
								4601	252	0.08	iroko timber slats
30/04/2026	33350		RBS	R001	4,533.00	906.60	5,439.60	4027	102	4,533.00	annual support all apps
30/04/2026	26/27/20		RURAL MARKET TOWNS	R005	151.04	30.21	181.25	4017	102	151.04	annual subs
30/04/2026	RS7004		R AND S INDUSTRIAL C	R029	145.00	29.00	174.00	4164	250	145.00	call out and labour industrial
30/04/2026	QL209249-1		SLCC	S005	140.00	28.00	168.00	4023	102	140.00	pialc cm
30/04/2026	107832		SPHERETECH	S008	899.07	179.81	1,078.88	4091	261	899.07	air con annual maint
30/04/2026	027		STRAWBERRY	S056	250.00	0.00	250.00	4278	303	250.00	stage 4 x 1ft sections
30/04/2026	2448		SEAGRAVES	S073	510.00	102.00	612.00	4023	102	510.00	Recertification Play Area Oper
30/04/2026	459864		TUDOR ENVIRONMENTAL	T002	138.34	0.00	138.34	4112	262	138.34	grass seed
30/04/2026	464160		TUDOR ENVIRONMENTAL	T002	138.34	0.00	138.34	4037	205	138.34	grass seed
30/04/2026	313939		TURNEY	T007	846.00	169.20	1,015.20	4037	205	846.00	Stihl FS91r strimmer

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 1

Order by Supplier A/c

Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2026	1041738718		TRAVIS	T010	8.99	1.80	10.79	4601	252	8.99	macadam
30/04/2026	1042705512		TRAVIS	T010	17.48	3.50	20.98	4112	262	17.48	timber treated
30/04/2026	1043137242		TRAVIS	T010	23.30	4.66	27.96	4112	262	23.30	bucket, broom, patio cleaner
30/04/2026	8602		UNIVERSITY	U001	200.00	0.00	200.00	4221	303	200.00	hall hire ofg
30/04/2026	PF 2026		ULTIMATE	U003	1,080.00	0.00	1,080.00	4094	301	1,080.00	basket ball coaching
30/04/2026	4410669046		VIKING DIRECT	V001	68.23	13.64	81.87	4010	102	68.23	stationery
30/04/2026	252846		VALDA ENERGY	V015	720.88	149.44	870.32	4159	250	720.88	lhsc
30/04/2026	99027		WORKNEST	W029	650.00	130.00	780.00	4025	101	650.00	5 hours bank support
30/04/2026	554552719		ZURICH	Z001	19,218.62	0.00	19,218.62	4022	102	19,218.62	insurance 26/27
30/04/2026	347298191		ZOOM	Z002	129.90	25.98	155.88	4017	102	129.90	zoom subs
30/04/2026	20642		ZONKEY	Z003	835.00	167.00	1,002.00	4041	102	835.00	website maint
TOTAL INVOICES					129,189.69	14,053.03	143,242.72			129,189.69	

Buckingham Town Council
Resources Committee
Monday 22nd June 2026

Contact Officer: Town Clerk/Compliance and Projects Manager

Benchmarking Exercise

1. Recommendations

- 1.1. It is recommended that Members instruct the Town Clerk to review and update all job descriptions to confirm they are current and accurate, and to engage a specialist company to undertake a benchmarking exercise against the local jobs market.

2. Background

- 2.1. At the Resources Committee meeting of 2 September 2024, Members agreed Cllr. O'Donoghue's motion regarding concerns over difficulties in the recruitment and retention of staff, tasking the Town Clerk to investigate options for an independent review (minute 235/24).
- 2.2. At that time, the Town Clerk established that SLCC/NALC had started a review of the national pay scales so this action has since been held in abeyance.
- 2.3. At Tuesday's (16th June) SLCC meeting, a member of the steering group confirmed that little or no progress had been made with the review and reported that there was no current expectation or timetable to do so. It is therefore recommended that BTC stop waiting for the national review and instead benchmark against the local jobs market.

3. Additional information

- 3.1. The concerns over recruitment and retention remain.
- 3.2. The skill sets required within most local government roles are generally transferable to and from other industries so we are competing against many other local organisations to recruit staff. Initial research indicates that many of these other organisations can offer more attractive packages than the town council.
- 3.3. Similarly, we continue to risk losing experienced, quality staff to other local organisations having invested time and money into their development.

3.4. Due to the size of this council, opportunities to progress to more senior roles are limited, although the council has recently approved some new supervisory roles.

3.5. The Clerk has established that similar town councils in the local area have undertaken, or are currently undertaking, an independent benchmarking exercise against the local jobs market, and that this has improved their ability to attract a higher quality applicant, and to better retain their experienced staff.

4. Costs

4.1. Any recommendation from the independent specialist will be brought to this Committee, together with a report from officers, for consideration.

4.2. There is sufficient budget set aside for this review (EMR 356) as this was expected following Cllr. O'Donoghue's motion in 2024.

4.3. It is anticipated that the fees for the specialist will be around £3000 and well within the Town Clerk's designated authority.

Date agreed	Committee	Minute number	Renewal date
12 th May 2025	Full Council	9/25.2	May 2026

BUCKINGHAM TOWN COUNCIL FREEDOM OF INFORMATION ACT, PUBLICATION SCHEME, DATA PROTECTION ACT 2018

Introduction

The Council's Commitment to the Act

Buckingham Town Council believes in maintaining the transparency of the Council and strives to maintain an open approach to its business.

The Council is committed to openness and accountability and currently makes large amounts of information available to the public through the website, via the telephone, email and by post. Should a personal visit to view information be required, an appointment will be necessary.

The Freedom of Information Act 2000

The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioners Officers at [Information Commissioner's Office \(ICO\)](#)

Publication Scheme

The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from 1 January 2009. Buckingham Town Council adopted the generic model scheme on 5 November 2012. This policy is designed to provide everyone with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise make available to the public.

Freedom of Information Requests and the Publication Scheme

The purpose of this publication scheme is to set out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and will be made available unless there is a reason for it to be legitimately withheld. Application for any information not included in the guide below can be made by making a written request to the Compliance and Projects Manager who will reply within 20 working days after

receipt of the request.

Model Publication Scheme

This Model Publication Scheme has been prepared and approved by the Information Commissioner. It may be adopted by any public authority without further approval and will be valid until further notice.

This publication commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

1. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below;
2. To specify the information which is held by the authority and falls within the classifications below;
3. To proactively publish or otherwise make available as a matter of routine, information in line with statements contained within this scheme;
4. To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
5. To review and update on a regular basis the information the authority makes available under this scheme.
6. To provide a schedule of any fees charged for access to information which is made proactively available;
7. To make this publication scheme available to the public.

The method by which information published under this scheme will be made available.

1. The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
2. Where it is within the capability of a public authority, information will be provided on a website. Where it is impractical to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.
3. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
4. Information will be provided in the language in which it is held or in such language that is legally required. Where an authority is legally required to translate any information, it will

do so.

5. Obligations under disciplinary and discrimination legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified, and are in accordance with a published schedule of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from Buckingham Town Council under the Freedom of Information Act Model Publication Scheme.

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be Published	How the information can be obtained	Cost
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Class 1 – Who we are and what we do (Organisational information, structures, locations, and costs) Current information only.	Website Hard Copy	Free 20p per A4 Sheet
List of Council Members and their responsibilities as well as a list of Council Committees Details of any representation on local public bodies	Website Hard Copy	Free 20p per A4 Sheet
Postal and email address Contact details for Town Clerk and Council Members Where possible provide named contacts including phone numbers and email addresses	Website Hard Copy	Free 20p per A4 Sheet
Location of Main Council office and accessibility details	Website Hard Copy	Free 20p per A4 Sheet
Staffing Structure	Website Hard Copy	Free 20p per A4 Sheet
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts, and financial audit) Current and previous financial year as a minimum	Website Hard Copy	Free 20p per A4 Sheet
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard Copy	Free 20p per A4 Sheet
Finalised Budget	Website Hard Copy	Free 20p per A4 Sheet
Precept	Website Hard Copy	Free 20p per A4 Sheet
Borrowing Approval letter	Website Hard Copy	Free 20p per A4 Sheet
All items of expenditure over £100	Website Hard Copy	Free 20p per A4 sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 20p per A4 Sheet
Grants given and received	Website Hard Copy	Free 20p per A4 Sheet
List of current contracts awarded and value of contract	Hard Copy	20p per A4 Sheet
Members' allowances and expenses	Website Hard Copy	Free 20p per A4 Sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews) Current and previous years as a minimum	Website Hard Copy	Free 20p per A4 Sheet
Annual governance statement in format included in the Annual Return form	Website Hard Copy	Free 20p per A4 Sheet

Buckingham Plan	Website Hard Copy	Free 20p per A4 Sheet
Annual report to Parish or Community Meeting	Website Hard Copy	Free 20p per A4 Sheet
Quality Status	Not held	
Local Charters drawn up in accordance with DLUHC's guidelines	Hard Copy	20p per A4 Sheet
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate or relevant	Hard Copy	20p per A4 Sheet
Class 4 – How we make decisions (Decision making process and records of decisions) Current and previous Council year as a minimum	Website Hard Copy	Free 20p per A4 Sheet
Timetable of meetings (Council, and any Committee /Sub Committee meetings and Town meetings)	Website Hard Copy	Free 20p per A4 Sheet
Agendas of meetings (as above)	Website Hard Copy	Free 20p per A4 Sheet
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard Copy	Free 20p per A4 Sheet
Reports presented to Council meetings – N.B. This will exclude material that is properly considered to be exempt from disclosure	Website Hard Copy	Free 20p per A4 Sheet
Responses to consultation papers	Hard Copy	20p per A4 Sheet
Responses to planning applications	Hard Copy	20p per A4 Sheet
Byelaws	Hard Copy	20p per A4 Sheet
Class 5 – Our policies and Procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities) Current information only	Website Hard Copy	Free 20p per A4 Sheet
Policies and procedures for the conduct of Council business: Procedural Standing Orders Committee and Sub-Committee terms of Reference Delegated authority in respect of officers Code of Conduct Policy Statements	Website Hard Copy	Free 20p per A4 Sheet

Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and Safety Policy Recruitment policies and details of current vacancies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy	Free 20p per A4 Sheet
Records Management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website Hard Copy	Free 20p per A4 Sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	Website Hard Copy Some information may only be available by Inspection	Free 20p per A4 Sheet
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard Copy	20p per A4 Sheet
Assets Register, including details of public land and building assets	Website Hard Copy	Free 20p per A4 Sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice.	Hard Copy	20p per A4 Sheet
Register of Members' interests	Website Hard Copy	Free 20p per A4 Sheet
Register of gifts and hospitality	Website Hard Copy	Free 20p per A4 Sheet
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website Hard Copy Some information may only be available by inspection	Free 20p per A4 Sheet
Allotments	Not held	
Burial grounds and closed churchyards	Website Hard Copy	Free 20p per A4 Sheet
Community Centres and Village Halls	Website Hard Copy	Free 20p per A4 Sheet
Parks, playing fields and recreational facilities	Website Hard Copy	Free 20p per A4 Sheet

Seating, litter bins, clocks, memorials, and lighting	Hard Copy	20p per A4 Sheet
Bus shelters	Hard Copy	20p per A4 Sheet
Markets	Website Hard Copy	Free 20p per A4 Sheet
Public conveniences	Hard Copy	20p per A4 Sheet
Agency agreements	Hard Copy	20p per A4 Sheet
Services for which we are entitled to recover a fee and details of those fees (e.g., burial fees)	Hard Copy	20p per A4 Sheet
Additional information Information not itemised in the lists above	Upon request by Hard Copy if available	20p per A4 Sheet

Contact details:

Website address: www.buckingham-tc.gov.uk

Email: office@buckingham-tc.gov.uk

Telephone: 01280 816426

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred.

Requests for hard copies:
Compliance and Projects Manager
Buckingham Town Council
The Buckingham Centre
Verney Close
Buckingham
MK18 1JP

DATA PROTECTION ACT 2018 POLICY

This policy applies to:

- All employees of this Council;
- All regional staff or home workers operating on behalf of this Council.

This policy is operational from 25 May 2018.

The purpose of this policy is to enable the Council to:

- Comply with our legal, regulatory, and corporate governance obligations and good practice
- Gather information as part of investigations by regulatory bodies or in connection with legal proceedings or requests
- Ensure business policies are adhered to (such as policies covering email and internet use)
- Fulfil operational reasons, such as recording transactions, training, and quality control, ensuring the confidentiality of commercially sensitive information, security vetting, credit scoring and checking
- Investigate complaints
- Check references, ensuring safe working practices, monitoring, and managing staff access to systems and facilities and staff absences, administration, and assessments
- Monitor staff conduct, disciplinary matters
- Market our business
- Improve services

This policy applies to information relating to identifiable individuals e.g., staff, applicants, former staff, clients, suppliers, and other third-party contacts.

We will:

- Comply with both the law and good practice
- Respect individuals' rights
- Be open and honest with individuals whose data is held
- Provide training and support for staff who handle personal data, so that they can act confidently and consistently

We recognise that its first priority under the GDPR is to avoid causing harm to individuals. In the main this means:

- Complying with your rights,
- Keeping you informed about the data we hold, why we hold it and what we are doing with it,
- Keeping information securely in the right hands, and
- Holding good quality information.

Secondly, DPA aims to ensure that the legitimate concerns of individuals about the ways in which their data may be used are taken into account. In addition to being open and transparent, we will

seek to give individuals as much choice as is possible and reasonable over what data is held and how it is used. This includes the right to erasure where data is no longer necessary and the right to rectification where the data is incorrect. Full details are available in the Privacy Notice issued at the point of gathering the data.

The Council has identified the following potential key risks, which this policy is designed to address:

- Breach of confidentiality (information being given out inappropriately).
- Insufficient clarity about the range of uses to which data will be put — leading to Data Subjects being insufficiently informed
- Failure to offer choice about data use when appropriate
- Breach of security by allowing unauthorised access.
- Failure to establish efficient systems of managing changes, leading to personal data being not up to date.
- Harm to individuals if personal data is not up to date
- Insufficient clarity about the way personal data is being used e.g., given out to general public.
- Failure to offer choices about use of contact details for staff, client's workers, or employees.

In order to address these concerns, to accompany this policy, we have a Privacy Policy, and we will issue Privacy Notices to explain what data we have, why we have it and what we will do with it. The Privacy Notice will also explain the data subject's rights. We will offer training to staff where this is necessary and appropriate in the circumstances to ensure compliance with DPA. Such training will vary according to the role, responsibilities, and seniority of those being trained.

We aim to keep data only for so long as is necessary which will vary according to the circumstances.

We have no intention to transfer data internationally.

The person responsible for Data Protection is currently Steve Beech with the following responsibilities:

- Briefing Council on Data Protection responsibilities
- Reviewing Data Protection and related policies
- Advising other staff on Data Protection issues
- Ensuring that Data Protection induction and training takes place
- Notification
- Handling subject access requests
- Approving unusual or controversial disclosures of personal data
- Approving contracts with Data Processors
- Ensuring Data is stored securely
- Maintaining a Data Audit and keeping this up to date
- Reporting breaches to the Information Commissioners Office and the relevant Data

Subject(s)

Significant breaches of this policy will be handled under the Council's disciplinary procedures which may amount to gross misconduct.

Subject Access Request

Any subject access requests will be handled by the Compliance and Projects Manager.

Subject access requests must be in writing. All staff are required to pass on anything, which might be a subject access request to the Compliance and Projects Manager without delay. The applicant will be given their data within 1 month unless there are complexities in the case which justify extending this by a further 2 months. You will be notified of any extensions to the deadline for response and the reasons as soon as possible.

The Council has the right to refuse a subject access request where data is requested at unreasonable intervals, manifestly unfounded or excessive. You will be notified of the reasons as soon as possible.

Where the individual making a subject access request is not personally known to the Compliance and Projects Manager their identity will be verified before handing over any information.

The required information will be provided in a permanent and portable form unless the applicant makes a specific request to be given supervised access in person.

You have the right to request the information we hold is rectified if it is inaccurate or incomplete. You should contact the Compliance and Projects Manager and provide with the details of any inaccurate or incomplete data. We will then ensure that this is amended within one month. The Council may, in complex cases, extend this period by a further two months.

You have the right to erasure in the form of deletion or removal of personal data where there is no compelling reason for its continued processing. We have the right to refuse to erase data where this is necessary in the right of freedom of expression and information, to comply with a legal obligation for the performance of a public interest task, exercise of an official authority, for public health purposes in the public interest, for archiving purposes in the public interest, scientific research, historical research, statistical purposes or the exercise or defence of legal claims. You will be advised of the grounds of our refusal should any such request be refused.

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 April 2026.	Oct 26 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	492/25 12/1/26	Payment endorsements	Amend Financial Regulations to reflect our practice of confidential agenda item for payment endorsements.	Updated, awaiting publication	
Resources	667.2/25 27/04/26	Vulnerable Adults policy	Members AGREED to delegate to the Compliance and Projects Manager to make the relevant textual amendments	Updated, awaiting publication	