



Buckingham Town Council

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

office@buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

RESOURCES
COMMITTEE

Wednesday, 04 December 2024

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 9th December 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/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 21st October 2024.

[Copy previously circulated](#)

4. Minutes of Communications Strategy Group

To receive the minutes of the Communications Strategy Group meetings held on 6th June 2024 and 5th September 2024.

[Copy previously circulated](#)

[Copy previously circulated](#)



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. Budgets

To receive and agree the budget reports:

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

5.2 Purchase Ledger from November 2024.

5.3 To receive a report from the Town Clerk.

[Appendix A](#)
[Appendix B](#)
[R/108/24](#)
[Appendix C](#)

6. Fund transfers

To note there have been no fund transfers.

7. Authorised payments

To note that a payment of £680.40 (including VAT) was made for road signs. Payment was required to process the order.

To note that a payment of £540 (including VAT) was made to Pump Technologies to fix a sewage pump at Chandos Park toilets.

To note that a payment of £750.00 was paid to Sound and Light Guys to secure the screen.

8. Auditor's report

To note the Internal Auditor's Letter.

To note the Internal Auditor's Observations and RFO's response.

To note the Internal Auditor's Summary.

[Appendix D](#)
[Appendix E](#)
[Appendix F](#)

9. To note that following the above Auditor's report Fidelity insurance has been increased to £2M.**10. Motion: Cllr. Davies.**

I propose that, since workloads in the office are at a high level due to the Neighbourhood Plan and other large projects, together with the other staffing changes we have encountered over the past 12 months, this committee instructs the Town Clerk to take steps to identify any skills or manpower shortages that currently exist and take the necessary steps to recruit accordingly. This measure will be to add to our already talented workforce.

11. Updates from representatives on outside bodies.

To receive verbal updates from Councillors.

12. Action Report

To review and discuss the Action Report.

[Appendix G](#)

13. Chair's announcements – for information only**14. Date of next meeting:** Monday 13th January 2025**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.

15. Debtors list

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

[Appendix H](#)

16. Payment endorsements

To note payment endorsement sheets 19 to 21.

[Appendix I](#)

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 Town Mayor

Cllr. R. Stuchbury

Cllr. M. Try

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

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	142,449	216,104	73,655		73,655	65.9%		
4005 ERS National Insurance	14,449	23,419	8,970		8,970	61.7%		
4006 ERS Pension Contributions	33,761	54,412	20,651		20,651	62.0%		
4007 Staff travel	80	550	470		470	14.6%		
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	420	200	(220)		(220)	209.8%	220	
<u>102 Office expenses INCOME</u>								
1010 Chamber hire	833	850	17			98.0%		
1012 Photocopier use	6	8	2			78.8%		
<u>102 Office expenses EXPLANATION</u>								
4010 Stationery	984	3,020	2,036	369	1,667	44.8%		
4011 Postage	96	300	204		204	32.0%		
4012 Photocopier	604	2,500	1,896		1,896	24.2%		
4013 Equipment purchase	1,123	2,226	1,103		1,103	50.4%		
4017 Subscriptions	3,949	4,675	726	406	320	93.1%		
4018 Telephones	7,229	10,000	2,771		2,771	72.3%		
4019 Hire of Community Hall	185	325	140		140	56.9%		
4021 Hospitality	269	425	156		156	63.2%		
4023 Training	7,971	11,250	3,279	231	3,048	72.9%	3,125	
4027 Software	11,887	17,700	5,813		5,813	67.2%		
4030 Payroll	1,144	2,070	926		926	55.3%		
4032 Publicity and newsletter	4,602	6,773	2,171		2,171	68.0%		
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	836	2,000	1,164	16	1,148	42.6%		
4052 Heat, light, power	335	3,222	2,887		2,887	10.4%		
4156 Buckingham Centre rent	5,250	17,000	11,750		11,750	30.9%		
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	Transfer to/from EMR	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.	143	573	430		430	24.9%			
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	225	2,580	2,355	275	2,080	19.4%			
<u>104 Legal requirements INCOME</u>									
1098 Insurance Claims Income	2,256	0	(2,256)			0.0%		Income received from any insurance claims	
<u>104 Legal requirements EXPENDITURE</u>									
4014 Audit fees	2,490	4,000	1,510		1,510	62.3%			
4016 Legal costs	10,133	4,000	(6,133)		(6,133)	253.3%	6,341		
4022 Insurance	19,505	21,500	1,995		1,995	90.7%			
<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	25	65	40		40	38.5%			
4505 Mayor's salver	0	140	140		140	0.0%			
<u>130 Admin reserves INCOME</u>									
1176 Precept	1,230,480	1,230,480	0			100.0%			
1190 Interest received	24,517	12,000	(12,517)			204.3%		More income than anticipated	
<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%			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>ENVIRONMENT</u>									
<u>201 Environment EXPENDITURE</u>									
3995 NI Environment	14,960	22,249	7,289		7,289	67.2%			
3996 Pensions ERS Environment	38,059	61,577	23,518		23,518	61.8%			
4004 Salaries environment	160,477	250,670	90,193		90,193	64.0%			
<u>202 Roundabouts INCOME</u>									
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%			
<u>202 Roundabouts EXPENDITURE</u>									
4108 Roundabout	553	2,205	1,652		1,652	25.1%			
<u>203 Maintenance EXPENDITURE</u>									
4082 Allotments	2,288	2,288	0		0	100.0%			
<u>204 Devolved services expenses INCOME</u>									
1017 Devolved services income	0	24,000	24,000			0.0%		No income to be received 24/25	
<u>205 Grounds maintenance EXPENDITURE</u>									
4033 Waste disposal	3,552	5,610	2,058		2,058	63.3%			
4035 Machinery	1,574	2,915	1,341	867	474	83.7%			
4036 Fuel (Mower)	1,591	2,533	942		942	62.8%			
4037 Sundries	1,177	3,025	1,848	240	1,609	46.8%			
4063 Vehicle hire and running costs	2,044	7,060	5,016		5,016	29.0%			
<u>248 Depot EXPENDITURE</u>									
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%	143		
4601 Repairs & maintenance fund	295	900	605		605	32.8%			
4602 Electricity	1,172	2,000	828		828	58.6%			
4603 Water	147	635	488		488	23.1%			
4612 Contractor charge	955	0	(955)		(955)	0.0%			

	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	236	200	(36)			118.0%		More income than anticipated	
<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	739	1,002	263		263	73.8%			
4612 Contractor charge	6,687	10,450	3,763		3,763	64.0%			
4709 Maintenance	43	6,600	6,557		6,557	0.7%			
<u>250 Lace Hill INCOME</u>									
1026 Lace Hill Community Centre	26,569	41,000	14,431			64.8%			
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	1,501	4,600	3,099		3,099	32.6%			
4159 Lace Hill electricity	1,227	6,500	5,273		5,273	18.9%			
4160 Lace Hill water	645	1,086	441		441	59.4%			
4161 Lace Hill Repair & Maintenance	4,642	4,000	(642)		(642)	116.0%		overspend due to heating system replacement	
4162 Lace Hill Planned Maintenance	3,847	7,920	4,073	1,919	2,154	72.8%			
4164 Lace Hill equipment	1,369	3,754	2,385	177	2,208	41.2%			
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	676	1,471	795		795	46.0%			
4603 Water	2,150	2,449	299		299	87.8%			
4606 Bowls Club Maintenance	1,655	2,120	465		465	78.1%			
<u>252 Bourton Park EXPENDITURE</u>									
4601 Repairs & maintenance fund	7,365	10,508	3,143		3,143	70.1%			
<u>253 Cemeteries INCOME</u>									
1041 Burial fees	14,046	29,400	15,354			47.8%			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>253 Cemeteries EXPENDITURE</u>									
4225 Rates	2,421	2,349	(72)		(72)	103.1%	72		
4265 New cemetery maintenance	0	7,000	7,000	3,500	3,500	50.0%			
4601 Repairs & maintenance fund	1,534	5,825	4,291		4,291	26.3%			
4602 Electricity	1,139	1,000	(139)		(139)	113.9%		Refund due (used estimated cost, now given actual)	
4617 Memorial testing	4,770	4,330	(440)		(440)	110.2%	2,000		
4619 Cemeteries Development	123,887	106,415	(17,472)	17,100	(34,572)	132.5%	104,204		
4620 Expenses for burial duties	1,799	5,785	3,986		3,986	31.1%			
<u>254 Chandos Park toilets EXPENDITURE</u>									
4612 Contractor charge	7,642	10,450	2,808		2,808	73.1%			
4709 Maintenance	496	14,035	13,539		13,539	3.5%			
<u>255 Railway Walk & 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	438	626	188		188	70.0%			
<u>258 Cemetery Lodge INCOME</u>									
1061 Cemetery Lodge rental income	8,673	11,781	3,108			73.6%			
<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	10,039	3,260	(6,779)		(6,779)	307.9%	7,340		
<u>260 CCTV EXPENDITURE</u>									
4100 CCTV maintenance	2,304	4,000	1,696		1,696	57.6%			
<u>261 Community Centre EXPENDITURE</u>									
4085 Structural repairs	15,674	30,390	14,716	3,167	11,549	62.0%			
4091 Chamber	231	1,100	869		869	21.0%			
<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	3,189	9,316	6,127	900	5,227	43.9%			
4112 Environment Equipment	1,228	11,286	10,058	66	9,991	11.5%			
4122 Tree works	13,690	36,105	22,415		22,415	37.9%			
4168 Defibrillators	283	550	267		267	51.4%			
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%			

262 Parks General EXPENDITURE

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%		

264 New Cemetery EXPENDITURE

4282	New Cemetery PWLB Repayments	0	2,600	2,600		2,600	0.0%		
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TOWN CENTRE & EVENTS301 Town Centre & Events INCOME

1028	Lace Hill events income	372	850	478			43.7%		
1029	Good Endings Fair income	0	300	300			0.0%		
1062	Community Fair table income	30	230	200			13.0%		
1066	Comedy night income	923	1,500	577			61.5%		
1069	Charter fairs income	8,430	8,324	(106)			101.3%	Calculated on actual RPI, figures not available at precept	
1087	Christmas Lights income	120	0	(120)			0.0%	More income than anticipated	
1091	Events Sponsorship Income	0	100	100			0.0%		
1092	Events Stall Income	518	1,100	583			47.0%		
1093	Dog Show Income	299	125	(174)			239.3%	More income than anticipated	
1094	Skate Park Income	25	0	(25)			0.0%	More income than anticipated	
1099	Summer Art Trail Sponsorship	100	0	(100)			0.0%	More income than anticipated	
1104	Remembrance Contributions	1,200	1,150	(50)			104.3%	More income than anticipated	
1107	Street Food Fair Income	0	300	300			0.0%		

301 Town Centre & Events EXPENDITURE

3997	NI TC&E	2,678	6,379	3,701		3,701	42.0%		
3998	Pensions ERS TC&E	10,232	18,677	8,445		8,445	54.8%		
3999	Salaries TC&E	46,364	100,694	54,330		54,330	46.0%		
4042	Events equipment	567	1,500	933	614	319	78.7%		
4094	Youth project	4,790	6,000	1,210		1,210	79.8%		
4104	Town in Bloom	6,053	9,000	2,947		2,947	67.3%		
4107	Pride of Place	48	60	12		12	80.0%		
4115	River rinse	193	450	257		257	42.8%		
4126	Good Endings Fair	0	500	500		500	0.0%		
4128	Small Events	0	350	350		350	0.0%		
4166	Lace Hill events	948	1,600	652		652	59.2%		
4201	Christmas lights	7,195	13,800	6,605	1,816	4,789	65.3%		
4202	Firework display	6,654	7,000	346	48	298	95.7%		
4203	Community fair	178	300	122		122	59.4%		
4205	Christmas parade	169	5,250	5,081		5,081	3.2%		
4207	Remembrance parade	3,058	2,300	(758)		(758)	133.0%	2025/26 deposit prepayment to be accrued at Year End	
4208	Spring Fair	84	300	216		216	28.0%		
4211	Band Jam	5,020	5,100	80		80	98.4%		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>301 Town Centre & Events EXPENDITURE</u>									
4212	Christmas lights switch on	2,967	3,250	283		283	91.3%		
4213	Dog show	733	750	17		17	97.8%		
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%	Overspend covered by Fringe *	
4243	Charter Fairs	5,037	5,500	463		463	91.6%		
4245	Street Food Fair	0	2,400	2,400		2,400	0.0%		
4260	Twinning	0	65	65		65	0.0%		
<u>302 Street markets INCOME</u>									
1005	Street markets	12,129	17,500	5,371			69.3%		
1006	Flea market	4,998	4,600	(398)			108.7%	More income than anticipated	
<u>302 Street markets EXPENDITURE</u>									
4017	Subscriptions	434	450	16		16	96.4%		
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 & Promotion	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	424	400	(24)			106.0%	More income than anticipated	
1094	Skate Park Income	0	1,000	1,000			0.0%		
<u>303 Special events EXPENDITURE</u>									
4169	Skate Park Event	997	2,000	1,003		1,003	49.9%		
4221	Fringe	1,294	2,150	856		856	60.2%	To cover overspend comedy night *	
4242	Food fair	0	600	600		600	0.0%		
4244	Flags	113	600	487		487	18.9%		
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	6,294	9,000	2,706			69.9%		
<u>305 Tourist Information Centre EXPENDITURE</u>									
4253	TIC tickets & produce	4,617	8,000	3,383		3,383	57.7%		
4255	Heritage app expenditure	0	300	300		300	0.0%		
4274	Tourism website	232	440	208		208	52.7%		
<u>306 Accessibility EXPENDITURE</u>									
4254	Accessibility Costs	200	2,250	2,050		2,050	8.9%		

PLANNING

<u>601 Planning EXPENDITURE</u>		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3992	Salaries Planning	25,963	38,637	12,674		12,674	67.2%	
3993	NI Planning	1,909	2,910	1,001		1,001	65.6%	
3994	Pensions ERS Planning	2,367	3,594	1,227		1,227	65.9%	
4624	Neighbourhood Plan	12,154	2,510	(9,644)		(9,644)	484.2%	9,100
Grand Totals:- Income		1,359,018	1,413,489	54,471			96.1%	
Expenditure		950,393	1,519,915	569,522	36,152	533,283	64.9%	
Net Income over Expenditure		408,625	(106,426)	(515,051)				
plus Transfer from EMR		135,943						
Movement to/(from) Gen Reserve		544,569						

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	64,617.45	64,617.45
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	-1,439.00	-1,439.00
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	500.00	500.00
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	1,491.69	1,491.69
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	3,949.42	3,949.42
	321,140.00	37,185.73	358,325.73

29/11/2024

Buckingham Town Council

Page 1
Appendix B
User: JODIE

14:18

PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 8

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/11/2024	4815		A HICKFORD LIGHTING	A007	3,690.00	738.00	4,428.00	4243	301	3,690.00	traffic bollards remove/instal
06/11/2024	14270776		ANGLIAN WATER	A015	866.55	0.00	866.55	4603	251	866.55	c park aug - nov
15/11/2024	14312318		ANGLIAN WATER	A015	49.63	3.51	53.14	4603	248	49.63	aug - nov depot
15/11/2024	14312332		ANGLIAN WATER	A015	159.98	14.34	174.32	4160	250	159.98	aug - nov LHSCC
02/11/2024	26526		AMBIVENT	A020	78.75	15.75	94.50	4161	250	78.75	circuit tripping
01/11/2024	4552		ALR TRAINING	A023	500.00	100.00	600.00	4202	301	220.00	first aid
								4212	301	160.00	first aid
								4205	301	120.00	first aid
21/11/2024	GB41NRVUABEY		AMAZON	A035	58.33	11.67	70.00	4021	102	58.33	microwave staffroom
19/11/2024	77790		ABBOT FIRE	A054	42.96	8.59	51.55	4709	249	42.96	shop mob extinguisher serv
27/11/2024	885		COMMUNITY CENTRE	B002	103.13	0.00	103.13	4203	301	103.13	hall hire comm fair
02/11/2024	652360		BUILDBASE	B013	41.25	8.25	49.50	4620	253	41.25	paving slab
13/11/2024	533812		BROWNS	B031	219.23	43.85	263.08	4035	205	210.50	Kubota repairs
								4035	205	8.73	Kubota repairs
25/11/2024	1992788		BADGEMASTER	B035	44.07	8.81	52.88	4010	102	44.07	staff badges x 7
02/11/2024	75226		CDS GROUP	C007	8,912.84	1,782.57	10,695.41	4619	253	8,912.84	riba stage 4
02/11/2024	75227		CDS GROUP	C007	975.00	195.00	1,170.00	4619	253	975.00	fence line setting out
13/11/2024	152		CORINAS PARTIES	C008	50.00	0.00	50.00	4166	301	50.00	PADDINGTON BEAR COSTUME
02/11/2024	5302		CLOUDY IT	C073	1,024.80	204.96	1,229.76	4027	102	1,024.80	monthly hosting
15/11/2024	LIGHTS24		GREAT HORWOOD	G019	100.00	0.00	100.00	4212	301	100.00	band for light switch on
01/11/2024	1167351		GRUNDON	G050	401.09	80.22	481.31	4033	205	401.09	wheelie bins
01/11/2024	1167352		GRUNDON	G050	142.53	28.51	171.04	4033	205	142.53	wheelie bins
02/11/2024	14151		HEALTH	H011	1,910.61	382.12	2,292.73	4612	254	955.30	toilet maintenance
								4612	249	955.31	toilet maintenance
27/11/2024	14224		HEALTH	H011	1,910.61	382.12	2,292.73	4612	248	955.31	toilet maintenance
								4612	254	955.30	toilet maintenance
28/11/2024	PF28/11		HIRST	H014	567.00	113.40	680.40	4042	301	567.00	road signage
13/11/2024	3611878036		HAMPSHIRE CC	H022	562.50	112.50	675.00	4016	104	562.50	legal advice

29/11/2024

Buckingham Town Council

Page 2
Appendix B
User: JODIE

14:18

PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 8

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
18/11/2024	3611878804		HAMPSHIRE CC	H022	294.50	58.90	353.40	4016	104	294.50	legal advice
22/11/2024	1899		IAC	I001	395.00	79.00	474.00	4014	104	395.00	internal audit half year
01/11/2024	915064		INREACH	I014	88.54	17.71	106.25	4012	102	88.54	copies
01/11/2024	916042		INREACH	I014	47.26	9.45	56.71	4012	102	47.26	copies
01/11/2024	917046		INREACH	I014	74.03	14.81	88.84	4012	102	74.03	copies
01/11/2024	5/11		LEEDERS HARDWARE	L024	6.50	0.00	6.50	4037	205	6.50	sundries
01/11/2024	5/11A		LEEDERS HARDWARE	L024	2.75	0.00	2.75	4037	205	2.75	sundries
26/11/2024	067		MJ PRODUCTIONS	M010	450.00	0.00	450.00	4212	301	450.00	LED performer
01/11/2024	24/10		MOLE	M014	42.48	2.12	44.60	4202	301	42.48	paraffin
02/11/2024	1635		ONEILL HOMER	O009	650.00	130.00	780.00	4624	601	650.00	1 day consulting
								336		-650.00	1 day consulting
								6002	601	650.00	1 day consulting
02/11/2024	109072		OAKPARK	O060	48.00	9.60	57.60	4091	261	48.00	call out chamber
02/11/2024	139349		PARAGON	P008	530.90	106.18	637.08	4620	253	530.90	digger hire
02/11/2024	139482		PARAGON	P008	264.70	52.94	317.64	4601	252	264.70	tractor hire
02/11/2024	139483		PARAGON	P008	643.80	128.76	772.56	4621	253	643.80	digger hire
								326		-643.80	digger hire
								6002	253	643.80	digger hire
02/11/2024	53281		PROJECT SOLUTIONS	P012	245.00	49.00	294.00	4023	102	245.00	nrswa ah
01/11/2024	2024		RBL	R002	25.00	0.00	25.00	4504	125	25.00	wreath
02/11/2024	BK218307-1		SLCC	S005	45.00	9.00	54.00	4023	102	45.00	village greens training
02/11/2024	MEM250851-1		SLCC	S005	473.00	0.00	473.00	4017	102	473.00	membership - cm
02/11/2024	5910		SURE2DOOR	S010	538.90	107.78	646.68	4032	102	538.90	delivery btm
01/11/2024	1784906		SSE	S019	47.85	2.39	50.24	4602	248	47.85	sept depot
01/11/2024	1802556		SSE	S019	201.68	10.08	211.76	4602	248	201.68	apr - oct depot
01/11/2024	1804313		SSE	S019	708.53	35.43	743.96	4602	253	708.53	feb - oct chapel b
01/11/2024	1831307		SSE	S019	70.11	3.50	73.61	4602	253	70.11	jul - oct chapel a
11/11/2024	1910998		SSE	S019	65.96	3.30	69.26	4602	251	65.96	oct chandos toilets
18/11/2024	1964201		SSE	S019	31.78	1.58	33.36	4052	102	31.78	may - oct feeder pillar

PURCHASE LEDGER INVOICE LISTING

Bought Ledger 1 for Month No 8

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
18/11/2024	1965029		SSE	S019	57.78	2.89	60.67	4602	248	57.78	oct depot
13/11/2024	2078		SOUND AND LIGHT GUYS	S031	625.00	125.00	750.00	4207	301	625.00	big screen deposit for 2025
01/11/2024	125307		SUTCLIFFE PLAY	S053	98.82	19.76	118.58	4106	262	98.82	screws, nuts, bolts
22/11/2024	100773		SIMMONDS	S067	7,340.00	1,468.00	8,808.00	4609	258	7,340.00	cemetery lodge decorating
								342		-7,340.00	cemetery lodge decorating
								6002	258	7,340.00	cemetery lodge decorating
02/11/2024	354169		TUDOR ENVIRONMENTAL	T002	59.80	11.96	71.76	4037	205	59.80	mowing head
01/11/2024	1070013		TOOLSTORE	T011	199.47	39.90	239.37	4037	205	199.47	drill, bit, chisel
02/11/2024	2699		TITANIUM	T053	3,874.00	774.80	4,648.80	4202	301	3,874.00	firework display
02/11/2024	4929242		VIKING DIRECT	V001	60.42	12.08	72.50	4010	102	60.42	4929242/10112792/Stationery
15/11/2024	222142379		VISTAPRINT	V009	75.13	15.03	90.16	4203	301	75.13	vinyl banners
18/11/2024	539161086		ZURICH	Z001	60.73	0.00	60.73	4022	104	60.73	increase to fidelity
TOTAL INVOICES					40,853.28	7,535.12	48,388.40			40,853.28	

Buckingham Town Council
Environment Committee
Monday 9th December 2024

Contact Officer: Town Clerk

Budget 2025-2026

1. Recommendations

- 1.1. It is recommended that Members review, discuss and agree to send the attached Resources budget 2025-2026 to the Precept Meeting via the 13th January 2025 Resources Committee.

2. Background

- 2.1. Each budget line has been scrutinised and an explanation given for the recommended amount. On a few occasions where no other information has been available, a percentage increase has been used. The standard percentage increase is 3.5%. This is based on the November HM Treasury forecast report which offers RPI predictions for the forthcoming financial year of between 1.3% and 4.3%. The office for Budget Responsibility estimate at this time is 3.6%.
- 2.2. This budget recommends a 4% overall increase although it needs to be understood that the wages, pension and NI figures are subject to change.
- 2.3. The wages, pensions and NI budgets are subject to change as a staffing update will be brought to the 13th January meeting.
- 2.4. This is not a final figure for the precept this is just the anticipated costs for the coming year. The entire budget will be brought to the 13th January meeting with the figures from the precept calculator and recommendations for Members to consider before making the final recommendation to the Precept meeting.

Cost Code	Budget Code	Name	Description	Budgeted Expenditure 2024 - 2025	Predicted Expenditure 2024 - 2025	Budgeted Income 2024 - 2025	Predicted income 2024 - 2025	Recommended budgeted expenditure 2025 - 2026	Recommended budgeted income 2025- 2026	Reason
101	4000	Salaries Admin		£216,104	£216,104			£226,909		5% Estimated - Holding figure. Underspend to EMR
	4005	ERS National Insurance		£23,419	£23,419			£24,590		5% Estimated - Holding figure. Underspend to EMR.
	4006	ERS Pension Cont		£54,412	£54,412			£57,133		5% Estimated - Holding figure. Underspend to EMR.
	4007	Staff travel		£550	£400			£550		Can be held
	4008	Occupational Health		£1,369	£1,369			£1,369		Can be held
	4025	HR advice		£5,295	£5,295			£5,480		3.5% Increase
	4026	Staff & Recruitment		£200	£420			£300		Last year was exceptional and there is the safety net of EMR 358
102	1010	Chamber hire				£850	£900		£950	Modest increase due to price rises
	1012	Photocopier use				£8	£8		£10	Up £2
	4010	Stationery		£3,020	£2,900			£3,020		Can be held
	4011	Postage		£300	£300			£320		Increase costs but reduced usage
	4012	Photocopier		£2,500	£2,500			£2,500		Can be held
	4013	Equipment purchase		£1,200	£1,200			£1,242		3.5% Increase
	4017	Subscriptions		£4,300	£4,300			£4,400		Above inflation increase expected
	4018	Telephones		£10,000	£10,000			£10,350		3.5% Increase
	4019	Hire of Community Hall		£325	£325			£325		Can be held
	4021	Hospitality		£425	£425			£475		Tight budget - £50 increase
	4023	Training		£10,000	£10,000			£10,000		Can be held as supported by EMR 349
	4027	Software		£17,700	£17,700			£19,000		larger increase as cost rising all the time and potential requirement for additional accounts.
	4030	Payroll		£2,070	£2,070			£2,120		Rate increase expected
	4032	Publicity and newsletter		£6,773	£6,773			£7,400		Agreed by CSSC
	4038	Computer equipment		£4,000	£4,000			£4,140		3.5% Increase
	4041	Website		£4,000	£3,000			£3,000		Decreased cost as alternatives sourced.
	4043	Protective clothing		£2,000	£2,000			£2,070		3.5% Increase
	4052	Heat, light, power		£3,200	£3,000			£3,200		Can be held - Increase less than expected.
	4156	Buckingham Centre rent		£17,000	£17,000			£17,000		Can be held - if underspend to EMR
	4267	Buckingham centre rates		£4,500	£4,500			£4,658		3.5% Increase
103	4020	Mayor's duties		£2,090	£2,090			£2,163		3.5% Increase
	4029	Mayor's civic		£1,801	£1,801			£1,864		3.5% Increase
	4044	Councillors' mileage / exp.		£573	£500			£573		Can be held
	4045	Councillors' allowance		£10,882	£10,882			£11,426		Rates due to be renegotiated. 5% estimated.
	4236	Election costs		£12,000	£12,000			£14,000		Election due
	4269	Councillor training		£2,490	£2,490			£3,500		Election due - underspend to EMR 349
104	4014	Audit fees		£4,000	£4,000			£4,140		3.5% Increase
	4016	Legal costs		£4,000	£4,000			£4,140		3.5% Increase
	4022	Insurance		£21,500	£19,505			£22,253		3.5% Increase
120	4040	Four Year Grants Awarded		£22,442	£22,442			£23,227		3.5% Increase
	4080	Annual Grants Awarded		£9,315	£9,315			£9,641		3.5% Increase
125	4501	Civic award		£800	£800			£800		Can be held
	4504	Remembrance wreath		£65	£25			£30		Reduced cost
	4505	Mayor's salver		£140	£140			£150		Slight increase
	1190	Interest received				£12,000	£26,000		£16,000	Interest rates still high but predicted to fall over the financial year
132	4500	Future planning / contingency		£13,000	£13,000			£14,000		Provides a safety net.
130	1176	Precept				£1,230,480	£1,230,480			
TOTALS				£499,760	£496,402	£12,858	£26,908	£523,458	£16,960	
Budget 2024 - 2024				£486,902						
Predicted actual spend 2024 - 2025				£469,494				£506,498		
Predicted UNDERSPEND				£17,408				£19,596		
Budget to budget percentage increase								4%		



Claire Molyneux
Town Clerk
Buckingham Town Council
The Buckingham Centre
Verney Close
Buckingham
Buckinghamshire
MK18 1JP

19th November 2024

Dear Claire,

Interim Internal Audit

An audit was carried out by Kevin Rose on Monday 11 November 2024. This was the interim internal audit, part of the annual internal audit coverage of the Council. Prior to the audit a 'Pre-Audit' was carried out remotely which tested items which are required to be published on the Council's website.

The audit was undertaken using the standard IAC Audit Checklist, that we use for all Local Councils, which has 207 items. A total of 122 items were tested during this audit, including items that were examined and tested as part of the pre-audit process. A balance of 85 items remain to be tested.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

- Exemption from External Audit (Box K)*
- the Transparency Code (for Smaller Authorities) (Box L)*
- Trust Funds (Box O)*

Areas subject to audit were;

- the Accounting system and records (Box A)
- the Payment system (Box B)
- Risk and insurance (Box C)
- Budget and precept setting and monitoring (Box D)
- Income billing, collection and VAT (Box E)
- Petty cash (Box F)
- Assets and investments (Box H)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)
- the Transparency Code (for Smaller Authorities) (Box L)

Of the 114 applicable items tested a Positive response was obtained in respect of 111 tests. There were 3 Negative responses identified and 8 Observations were made, details of which are set out in the attached Interim Internal Audit Observations.

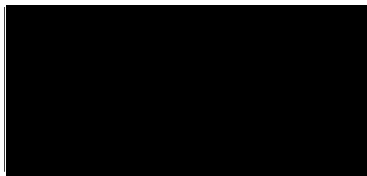
Summary of tests undertaken during this audit

Positive response	111
Negative response	3
Not Applicable to your Council	8
Total tests carried out	<u>122</u>

I am pleased to advise that no 'Non-Compliances' were identified at this stage that would give rise to a negative response on the statutory Annual Internal Audit Report.

I would like to express my thanks for the assistance provided to me during my audit.

Yours sincerely,



Kevin Rose ACMA
Director

Buckingham Town Council Financial Year 2024-25



IAC Audit and Consultancy Ltd

Audit date: 11 November 2024

Visit 1 Internal Audit Observations

B *This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Have tenders been obtained as set out in Financial Regulations?	Yes	<i>It was noted that the Council intends to undertake significant works in respect of new cemetery land. It is not clear to what extent the Council intends to follow the standard tendering process as set out in its Financial Regulations or whether it intends to follow a shortlist / direct procurement approach.</i>	The Council should formally consider and approve the procurement approach it intends to take in respect of the cemetery. If it is decided to waive the tendering requirements of Financial Regulations this should be clearly recorded in the Minutes of the relevant meeting of Council.	High	This has already been completed and minuted by Full Council.

C *This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The value of the Councils Fidelity Insurance covers the value of the Councils cash & bank holdings	No	<i>The value of the Councils Fidelity Insurance, at £1 million does not cover the value of the Councils cash & bank holdings (as at the end of September these totalled over £1.4 million).</i>	The Council to review the level of its Fidelity insurance and consider whether it is adequate to cover the value of cash and bank balances held.	Medium	This has already been completed. Insurance increased to the maximum £2M.

D *The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Does the budget recorded in the Councils accounting system agree to the budget set by Council?	No	<i>It was noted that there was a difference between the approved expenditure budget sheet (£1,445,489) and the budget recorded in the Omega accounting system (£1,519,915). It is understood that this relates to the rollover of underspent budgets from the prior year.</i>	Details of the rollovers from 2023/24 , and relevant Council approvals, to be provided to the Internal Auditor.	High	This has already been completed. The difference is due to the rollovers and the paperwork has been provided to the auditor as requested.

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
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1	Is there an appropriately approved schedule of fees and charges which is published on the Councils website?	Yes	<i>Market Fees stated on the Councils website appear to be old version.</i>	Council to review fees published and the Councils website and confirm that they are the current version.	Medium	This has already been completed.
2	There is segregation of duties between invoicing and receipting of income	No	<i>At present the Council does not have a process in place to verify that the amount collected at the market corresponds to the amount due. The system at present relies on the market manager. It is not possible for the Finance Officer to verify the amount of income collected.</i>	The Council to consider introducing a simple system to verify the market income due to the income collected.	Medium	There is already a receipt system in place however it is due a review. To be added to the action list.
3	Cash income received is promptly receipted	Yes	<i>Most cash income received relates to the Councils markets. The practice is that the Market Manager issues receipts to the traders and then hands the takings in to the Council office. At present a receipt is not issued to the manager when the money is handed over (so there is no record of how much was handed over to the office). Council does not offer an alternative to cash payment (i.e. card machine). Experience at other Councils suggests that over time most, if not all, market income can be moved to card payments.</i>	The Council should introduce a receipt book in the office and receipts should be issued to the Market Manager when cash is passed over to the office. The Council should consider the introduction of card payments at the Market.	High	The Market Manager is now issued a receipt when cash is passed over to the office. As discussed, traders are encouraged to pay by card but few take up the option.

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.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has complied with the publication requirements of the ICO Model Publication Scheme for Parish Councils. (This includes a requirement to publish the Annual Internal Audit Report).	Yes	<i>The Council adopted the ICO Model Publication Scheme however the version in use is an old version of the scheme.</i>	The Council to review and update the Publication Scheme in use (a copy of the current version has been provided to the Town Clerk).	Advisory	To be reviewed in the new council year - To be added to the action list.

(For local councils only)

O *Trust funds (including charitable) – The council met its responsibilities as a trustee*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Trust income and expenditure has been transacted through a separate bank account in the name of the Trust and has not been recorded in Councils accounts	N/A	<i>Council operates a Mayor's Charity. At present the income and expenditure of the Charity and bank balance is not reported to Council.</i>	The Council to put in place an arrangement for the annual income of expenditure of the Mayors Charity, and any associated bank balances to be provided to the Town Council for information only. (The Mayor's Charity funds and transactions are separate from those of the Town Council).	Medium	Annual I&E to be added to the list of items for the May meeting. This will be for information only.

Interim audit summary Buckingham Town Council

(shaded Internal Control Objectives are not applicable to your Council)

Audit 1 Date 11 November 2024

Internal Control Objective		N/A	Tested	Positive	Negative	Observations	Non Compliance
Box A	<i>Appropriate accounting records have been properly kept throughout the financial year.</i>	-	5	5	-	-	
Box B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	2	39	37	-	1	
Box C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	1	9	7	1	1	
Box D	<i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	2	16	13	1	1	
Box E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	2	21	18	1	3	
Box F	<i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	-	9	9	-	-	
Box G	<i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i>	-	-	-	-	-	
Box H	<i>Asset and investments registers were complete and accurate and properly maintained.</i>	-	1	1	-	-	
Box I	<i>Periodic bank account reconciliations were properly carried out during the year.</i>	1	7	6	-	-	
Box J	<i>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.</i>	-	2	2	-	-	
Box K	<i>If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>	-	-	-	-	-	
Box L	<i>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.</i>	-	1	1	-	1	
Box M	<i>The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	-	5	5	-	-	
Box N	<i>The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).</i>	-	7	7	-	-	
Box O	<i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	-	-	-	-	1	
Totals		8	122	111	3	8	-

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.
Resources	235/24	Confidential item	Confidential item	Town Clerk	Research and quotations underway	Next meeting