



Buckingham Town Council

Town Council Office, Buckingham Centre,
Verney Close, Buckingham, MK18 1JP
01280 816426

office@buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

INTERIM
FULL COUNCIL

Wednesday, 12 June 2024

Councillor,

You are summoned to an Interim meeting of the Full Council of Buckingham Town Council to be held on Monday 17th June 2024 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 and 3.f, which will last for a maximum of 15 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/UC89BUTwVpjAOEIdSIfcZC9Q/>

Claire Molyneux
Town Clerk

AGENDA

1. Apologies for absence

Members are asked to receive apologies for absence.

2. Declarations of interest

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

3. Inventory of Land and Assets

To receive a report from the Finance Officer and Compliance and Projects Manager. [IM/28/24](#)

3.1 It is recommended that Members review and approve the revised Asset Register as at 31 March 2024. [Appendix A](#)

4. Annual Internal Auditor's Report, the Annual Governance and Accountability Return, and Accounting Statements.

4.1 Annual Internal Audit Report 2023/24. [Appendix B](#)

4.2 Annual Governance Statement 2023/2024. [Appendix C](#)

4.3 Accounting Statements 2023/24. [Appendix D](#)

4.4 Internal Audit Observations with RFO's responses. [Appendix E](#)



Twinned with Mouvaux, France; Neukirchen-Vluyn, Germany

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

5. Exercise of Public Rights.

To note the dates set by the RFO for the Exercise of Public Rights as being Monday 24th June to Friday 2nd August 2024.

6. Committee Membership

To agree to appoint Cllr. Jane Mordue as a member of the Communications Strategy Sub Committee.

7. Motion: Cllr. H Mordue

'That the land off March Edge on Linden Village is registered by Buckingham Town Council as common land with Buckinghamshire Council, under Section 15(1) application under the Commons Act 2006.'

8. Chair's announcements**9. Date of next meetings:**

Full Council: Monday 8th July 2024

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.

10. Buckingham Neighbourhood Development Plan

To receive a report from the Deputy Town Clerk and Town Clerk.

Report from ONH.

Buckingham Neighbourhood Plan review.

Buckingham draft allocations.

Articles: Burghclere and Thorpe.

Project Plan A.

Project Plan B.

[IM/29/24](#)
[Appendix F](#)
[Appendix G](#)
[Appendix H](#)
[Appendix I](#)
[Appendix J](#)
[Appendix K](#)

11. Moreton Road Phase III s106 open space

To receive a report from the Estates Manager.

[IM/30/24](#)

To:

All Councillors

**Buckingham Town Council
Interim Full Council
Monday 17th June 2024**

**Contact Officers: Jodie Baughan – Finance Officer
Steve Beech – Compliance and Projects Manager**

FIXED ASSET REGISTER

1. Recommendations

1.1. It is recommended that Members agree the final Fixed Assets for 2023/24.

2. Background

2.1. Each year Full Council must review and agree the Fixed Assets held in the Asset Register before completion of the Accounting Statements of the Annual Governance and Accountability Return.

2.2. The revised Asset Register total agrees with 2023/24 Accounting Statement 9 and reflects any additions and disposals which are recorded in the tables below.

2.3. During the year end audit, the auditor made a recommendation to revalue specific asset additions. These were recorded at a nominal £1 and advised to revalue as the full purchase price, as detailed in the tables.

2.4. The auditor advised that where assets are gifted, then best practice is to record them as £1, and where funds (e.g., grants or s106 monies) are received by the council to make the purchase, best practice is to record at full value.

3. Tables

RECONCILIATION OF FIXED ASSET MOVEMENT

| | £ |
|-------------------------------------|----------------|
| Value of Assets 2022/2023 | 2256502 |
| | |
| Additions in 2023/2024 | +143654 |
| | |
| Removals/Disposals in 2023/2024 | -15125 |
| | |
| TOTAL FIXED ASSETS 2023/2024 | 2385031 |

ASSETS ADDED

| | £ | NOTES |
|---------------------------------|------------------|--|
| Toddler Play Equipment - B Park | 120300.00 | S106 funded |
| Toddler Play Equipment - B Park | 1.00 | Incorrect value stated see removal below ** |
| CCTV | 11500.00 | £4000 received in grants and £7500 funded by BTC |
| CCTV | 7500.00 | Incorrect value stated see removal below * |
| Mayor's Consort Medallion | 1.00 | Missing from previous register. Insurance £700 |
| Deputy Mayor's Medallion | 1.00 | Missing from previous register. Insurance £700 |
| Mayoress's floral link chain | 1.00 | Missing from previous register. Insurance £4750 |
| Curved Bench - C Park | 3600.00 | Community Board grant |
| Curved Bench - C Park | 1.00 | Incorrect value stated see removal below *** |
| Dell Inspiron Laptop (7630) | 749.16 | Incorrectly added, under policy threshold**** |
| . | | |
| TOTAL ASSETS ADDED | 143654.16 | |

ASSETS REMOVED/DISPOSED

| | £ | NOTES |
|-----------------------------|-----------------|---|
| Swan Sculptures | 6872.00 | 7 of 10 sold. Now below threshold for asset register. |
| Bridge x 1 in Bourton Park | 0.00 | Correction to number of BTC owned bridges. |
| Tendra Wireless Router | 1.00 | Obsolete |
| Netgear Hub | 1.00 | Obsolete |
| Dell Inspiron Laptop (7630) | 749.16 | Under £1000 policy limit **** |
| Toddler Playpark | 1.00 | Incorrect value stated on original addition entry ** |
| Curved Bench | 1.00 | Incorrect value stated on original addition entry *** |
| CCTV | 7500.00 | Incorrect value stated on original addition entry * |
| | | |
| TOTAL REMOVED | 15125.16 | |

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ASSET LIST BY GROUP NAME

User: JODIE

| | | | | |
|---|--|-------------------|-------------------|---------------------|
| BLD07 | Buckingham Community Centre | 50,000.00 | 50,000.00 | 4,264,800.00 |
| BLD08 | Lace Hill Sports and Community Centre | 1.00 | 1.00 | 4,178,400.00 |
| BLD15 | Toilet/Changing Places & Shop Mobility Unit | 163,669.00 | 163,669.00 | 326,400.00 |
| INF36 | Cemetery Lodge - Fixtures & Fittings | 40,000.00 | 40,000.00 | 3,258.31 |
| INF47 | Tennis Pavilion Fixtures & Fittings | 20,000.00 | 20,000.00 | 0.00 |
| INF48 | Bowls Pavilion - Fixtures & Fittings | 50,000.00 | 50,000.00 | 5,564.64 |
| TOTAL FOR Admin Storage | | 323,670.00 | 323,670.00 | 8,778,422.95 |
| FRN05 | Filling Cabinet (4 Draw) X 2 | 1.00 | 1.00 | 500.00 |
| TOTAL FOR Admin Storage | | 1.00 | 1.00 | 500.00 |
| Burial | | | | |
| INF54 | paving for G.O.R. | 1,775.40 | 1,775.40 | 1,775.40 |
| MEQP12 | Cemetery Bier X 1 | 1.00 | 1.00 | 1,500.00 |
| TOTAL FOR Burial | | 1,776.40 | 1,776.40 | 3,275.40 |
| Ceremonial | | | | |
| CER12 | Mace X 1 | 1.00 | 1.00 | 70,000.00 |
| CER13 | Mace Case X 1 | 2,336.00 | 2,336.00 | 2,500.00 |
| CER14 | Mace Bearers Robes X 1 | 1.00 | 1.00 | 650.00 |
| CER16 | Mayors Chain X 1 | 1.00 | 1.00 | 5,500.00 |
| CER17 | Mayors Robe X 1 | 1.00 | 1.00 | 1,000.00 |
| CER18 | Mayor's Robe, Original X 1 | 1.00 | 1.00 | 1,400.00 |
| CER19 | Mayors Consort Medallion | 1.00 | 1.00 | 700.00 |
| CER20 | Deputy Mayors medallion on red ribbon | 1.00 | 1.00 | 700.00 |
| CER21 | Mayoress's dual sectioned floral design link chain | 1.00 | 1.00 | 4,750.00 |
| CER24 | Signet Ring X 1 | 1.00 | 1.00 | 500.00 |
| CER28 | Town Clerk's Robe X 1 | 1.00 | 1.00 | 900.00 |
| CER30 | Large Wood Town Crest (Shield) Buckingham Swan X 1 | 1.00 | 1.00 | 1,000.00 |
| CER31 | Town Crier's Robe X 1 | 1.00 | 1.00 | 850.00 |
| CER35 | Town Clerks Wig | 491.45 | 491.45 | 850.00 |
| TOTAL FOR Ceremonial | | 2,839.45 | 2,839.45 | 91,300.00 |
| Changing room furniture | | | | |
| FRN43 | Changing room furniture - benches and hooks X 1 | 3,999.00 | 3,999.00 | 3,999.00 |
| TOTAL FOR Changing room furniture | | 3,999.00 | 3,999.00 | 3,999.00 |
| Council Events | | | | |
| MEQP02 | Buckingham Town Council Traffic Cones X 130 | 1,105.00 | 1,105.00 | 1,105.00 |
| MEQP03 | Yellow Road Information Signs X 8 | 1.00 | 1.00 | 640.00 |
| MEQP04 | Diverted Traffic Signs X 14 | 1.00 | 1.00 | 980.00 |
| MEQP05 | Road Closed Signs X 18 | 1.00 | 1.00 | 1,260.00 |
| MEQP06 | Metal Barriers X 28 | 1.00 | 1.00 | 1,400.00 |
| MEQP21 | No waiting traffic cones X 100 | 676.00 | 676.00 | 676.00 |
| TOTAL FOR Council Events | | 1,785.00 | 1,785.00 | 6,061.00 |
| Council Meetings/Room Hire | | | | |
| FRN17 | Large Boardroom Table X 1 | 1.00 | 1.00 | 10,000.00 |
| FRN18 | Chairman's Chair X 1 | 1.00 | 1.00 | 1,800.00 |
| FRN19 | Boardroom Chairs X 16 | 1.00 | 1.00 | 12,000.00 |
| FRN20 | Boardroom Chairs X 2 | 1.00 | 1.00 | 200.00 |
| FRN22 | Queen Ann Chairs X 8 | 1.00 | 1.00 | 1,250.00 |
| FRN30 | Small two drawer table X 1 | 1.00 | 1.00 | 550.00 |
| TOTAL FOR Council Meetings/Room Hire | | 6.00 | 6.00 | 25,800.00 |
| Council meetings/roomhire | | | | |

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ASSET LIST BY GROUP NAME

User: JODIE

| | | | | |
|--|---|--------------|--------------|--------------|
| OEQP04 | Projector - Epson EMP795 X 1 | 1,150.00 | 1,150.00 | 1,150.00 |
| OEQP07 | Interactive Wireless screens X 2 | 4,030.00 | 4,030.00 | 4,030.00 |
| TOTAL FOR Council meetings/roomhire | | 5,180.00 | 5,180.00 | 5,180.00 |
| Decorative | | | | |
| CER33 | Cannon X 1 | 1.00 | 1.00 | 2,350.00 |
| CER34 | Swan Girl Statue X 1 | 1.00 | 1.00 | 24,000.00 |
| TOTAL FOR Decorative | | 2.00 | 2.00 | 26,350.00 |
| Deeds | | | | |
| BLD02 | East Chapel A | 213,000.00 | 213,000.00 | 369,072.00 |
| BLD03 | West Chapel B | 169,000.00 | 169,000.00 | 290,784.00 |
| BLD04 | Tennis Pavilion | 63,000.00 | 63,000.00 | 351,600.00 |
| BLD05 | Bowls Pavilion | 307,000.00 | 307,000.00 | 880,800.00 |
| BLD06 | Chandos Park Toilets | 189,000.00 | 189,000.00 | 332,400.00 |
| BLD14 | Depot, 12&17 Hillcrest Way | 190,000.00 | 190,000.00 | 439,200.00 |
| BLD16 | Cemetery Lodge | 256,000.00 | 256,000.00 | 458,544.00 |
| TOTAL FOR Deeds | | 1,387,000.00 | 1,387,000.00 | 3,122,400.00 |
| Dog Bins | | | | |
| ENV09 | Dog bins X 32 | 1.00 | 1.00 | 4,640.00 |
| TOTAL FOR Dog Bins | | 1.00 | 1.00 | 4,640.00 |
| Eviromental | | | | |
| MEQP41 | Brushcutters x 2 | 815.00 | 815.00 | 815.00 |
| MEQP42 | Water Bowser THBW 70L | 1,146.70 | 1,146.70 | 0.00 |
| TOTAL FOR Eviromental | | 1,961.70 | 1,961.70 | 815.00 |
| Fire Safety Regulations | | | | |
| INF52 | Internal Fire doors | 2,216.00 | 2,216.00 | 2,216.00 |
| MISC10 | Fire Extinguisher-red X 2 | 1.00 | 1.00 | 0.00 |
| TOTAL FOR Fire Safety Regulations | | 2,217.00 | 2,217.00 | 2,216.00 |
| Functions | | | | |
| MISC20 | Prima Plus folding chair - Charcoal X 100 | 1,571.00 | 1,571.00 | 1,571.00 |
| MISC21 | Mogo Chair Trolley X 4 | 745.00 | 745.00 | 745.00 |
| MISC22 | Table bundle 19 tables and one trolley X 1 | 872.00 | 872.00 | 872.00 |
| MISC27 | Flexitable deluxe (folding) 1600 x 800 beech table X 10 | 1,490.00 | 1,490.00 | 1,490.00 |
| MISC28 | Austin chair, chrome frame padded seat burgundy X 20 | 579.00 | 579.00 | 579.00 |
| TOTAL FOR Functions | | 5,257.00 | 5,257.00 | 5,257.00 |
| Furniture | | | | |
| FRN47 | Meeting room table and chairs | 915.83 | 915.83 | 915.83 |
| FRN48 | Partition and blinds | 4,715.00 | 4,715.00 | 4,715.00 |
| FRN49 | Wooden Blinds | 1,033.33 | 1,033.33 | 0.00 |
| FRN50 | Meeting Room Furniture | 1,916.00 | 1,916.00 | 0.00 |
| TOTAL FOR Furniture | | 8,580.16 | 8,580.16 | 5,630.83 |
| Gift | | | | |
| CER06 | Copeland statues X 1 | 1.00 | 1.00 | 250.00 |
| CER32 | Bugle -The Rifles 10/5/2009 X 1 | 1.00 | 1.00 | 400.00 |
| TOTAL FOR Gift | | 2.00 | 2.00 | 650.00 |
| Health & Safety | | | | |
| ENV02 | Waste Bins X 8 | 1.00 | 1.00 | 1,100.00 |
| ENV04 | Bins X 11 | 1.00 | 1.00 | 2,420.00 |
| ENV05 | Dog bins X 5 | 1.00 | 1.00 | 500.00 |
| ENV08 | Bins - mesh green waste bins X 3 | 1.00 | 1.00 | 600.00 |
| TOTAL FOR Health & Safety | | 4.00 | 4.00 | 4,620.00 |

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ASSET LIST BY GROUP NAME

User: JODIE

| Asset Code | Description | Original Cost | Current Value | Insurance Value |
|-------------------------------------|--|---------------|---------------|-----------------|
| Information | | | | |
| INF03 | Information Board X 1 | 1.00 | 1.00 | 2,000.00 |
| INF04 | Notice Board (For posters) X 1 | 1.00 | 1.00 | 2,000.00 |
| INF14 | Notice Boards X 3 | 1.00 | 1.00 | 6,000.00 |
| INF30 | Noticeboard/Information Board X 1 | 1.00 | 1.00 | 2,000.00 |
| SGN11 | Finger Posts X 2 | 1.00 | 1.00 | 4,000.00 |
| SGN12 | Town Entrance Signs X 7 | 1.00 | 1.00 | 7,000.00 |
| SGN18 | Finger Post | 1,320.00 | 1,320.00 | 1,320.00 |
| TOTAL FOR Information | | 1,326.00 | 1,326.00 | 24,320.00 |
| Infrastructure | | | | |
| INF20 | Bridge X 5 | 1.00 | 1.00 | 180,000.00 |
| INF22 | Photovoltaic solar panel sytem | 20,100.00 | 20,100.00 | 0.00 |
| INF41 | CCTV wireless | 11,500.00 | 11,500.00 | 0.00 |
| INF49 | Gates at Lace Hill Playground | 3,097.00 | 3,097.00 | 3,097.00 |
| INF50 | Recyled Plastic Bins x 7 | 1,391.00 | 1,391.00 | 1,391.00 |
| INF51 | Toddler park Secure Fencing | 13,966.00 | 13,966.00 | 13,966.00 |
| INF53 | Lighting | 1,112.00 | 1,112.00 | 1,112.00 |
| INF57 | Curved Wooden Bench | 3,600.00 | 3,600.00 | 0.00 |
| TOTAL FOR Infrastructure | | 54,767.00 | 54,767.00 | 199,566.00 |
| Interior | | | | |
| FRN29 | Carpets X 3 | 1.00 | 1.00 | 500.00 |
| FRN46 | Blinds X 3 | 515.00 | 515.00 | 515.00 |
| TOTAL FOR Interior | | 516.00 | 516.00 | 1,015.00 |
| LGA 1948 S133 | | | | |
| BLD11 | War memorial | 42,000.00 | 42,000.00 | 54,304.76 |
| TOTAL FOR LGA 1948 S133 | | 42,000.00 | 42,000.00 | 54,304.76 |
| LHSCC Co-ordinator | | | | |
| EQP28 | HP Probook X 1 | 539.00 | 539.00 | 539.00 |
| TOTAL FOR LHSCC Co-ordinator | | 539.00 | 539.00 | 539.00 |
| Leisure | | | | |
| BLD01 | Youth Shelter X 1 | 3,000.00 | 3,000.00 | 3,000.00 |
| INF05 | Bench - Wood and metal X 8 | 1.00 | 1.00 | 8,000.00 |
| INF06 | Picnic Bench X 4 | 1.00 | 1.00 | 4,000.00 |
| INF11 | Public Toilet Fixtures/Fittings X 1 | 1.00 | 1.00 | 2,000.00 |
| INF12 | Benches X 30 | 1.00 | 1.00 | 30,000.00 |
| INF13 | Picnic Tables X 16 | 1.00 | 1.00 | 16,000.00 |
| INF18 | Interpretation Board X 3 | 1.00 | 1.00 | 2,000.00 |
| INF19 | Otters Wood Art X 3 | 1.00 | 1.00 | 1,800.00 |
| INF24 | Bench (North End Court) X 1 | 1.00 | 1.00 | 1,000.00 |
| INF25 | Concrete Flower Beds X 6 | 1.00 | 1.00 | 30,000.00 |
| INF26 | Flower Beds (by post office) X | 1.00 | 1.00 | 3,000.00 |
| INF27 | Feeder pillars X 11 | 1,763.00 | 1,763.00 | 16,000.00 |
| INF29 | Bench X 7 | 1.00 | 1.00 | 7,000.00 |
| INF31 | Brompton Picnic Unit X 1 | 848.00 | 848.00 | 848.00 |
| INF37 | Bins X 2 | 1.00 | 1.00 | 1,900.00 |
| INF38 | Benches X 6 | 1.00 | 1.00 | 5,000.00 |
| INF40 | Benches X 2 | 1.00 | 1.00 | 1,800.00 |
| INF46 | Icicle Lights X Various | 9,645.00 | 9,645.00 | 9,645.00 |
| MISC13 | Christmas Lights X Various | 1.00 | 1.00 | 32,582.86 |
| MISC14 | New Christmas Lights X 45 | 675.00 | 675.00 | 675.00 |
| PEQP01 | Tennis Courts X 1 | 1.00 | 1.00 | 25,000.00 |
| PEQP02 | Ken Liverseidge multi use games area X 1 | 50,000.00 | 50,000.00 | 50,000.00 |
| PEQP03 | Play Equipment X 8 | 75,000.00 | 75,000.00 | 75,000.00 |

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ASSET LIST BY GROUP NAME

User: JODIE

| Asset Code | Description | Original Cost | Current Value | Insurance Value |
|---|---|-------------------|-------------------|-------------------|
| PEQP04 | Senior Play Equipment X 21 | 100,540.00 | 100,540.00 | 100,540.00 |
| PEQP05 | Toddler Play Equipment X 6 | 1.00 | 1.00 | 50,000.00 |
| PEQP06 | Play Equipment x 8 | 1.00 | 1.00 | 75,000.00 |
| PEQP07 | Play Equipment X Various | 30,585.00 | 30,585.00 | 30,585.00 |
| PEQP10 | Play Equipment X 8 | 1.00 | 1.00 | 55,000.00 |
| PEQP11 | Play Equipment X 6 | 1.00 | 1.00 | 500.00 |
| TOTAL FOR Leisure | | 272,076.00 | 272,076.00 | 637,875.86 |
| Main Printer/Scanner/Copier | | | | |
| EQP03 | Sharp Copier/Printer - MX3060 X 1 | 1.00 | 1.00 | 0.00 |
| TOTAL FOR Main Printer/Scanner/Copier | | 1.00 | 1.00 | 0.00 |
| Maintenance Equipment | | | | |
| MEQP24 | Wessex Trailed Spreader 500mm Hitch - fertizer spreader X 1 | 797.00 | 797.00 | 797.00 |
| MEQP25 | Dennis Guildford Gang set - mower X 1 | 2,750.00 | 2,750.00 | 2,750.00 |
| MEQP30 | Logic LTA 160 Terr-ator Airator X 1 | 2,075.00 | 2,075.00 | 2,075.00 |
| MEQP39 | Numatic TGB 4045 Battery Powered Scrubber/Drier X 1 | 2,111.00 | 2,111.00 | 2,111.00 |
| TOTAL FOR Maintenance Equipment | | 7,733.00 | 7,733.00 | 7,733.00 |
| Market | | | | |
| MEQP08 | Plastic Barriers X 20 | 1.00 | 1.00 | 1,000.00 |
| TOTAL FOR Market | | 1.00 | 1.00 | 1,000.00 |
| Noticeboard | | | | |
| INF33 | A-max notice board 18xA4 X 1 | 567.00 | 567.00 | 567.00 |
| TOTAL FOR Noticeboard | | 567.00 | 567.00 | 567.00 |
| Office Equipment | | | | |
| OEQP10 | Inspiron 15 5000 Laptops x 4 | 2,186.68 | 2,186.68 | 2,186.68 |
| OEQP11 | dell inspiron 15 3000 x 2 | 1,012.00 | 1,012.00 | 0.00 |
| QEQP | Movable Screen Lift x 2 | 2,181.80 | 2,181.80 | 2,181.80 |
| QEQP12 | Dell Inspiron 15 5000 laptop | 529.00 | 529.00 | 529.00 |
| TOTAL FOR Office Equipment | | 5,909.48 | 5,909.48 | 4,897.48 |
| Outdoor Grounds Keeping | | | | |
| MEQP01 | Pressure Washer X 1 | 587.00 | 587.00 | 600.00 |
| MEQP13 | Dennis Mower & dsiks RT Machinery 5400 X 1 | 5,400.00 | 5,400.00 | 6,600.00 |
| MEQP14 | Cordless Power Tools (set) X 3 | 1.00 | 1.00 | 700.00 |
| MEQP15 | Burial Equipment X 1 | 2,478.00 | 2,478.00 | 2,478.00 |
| MEQP34 | Strimmers FS100 X 7 | 3,290.00 | 3,290.00 | 3,290.00 |
| MEQP35 | Strimmers FS360 X 2 | 1,140.00 | 1,140.00 | 1,140.00 |
| MEQP36 | Husquvana LB553s Push mowers X 2 | 1,270.00 | 1,270.00 | 1,270.00 |
| MEQP37 | Viking MB4RT push mowers X 7 | 2,730.00 | 2,730.00 | 2,730.00 |
| MEQP38 | Stihl MS 241 Chainsaw X 1 | 560.00 | 560.00 | 560.00 |
| MEQP40 | Kohler Mulch Mower | 520.00 | 520.00 | 520.00 |
| VEC01 | Quad Bike & lfor Williams Trailer - Honda 4510 X 1 | 4,510.00 | 4,510.00 | 5,000.00 |
| VEC03 | Mitsubishi L200 X 1 | 15,145.00 | 15,145.00 | 15,145.00 |
| VEC04 | Kubota ride-on mower - B031 X 1 | 12,495.00 | 12,495.00 | 12,495.00 |
| VEC05 | Renault Kangoo X Various | 13,995.00 | 13,995.00 | 13,995.00 |
| TOTAL FOR Outdoor Grounds Keeping | | 64,121.00 | 64,121.00 | 66,523.00 |
| Personal and Cemetry Records | | | | |
| FRN08 | Fire Safe X 1 | 1,000.00 | 1,000.00 | 1,000.00 |
| TOTAL FOR Personal and Cemetry Records | | 1,000.00 | 1,000.00 | 1,000.00 |
| Play Equipment | | | | |
| MEQP43 | Toddler Play Unit | 9,886.80 | 9,886.80 | 9,886.80 |
| PEQP8 | 24'x8' Aluminium socketed goals X 1 | 542.00 | 542.00 | 542.00 |
| PEQP13 | Toddler Play Equipment | 120,300.00 | 120,300.00 | 0.00 |

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ASSET LIST BY GROUP NAME

User: JODIE

| <u>Asset Code</u> | <u>Description</u> | <u>Original Cost</u> | <u>Current Value</u> | <u>Insurance Value</u> |
|--|--|----------------------|----------------------|------------------------|
| TOTAL FOR Play Equipment | | 130,728.80 | 130,728.80 | 10,428.80 |
| Security | | | | |
| INF07 | Street Lights X 9 | 1.00 | 1.00 | 12,000.00 |
| INF21 | Gates X 4 | 1.00 | 1.00 | 16,000.00 |
| INF23 | Metal Entrance Gate X 1 | 1.00 | 1.00 | 2,000.00 |
| INF28 | CCTV movable camera X 1 | 4,530.00 | 4,530.00 | 4,530.00 |
| TOTAL FOR Security | | 4,533.00 | 4,533.00 | 34,530.00 |
| Signage | | | | |
| SGN14 | Play Area sign X 1 | 724.00 | 724.00 | 724.00 |
| SGN16 | LHSCC sign building external X 1 | 3,050.00 | 3,050.00 | 3,050.00 |
| TOTAL FOR Signage | | 3,774.00 | 3,774.00 | 3,774.00 |
| Standard Town Council Work Spaces | | | | |
| FRN01 | Curved work stations (with built in draws) X 8 | 1.00 | 1.00 | 2,500.00 |
| TOTAL FOR Standard Town Council Work Spaces | | 1.00 | 1.00 | 2,500.00 |
| Storage Area | | | | |
| FRN42 | Bespoke Mesh Enclosure X 1 | 585.00 | 585.00 | 585.00 |
| INF01 | Alarm System X 1 | 1.00 | 1.00 | 500.00 |
| INF35 | Storage Racking X 1 | 1,057.00 | 1,057.00 | 1,057.00 |
| TOTAL FOR Storage Area | | 1,643.00 | 1,643.00 | 2,142.00 |
| Street Furniture | | | | |
| INF32 | Memorial bench X 6 | 2,700.00 | 2,700.00 | 2,700.00 |
| INF44 | Cast Iron Bench - B027 X 1 | 665.00 | 665.00 | 665.00 |
| INF45 | 3 x information panels X 5 | 4,775.00 | 4,775.00 | 4,775.00 |
| INF55 | Litterbin 50 ltr | 534.30 | 534.30 | 0.00 |
| INF56 | Metal Bench | 561.65 | 561.65 | 0.00 |
| MISC34 | Printed Banners x 13 | 1,852.50 | 1,852.50 | 0.00 |
| SGN17 | Finger Posts, finials, fingers X 1 | 3,529.00 | 3,529.00 | 3,529.00 |
| TOTAL FOR Street Furniture | | 14,617.45 | 14,617.45 | 11,669.00 |
| Town Council laptops | | | | |
| OEQP08 | 4 x laptops; TC, DTC, Planning & EM X 4 | 2,666.00 | 2,666.00 | 2,666.00 |
| OEQP09 | 2 x laptops (GSS, Admin) X 2 | 832.00 | 832.00 | 832.00 |
| TOTAL FOR Town Council laptops | | 3,498.00 | 3,498.00 | 3,498.00 |
| Vehicles | | | | |
| VEC06 | Isuzu Tipper (elec) RK72 HZG | 30,883.00 | 30,883.00 | 30,883.00 |
| TOTAL FOR Vehicles | | 30,883.00 | 30,883.00 | 30,883.00 |
| I | | | | |
| BLD12 | Main Fire Doors X 5 | 1.00 | 1.00 | 750.00 |
| TOTAL FOR I | | 1.00 | 1.00 | 750.00 |
| st | | | | |
| ENV11 | Bin next to ENV10 X 1 | 514.00 | 514.00 | 514.00 |
| TOTAL FOR st | | 514.00 | 514.00 | 514.00 |
| TOTAL | | 2,385,031.44 | 2,385,031.44 | 13,187,147.08 |

Annual Internal Audit Report 2023/24

Buckingham Town Council

www.buckingham-tc.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|--|-----|-----|----------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | Yes | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | Yes | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | Yes | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | Yes | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | Yes | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | Yes | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | Yes | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | Yes | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | Yes | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | Yes | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered") | | | N/A |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | | | N/A |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | Yes | | |
| N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes). | Yes | | |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable |
| | | | N/A |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

26/04/2023 13/11/2023

Name of person who carried out the internal audit

Kevin Rose ACMA- IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

Date

11/05/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

BUCKINGHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

| | Agreed | | Yes | No | Yes' means that this authority: |
|---|--------|----|-----|----|---|
| | Yes | No | | | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | | | has only done what it has the legal power to do and has complied with Proper Practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | | | considered and documented the financial and other risks it faces and dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | | | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A | | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts. |
| | | | ✓ | | |

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.buckingham-tc.gov.uk

Section 2 – Accounting Statements 2023/24 for

BUCKINGHAM TOWN COUNCIL

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2023 £ | 31 March 2024 £ | |
| 1. Balances brought forward | 739,530 | 646,604 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 942,773 | 1,164,561 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 185,973 | 358,673 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 641,536 | 685,696 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 4,702 | 4,702 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 575,434 | 631,187 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 646,604 | 848,253 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 628,163 | 887,607 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 2,256,501 | 2,385,031 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 44,585 | 41,858 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

| For Local Councils Only | Yes | No | N/A | |
|--|-----|----|-----|---|
| 11a. Disclosure note re Trust funds (including charitable) | | ✓ | | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) | | | ✓ | The figures in the accounting statements above exclude any Trust transactions. |

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Redacted Signature]

Date 06/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

[Redacted Date]

as recorded in minute reference:

[Redacted Reference]

Signed by Chair of the meeting where the Accounting Statements were approved

[Redacted Signature]

Buckingham Town Council Financial Year 2023-24



IAC Audit and Consultancy Ltd

Audit date: 10 May 2024

Year End Internal Audit Observations

E *Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

| No. | Audit Test | Response | Observation | Recommendation | Priority | Comments |
|-----|---|----------|--|--|----------|---|
| 1 | If the Council receives income under leases is the income being received as required? | Yes | <i>It was noted that there is variation on income recorded on Cemetery Lodge. This is due to income being recorded net of any maintenance costs.</i> | The Council to note that income should be recorded gross. Any maintenance costs should be separately recorded as items of expenditure and should not be netted off against income. | Medium | Assistant RFO will record the full income in an income code and then record any expenditure (deducted at source by agent) in an expenditure code. |

G *Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

| No. | Audit Test | Response | Observation | Recommendation | Priority | Comments |
|-----|---|----------|---|---|----------|--|
| 1 | Salaries and wages payable to staff have been appropriately approved and confirmed in writing. | Yes | <i>It was noted that the letter issued to one member of staff in March 2023 stated the wrong annual pay (the actual amount paid was, however, correct)</i> | Council to note | Low | Typing error noted. Corrected letter to be sent. |
| 2 | The Council has published the details of Members Allowances paid in accordance with Regulation 15 (3) of Members Allowances Regulations 2003. | Yes | <i>As at the date of the year end audit visit the Council had not published the listing of Members Allowances on its website. This was done during the audit visit.</i> | The Council should put in place a process to verify that all documents which are required to be published by regulation are promptly posted on the Council website. | Medium | Compliance Manager is to issue the list of items to be published on the website to the Web Administrator annually. Twice yearly web audit will be completed. |

H Asset and investments registers were complete and accurate and properly maintained.

| No. | Audit Test | Response | Observation | Recommendation | Priority | Comments |
|-----|---|----------|---|---|----------|--|
| 1 | Assets purchased / disposed of have been added to / removed from asset register | Yes | <i>It was noted that some play equipment purchased during the year had been included in the asset register at a nominal cost of £1 rather than at acquisition cost.</i> | The Council to review the value recorded in its asset register for the play equipment and, if appropriate, make an adjustment to the recorded value of assets prior to the approval of the Accounting Statements. | High | This will be adjusted as per the recommendations and presented to and agreed by Council before the Accounting Statements have been approved. |

I Periodic bank account reconciliations were properly carried out during the year.

| No. | Audit Test | Response | Observation | Recommendation | Priority | Comments |
|-----|---|----------|---|--|----------|--|
| 1 | Cash floats & balances are supported with cashier's certificate (Year End) | No | <i>Cash floats & balances are not supported with a cashier's certificate confirming the actual cash balance held.</i> | Cash balances held at year end should be supported with a cash statement stating the denomination and value of cash held. This should be signed and date by the cash custodian, and an independent person. | Medium | This will be completed after each reconciliation going forward. It will be authorised by the VC of Resources after each reconciliation. |
| 2 | There are no unexplained balancing entries in any reconciliation (Year End) | Yes | <i>It was noted that there were uncleared BACS payments recorded on the year end bank reconciliation. It is understood these had been authorised but were pending clearance as at the 31st March 2024. (It is possible that these may be subject to further query from the External Auditor).</i> | Council to note. | Low | RFO will send a brief note of explanation, along with the bank reconciliation, to the external auditor |
| 3 | Year End Cash balances have been subject to independent confirmation | No | <i>Year End Cash balances have not been subject to independent confirmation</i> | See Observation I(1) above. | Medium | Reconciliation was signed by VC of Resources, however the reconciliation was not supported by a signed cash statement. As above this will be rectified for future reconciliations. |