



# Buckingham Town Council

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Town Clerk: Claire Molyneux

Wednesday, 28 August 2024

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 2<sup>nd</sup> September 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](mailto:committeeclerk@buckingham-tc.gov.uk) or call 01280 816426 for details.

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

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

Claire Molyneux  
Town Clerk

## AGENDA

### 1. Apologies for absence

Members are asked to receive apologies for absence.

### 2. Declarations of interest

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

### 3. Minutes of last meeting

To agree the minutes of the Resources Committee meeting held on 24<sup>th</sup> June 2024.

[Copy previously circulated](#)

### 4. Budgets

To receive and agree the budget reports:

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

4.2 Ear Marked Reserves Report

4.3 Purchase Ledger from July and August 2024.

[Appendix A](#)

[Appendix B](#)

[Appendix C](#)



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. Fund transfers**

To note there have been no fund transfers.  
To receive a report from the Town Clerk.

[R/55/24](#)

**6. Dates of civic functions**

To agree to recommend a provisional date of Thursday 6<sup>th</sup> March for the Annual Town Meeting to Full Council.  
To agree to recommend a provisional date of Friday 6<sup>th</sup> June for Mayor Making to Full Council.

**7. Meeting Calendar**

To agree to recommend the 2025 meeting calendar to Full Council.

[Appendix D](#)

**8. Quarterly banking and petty cash reconciliations**

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

**9. Updates from representatives on outside bodies**

To receive verbal updates from Councillors.

**10. Action Report**

To review and discuss the Action Report.

[Appendix E](#)

**11. Chair’s announcements**

**12. Date of next meeting:** Monday 21<sup>st</sup> October 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.

**13. Debtors list**

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

[Appendix F](#)

**14. Payment endorsements**

To note payment endorsement sheets 7 to 12.

[Appendix G](#)

**15. Staffing updates**

To receive a report from the Town Clerk.

[R/56/24](#)

**16. Motion Cllr. O’ Donoghue**

Due to concerns about recruiting and retaining staff, the Town Clerk be tasked to investigate options for an independent review of job roles and pay scales.

**To:**

Cllr. G. Collins

Cllr. F. Davies

Cllr. J. Harvey

Cllr. A. Mahi

Cllr. H. Mordue Vice Chair

Cllr. J. Mordue

Cllr. L. O’Donoghue Chair

Cllr. A. Osibogun

Cllr. A. Ralph

Cllr. A. Schaefer

Cllr. R. Stuchbury

Cllr. M. Try

Cllr. R. Willett

Town Mayor

## Detailed Income &amp; Expenditure by Budget Heading 27/08/2024

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
<b><u>RESOURCES</u></b>								
<b><u>101 Personnel Costs EXPENDITURE</u></b>								
4000 Salaries Admin	87,293	216,104	128,811		128,811	40.4%		
4005 ERS National Insurance	8,720	23,419	14,699		14,699	37.2%		
4006 ERS Pension Contributions	20,689	54,412	33,723		33,723	38.0%		
4007 Staff travel	26	550	524		524	4.8%		
4008 Occupational Health	0	1,369	1,369		1,369	0.0%		
4025 HR advice	3,482	5,295	1,813		1,813	65.8%		
4026 Staff & Recruitment	364	200	(164)		(164)	181.9%		Will be covered by Ear-marked Reserve
<b><u>102 Office expenses INCOME</u></b>								
1010 Chamber hire	522	850	328			61.4%		
1012 Photocopier use	2	8	6			25.0%		
<b><u>102 Office expenses EXPENDITURE</u></b>								
4010 Stationery	518	3,020	2,502		2,502	17.2%		
4011 Postage	26	300	274		274	8.6%		
4012 Photocopier	394	2,500	2,106		2,106	15.8%		
4013 Equipment purchase	1,088	2,226	1,138		1,138	48.9%		
4017 Subscriptions	2,858	4,675	1,817		1,817	61.1%		
4018 Telephones	3,590	10,000	6,410		6,410	35.9%		
4019 Hire of Community Hall	185	325	140		140	56.9%		
4021 Hospitality	156	425	269		269	36.7%		
4023 Training	3,855	11,250	7,395	1,250	6,145	45.4%	3,125	
4027 Software	6,767	17,700	10,933		10,933	38.2%		
4030 Payroll	847	2,070	1,223		1,223	40.9%		
4032 Publicity and newsletter	978	6,773	5,795		5,795	14.4%		
4038 Computer equipment	1,259	4,000	2,741		2,741	31.5%		
4041 Website	757	4,000	3,243		3,243	18.9%		
4043 Protective clothing	43	2,000	1,957		1,957	2.1%		
4052 Heat, light, power	243	3,222	2,979		2,979	7.5%		
4156 Buckingham Centre rent	0	17,000	17,000		17,000	0.0%		
4267 Buckingham centre rates	2,794	4,500	1,706		1,706	62.1%		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR	Transfer	Explanation	Appendix A
<u>103 Councillors EXPENDITURE</u>									
4020	Mayor's duties	0	2,090	2,090		2,090	0.0%		
4029	Mayor's civic	1,174	1,801	627	40	587	67.4%		
4044	Councillors' mileage / exp.	107	573	466		466	18.6%		
4045	Councillors' allowance	0	10,882	10,882		10,882	0.0%		
4236	Election costs	0	12,000	12,000		12,000	0.0%		
4269	Councillor training	180	2,580	2,400	275	2,125	17.6%		
<u>104 Legal requirements INCOME</u>									
1098	Insurance Claims Income	365	0	(365)			0.0%		
<u>104 Legal requirements EXPENDITURE</u>									
4014	Audit fees	(5)	4,000	4,005		4,005	(0.1%)		
4016	Legal costs	9,276	4,000	(5,276)		(5,276)	231.9%	6,341	Covered by EMR
4022	Insurance	19,445	21,500	2,055		2,055	90.4%		
<u>120 Long-term grants EXPENDITURE</u>									
4040	Four Year Grants Awarded	22,442	22,442	0		0	100.0%		
4080	Annual Grants Awarded	9,313	9,315	2		2	100.0%		
<u>125 Commemorative items EXPENDITURE</u>									
4501	Civic award	270	800	530		530	33.8%		
4504	Remembrance wreath	0	65	65		65	0.0%		
4505	Mayor's salver	0	140	140		140	0.0%		
<u>130 Admin reserves INCOME</u>									
1176	Precept	615,240	1,230,480	615,240			50.0%		
1190	Interest received	14,176	12,000	(2,176)			118.1%		Interest rate is still high leading to additional income
<u>132 Future planning / contingencies EXPENDITURE</u>									
4500	Future planning / contingencies	89	13,000	12,911		12,911	0.7%		
<u>304 Youth Council EXPENDITURE</u>									
4238	Youth Council admin	0	110	110		110	0.0%		

**ENVIRONMENT**201 Environment EXPENDITURE

3995	NI Environment	8,916	22,249	13,333		13,333	40.1%	
3996	Pensions ERS Environment	22,974	61,577	38,603		38,603	37.3%	
4004	Salaries environment	96,826	250,670	153,844		153,844	38.6%	

202 Roundabouts INCOME

1051	Roundabout no. 1	2,805	2,805	0			100.0%	
1052	Roundabout no. 2	1,495	1,495	0			100.0%	
1053	Roundabout no. 3	2,454	2,454	0			100.0%	
1054	Roundabout no. 4	3,127	3,127	0			100.0%	
1056	Roundabout no. 6	3,332	3,332	0			100.0%	
1057	Roundabout no. 7	1,700	1,700	0			100.0%	

202 Roundabouts EXPENDITURE

4108	Roundabout	553	2,205	1,652		1,652	25.1%	
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203 Maintenance EXPENDITURE

4082	Allotments	2,288	2,288	0		0	100.0%	
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204 Devolved services expenses INCOME

1017	Devolved services income	0	24,000	24,000			0.0%	
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205 Grounds maintenance EXPENDITURE

4033	Waste disposal	1,964	5,610	3,646		3,646	35.0%	
4035	Machinery	1,355	2,915	1,560		1,560	46.5%	
4036	Fuel (Mower)	1,074	2,533	1,459		1,459	42.4%	
4037	Sundries	563	3,025	2,462		2,462	18.6%	
4063	Vehicle hire and running costs	1,115	7,060	5,945		5,945	15.8%	

248 Depot EXPENDITURE

4013	Equipment purchase	0	5,000	5,000		5,000	0.0%	
4055	Alarm	548	560	12		12	97.9%	
4225	Rates	4,784	4,641	(143)		(143)	103.1%	Rates valuation notice came in after precept
4601	Repairs & maintenance fund	235	900	665		665	26.1%	
4602	Electricity	770	2,000	1,230		1,230	38.5%	
4603	Water	47	635	588		588	7.5%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>249 C Meadow Toilets/Shopmobility INCOME</u>									
1085 Shopmobility income	128	200	72			63.9%			
<u>249 C Meadow Toilets/Shopmobility EXPENDITURE</u>									
4602 Electricity	0	600	600		600	0.0%			
4603 Water	0	600	600		600	0.0%			
4608 Shopmobility	402	1,002	600		600	40.2%			
4612 Contractor charge	2,866	10,450	7,584		7,584	27.4%			
4709 Maintenance	0	6,600	6,600		6,600	0.0%			
<u>250 Lace Hill INCOME</u>									
1026 Lace Hill Community Centre	15,999	41,000	25,001			39.0%			
1027 Solar income	0	150	150			0.0%			
<u>250 Lace Hill EXPENDITURE</u>									
4050 Lace Hill playing fields	267	550	283		283	48.6%			
4118 Solar panels	0	380	380		380	0.0%			
4158 Lace Hill gas	1,397	4,600	3,203		3,203	30.4%			
4159 Lace Hill electricity	727	6,500	5,773		5,773	11.2%			
4160 Lace Hill water	313	1,086	773		773	28.9%			
4161 Lace Hill Repair & Maintenance	1,864	4,000	2,136	1,891	245	93.9%			
4162 Lace Hill Planned Maintenance	752	7,920	7,168		7,168	9.5%			
4164 Lace Hill equipment	1,369	3,754	2,385		2,385	36.5%			
4225 Rates	10,354	11,048	694		694	93.7%			
<u>251 Chandos Park INCOME</u>									
1030 Bowls income	627	650	23			96.5%			
1035 Tennis Court Rent	0	778	778			0.0%			
<u>251 Chandos Park EXPENDITURE</u>									
4601 Repairs & maintenance fund	0	3,950	3,950	330	3,620	8.4%			
4602 Electricity	482	1,471	989		989	32.8%			
4603 Water	1,284	2,449	1,165		1,165	52.4%			
4606 Bowls Club Maintenance	1,655	2,120	465		465	78.1%			
<u>252 Bourton Park EXPENDITURE</u>									
4601 Repairs & maintenance fund	696	10,508	9,812	6,334	3,478	66.9%			
<u>253 Cemeteries INCOME</u>									
1041 Burial fees	8,453	29,400	20,947			28.8%			
<u>253 Cemeteries EXPENDITURE</u>									
4225 Rates	2,421	2,349	(72)		(72)	103.1%		Rates valuation notice came in after precept	
4265 New cemetery maintenance	0	7,000	7,000	3,500	3,500	50.0%			
4601 Repairs & maintenance fund	849	5,825	4,976	205	4,772	18.1%			
4602 Electricity	361	1,000	639		639	36.1%			
4617 Memorial testing	4,770	4,330	(440)		(440)	110.2%	2,000		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
4619 Cemeteries Development	94,319	106,415	12,097	40,953	(28,856)	127.1%	91,788		
4620 Expenses for burial duties	713	5,785	5,072		5,072	12.3%			
<u>254 Chandos Park toilets EXPENDITURE</u>									
4612 Contractor charge	2,866	10,450	7,584		7,584	27.4%			
4709 Maintenance	250	14,035	13,785		13,785	1.8%			
<u>255 Railway Walk &amp; Castle Hill EXPENDITURE</u>									
4709 Maintenance	3,726	1,145	(2,581)		(2,581)	325.4%	3,400		
<u>256 Storage Premises EXPENDITURE</u>									
4066 Grenville garage rent	219	626	407		407	35.0%			
<u>258 Cemetery Lodge INCOME</u>									
1061 Cemetery Lodge rental income	4,400	11,781	7,381			37.3%			
<u>258 Cemetery Lodge EXPENDITURE</u>									
4034 PWLB repayments inc. interest	2,351	4,702	2,351		2,351	50.0%			
4609 Cemetery Lodge maintenance	1,275	3,260	1,986	8,090	(6,105)	287.3%		EMR to be used once works complete – minute 198/24	
<u>260 CCTV EXPENDITURE</u>									
4100 CCTV maintenance	1,751	4,000	2,249		2,249	43.8%			
<u>261 Community Centre EXPENDITURE</u>									
4085 Structural repairs	12,201	30,390	18,189	3,695	14,494	52.3%			
4091 Chamber	183	1,100	917		917	16.6%			
<u>262 Parks General EXPENDITURE</u>									
4101 Seats and bins	0	1,765	1,765		1,765	0.0%			
4102 Dog bins	0	13,686	13,686	4,072	9,614	29.7%			
4106 Play area maintenance	3,035	9,316	6,281		6,281	32.6%			
4112 Environment Equipment	784	11,286	10,502	29	10,473	7.2%			
4122 Tree works	11,635	36,105	24,470		24,470	32.2%			
4168 Defibrillators	0	550	550		550	0.0%			
4275 Play area replacement fund	0	10,000	10,000		10,000	0.0%			
4276 Tree wardens	0	2,240	2,240		2,240	0.0%			
4280 Machinery Repair / Replace	0	2,500	2,500		2,500	0.0%			
4281 Vehicle Repair / Replace	0	2,500	2,500		2,500	0.0%			
<u>264 New Cemetery EXPENDITURE</u>									
4282 New Cemetery PWLB Repayments	0	2,600	2,600		2,600	0.0%			

**TOWN CENTRE & EVENTS****301 Town Centre & Events INCOME**

1028	Lace Hill events income	0	850	850		0.0%		
1029	Good Endings Fair income	0	300	300		0.0%		
1062	Community Fair table income	0	230	230		0.0%		
1066	Comedy night income	0	1,500	1,500		0.0%		
1069	Charter fairs income	8,430	8,324	(106)		101.3%		
1091	Events Sponsorship Income	0	100	100		0.0%		
1092	Events Stall Income	273	1,100	828		24.8%		
1093	Dog Show Income	0	125	125		0.0%		
1104	Remembrance Contributions	0	1,150	1,150		0.0%		
1107	Street Food Fair Income	0	300	300		0.0%		

Not calculated until final figures arrive via sales platform  
Invoice based on RPI, exact figure unknown at precept

**301 Town Centre & Events EXPENDITURE**

3997	NI TC&E	1,624	6,379	4,755		4,755	25.5%	
3998	Pensions ERS TC&E	6,104	18,677	12,573		12,573	32.7%	
3999	Salaries TC&E	28,727	100,694	71,967		71,967	28.5%	
4042	Events equipment	0	1,500	1,500		1,500	0.0%	
4094	Youth project	4,790	6,000	1,210		1,210	79.8%	
4104	Town in Bloom	4,888	9,000	4,112		4,112	54.3%	
4107	Pride of Place	48	60	12		12	80.0%	
4115	River rinse	13	450	437		437	2.8%	
4126	Good Endings Fair	0	500	500		500	0.0%	
4128	Small Events	0	350	350		350	0.0%	
4166	Lace Hill events	898	1,600	702		702	56.1%	
4201	Christmas lights	2,292	13,800	11,508	6,695	4,813	65.1%	
4202	Firework display	1,061	7,000	5,939	520	5,419	22.6%	
4203	Community fair	0	300	300		300	0.0%	
4205	Christmas parade	49	5,250	5,201	120	5,081	3.2%	
4207	Remembrance parade	33	2,300	2,267	280	1,987	13.6%	
4208	Spring Fair	84	300	216		216	28.0%	
4211	Band Jam	4,048	5,100	1,052	1,052	0	100.0%	
4212	Christmas lights switch on	275	3,250	2,975		2,975	8.5%	
4213	Dog show	120	750	630	570	60	92.0%	
4220	Music in the Market	4,995	5,100	105		105	97.9%	
4241	Comedy Night expenditure	2,266	1,500	(766)		(766)	151.0%	
4243	Charter Fairs	570	5,500	4,930		4,930	10.4%	
4245	Street Food Fair	0	2,400	2,400		2,400	0.0%	
4260	Twinning	0	65	65		65	0.0%	

Comedian costs higher than expected, income to cover

**302 Street markets INCOME**

1005	Street markets	6,154	17,500	11,346			35.2%	
1006	Flea market	2,691	4,600	1,909			58.5%	



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>302 Street markets EXPENDITURE</u>									
4017 Subscriptions	571	450	(121)		(121)	126.9%		Increase in subs from RMT and NABMA	
4225 Rates	1,672	2,100	428		428	79.6%			
4234 Market Entertainment	0	1,000	1,000		1,000	0.0%			
4235 Market infrastructure & Promotions	750	1,000	250		250	75.0%			
<u>303 Special events INCOME</u>									
1020 Food fair income	0	800	800			0.0%			
1083 Fringe income	935	400	(535)			233.8%		Actual TBC, awaiting final figures from sales platform	
1094 Skate Park Income	0	1,000	1,000			0.0%			
<u>303 Special events EXPENDITURE</u>									
4169 Skate Park Event	874	2,000	1,126	150	976	51.2%			
4221 Fringe	1,441	2,150	709		709	67.0%			
4242 Food fair	0	600	600		600	0.0%			
4244 Flags	0	600	600		600	0.0%			
4273 One-off events	0	500	500		500	0.0%			
4278 Celebrate Buckingham Day	1,552	2,000	448		448	77.6%			
<u>305 Tourist Information Centre INCOME</u>									
1084 TIC income	5,618	9,000	3,382			62.4%			
<u>305 Tourist Information Centre EXPENDITURE</u>									
4253 TIC tickets & produce	4,001	8,000	3,999		3,999	50.0%			
4255 Heritage app expenditure	0	300	300		300	0.0%			
4274 Tourism website	136	440	304		304	30.9%			
<u>306 Accessibility EXPENDITURE</u>									
4254 Accessibility Costs	200	2,250	2,050	1,250	800	64.4%			

Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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**PLANNING**

<u>601 Planning EXPENDITURE</u>								
3992	Salaries Planning	15,472	38,637	23,165		23,165	40.0%	
3993	NI Planning	1,089	2,910	1,821		1,821	37.4%	
3994	Pensions ERS Planning	1,410	3,594	2,184		2,184	39.2%	
4624	Neighbourhood Plan	9,542	2,510	(7,032)	64	(7,096)	382.7%	7,150 <span style="color: red;">Covered by EMR</span>
	<b>Grand Totals:- Income</b>	<b>698,926</b>	<b>1,413,489</b>	<b>714,563</b>			<b>49.4%</b>	
	<b>Expenditure</b>	<b>622,962</b>	<b>1,519,915</b>	<b>896,953</b>	<b>81,364</b>	<b>815,589</b>	<b>46.3%</b>	
	<b>Net Income over Expenditure</b>	<b>75,964</b>	<b>(106,426)</b>	<b>(182,390)</b>				
	plus Transfer from EMR	<b>113,803</b>						
	<b>Movement to/(from) Gen Reserve</b>	<b>189,768</b>						

28/08/2024

## Buckingham Town Council

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## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EARMARKED RESERVES	321,140.00	-321,140.00	0.00
325 EMR YOUTH COUNCIL	0.00	2,015.00	2,015.00
326 EMR CEMETERY DEVELOPMENT	0.00	77,033.50	77,033.50
327 EMR LEGAL COSTS	0.00	530.17	530.17
328 EMR FLOOD RELIEF FUND	0.00	826.00	826.00
329 EMR WAR MEMORIAL	0.00	600.00	600.00
330 EMR CHRISTMAS LIGHTS	0.00	2,171.00	2,171.00
331 EMR TOWN IN BLOOM	0.00	1,000.00	1,000.00
332 EMR CHARTER FAIRS	0.00	5,141.00	5,141.00
333 EMR PLAY AREA REPLACEMENT	0.00	57,932.00	57,932.00
334 EMR TOURISM LEAFLETS	0.00	883.00	883.00
335 EMR GREEN SPACES DEVELOPMENT	0.00	8,916.00	8,916.00
336 EMR NEIGHBOURHOOD PLAN	0.00	511.00	511.00
337 EMR BRIDGE REPAIRS	0.00	44,640.00	44,640.00
338 EMR OFFICE DEVELOPMENT / FURNI	0.00	156.00	156.00
339 EMR DEPOT EQUIPMENT	0.00	7,850.00	7,850.00
340 EMR AEDS	0.00	850.00	850.00
341 EMR LHSCC REPAIRS & MAINT	0.00	25,000.00	25,000.00
342 EMR CEMETERY LODGE REPAIRS	0.00	7,840.00	7,840.00
343 EMR BOWLS PAVILION REPAIRS	0.00	2,493.00	2,493.00
344 EMR MAKING GOOD/BOUNDARY REP	0.00	45,000.00	45,000.00
345 EMR EMERGENCY GRANTS	0.00	3,000.00	3,000.00
346 EMR TWINNING	0.00	2,483.00	2,483.00
348 EMR SCULPTURE TRAIL	0.00	800.00	800.00
349 EMR TRAINING	0.00	8,953.00	8,953.00
350 EMR COMPUTERS & SOFTWARE	0.00	5,633.00	5,633.00
351 EMR RATES	0.00	1,706.00	1,706.00
352 EMR ACCESSIBILITY	0.00	2,513.00	2,513.00
353 EMR WILDLIFE CONSERVATION VOLU	0.00	1,461.00	1,461.00
354 EMR MACHINERY REPLACE & REPAIR	0.00	9,949.00	9,949.00
355 EMR BUILDINGS REPLACE & REPAIR	0.00	6,500.00	6,500.00
356 EMR RESOURCING RESERVE	0.00	38,466.00	38,466.00
357 EMR VEHICLE REPLACEMENT & REPA	0.00	3,445.00	3,445.00
358 EMR STAFFING COSTS	0.00	4,169.00	4,169.00
	<b>321,140.00</b>	<b>59,325.67</b>	<b>380,465.67</b>

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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
10/07/2024	26146		AMBIVENT	A020	105.00	21.00	126.00	4161	250	105.00	main corridor lights tripping
15/07/2024	26186		AMBIVENT	A020	90.95	18.19	109.14	4161	250	90.95	light in ladies changing room
04/07/2024	A4427		ALR TRAINING	A023	90.00	18.00	108.00	4166	301	90.00	first aid family fun day
04/07/2024	A4428		ALR TRAINING	A023	400.00	80.00	480.00	4211	301	400.00	first aid bandjam
23/07/2024	A4448		ALR TRAINING	A023	120.00	24.00	144.00	4213	301	120.00	FIRST AID DOG SHOW
01/07/2024	6404		ACREMANS	A031	1,140.00	228.00	1,368.00	4122	262	1,140.00	tree works church
01/07/2024	6501		ACREMANS	A031	6,435.00	1,287.00	7,722.00	4122	262	880.00	cemetery (brackley Rd)
								4122	262	4,585.00	Bourton
								4122	262	970.00	cobra bracing
11/07/2024	GB-2140845625-		AMAZON	A035	54.25	10.85	65.10	4161	250	54.24	rechargeable battery x 2
								4161	250	0.01	rechargeable battery x 2
01/07/2024	GB4JMJABEY		AMAZON	A035	17.48	3.50	20.98	4164	250	17.48	badminton nets
14/07/2024	GB4UUVJABEY		AMAZON	A035	22.63	4.53	27.16	4112	262	22.63	cable ties
15/07/2024	GB4VWEBABEY		AMAZON	A035	58.27	11.65	69.92	4112	262	58.27	cable ties
10/07/2024	76383		ABBOT FIRE	A054	115.00	23.00	138.00	4609	258	115.00	fire alarm service
10/07/2024	76384		ABBOT FIRE	A054	115.00	23.00	138.00	4606	251	115.00	firealarm service
01/07/2024	1020		AYLESBURY FIRE	A058	6,558.27	1,311.65	7,869.92	4085	261	6,558.27	community centre works
24/07/2024	2205083084		BUCKS COUNCIL	B006	124.00	24.80	148.80	4169	303	124.00	use of skate park for event
17/07/2024	CNTENS		BUCKS COUNCIL	B006	-21.00	0.00	-21.00	4221	303	-21.00	CN TENS
01/07/2024	TENS		BUCKS COUNCIL	B006	21.00	0.00	21.00	4220	301	21.00	TENS/10112644/Music in the Mar
17/07/2024	TENSOFG		BUCKS COUNCIL	B006	21.00	0.00	21.00	4221	303	21.00	TENS OFG
01/07/2024	636874		BUILDBASE	B013	10.02	2.00	12.02	4601	253	10.02	concrete slab
23/07/2024	2024		BANDJAM	B018	3,079.00	0.00	3,079.00	4211	301	3,079.00	BAND JAM 2024
10/07/2024	239748		BROWNS	B031	1,036.00	207.20	1,243.20	4035	205	1,036.00	hedge trim / battery
10/07/2024	509207		BCQ	B052	215.00	0.00	215.00	4624	601	215.00	FLYERS BNDP
11/07/2024	173907		BUCKS RECYLING	B059	255.00	51.00	306.00	4211	301	255.00	wheelie bins for band jam
01/07/2024	932808		BHGS	B060	78.70	15.74	94.44	4104	301	78.70	wire hanging baskets x 25
01/07/2024	8452		COX	C041	90.00	18.00	108.00	4601	253	90.00	topsoil

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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
01/07/2024	4012		CLOUDY IT	C073	1,021.50	204.30	1,225.80	4027	102	1,021.50	monthly hosting
09/07/2024	6787		CLOUDY IT	C073	2.34	0.47	2.81	4012	102	2.34	set up for new printer
01/07/2024	3923		DJ DAN BLAZE	D003	500.00	0.00	500.00	4202	301	500.00	disco bonfire and fireworks
10/07/2024	420590783		DENMANS	D011	5.78	1.16	6.94	4085	261	5.78	electrical boxes
01/07/2024	KI-C151764D-0031		E-ON	E006	181.14	9.06	190.20	4159	250	181.14	june LHSCC
09/07/2024	60617		ELECTRIC	E023	1,990.00	398.00	2,388.00	4201	301	1,990.00	Lamppost electrical testing
10/07/2024	28349		GANDERTON	G008	394.84	78.97	473.81	4036	205	212.16	mower fuel
								4063	205	182.68	fuel
10/07/2024	1098098		GRUNDON	G050	366.72	73.34	440.06	4033	205	366.72	wheelie bins depot
10/07/2024	1098099		GRUNDON	G050	123.77	24.75	148.52	4033	205	123.77	wheelie bins LHSCC
22/07/2024	170505		JANITORIAL DIRECT	J013	108.29	21.66	129.95	4037	205	108.29	CLEANING SUPPLIES
10/07/2024	1919		KING RAMPS	K008	750.00	150.00	900.00	4169	303	750.00	pro riders
01/07/2024	18322		LOCK	L018	250.00	50.00	300.00	4063	205	250.00	addition key for Mitsubishi
10/07/2024	9/7		MOLE	M014	36.40	7.28	43.68	4050	250	36.40	fence stakes
01/07/2024	50516		MARMAX	M015	210.00	42.00	252.00	4161	250	210.00	replacement slats
10/07/2024	1121632		MAINSTREAM	M061	63.00	12.60	75.60	4018	102	63.00	817433
01/07/2024	28		NABMA	N008	434.00	0.00	434.00	4017	302	434.00	nabma subs
17/07/2024	CANCEL		NAMESCO	N015	-16.66	-3.33	-19.99	4274	305	-16.66	posted in error
01/07/2024	1588		ONEILL HOMER	O009	7,150.00	1,430.00	8,580.00	4624	601	7,150.00	11 x days pre submission docs
								336		-7,150.00	11 x days pre submission docs
								6002	601	7,150.00	11 x days pre submission docs
08/07/2024	107329		OAKPARK	O060	15.00	3.00	18.00	4601	248	15.00	call out unit
15/07/2024	137022		PARAGON	P008	416.60	83.32	499.92	4620	253	416.60	digger hire
01/07/2024	3044		PRESTON BISSET	P021	1,539.58	307.92	1,847.50	4104	301	1,539.58	hanging basket plants
04/07/2024	957984		QUEST	Q002	9.41	1.88	11.29	4161	250	9.41	nuts and bolts
12/07/2024	5795		SURE2DOOR	S010	477.98	95.60	573.58	4032	102	477.98	btm delivery
24/07/2024	5811		SURE2DOOR	S010	342.36	68.47	410.83	4624	601	342.36	bndp leaflet delivery
04/07/2024	47758		SCH SUPPLIES LTD	S015	13.50	2.70	16.20	4037	205	13.50	battery for bowser
18/07/2024	2023		SSE	S019	19.25	0.96	20.21	4602	251	19.25	missed invoice c park

## 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
10/07/2024	1806595		SSE	S019	58.81	2.94	61.75	4602	248	58.81	may unit 17
04/07/2024	CN158692		SSE	S019	-319.04	-15.95	-334.99	4602	253	-319.04	credit oct - april chapel B
05/07/2024	CN163491		SSE	S019	-36.44	-1.82	-38.26	4602	253	-36.44	oct to april cn chapel a
18/07/2024	DEC 23		SSE	S019	142.27	7.11	149.38	4052	102	142.27	feeder pillar missed inv
18/07/2024	FEB 23		SSE	S019	123.89	6.19	130.08	4602	251	123.89	invoice posted incorrectly
18/07/2024	FEB 23A		SSE	S019	125.86	6.29	132.15	4602	251	125.86	mispost
10/07/2024	IV01166445		SSE	S019	26.76	1.34	28.10	4052	102	26.76	april - oct feeder pillar
10/07/2024	IV01167567		SSE	S019	63.43	3.17	66.60	4602	251	63.43	june cp toilets
18/07/2024	MAY 23		SSE	S019	62.46	3.12	65.58	4602	251	62.46	missed invoice cp toilets
18/07/2024	MISSED CRD		SSE	S019	-43.04	-2.15	-45.19	4602	251	-43.04	missed credit
18/07/2024	OCT 23		SSE	S019	-34.82	-6.96	-41.78	4602	248	-34.82	misposted
18/07/2024	OCT 23 D		SSE	S019	-95.46	-4.77	-100.23	4602	251	-95.46	credit missed cp toilets
18/07/2024	OCT 23A		SSE	S019	66.48	3.32	69.80	4602	253	66.48	invoice missed chapel
18/07/2024	OCT 23B		SSE	S019	-116.30	-5.82	-122.12	4602	253	-116.30	cn missed chapel
18/07/2024	OCT 23C		SSE	S019	25.90	1.29	27.19	4602	251	25.90	missed cp toilets
22/07/2024	OCT23B		SSE	S019	-0.49	-0.02	-0.51	4052	102	-0.49	additional credit
01/07/2024	257937		SAFETYG	S059	12.75	2.55	15.30	4115	301	12.75	safety gloves for river rinse
01/07/2024	AGR711		TRAVIS	T010	8.70	1.74	10.44	4601	253	8.70	kiln dried sand
01/07/2024	AGR882		TRAVIS	T010	139.92	27.98	167.90	4037	205	139.92	hammerite
01/07/2024	2942		ULTIMATE	U003	1,020.00	0.00	1,020.00	4094	301	1,020.00	basketball coaching
09/07/2024	240609		UDOIT	U009	800.00	0.00	800.00	4094	301	800.00	street dance sessions
01/07/2024	4445870		VIKING DIRECT	V001	62.11	12.42	74.53	4010	102	62.11	4445870/10112692/Stationery
23/07/2024	4501743		VIKING DIRECT	V001	61.21	12.24	73.45	4010	102	61.21	4501743/10112710/Stationery
<b>TOTAL INVOICES</b>					<b>38,790.33</b>	<b>6,501.43</b>	<b>45,291.76</b>			<b>38,790.33</b>	

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Buckingham Town Council

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## PURCHASE LEDGER INVOICE LISTING

User: JODIE

## Bought Ledger 1 for Month No 5

## 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
06/08/2024	13889465		ANGLIAN WATER	A015	475.35	0.00	475.35	4603	251	475.35	may to aug water
01/08/2024	26208		AMBIVENT	A020	425.00	85.00	510.00	4161	250	425.00	remedial work to eicr
12/08/2024	6575		ACREMANS	A031	890.00	178.00	1,068.00	4122	262	890.00	6575/10112715/Tree works
12/08/2024	6602		ACREMANS	A031	1,620.00	324.00	1,944.00	4122	262	1,620.00	6602/10112728/Tree works
10/08/2024	GB4ZMPRABEY		AMAZON	A035	6.66	1.33	7.99	4013	102	6.66	replacement ear cushions
06/08/2024	GB156711061-		AMAZON	A035	23.33	4.66	27.99	4013	102	23.33	wireless keyboard and mouse
13/08/2024	GB1364129105-		AMAZON	A035	13.23	2.64	15.87	4038	102	13.23	4 port usb hub
01/08/2024	40606		AYLESBURY FIRE	A058	103.50	20.70	124.20	4162	250	103.50	drain down test
01/08/2024	40797		AYLESBURY FIRE	A058	45.00	9.00	54.00	4162	250	45.00	minor fire alarm service
01/08/2024	2205080185		BUCKS COUNCIL	B006	289.60	57.92	347.52	4709	255	289.60	dog bin install railway walk
06/08/2024	1		BOLLYWOOD BEATS	B086	60.00	0.00	60.00	4278	303	60.00	bollywood dancing cele buck
01/08/2024	27/7		COMPLETE	C003	90.00	0.00	90.00	4241	301	90.00	security comedy night
01/08/2024	75086		CDS GROUP	C007	4,787.50	957.50	5,745.00	4619	253	4,787.50	landscape architecture
								326		-4,787.50	landscape architecture
								6002	253	4,787.50	landscape architecture
01/08/2024	28563		GANDERTON	G008	349.57	69.91	419.48	4063	205	169.54	fuel
								4036	205	180.03	fuel
01/08/2024	1566		GIS	G029	1,550.00	0.00	1,550.00	4122	262	1,550.00	tree mapping app
01/08/2024	1103596		GRUNDON	G050	145.79	29.16	174.95	4033	205	145.79	wheelie bins
01/08/2024	1103597		GRUNDON	G050	401.09	80.22	481.31	4033	205	401.09	wheelie bins
13/08/2024	20040		HERON	H009	73.50	14.70	88.20	4624	601	73.50	corex bndp signs
01/08/2024	084796		HAGS	H050	54.15	10.83	64.98	4106	262	54.15	scorp mech housing gasket 2022
01/08/2024	985		INSPIRA	I013	375.50	75.10	450.60	4241	301	375.50	sound and lighting comedy nigh
01/08/2024	24/7		MOLE	M014	85.84	17.17	103.01	4601	252	85.84	8 x timber post
01/08/2024	1123853		MAINSTREAM	M061	66.00	13.20	79.20	4018	102	66.00	816801
01/08/2024	1123854		MAINSTREAM	M061	99.15	19.83	118.98	4018	102	99.15	816801 superfast fttc/p
01/08/2024	1123855		MAINSTREAM	M061	63.00	12.60	75.60	4018	102	63.00	812872
01/08/2024	1123856		MAINSTREAM	M061	66.15	13.23	79.38	4018	102	66.15	812872

**PURCHASE LEDGER INVOICE LISTING**

**Bought Ledger 1 for Month No 5**

**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
01/08/2024	.GOV.UK		NAMESCO	N015	186.89	37.38	224.27	4027	102	186.89	.gov.uk domain name
01/08/2024	242919		NATIONAL EXPRESS	N023	36.57	0.00	36.57	4253	305	36.57	national express ticket sales
01/08/2024	1473		OFF THE KERB	O022	1,800.00	360.00	2,160.00	4241	301	1,800.00	comedy acts
01/08/2024	137403		PARAGON	P008	23.20	4.64	27.84	4037	205	23.20	tarpaulin
09/08/2024	137656		PARAGON	P008	296.20	59.24	355.44	4620	253	296.20	digger hire
09/08/2024	70720536		PHS	P051	19.11	3.82	22.93	4162	250	19.11	sanitary waste / mats
09/08/2024	70750235		PHS	P051	213.82	42.76	256.58	4162	250	213.82	sanitary waste /mats
01/08/2024	152150		PAYROLL OPTIONS	P057	151.04	30.21	181.25	4030	102	151.04	payroll processing
01/08/2024	BK216981-2		SLCC	S005	30.00	6.00	36.00	4023	102	30.00	market your town ZT
01/08/2024	BK216982-2		SLCC	S005	30.00	6.00	36.00	4023	102	30.00	Psych comm engage ZT
01/08/2024	BK216983-2		SLCC	S005	30.00	6.00	36.00	4023	102	30.00	cemetery matters ZT
01/08/2024	BK216984-2		SLCC	S005	45.00	9.00	54.00	4023	102	45.00	common land ZT
12/08/2024	2425147		SEAHAWKS	S007	48.00	0.00	48.00	4107	301	48.00	buck in bloom trophies
01/08/2024	1235301		SSE	S019	54.12	2.71	56.83	4602	248	54.12	june depot
01/08/2024	IV01242166		SSE	S019	270.37	13.52	283.89	4602	248	270.37	apr-jul depot
01/08/2024	IV01243344		SSE	S019	700.84	35.05	735.89	4602	253	700.84	feb - july chapel b
01/08/2024	IV01271261		SSE	S019	65.29	3.26	68.55	4602	253	65.29	apr-jul chapel a
13/08/2024	733450		SAFETY CULTURE US	S035	465.49	0.00	465.49	4027	102	449.28	iauditor annual plan
								4027	102	16.21	iauditor annual plan
05/08/2024	1524339172		SCREWFIX	S044	72.14	5.82	77.96	4043	102	42.99	boots
								4037	205	29.14	wipes, gloves
								4037	205	0.01	wipes, gloves
06/08/2024	333914		TUDOR ENVIRONMENTAL	T002	381.20	76.24	457.44	4106	262	381.20	play area bark
05/08/2024	335780		TUDOR ENVIRONMENTAL	T002	29.90	5.98	35.88	4037	205	29.90	2 stroke oil
13/08/2024	4603952		VIKING DIRECT	V001	83.95	16.79	100.74	4010	102	83.95	4603952/10112732/Stationery
01/08/2024	72087		WCCTV	W028	1,260.80	252.16	1,512.96	4100	260	1,260.80	72087/10112699/CCTV maintenanc
<b>TOTAL INVOICES</b>					<b>18,452.84</b>	<b>2,973.28</b>	<b>21,426.12</b>			<b>18,452.84</b>	



**Buckingham Town Council**  
**Resources Committee**  
**Monday 2<sup>nd</sup> September 2024**

Contact Officer: Town Clerk

**Fund Transfers and Scheme of Delegation**

**1. Recommendations**

- 1.1. It is recommended that this committee recommend to Full Council that the Town Clerk's delegated authority to transfer money between the CCLA fund and the current account, be increased from £100,000 to £250,000.
- 1.2. It is recommended that the scheme of delegation be reviewed and brought to a future meeting to ensure that it is practicable for the future needs of the Council.

**2. Fund Transfers**

- 2.1. The Town Clerk currently has authority to move up to £100,000 between the Council CCLA fund and the current account. The Town Clerk makes regular transfers to ensure as much interest as possible is earned.
- 2.2. The precept is received in two separate payments of over £600,000 and it is more efficient to move a larger sum between the accounts in one go rather than make multiple smaller transfers.
- 2.3. This is not an increase in spending authority, this is simply authority to move money between BTC accounts.

**3. Scheme of delegation**

- 3.1. It is recommended that the scheme of delegation (which does delegate spending authority) be reviewed at a future meeting to ensure that it will not impede progress on major projects such as the cemetery development.

2025		Meeting	Clerk	Meeting	Clerk	Meeting/Events	Clerk
Jan	6	Interim	Paula	Planning	Paula		
	13	Resources	Paula			CSSC - Thurs 16th Jan @ 1pm - Online	Adam
	20					BNPWG 20th Jan 10:30am	Nina
Feb	27	Precept	Paula				
	3	Planning	Paula			ECDI - Thursday 6th February @ 6pm	Paula
	10	TC&E	Paula				
Mar	17	Environment	Paula			BNPWG 17th Feb 10:30am	Nina
	24	Interim (Informal precedes)	Paula	Planning	Paula		
	3	Resources (Grants)	Paula			CSSC - Thurs 6th Mar @ 1pm - Chamber Annual Town Meeting Thursday 6th March	Adam
Mar	10						
	17	Full Council	Paula			BNPWG 17th March 10:30am Thurs 20th March - Pre election period	Nina
	24	Planning	Paula				
	31	TC&E	Paula				
Apr	7	Environment	Paula			CSSC - Thurs 10th Apr @ 1pm - Online	Adam
	14	Interim	Paula	Planning	Paula		
	21	Easter Monday					
	28	Resources	Paula			ECDI Thursday 24th May 6pm	Paula
May	5	Early May bank holiday					
	12	ASM & Full Council	Paula			BNPWG 12th May 10:30am	Nina
	19	Planning	Paula				
	26	Spring bank holiday					
June	2	TC&E	Paula			CSSC - Thurs 5th Jun @ 1pm - Chamber Mayor Making Friday 6th June	Adam
	9	Environment	Paula			BNPWG 9th June 10:30am	Nina
	16	Interim	Paula	Planning	Paula		
	23	Staffing & Resources	Paula			ECDI - Thursday 26th June @ 6pm	Paula
	30						
July	7	Full Council	Paula			BNPWG 7th July 10:30am	Nina
	14	Planning	Paula			CSSC - Thurs 17th July @ 1pm - Online	Adam
	21	TC&E	Paula				
	28	Environment	Paula			BNPWG 28th July 10:30am	Nina
Aug	4	School summer holidays					
	11						
	18	Planning	Paula				
	25	Summer bank holiday					
Sept	1	Resources	Paula			CSSC - Thurs 4th Sept @ 1pm - Chamber	Adam
	8						
	15	Full Council	Paula				
	22	Planning	Paula			ECDI Thurs. 25th Sept @ 6pm	Paula
Oct	29	TC&E	Paula				
	6	Environment	Paula			BNPWG 6th October 10:30am	Nina
	13	Interim	Paula	Planning	Paula	CSSC - Thurs 17th Oct @ 1pm - Online	Adam
	20	Resources	Paula				
Nov	27						
	3	Full Council	Paula				
	10	Planning	Paula				
	17	TC&E	Paula			CSSC - Thurs 20th Nov @ 1pm - Chamber	Adam
Dec	24	Environment	Paula				
	1	Interim	Paula	Planning	Paula	ECDI Thursday 4th Dec @ 6pm	Paula
	8	Resources	Paula				
	15	Full Council	Paula	Planning	Paula		
	22						
29							

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Resources	800/18	Compliments, Complaints and FOI requests	Members AGREED for a six monthly report.	Town Clerk		Next meeting
Resources	153/22	Debtors	For the next meeting a report showing debts over 3 months will be included with an explanation for each.	Finance Officer		Ongoing - for each agenda.