



Buckingham Town Council

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Town Clerk: Claire Molyneux

RESOURCES
COMMITTEE

Wednesday, 02 September 2026

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 7th September 2026 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 approve or not approve 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 22nd June 2026.

[Copy previously circulated](#)

4. Budgets

To receive and agree the budget reports:

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

[Appendix A](#)



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.

- 4.2. Purchase Ledger from June 2026.
- 4.3. Purchase Ledger from July 2026

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

5. Fund transfers

£100,000.00 transferred from CCLA to current account on 24/06/2026
 £30,000.00 transferred from CCLA to current account on 20/08/2026

6. Payments outside of Financial Regulations

To note that two payments have been made outside of the standard financial procedures. Both have been added retrospectively to payment list 11.

6.1. On 27th August £358.80 was paid to Babypoint for a new baby change unit. Card payment was not possible and the unit was needed to repair one that had been vandalised.

6.2. On 13th August £666.00 was paid to PSS Training for signing, lighting and guarding training. They requested urgent payment to secure a course on 2nd September.

7. Quarterly banking reconciliations

To note the quarterly reconciliation will be on the next agenda.

8. NJC Pay Award

To note that the nationally negotiated 2026-2027 pay award has been agreed at 3.30%. It will be paid in the October payroll and backdated to the 1st April. All staff have been informed.

9. Policies

To review and agree the Training policy.

[Appendix D](#)

10. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

11. Action Report

To review and discuss the Action Report.

[Appendix E](#)

12. Chair's announcements – for information only

- 13. Date of next meeting: Monday 26th October 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.

14. Debtors list

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

[Appendix F](#)

15. Payment endorsements

To note payment endorsement sheets X to X.

[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

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Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 31/08/2026

Month No: 5

Committee Report

	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	80,730	264,516	183,786		183,786	30.5%		
4005 ERS National Insurance	10,421	29,300	18,879		18,879	35.6%		
4006 ERS Pension Cont	18,326	63,600	45,274		45,274	28.8%		
4007 Staff travel	31	450	419		419	7.0%		
4008 Occupational Health	0	1,300	1,300		1,300	0.0%		
4025 HR advice	4,186	5,480	1,294		1,294	76.4%		
4026 Staff & Recruitment	196	600	404		404	32.6%		
<u>102 Office expenses INCOME</u>								
1010 Chamber hire	322	1,000	678			32.2%		
1012 Photocopier use	11	25	15			42.0%		
<u>102 Office expenses EXPENDITURE</u>								
4010 Stationery	392	3,203	2,811	183	2,628	17.9%		
4011 Postage	50	320	270		270	15.7%		
4012 Photocopier	316	1,600	1,284		1,284	19.7%		
4013 Equipment purchase	0	1,500	1,500	188	1,312	12.5%		
4017 Subscriptions	3,246	5,300	2,054	439	1,615	69.5%		
4018 Telephones	3,666	11,900	8,234		8,234	30.8%		
4019 Hire of Community Hall	0	350	350		350	0.0%		
4021 Hospitality	110	475	365		365	23.2%		
4023 Training	2,179	8,510	6,331	815	5,516	35.2%		
4024 Bank charges	304	300	(4)		(4)	101.3%		Increase in banking transactions mean more charges
4027 Software	9,837	21,500	11,663		11,663	45.8%		
4030 Payroll	978	2,600	1,622		1,622	37.6%		
4032 Publicity and newsletter	1,974	7,400	5,426		5,426	26.7%		
4038 Computer equipment	617	3,000	2,383	3	2,379	20.7%		
4041 Website	935	3,000	2,065		2,065	31.2%		
4043 Protective clothing	0	2,200	2,200	44	2,156	2.0%		
4052 Heat, light, power	41	3,650	3,609		3,609	1.1%		
4156 Buckingham Centre rent	0	10,500	10,500		10,500	0.0%		
4267 Buckingham centre rates	2,934	3,000	66		66	97.8%		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
<u>103 Councillors INCOME</u>								
1110 Mayors Charity Income	2,895	0	(2,895)			0.0%		
<u>103 Councillors EXPNDITURE</u>								
4020 Mayor's duties	293	2,250	1,958		1,958	13.0%		
4029 Mayor's civic	1,227	1,940	713		713	63.3%		
4044 Councillors' mileage / exp.	0	575	575		575	0.0%		
4045 Councillors' allowance	293	10,530	10,238		10,238	2.8%		
4171 Mayors Charity	0	2,895	2,895		2,895	0.0%		
4236 Election costs	0	5,000	5,000		5,000	0.0%		
4269 Councillor training	0	2,000	2,000		2,000	0.0%		
<u>104 Legal requirements EXPENDITURE</u>								
4014 Audit fees	395	4,140	3,745		3,745	9.5%		
4016 Legal costs	(38)	6,000	6,038		6,038	(0.6%)		Refund from solicitors ref new cemetery fees
4022 Insurance	19,219	22,000	2,781		2,781	87.4%		
<u>120 Long-term grants EXPENDITURE</u>								
4040 Four Year Grants Awarded	23,000	23,000	0		0	100.0%		
4080 Annual Grants Awarded	10,000	10,000	0		0	100.0%		
<u>125 Commemorative items EXPENDITURE</u>								
4501 Civic award	765	800	35	9	26	96.8%		
4504 Remembrance wreath	0	32	32		32	0.0%		
4505 Mayor's salver	0	150	150		150	0.0%		
<u>130 Admin reserves INCOME</u>								
1176 Precept	699,380	1,398,760	699,380			50.0%		
1190 Interest received	15,955	32,500	16,545			49.1%		
<u>132 Future planning / contingencies EXPENDITURE</u>								
4152 Quality Award Scheme	0	250	250		250	0.0%		
4500 Future planning / contingencie	0	15,000	15,000		15,000	0.0%		
4507 ECDI Projects	0	220	220		220	0.0%		

ENVIRONMENT

201 Environment EXPENDITURE

3995	NI Environment	9,546	27,200	17,654	17,654	35.1%
3996	Pensions ERS Environment	19,620	64,500	44,880	44,880	30.4%
4004	Salaries environment	86,430	264,500	178,070	178,070	32.7%

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
<u>202 Roundabouts INCOME</u>									
1051	Roundabout no. 1	3,014	3,014	0			100.0%		
1052	Roundabout no. 2	1,606	1,606	0			100.0%		
1053	Roundabout no. 3	2,636	2,636	0			100.0%		
1054	Roundabout no. 4	3,359	3,359	0			100.0%		
1056	Roundabout no. 6	0	3,579	3,579			0.0%		Signs being designed.
1057	Roundabout no. 7	1,826	1,826	(0)			100.0%		
<u>202 Roundabouts EXPENDITURE</u>									
4108	Roundabout	0	2,000	2,000		2,000	0.0%		

203 Maintenance EXPENDITURE

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

4033	Waste disposal	1,637	6,294	4,657		4,657	26.0%
4035	Machinery	0	2,973	2,973		2,973	0.0%
4036	Fuel (Mower)	748	1,900	1,152		1,152	39.4%
4037	Sundries	1,671	3,646	1,975	298	1,677	54.0%
4063	Vehicle hire and running costs	1,702	7,237	5,535		5,535	23.5%

248 Depot EXPENDITURE

4013	Equipment purchase	0	5,462	5,462		5,462	0.0%
4055	Alarm	615	650	35		35	94.6%
4225	Rates	5,501	5,450	(51)		(51)	100.9%
4601	Repairs & maintenance fund	0	900	900		900	0.0%
4602	Electricity	388	2,030	1,642		1,642	19.1%
4603	Water	0	700	700		700	0.0%

249 C Meadow Toilets/Shopmobility INCOME

1085	Shopmobility income	80	250	170			32.0%
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249 C Meadow Toilets/Shopmobility EXPENDITURE

4602	Electricity	0	600	600		600	0.0%
4603	Water	367	3,500	3,133		3,133	10.5%
4608	Shopmobility	613	1,000	387		387	61.3%

4612	Contractor charge	4,323	12,316	7,993		7,993	35.1%
4709	Maintenance	0	1,500	1,500	68	1,432	4.5%

250 Lace Hill INCOME

1026	Lace Hill Community Centre	23,582	41,000	17,418			57.5%
1027	Solar income	0	1,200	1,200			0.0%

250 Lace Hill EXPENDITURE

4050	Lace Hill playing fields	0	555	555		555	0.0%
4118	Solar panels	0	400	400		400	0.0%

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
4158	Lace Hill gas	770	5,112	4,342		4,342	15.1%		
4159	Lace Hill electricity	721	8,000	7,279		7,279	9.0%		
4160	Lace Hill water	0	1,236	1,236		1,236	0.0%		
4161	Lace Hill Repair & Maintenance	4,030	5,066	1,036	159	877	82.7%		
4162	Lace Hill Planned Maintenance	631	8,275	7,644	240	7,404	10.5%		
4164	Lace Hill equipment	222	3,200	2,978		2,978	6.9%		
4225	Rates	9,408	10,768	1,360		1,360	87.4%		

251 Chandos Park INCOME

1030	Bowls income	673	673	0			100.0%		
1035	Tennis Court Rent	0	836	836			0.0%		

251 Chandos Park EXPENDITURE

4601	Repairs & maintenance fund	6,331	10,431	4,100		4,100	60.7%		
4602	Electricity	103	650	547		547	15.9%		
4603	Water	272	5,500	5,228		5,228	4.9%		
4606	Bowls Club Maintenance	1,632	2,342	710	142	568	75.8%		

252 Bourton Park EXPENDITURE

4601	Repairs & maintenance fund	3,888	54,774	50,886	35,860	15,026	72.6%		
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253 Cemeteries INCOME

1041	Burial fees	12,927	33,500	20,573			38.6%		
1112	Allotments Income	0	650	650			0.0%		

253 Cemeteries EXPENDITURE

4225	Rates	3,757	3,147	(610)		(610)	119.4%		EMR to cover
4265	Cemetery Maintenance	2,384	8,000	5,616	2,360	3,256	59.3%		
4286	Tingewick Rd Rates	0	4,000	4,000		4,000	0.0%		
4287	Tingewick Rd Electricity	46	1,500	1,454		1,454	3.1%		
4288	Tingewick Rd Water	0	1,000	1,000		1,000	0.0%		
4289	Allotments Water and Maintenance	0	650	650		650	0.0%		

4602 Electricity	99	600	501		501	16.6%
4617 Memorial testing	0	1,500	1,500		1,500	0.0%
4619 Cemeteries Development	15	6,569	6,554	1,437	5,117	22.1%
4620 Expenses for burial duties	2,811	6,250	3,439		3,439	45.0%

254 Chandos Park toilets EXPENDITURE

4612 Contractor charge	4,323	12,316	7,993		7,993	35.1%
4709 Maintenance	607	3,500	2,893	636	2,256	35.5%

255 Railway Walk & Castle Hill EXPENDITURE

4709 Maintenance	389	1,180	791		791	32.9%
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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
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256 Storage Premises EXPENDITURE

4066 Grenville garage rent	289	680	391		391	42.5%		
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258 Cemetery Lodge INCOME

1061 Cemetery Lodge rental income	5,380	12,704	7,324			42.3%		
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258 Cemetery Lodge EXPENDITURE

4034 PWLB repayments inc. interest	2,351	4,702	2,351		2,351	50.0%		
4609 Cemetery Lodge maintenance	1,510	3,400	1,890		1,890	44.4%		

260 CCTV EXPENDITURE

4100 CCTV maintenance	0	4,600	4,600		4,600	0.0%		
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261 Community Centre EXPENDITURE

4085 Structural repairs	0	17,594	17,594	94	17,500	0.5%		
4091 Chamber	1,027	1,200	173		173	85.6%		

262 Parks General EXPENDITURE

4101 Seats and bins	0	2,310	2,310	311	1,999	13.5%		
4102 Dog bins	0	4,800	4,800	353	4,447	7.4%		
4106 Play area maintenance	3,666	19,423	15,757	4,452	11,305	41.8%		
4112 Environment Equipment	1,735	11,489	9,754		9,754	15.1%		
4122 Tree works	24,272	59,810	35,538	3,748	31,790	46.8%		
4168 Defibrillators	757	800	43		43	94.6%		
4275 Play area replacement fund	0	10,500	10,500		10,500	0.0%		
4276 Conservation Volunteers	0	2,240	2,240	93	2,147	4.1%		

4280	Machinery Repair / Replace	0	2,500	2,500	7,732	(5,232)	309.3%	EMR to cover
4281	Vehicle Repair / Replace	0	2,500	2,500		2,500	0.0%	
<u>264 Tingewick Road Cemetery EXPENDITURE</u>								
4282	New Cemetery PWLB Repayments	38,077	150,661	112,584		112,584	25.3%	
4285	New Cemetery PWLB Expenditure	20,393	0	(20,393)	38,201	(58,594)	0.0%	EMR to cover

Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
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TOWN CENTRE & EVENTS301 Town Centre & Events INCOME

1028	Lace Hill events income	0	700	700			0.0%	
1062	Community Fair table income	0	230	230			0.0%	
1066	Comedy night income	0	1,000	1,000			0.0%	
1069	Charter fairs income	0	9,384	9,384			0.0%	
1091	Events Sponsorship Income	25	600	575			4.2%	
1092	Events Stall Income	649	1,150	501			56.4%	
1093	Dog Show Income	0	300	300			0.0%	
1104	Remembrance Contributions	0	1,358	1,358			0.0%	

301 Town Centre & Events EXPENDITURE

3997	NI TC&E	2,332	8,377	6,045		6,045	27.8%	
3998	Pensions ERS TC&E	5,093	18,200	13,107		13,107	28.0%	
3999	Salaries TC&E	23,185	101,100	77,915		77,915	22.9%	
4042	Events equipment	157	1,117	960	128	832	25.5%	
4094	Youth project	4,356	6,489	2,133		2,133	67.1%	
4104	Planters and Baskets	6,261	11,925	5,664		5,664	52.5%	
4107	Buckingham in Bloom	25	190	165		165	13.2%	
4115	River rinse	0	470	470	499	(29)	106.2%	PO includes excess fee that may not apply
4128	Small Events	286	1,000	714		714	28.6%	
4166	Lace Hill events	691	1,598	907	100	807	49.5%	
4201	Christmas lights	7,122	17,500	10,378	1,554	8,823	49.6%	4,449

4202	Firework display	544	7,800	7,256	7,256	7.0%
4203	Community fair	0	322	322	322	0.0%
4205	Christmas parade	0	6,344	6,344	6,344	0.0%
4207	Remembrance parade	2,715	2,922	207	207	92.9%
4211	Band Jam	3,855	6,273	2,418	2,418	61.5%
4212	Christmas lights switch on	215	3,500	3,285	3,285	6.1%
4213	Dog show	0	750	750	750	0.0%
4220	Buckingham Live	5,803	6,344	541	541	91.5%
4241	Comedy Night expenditure	0	1,500	1,500	1,500	0.0%
4243	Charter Fairs	0	6,032	6,032	6,032	0.0%
4245	Street Food Fair	800	2,000	1,200	1,200	40.0%
4260	Twinning	0	100	100	100	0.0%

302 Street markets INCOME

1005	Street markets	6,140	18,500	12,360		33.2%
1006	Flea market	3,445	6,100	2,655		56.5%

302 Street markets EXPENDITURE

4017	Subscriptions	0	468	468	468	0.0%
4225	Rates	1,658	1,739	82	82	95.3%

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
4234	Market Entertainment	15	1,000	985		985	1.5%		
4235	Market infrastructure & Promotion	509	1,000	491		491	50.9%		

303 Special events INCOME

1020	Food fair income	0	820	820			0.0%		
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303 Special events EXPENDITURE

4169	Skate Park Event	0	2,080	2,080		2,080	0.0%		
4221	Fringe	1,460	2,236	776	522	254	88.7%		
4242	Food fair	0	634	634		634	0.0%		
4244	Flags	0	610	610		610	0.0%		
4273	One-off events	0	520	520	248	273	47.6%		
4278	Celebrate Buckingham Day	1,946	2,200	254		254	88.5%		
4283	Small Business Promotion	547	1,248	701		701	43.8%		

305 Tourist Information Centre INCOME

1084	TIC income	3,621	9,200	5,579			39.4%		
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305 Tourist Information Centre EXPENDITURE

4253	TIC tickets & produce	2,886	6,500	3,614		3,614	44.4%		
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4255	Heritage app expenditure	0	300	300	300	0.0%
4274	Tourism website	469	458	(11)	(11)	102.3%

Includes copyright fee

306 Accessibility EXPENDITURE

4254	Accessibility Costs	0	2,000	2,000	2,000	0.0%
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PLANNING601 Planning EXPENDITURE

3992	Salaries Planning	13,397	41,590	28,193	28,193	32.2%
3993	NI Planning	1,509	4,710	3,201	3,201	32.0%
3994	Pensions ERS Planning	1,170	3,870	2,700	2,700	30.2%
4624	NHP / Continuity	0	1,000	1,000	1,000	0.0%

Grand Totals:- Income	787,525	1,588,460	800,935			49.6%
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Expenditure	555,304	1,730,898	1,175,594	100,916	1,074,678	37.9%
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Net Income over Expenditure

232,220	(142,438)	(374,658)
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plus Transfer from EMR	4,449	0	(4,449)
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Movement to/(from) Gen Reserve

236,669	(142,438)	(379,107)
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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	4,449.15	2,275.85
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	13,702.36	487,325.85

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Buckingham Town Council

Appendix B

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 3

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
01/06/2026	28835		AMBIVENT	A020	245.36	49.07	294.43	4161	250	245.36	plant room leak
01/06/2026	5204		ALR TRAINING	A023	550.00	110.00	660.00	4220	301	550.00	first aid cover
01/06/2026	5221		ALR TRAINING	A023	175.00	35.00	210.00	4278	303	175.00	first aid
01/06/2026	7520		ACREMANS ABORICULTUR	A031	3,220.00	644.00	3,864.00	4122	262	3,220.00	Tree work in Bourton for T357-
01/06/2026	7831		ACREMANS ABORICULTUR	A031	3,920.00	784.00	4,704.00	4122	262	3,920.00	Tree Works for tree no's T1009
01/06/2026	7832		ACREMANS ABORICULTUR	A031	5,090.00	1,018.00	6,108.00	4122	262	5,090.00	Tree Works for tree no's T1009
01/06/2026	7833		ACREMANS ABORICULTUR	A031	4,480.00	896.00	5,376.00	4122	262	4,480.00	Carry out tree works to tree n
01/06/2026	7836		ACREMANS ABORICULTUR	A031	450.00	90.00	540.00	4122	262	450.00	Fell & remove fallen tree
01/06/2026	7846		ACREMANS ABORICULTUR	A031	720.00	144.00	864.00	4122	262	720.00	Fell failed Poplar and dead ch
01/06/2026	GB61A6VOABEY		AMAZON	A035	21.67	4.33	26.00	4038	102	21.67	PC HEADSET
01/06/2026	GB61DGMHABEY		AMAZON	A035	51.05	10.21	61.26	4042	301	51.00	Cable Ties
								4042	301	0.05	cable ties
01/06/2026	GB61GULXABEY		AMAZON	A035	16.03	3.20	19.23	4042	301	14.99	Football cones incl postage
								4042	301	1.04	training cones
20/06/2026	GB61KKSGABEY		AMAZON	A035	72.83	14.56	87.39	4112	262	72.83	cups, caps, jugs
20/06/2026	GB61KR93ABEY		AMAZON	A035	34.85	6.97	41.82	4112	262	34.85	spray paint
20/06/2026	GB61NQ7AABEY		AMAZON	A035	5.82	1.16	6.98	4112	262	5.82	tamper tags
01/06/2026	GB65MBB9FAEUD		AMAZON	A035	10.83	2.16	12.99	4037	205	10.83	ignition module
01/06/2026	GB616SLYABEY		AMAZON	A035	4.57	0.91	5.48	4112	262	4.57	toilet seat fixings
20/06/2026	GB6002MKVRC41I		AMAZON	A035	9.92	1.98	11.90	4112	262	9.92	ring binder
01/06/2026	GB6007KQZA4KPI		AMAZON	A035	14.16	2.83	16.99	4278	303	14.16	Photo Backdrop accessoriees
01/06/2026	GB6011K6AKUBI		AMAZON	A035	12.87	2.58	15.45	4112	262	12.87	allen key wrench set
01/06/2026	GB60074MO9NBI		AMAZON	A035	9.99	2.00	11.99	4278	303	9.99	Photo Backdrop
20/06/2026	GB600088C0BFYHI		AMAZON	A035	11.65	2.33	13.98	4112	262	11.65	leather softener
20/06/2026	GB60000998TAV3I		AMAZON	A035	76.74	15.35	92.09	4164	250	76.74	fan
01/06/2026	16370		AUBERGINE	A043	60.00	12.00	72.00	4274	305	60.00	domain renewal discover buck
01/06/2026	81228		ABBOT FIRE	A054	59.45	11.89	71.34	4608	249	59.45	shop mob

01/06/2026	82432	ABBOT FIRE	A054	130.00	26.00	156.00	4609	258	130.00	cem lodge alarm service
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01/09/2026

Buckingham Town Council

Appendix B

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 3

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
01/06/2026	82737		ABBOT FIRE	A054	130.00	26.00	156.00	4609	258	130.00	service fire alarm
01/06/2026	83073		ABBOT FIRE	A054	1,632.24	326.45	1,958.69	4606	251	1,632.24	remedial work emergency lighti
01/06/2026	1274		COMMUNITY CENTRE	B002	370.00	0.00	370.00	4029	103	370.00	hall and crockery hire
20/06/2026	CARD		BUCKINGHAM NURSERIES	B025	61.62	12.32	73.94	4112	262	61.62	extra plants
01/06/2026	346752		BROXAP	B027	45.00	9.00	54.00	4112	262	45.00	carriage charge finger post
20/06/2026	0002117942		BADGEMASTER	B035	17.48	3.50	20.98	4010	102	17.48	Staff Badges BUC01201S
01/06/2026	918446		BCQ	B052	720.00	0.00	720.00	4032	102	720.00	fringe brochure
01/06/2026	225949		BUCKS RECYLING	B059	310.00	62.00	372.00	4220	301	310.00	delivery of 4 x bins
01/06/2026	14016365		BURLEYS	B061	4,180.68	836.14	5,016.82	4104	102	4,180.68	summer planters
01/06/2026	BUCK LIVE		COMPLETE MANAGEMENT	C003	855.00	171.00	1,026.00	4220	301	855.00	BUCK LIVE/Complete Event Secur
01/06/2026	9278		COX	C041	192.00	38.40	230.40	4620	253	192.00	top soil
01/06/2026	11799		CLOUDY IT	C073	996.63	199.32	1,195.95	4027	102	996.63	monthly hosting
01/06/2026	12147		CLOUDY IT	C073	996.63	199.32	1,195.95	4027	102	996.63	MONTHLY HOSTING
30/06/2026	300826		DRUM PLAN	D026	390.00	0.00	390.00	4211	301	390.00	drum kit hire, del/collect
01/06/2026	KI-A4EFC9D4-0005		E-ON	E006	14.17	0.71	14.88	4602	253	14.17	new cemetery
30/06/2026	KI-37B4B67C-0009		EDF	E014	39.38	1.97	41.35	4602	248	39.38	june 26
30/06/2026	KI-55518D95-0023		EDF	E014	106.76	5.34	112.10	4158	250	106.76	july 26
30/06/2026	KI-60801EA0-0009		EDF	E014	15.96	0.80	16.76	4602	253	15.96	chapel b june 26
30/06/2026	KI-D7404BCF-0009		EDF	E014	16.09	0.80	16.89	4602	253	16.09	chapel a june 26
30/06/2026	KI-EBC07DA7-0009		EDF	E014	67.43	3.37	70.80	4602	248	67.43	june 26
01/06/2026	897		EMBLETON	E024	400.00	0.00	400.00	4245	301	400.00	bite club venue hire
01/06/2026	241		FILM	F015	48.00	0.00	48.00	4221	303	48.00	fringe film
01/06/2026	1487		FABRICHINE	F058	480.00	96.00	576.00	4619	253	480.00	76mm galvanised knee high stee
01/06/2026	33427		GANDERTON	G008	432.87	86.57	519.44	4063	205	246.48	fuel
								4036	205	186.39	fuel
01/06/2026	33622		GANDERTON	G008	483.83	96.76	580.59	4063	205	313.43	fuel
								4036	205	170.40	fuel
01/06/2026	24026		GM TYRES	G013	148.33	29.67	178.00	4063	205	148.33	Replace two tyres incl balanci
01/06/2026	2096		GIS	G029	1,291.67	258.33	1,550.00	4122	262	1,291.67	Tree Survey Software

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Buckingham Town Council

Appendix B

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 3

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
01/06/2026	1487318		GRUNDON	G050	358.50	71.70	430.20	4033	205	358.50	wheelie bins
01/06/2026	1487319		GRUNDON	G050	160.86	32.17	193.03	4033	205	160.86	wheeli bins
20/06/2026	GCL-FTI-284636		GROUND CONTROL	G052	2,450.00	490.00	2,940.00	4619	253	2,450.00	replace 2 x vadalised screens
01/06/2026	20623		HERON	H009	168.40	33.68	202.08	4161	250	168.40	Yellow Di bond panels
01/06/2026	15479		HEALTH	H011	2,161.39	432.28	2,593.67	4612	249	1,080.69	toilet maint
								4612	254	1,080.70	toilet maint
20/06/2026	15561		HEALTH	H011	2,161.39	432.28	2,593.67	4612	249	1,080.69	toilet maint
								4612	254	1,080.70	toilet maint
01/06/2026	85038		HOME	H012	270.00	54.00	324.00	4220	301	270.00	toilet hire
20/06/2026	37129		HIGHGEAR	H32	237.04	40.41	277.45	4063	205	237.04	L200 Service
01/06/2026	398556		HAWKESWORTH	H051	62.50	12.50	75.00	4038	102	62.50	pat testing
01/06/2026	398557		HAWKESWORTH	H051	165.75	33.15	198.90	4038	102	165.75	pat testing
01/06/2026	74		HP SERVICES	H056	70.00	0.00	70.00	4161	250	70.00	window cleaning apr/may
01/06/2026	936164		INREACH	I014	90.21	18.04	108.25	4012	102	90.21	copies
20/06/2026	937075		INREACH	I014	136.83	27.36	164.19	4012	102	136.83	copies
01/06/2026	JUNE 26		JACKSON	J014	60.00	0.00	60.00	4253	305	60.00	honey
01/06/2026	100717		LINNELL BROS	L010	643.95	128.79	772.74	4601	252	643.95	timber
01/06/2026	160462		LANDSCAPE	L019	100.18	20.04	120.22	4112	262	100.18	multiband
01/06/2026	1		LEEDERS HARDWARE	L024	5.83	1.16	6.99	4112	262	5.83	box spanner
01/06/2026	JUNE26		MEADOW ROW TEA ROOMS	M005	800.00	0.00	800.00	4029	103	800.00	mayor making catering
20/06/2026	260500207988		MAINSTREAM	M061	96.49	19.30	115.79	4018	102	96.49	b/band
25/06/2026	30822		MKPA	M067	561.00	0.00	561.00	4221	303	561.00	lh fun day
01/06/2026	695788		NPORS	N025	25.00	5.00	30.00	4023	102	25.00	registration fees jp
20/06/2026	27/6/26		OLD GAOL SWINGERS	O011	210.00	0.00	210.00	4128	301	210.00	band for armed forces day
01/06/2026	384		ONLINE PLAYGROUNDS	O023	1,510.48	302.10	1,812.58	4106	262	1,510.48	Service & Safety Inspection
01/06/2026	1072		ONLINE PLAYGROUNDS	O023	51.17	10.23	61.40	4106	262	51.17	repairs
30/06/2026	1498		ONLINE PLAYGROUNDS	O023	842.40	168.48	1,010.88	4106	262	842.40	Repair to 3 way sprinager at L
01/06/2026	1514		ONLINE PLAYGROUNDS	O023	312.53	62.51	375.04	4106	262	312.53	Service & Safety Inspection
20/06/2026	50020		PHILLIPS PRINT	P006	53.67	10.73	64.40	4029	103	53.67	Printing for Mayor Making

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Buckingham Town Council

Appendix B

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 3

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
01/06/2026	151354		PARAGON	P008	847.00	169.40	1,016.40	4620	253	847.00	tractor and flail hire
01/06/2026	151355		PARAGON	P008	245.58	49.12	294.70	4620	253	245.58	wacker hire
01/06/2026	151523		PARAGON	P008	155.25	31.05	186.30	4112	262	155.25	rotavator hire/roller
01/06/2026	151524		PARAGON	P008	328.61	65.72	394.33	4220	301	105.75	security fencing panels
								4220	301	180.00	ground guard mat
								4220	301	42.86	hire secure loss/damage waiver
01/06/2026	151603		PARAGON	P008	133.38	26.68	160.06	4112	262	108.50	PADLOCK, ROPE CABLE TIES
								4037	205	19.88	PADLOCK, ROPE CABLE TIES
								4161	250	5.00	PADLOCK, ROPE CABLE TIES
30/06/2026	152263		PARAGON	P008	113.50	22.70	136.20	4620	253	113.50	digger hire
30/06/2026	152264		PARAGON	P008	645.54	129.11	774.65	4620	253	645.54	digger / wacker hire
30/06/2026	152265		PARAGON	P008	196.85	39.37	236.22	4620	253	196.85	wacker
30/06/2026	152326		PARAGON	P008	53.71	10.74	64.45	4112	262	53.71	mesh fencing, cable ties, bits
01/06/2026	4270		PRESTON BISSET	P021	2,080.00	416.00	2,496.00	4104	301	2,080.00	summer hanging baskets
30/06/2026	163023		PAYROLL OPTIONS	P057	184.58	36.92	221.50	4030	102	184.58	monthly payroll
01/06/2026	1017576		QUEST	Q002	8.67	1.73	10.40	4112	262	8.67	Hinges Steel 75mm
01/06/2026	97893		ROSPA	R008	835.00	167.00	1,002.00	4106	262	747.00	rospa inspections x 9
								4106	262	88.00	extra items x 22
01/06/2026	BK226061-1		SLCC	S005	117.00	23.40	140.40	4023	102	117.00	public procurement for council
01/06/2026	BK226149-1		SLCC	S005	450.00	90.00	540.00	4023	102	450.00	CILCA Portfolio COurse (Nina)
01/06/2026	2627083		SEAHAWKS	S007	46.50	0.00	46.50	4501	125	46.50	Mayor Making trophies
01/06/2026	6188		SURE2DOOR	S010	576.94	115.39	692.33	4032	102	576.94	btm delivery
30/06/2026	6438		SURE2DOOR	S010	677.34	135.47	812.81	4032	102	677.34	delivery of fringe leaflet
01/06/2026	0710		SPURCROFT CIVIC	S012	393.13	78.62	471.75	4501	125	393.13	scrolls
30/06/2026	2706ISJ		SJ MOBILITY	S028	553.09	110.62	663.71	4608	249	553.09	mobility scooter and parts
01/06/2026	7031		SPARKX	S050	6,330.78	1,266.16	7,596.94	4601	251	6,330.76	Remedial work to 9 street ligh
								4601	251	0.02	chandos park electrical
01/06/2026	27917		SIGNSCAPE AND SIGNCO	S076	2,172.10	434.42	2,606.52	4265	253	2,172.10	exterior varicase noticeboards
20/06/2026	001		SIDE DAVID	S080	200.00	0.00	200.00	4278	303	200.00	bouncy castle cele buck

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Buckingham Town Council

Appendix B

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 3

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
30/06/2026	477116		TUDOR ENVIRONMENTAL	T002	41.62	8.32	49.94	4265	253	41.62	Watering Cans
01/06/2026	1043611912		TRAVIS	T010	13.54	2.71	16.25	4601	253	13.54	timber
01/06/2026	1043992867		TRAVIS	T010	37.32	7.46	44.78	4601	252	37.32	postcrete
01/06/2026	1045083119		TRAVIS	T010	31.58	6.32	37.90	4037	205	31.58	timber
01/06/2026	0015		THE SQUARE	T068	3,000.00	600.00	3,600.00	4211	301	3,000.00	stage band jam
01/06/2026	4410719638		VIKING DIRECT	V001	46.30	9.26	55.56	4010	102	46.30	stationery
01/06/2026	3042210		VALE TRAINING	V012	280.00	56.00	336.00	4023	102	280.00	telehandler LANTRA course
01/06/2026	289965		WEL MEDICAL	W006	756.95	151.39	908.34	4168	262	756.95	aed
01/06/2026	12618		WGS	W013	420.00	84.00	504.00	4201	301	420.00	Removal of motifs (verdetto lo
TOTAL INVOICES					69,631.99	13,105.29	82,737.28			69,631.99	

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Buckingham Town Council

Appendix C

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 4

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
04/07/2026	16761832		ANGLIAN WATER	A015	367.31	36.87	404.18	4603	249	367.31	APR - JUL
14/07/2026	28906		AMBIVENT	A020	275.50	55.10	330.60	4161	250	275.50	replace leaking isolation valv
16/07/2026	29015		AMBIVENT	A020	2,960.50	592.10	3,552.60	4161	250	2,960.50	REPAIR LIGHTING
18/07/2026	5266		ALR TRAINING	A023	130.00	26.00	156.00	4166	301	130.00	first aid lh fun day
24/07/2026	GB1VIPZABEY		AMAZON	A035	85.85	17.17	103.02	4265	253	85.85	flood light bulbs
14/07/2026	GB61S2B4ABEY		AMAZON	A035	17.47	3.50	20.97	4221	303	17.47	Cable Ties
24/07/2026	GB61VE2LABEY		AMAZON	A035	51.62	10.32	61.94	4037	205	51.62	battery charger
30/07/2026	16702		AUBERGINE	A043	100.00	20.00	120.00	4041	102	100.00	DOMAIN NAME
22/07/2026	50238		AYLESBURY FIRE	A058	45.00	9.00	54.00	4162	250	45.00	FIRE ALARM SERVICE
01/07/2026	50239		AYLESBURY FIRE	A058	103.50	20.70	124.20	4162	250	103.50	drain down test
22/07/2026	1299		COMMUNITY CENTRE	B002	69.30	0.00	69.30	4221	303	69.30	Small Hall Hire 23/7/2026
30/07/2026	958367		BUILDBASE HUWS	B013	55.20	11.04	66.24	4106	262	55.20	ASPHALT
08/07/2026	2026/227		BLACK DOG DESIGN	B038	150.00	30.00	180.00	4221	303	150.00	Nature Trail Design
01/07/2026	20785		BATTERY	B089	37.08	7.42	44.50	4112	262	37.08	battery
28/07/2026	12437		CLOUDY IT	C073	242.65	48.53	291.18	4027	102	242.65	ADOBE LICENCE
01/07/2026	12492		CLOUDY IT	C073	996.63	199.32	1,195.95	4027	102	996.63	MONTHLY HOSTING
01/07/2026	KI-A4EFC9D4		E-ON	E006	13.63	0.68	14.31	4287	253	13.63	may new cem
02/07/2026	KI-A4EFC9D4-0007		E-ON	E006	18.34	0.92	19.26	4287	253	18.34	NEW CEM ELEC JUNE
01/07/2026	KI-37B4B67C-0008		EDF	E014	48.71	2.44	51.15	4602	248	48.71	may depot
01/07/2026	KI-5518D95-0022		EDF	E014	173.71	8.69	182.40	4158	250	173.71	may lhsc
01/07/2026	KI-60801EA0-0008		EDF	E014	16.51	0.83	17.34	4602	253	16.51	may chapel b
01/07/2026	KI-AC53CE39-0009		EDF	E014	20.11	1.01	21.12	4052	102	20.11	june feeder pillar
01/07/2026	KI-D7404BCF-0008		EDF	E014	19.09	0.95	20.04	4602	253	19.09	may chapel a
01/07/2026	KI-EBC07DA7-0008		EDF	E014	84.81	4.24	89.05	4602	248	84.81	may depot
01/07/2026	KI9F3759D7-0009		EDF	E014	49.56	2.48	52.04	4602	251	49.56	june chandos rd toilets
01/07/2026	1530		FABRICHINE	F058	15.00	3.00	18.00	4112	262	15.00	Sign bracket back plate
01/07/2026	1550		FABRICHINE	F058	145.00	29.00	174.00	4063	205	145.00	Door Repair to L200
07/07/2026	1558		FABRICHINE	F058	2,250.00	450.00	2,700.00	4601	252	2,250.00	litter bin frames

01/09/2026

Buckingham Town Council

Appendix C

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 4

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
22/07/2026	1574		FABRICHINE	F058	130.00	26.00	156.00	4037	205	130.00	Welding repair to ride on mowe
15/07/2026	33837		GANDERTON	G008	494.93	98.99	593.92	4063	205	103.26	fuel
								4036	205	391.67	fuel
01/07/2026	1510162		GRUNDON	G050	399.18	79.84	479.02	4033	205	399.18	wheeli bins depot
01/07/2026	1510163		GRUNDON	G050	137.39	27.48	164.87	4033	205	137.39	wheelie bins lhsc
01/07/2026	1523522		GRUNDON	G050	136.93	27.39	164.32	4033	205	136.93	wheeli bins lhsc
01/07/2026	1523523		GRUNDON	G050	443.99	88.80	532.79	4033	205	443.99	wheelie bins depot
18/07/2026	18/7		G T MIXERS	G060	420.00	0.00	420.00	4278	303	420.00	Sound for Celebrate Buckingham
28/07/2026	15634		HEALTH	H011	2,161.39	432.28	2,593.67	4612	249	1,080.69	TOILET MAINT
								4612	254	1,080.70	TOILET MAINT
24/07/2026	937827		INREACH	I014	7.50	1.50	9.00	4012	102	7.50	toner
01/07/2026	188348		JANITORIAL DIRECT	J013	104.86	20.97	125.83	4112	262	104.86	cleaning supplies
15/07/2026	188889		JANITORIAL DIRECT	J013	38.82	7.76	46.58	4709	254	38.82	CLEANING SUPPLIES
01/07/2026	260600211135		MAINSTREAM	M061	96.49	19.30	115.79	4018	102	96.49	b/band
01/07/2026	260700212911		MAINSTREAM	M061	96.49	19.30	115.79	4018	102	96.49	b/band
08/07/2026	2/6		ONBUY	O004	35.66	0.00	35.66	4278	303	35.66	Wooden Egg Cups for Crafting
15/07/2026	152668		PARAGON	P008	167.35	33.47	200.82	4620	253	167.35	DIGGER HIRE
15/07/2026	152669		PARAGON	P008	131.85	26.37	158.22	4161	250	131.85	SCISSOR LIFT
28/07/2026	152855		PARAGON	P008	126.00	25.20	151.20	4112	262	126.00	MOWER
31/07/2026	152988		PARAGON	P008	80.70	16.14	96.84	4112	262	51.00	PADLOCK
								4037	205	29.70	HOSE AND CONNECTORS
01/07/2026	162594		PAYROLL OPTIONS	P057	174.98	35.00	209.98	4030	102	174.98	monthly payroll
31/07/2026	163469		PAYROLL OPTIONS	P057	184.58	36.92	221.50	4030	102	184.58	monthly payroll
08/07/2026	1019966		QUEST	Q002	53.85	10.77	64.62	4601	262	53.85	Stainless Steel Screws, drill
29/07/2026	1021649		QUEST	Q002	29.37	5.87	35.24	4112	262	29.37	Numbered Padlock
15/07/2026	BK226810-1		SLCC	S005	77.00	15.40	92.40	4023	102	77.00	SB PROCURE TRAINING
01/07/2026	2627065		SEAHAWKS	S007	325.50	0.00	325.50	4501	125	270.00	annual awards trophies
								4501	125	55.50	annual awards trophies
27/07/2026	7173		SPARKX	S050	4,449.15	889.83	5,338.98	4201	301	4,449.15	xmas tree pit

01/09/2026

Buckingham Town Council

Appendix C

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 4

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
								355		-4,449.15	xmas tree pit
								6002	301	4,449.15	xmas tree pit
01/07/2026	75877		SOLSEAL	S077	25.24	5.05	30.29	4112	262	25.24	stain remover
07/07/2026	478390		TUDOR ENVIRONMENTAL	T002	69.30	13.86	83.16	4037	205	69.30	Protective coveralls
27/07/2026	1048258032		TRAVIS	T010	14.37	2.87	17.24	4112	262	14.37	postcrete
01/07/2026	4410790938		VIKING DIRECT	V001	133.64	26.73	160.37	4010	102	133.64	STATIONERY
15/07/2026	4410900399		VIKING DIRECT	V001	90.02	18.00	108.02	4010	102	90.02	stationery
15/07/2026	3042360		VALE TRAINING	V012	580.00	116.00	696.00	4023	102	580.00	360 excavator refresher traini
TOTAL INVOICES					19,958.61	3,718.40	23,677.01			19,958.61	

Date agreed	Committee	Minute number	Renewal date
14 th November 2022	Resources	422/22.5	November 2025

BUCKINGHAM TOWN COUNCIL TRAINING POLICY

This policy applies to employees and councillors of Buckingham Town Council ("The Council").

Purpose of Training

The purpose of training is to equip people with the necessary skills, knowledge, and attitudes to meet The Council's needs in relation to its objectives. By investing in employees (staff and councillors) through training, the Council ensures that full potential is harnessed, and energies are focussed on the needs of the Council, whilst also fulfilling the employee's need for personal development and job satisfaction.

The Council recognises that such development is a continuing process for all councillors and every employee at every level. Training is seen as a necessary investment in order to provide the excellent services The Council demands.

The Council will strive to ensure that:

- Employees are properly trained in the skills they need to carry out their present roles at a standard acceptable to the Council and the public.
- Employees are provided with the skills they may need for changes in the way roles are carried out.
- As far as possible, employees are encouraged to develop their skills and talents to enable them to progress within the Council and reach their full potential; The Council is committed to making the most effective use of the talents, skills, and abilities of its workforce.
- Individual training needs will be assessed on an annual basis as part of the appraisal process.
- Councillors are ~~able to access all the training they need to~~ encouraged to read details of training and courses that are circulated regularly and to approach the Town Clerk to discuss suitability and make any arrangements that will enable them to carry out their roles as councillors and committee members to the best of their abilities.

Identification of training needs

Councillors and employees will be entitled to an induction programme upon joining the Council, to include an understanding of the overall and role-specific objectives and will receive equality of equal opportunity in all aspects of personal development during their role or employment.

Role specific training will be identified prior to employment, and details included in the new employee's contract of employment. Once employed, training needs will be reviewed at least annually through The Council's appraisal system, and should new legislation or equipment be introduced during the year, appropriate training will be sought. Identified training needs will be assessed as part of the budget setting process.

Volunteer roles will also be reviewed regularly, and volunteers offered training that will help them to deliver their role to a good standard. For some roles, becoming a volunteer will require mandatory training.

Committees will review the training needs and opportunities for their members each year and make appropriate recommendations.

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	103/26 22/06/2026	Benchmarking	Members AGREED to instruct the Town Clerk to review and update all job descriptions and to engage a specialist company to undertake a benchmarking exercise against the local jobs market.	In progress	Oct-26