



Buckingham Town Council

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Town Clerk: Claire Molyneux

RESOURCES
COMMITTEE

Wednesday, 08 January 2025

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 13th January 2025 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 note that the minutes of the Resources Committee meeting held on 9th December 2024 will be presented at the next meeting.

4. Minutes of Communications Strategy Group

To receive the minutes of the Communications Strategy Group meeting held on 21st November 2024.

[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 December 2024.

[Appendix A](#)
[Appendix B](#)

6. 2025-2026 Budget and Precept

To receive a report from the Town Clerk.

[R/117/24](#)
[Appendix C](#)

7. Fund transfers

To note that there were no funds transfers.

8. Quarterly banking reconciliations

To note that October to December reconciliations will be presented at the March meeting.

9. Review of the Freedom of Information Act, Publication Scheme, and Data Protection Act 2018 combined Policy document.

To receive a report from the Compliance and Projects Manager.

[R/118/24](#)
[Appendix D](#)

10. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

11. Action Report

To review and discuss the Action Report.

[Appendix E](#)

12. Chair's announcements – for information only

13. Date of next meeting: Monday 3rd March 2025 (Grants)

COMMITTEE IN PRIVATE SESSION

Exclusion of public and press

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

14. Debtors list

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

[Appendix F](#)

15. Payment endorsements

To note payment endorsement sheets 22 to 25.

[Appendix G](#)

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 31/12/2024

Month No: 9

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	159,069	216,104	57,035		57,035	73.6%		
4005 ERS National Insurance	16,115	23,419	7,304		7,304	68.8%		
4006 ERS Pension Cont	37,699	54,412	16,713		16,713	69.3%		
4007 Staff travel	80	550	470		470	14.6%		
4008 Occupational Health	0	1,369	1,369		1,369	0.0%		
4025 HR advice	8,787	5,295	(3,492)		(3,492)	165.9%		Part of 2025/2026 included, to be accrued at Year End
4026 Staff & Recruitment	420	200	(220)		(220)	209.8%	220	
<u>102 Office expenses INCOME</u>								
1010 Chamber hire	850	850	0			100.0%		
1012 Photocopier use	6	8	2			78.8%		
<u>102 Office expenses EXPENDITURE</u>								
4010 Stationery	1,091	3,020	1,929	399	1,529	49.4%		
4011 Postage	96	300	204		204	32.0%		
4012 Photocopier	672	2,500	1,828		1,828	26.9%		
4013 Equipment purchase	1,167	2,226	1,059		1,059	52.4%		
4017 Subscriptions	4,297	4,675	378		378	91.9%		
4018 Telephones	8,079	10,000	1,921		1,921	80.8%		
4019 Hire of Community Hall	185	325	140		140	56.9%		
4021 Hospitality	269	425	156		156	63.2%		
4023 Training	8,425	11,250	2,825	495	2,330	79.3%	3,125	
4027 Software	13,012	17,700	4,688		4,688	73.5%		
4030 Payroll	1,300	2,070	770		770	62.8%		
4032 Publicity and newsletter	4,602	6,773	2,171		2,171	68.0%		
4038 Computer equipment	1,268	4,000	2,732		2,732	31.7%		
4041 Website	757	4,000	3,243		3,243	18.9%		
4043 Protective clothing	836	2,000	1,164		1,164	41.8%		
4052 Heat, light, power	357	3,222	2,865		2,865	11.1%		
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		627	65.2%			
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	305	2,580	2,275	135	2,140	17.1%			
<u>104 Legal requirements INCOME</u>									
1098 Insurance Claims Income	2,256	0	(2,256)			0.0%		Income from various 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	31,176	12,000	(19,176)			259.8%			
<u>132 Future planning / contingencies EXPENDITURE</u>									
4500 Future planning / contingencies	1,097	13,000	11,903		11,903	8.4%			
<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>201 Environment EXPENDITURE</u>									
3995 NI Environment	16,827	22,249	5,422		5,422	75.6%			
3996 Pensions ERS Environment	42,834	61,577	18,743		18,743	69.6%			
4004 Salaries environment	180,625	250,670	70,045		70,045	72.1%			
<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%		Income not due, no agreement with BC	
<u>205 Grounds maintenance EXPENDITURE</u>									
4033 Waste disposal	3,904	5,610	1,706		1,706	69.6%			
4035 Machinery	1,574	2,915	1,341	867	474	83.7%			
4036 Fuel (Mower)	1,710	2,533	823		823	67.5%			
4037 Sundries	1,256	3,025	1,769	240	1,529	49.4%			
4063 Vehicle hire and running costs	2,800	7,060	4,260		4,260	39.7%			
<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%			

	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 received than expected	
<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	7,642	10,450	2,808		2,808	73.1%			
4709 Maintenance	43	6,600	6,557		6,557	0.7%			
<u>250 Lace Hill INCOME</u>									
1026 Lace Hill Community Centre	29,373	41,000	11,627			71.6%			
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	1,817	4,600	2,783		2,783	39.5%			
4159 Lace Hill electricity	1,907	6,500	4,593		4,593	29.3%			
4160 Lace Hill water	645	1,086	441		441	59.4%			
4161 Lace Hill Repair & Maintenance	4,925	4,000	(925)		(925)	123.1%		Overspend due to unexpected heating system repairs	
4162 Lace Hill Planned Maintenance	6,121	7,920	1,799		1,799	77.3%			
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	458	3,950	3,492	330	3,162	19.9%			
4602 Electricity	747	1,471	724		724	50.8%			
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	17,050	29,400	12,350			58.0%			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
<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	1,561	5,825	4,264		4,264	26.8%		
4602 Electricity	1,139	1,000	(139)		(139)	113.9%		Prices increases
4617 Memorial testing	4,770	4,330	(440)		(440)	110.2%	2,000	
4619 Cemeteries Development	134,655	106,415	(28,240)	650	(28,890)	127.1%	114,972	
4620 Expenses for burial duties	2,240	5,785	3,545		3,545	38.7%		
<u>254 Chandos Park toilets EXPENDITURE</u>								
4612 Contractor charge	7,642	10,450	2,808		2,808	73.1%		
4709 Maintenance	9,559	14,035	4,476		4,476	68.1%		
<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	493	626	133		133	78.7%		
<u>258 Cemetery Lodge INCOME</u>								
1061 Cemetery Lodge rental income	9,773	11,781	2,008			83.0%		
<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	10,177	3,260	(6,917)		(6,917)	312.2%	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	462	14,254	53.1%		
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	964	5,163	44.6%		
4112 Environment Equipment	1,300	11,286	9,986	54	9,932	12.0%		
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%		

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

<u>301 Town Centre & Events INCOME</u>									
1028 Lace Hill events income	372	850	478			43.7%			
1029 Good Endings Fair income	120	300	180			40.0%			
1062 Community Fair table income	138	230	92			60.0%			
1066 Comedy night income	931	1,500	569			62.1%			
1069 Charter fairs income	8,430	8,324	(106)			101.3%		More income than expected	
1087 Christmas Lights income	165	0	(165)			0.0%		More income than expected	
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 expected	
1094 Skate Park Income	25	0	(25)			0.0%		More income than expected	
1099 Summer Art Trail Sponsorship	100	0	(100)			0.0%		More income than expected	
1104 Remembrance Contributions	1,200	1,150	(50)			104.3%		More income than expected *	
1107 Street Food Fair Income	0	300	300			0.0%			
<u>301 Town Centre & Events EXPENDITURE</u>									
3997 NI TC&E	3,034	6,379	3,345		3,345	47.6%			
3998 Pensions ERS TC&E	11,572	18,677	7,105		7,105	62.0%			
3999 Salaries TC&E	52,233	100,694	48,461		48,461	51.9%			
4042 Events equipment	1,181	1,500	319	112	206	86.2%			
4094 Youth project	4,790	6,000	1,210		1,210	79.8%			
4104 Town in Bloom	8,967	9,000	33		33	99.6%			
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	13,135	13,800	665	224	441	96.8%			
4202 Firework display	6,654	7,000	346		346	95.1%			
4203 Community fair	178	300	122		122	59.4%			
4205 Christmas parade	5,250	5,250	0		0	100.0%			
4207 Remembrance parade	3,058	2,300	(758)		(758)	133.0%		Overspend covered by receipt from RBL *	
4208 Spring Fair	84	300	216		216	28.0%			
4211 Band Jam	5,020	5,100	80		80	98.4%			
4212 Christmas lights switch on	3,163	3,250	87		87	97.3%			
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%		Covered by Fringe underspend	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
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 expected	
<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 expected	
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%			
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	6,876	9,000	2,124			76.4%			
<u>305 Tourist Information Centre EXPENDITURE</u>									
4253 TIC tickets & produce	5,378	8,000	2,622		2,622	67.2%			
4255 Heritage app expenditure	0	300	300		300	0.0%			
4274 Tourism website	256	440	184		184	58.2%			
<u>306 Accessibility EXPENDITURE</u>									
4254 Accessibility Costs	200	2,250	2,050		2,050	8.9%			
<u>PLANNING</u>									
<u>601 Planning</u>									
3992 Salaries Planning	29,209	38,637	9,428		9,428	75.6%			
3993 NI Planning	2,148	2,910	762		762	73.8%			
3994 Pensions ERS Planning	2,663	3,594	931		931	74.1%			
4624 Neighbourhood Plan	18,879	2,510	(16,369)		(16,369)	752.1%	15,825		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,373,464	1,413,489	40,025			97.2%	
Expenditure	1,068,530	1,519,915	451,385	12,680	438,704	71.1%	
Net Income over Expenditure	304,934	(106,426)	(411,360)				

08/01/2025

Buckingham Town Council

12:31

Earmarked Reserves

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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	53,848.78	53,848.78
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	-8,164.00	-8,164.00
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	19,692.06	340,832.06

08/01/2025

Buckingham Town Council

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Appendix B

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 9

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
18/12/2024	26728		AMBIVENT	A020	299.00	59.80	358.80	4162	250	299.00	repairs leaking pipework
18/12/2024	GB41UYEEABEY		AMAZON	A035	52.36	10.47	62.83	4038	102	8.22	glasses, jugs, cable
								4013	102	44.14	glasses, jugs, cable
01/12/2024	7/11		AUBERGINE	A043	100.00	20.00	120.00	4027	102	100.00	domain name t/f annual subs
01/12/2024	42594		AYLESBURY FIRE	A058	192.10	38.42	230.52	4161	250	192.10	call out fire alarm lhcsc
17/12/2024	150633		MLP TRAFFIC	A065	2,177.24	435.45	2,612.69	4205	301	1,168.76	road closure xmas parade
								4500	132	1,008.48	road closure xmas parade
10/12/2024	5748		BALC	B001	40.00	0.00	40.00	4269	103	40.00	village greens 29/10
10/12/2024	5788		BALC	B001	40.00	0.00	40.00	4269	103	40.00	commonland
12/12/2024	291489		BASSETT	B050	51.03	10.20	61.23	4063	205	51.03	No plate, screenwash etc
04/12/2024	14015834		BURLEYS	B061	2,914.00	582.80	3,496.80	4104	301	2,914.00	winter planters
15/12/2024	8618		COX	C041	90.00	18.00	108.00	4620	253	90.00	topsoil
05/12/2024	5/12/24		CHRISTMAS	C045	3,911.83	0.00	3,911.83	4205	301	3,911.83	contribution for 2024 parade
20/12/2024	5425		DJ DOORS	D021	110.00	22.00	132.00	4162	250	110.00	auto door service
10/12/2024	29525		GANDERTON	G008	339.88	67.98	407.86	4063	205	221.13	fuel
								4036	205	118.75	fuel
03/12/2024	22251		GM TYRES	G013	100.00	20.00	120.00	4063	205	100.00	RK72 HZG tyre
12/12/2024	22280		GM TYRES	G013	383.33	76.67	460.00	4063	205	383.33	tyres OY15 PZXX
01/12/2024	1176772		GRUNDON	G050	123.77	24.75	148.52	4033	205	123.77	wheelie bins lhcsc
01/12/2024	1176773		GRUNDON	G050	228.07	45.61	273.68	4033	205	228.07	wheelie bins depot
03/12/2024	918252		INREACH	I014	67.62	13.52	81.14	4012	102	67.62	copy charge
01/12/2024	241200130430		MAINSTREAM	M061	201.21	40.24	241.45	4018	102	201.21	analogue/bb
20/12/2024	139348		PARAGON	P008	27.00	5.40	32.40	4601	253	27.00	submersible pump
03/12/2024	139939		PARAGON	P008	350.90	70.18	421.08	4620	253	350.90	digger hire
03/12/2024	140314		PARAGON	P008	195.30	39.06	234.36	4212	301	195.30	festoon lights
03/12/2024	140315		PARAGON	P008	397.50	79.50	477.00	4619	253	397.50	digger hire new cemetery
								326		-397.50	digger hire new cemetery
								6002	253	397.50	digger hire new cemetery

Bought Ledger 1 for Month No 9

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
01/12/2024	4052		PUMP TECHNOLOGY	P020	450.00	90.00	540.00	4601	251	450.00	REPAIR PARTS FOR CHANDOS
18/12/2024	63514		PUMPTECH	P033	8,990.00	1,798.00	10,788.00	4709	254	8,990.00	sewerage pump chandos park
10/12/2024	972541		QUEST	Q002	7.59	1.52	9.11	4601	251	7.59	screws
10/12/2024	2111250		SSE	S019	70.79	3.54	74.33	4602	251	70.79	chandos toilets nov
10/12/2024	2111959		SSE	S019	22.15	1.11	23.26	4052	102	22.15	feeder pillar nov
31/12/2024	5186868		VIKING DIRECT	V001	79.91	15.98	95.89	4010	102	79.91	5186868/10112836/Stationery
01/12/2024	11847		WGS	W013	5,850.00	1,170.00	7,020.00	4201	301	5,850.00	festive light installation 24
14/12/2024	76431		WORKNEST	W029	388.80	77.76	466.56	4023	102	388.80	enhanced bds checks x 6
TOTAL INVOICES					28,251.38	4,837.96	33,089.34			28,251.38	

Buckingham Town Council
Resources Committee
Monday 13th January 2025

Contact Officer: Town Clerk

Budget Overview

1. Recommendations

- 1.1. It is recommended that Members agree to send the attached budget to the precept meeting.

2. Precept Recommendation

- 2.1. That the total funding requirement for 2025/26 to be levied on Buckinghamshire Council be set at £1,307,690. Which is a 5.58% increase and rises a band D property from £220.96 to £233.28 an increase of £12.32 a year.

3. Information

- 3.1. Each committee has already scrutinised and agreed to their budget for the next year, except for salaries, NI, and pensions, which are subject to agreement by this committee.
- 3.2. There is a predicted underspend of £28,922 on the Resources budget this year. This has been predominantly caused by an estimated £23,000 in additional interest income. It is recommended to use £28,000 towards the 2025-2026 budget in order to keep the precept increase as low as possible.
- 3.3. Wages are the largest part of our budgets and are hard to predict, as staff pay is not agreed until later in the year. The past three years have seen variable pay deals with lower-paid workers receiving a larger percentage pay rise. This budget has been prepared with an estimate of 3.2% across the board. However, some staff will receive incremental increases, and other posts will be filled at the beginning of the pay band. Increases to NI have been accounted for.
- 3.4. There are also some underspends on salary, NI, and pensions predicted for this year most notably . This is due to the office having been short-staffed throughout the year. This budget has been prepared with the recommendation that those underspends will be moved to an earmarked reserve to help buffer unexpected events. This has allowed for a tight staffing budget to be produced.

3.5. This year, the Council Tax base figure provided by Buckinghamshire Council has increased slightly by 36.90

3.6. Each committee has seen and agreed its budget although there have been a few minor amendments as more information has become available.

Environment Committee Budget 2025 - 2026

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
201	3995	NI Environment		£22,249	£22,249			£26,112		Increased NI costs
	3996	Pensions ERS Environment		£61,577	£60,577			£62,851		Calculated increase
	4004	Salaries environment		£250,670	£230,670			£253,650		Tight estimate but safe if underspend to EMR
202	1051	Roundabout no. 1	Income			£2,805	£2,805		£2,881	Sept RPI as per contract
	1052	Roundabout no. 2	Income			£1,495	£1,495		£1,535	Sept RPI as per contract
	1053	Roundabout no. 3	Income			£2,454	£2,454		£2,520	Sept RPI as per contract
	1054	Roundabout no. 4	Income			£3,127	£3,127		£3,211	Sept RPI as per contract
	1056	Roundabout no. 6	Income			£3,332	£3,332		£3,422	Sept RPI as per contract
	1057	Roundabout no. 7	Income			£1,700	£1,700		£1,746	Sept RPI as per contract
	4108	Roundabout	Signage	£2,205	£2,000			£2,000		Hold at expected
203	4082	Allotments	Grant	£2,288	£2,288			£2,350		Sept RPI as per contract
204	1017	Devolved services income				£24,000	£0	£0	£0	No offer at this time
205	4033	Waste disposal		£5,610	£5,750			£6,081		Budget tight for this year - Increase expected 5.75% increase (uplift confirmed by Grundons)
	4035	Machinery		£2,915	£2,915			£2,973		Small 2% increase
	4036	Fuel (Mower)		£2,415	£1,800			£1,900		Reduction on expected due to devolved services
	4037	Sundries		£3,025	£2,500			£3,000		Slight reduction
	4063	Vehicle hire and running costs		£7,000	£5,550			£7,000		Underspend to EMR. Can be held
248	4013	Equipment purchase	Depot	£5,000	£5,000			£5,000		Alterations required for fire regs. To EMR.
	4055	Alarm	Depot	£560	£560			£600		Slight increase
	4225	Rates	Depot	£4,641	£4,784			£4,928		Estimated 3% increase
	4601	Repairs & maintenance fund	Depot	£900	£900			£900		Can be held
	4602	Electricity	Depot	£2,000	£1,600			£1,660		3.5% on expected
	4603	Water	Depot	£635	£600			£635		Can be held
249	1085	Shopmobility income				£200	£240		£245	Slight increase
	4602	Electricity	C Meadow	£600	£600			£600		Can be held
	4603	Water	C Meadow	£600	£600			£600		Can be held
	4608	Shopmobility	C Meadow	£600	£600			£1,000		Increase to servicing costs
	4612	Contractor charge	C Meadow	£10,450	£11,464			£11,774		Sept RPI as per contract
	4709	Maintenance	C Meadow	£6,600	£6,600			£1,000		Can be reduced as the doors will have been refurbished
250	1026	Lace Hill Community Centre	L Hill			£41,000	£41,000		£42,000	Realistic expected income
	1027	Solar income	L Hill			£150	£0		£150	This year's payment due at the start of the next financial year.
	4050	Lace Hill playing fields	L Hill	£550	£550			£555		Slight increase
	4118	Solar panels	L Hill	£380	£380			£400		Slight Increase
	4158	Lace Hill gas	L Hill	£4,600	£4,939			£5,112		Estimated 3.5% increase
	4159	Lace Hill electricity	L Hill	£6,500	£6,958			£7,202		Estimated 3.5% increase
	4160	Lace Hill water	L Hill	£1,086	£1,086			£1,124		Estimated 3.5% increase
	4161	Lace Hill Repair &	L Hill	£4,000	£4,500			£4,800		Underbudgeted - increase on expected
	4162	Lace Hill Planned	L Hill	£7,920	£7,920			£8,200		Expected to rise above inflation
	4164	Lace Hill equipment	L Hill	£3,000	£3,000			£3,200		Slight increase
	4225	Rates	L Hill	£11,048	£10,354					Last year's rise less than expected - can be held
251	1030	Bowls income	Income			£650	£627		£644	Sept RPI as per contract
	1035	Tennis Court Rent	Income			£778	£778		£799	Sept RPI as per contract
	4601	Repairs & maintenance fund	Chandos	£3,950	£3,950			£4,088		3.5% increase
	4602	Electricity	Chandos	£1,400	£1,400			£800		Late bill was rolled into this year so can be reduced.
	4603	Water	Chandos	£2,449	£2,449			£2,535		Estimated increase
	4606	Bowls Club Maintenance	Chandos	£2,120	£2,500			£2,120		Can be held as significant work completed this year.
252	4601	Repairs & maintenance fund	Bourton Park	£10,000	£10,000			£11,000		Larger increase - tight budget
253	1041	Burial fees	Income			£29,400	£27,000		£27,729	rpi uplift on this years expected
	4225	Rates	Old Cemetery	£2,349	£2,421			£2,494		Estimated 3% increase on expected
	4265	New cemetery maintenance	New Cemetery	£3,500	£3,500			£3,500		Underspend to EMR. Hold
	4601	Repairs & maintenance fund	Old Cemetery	£4,890	£5,825			£5,000		Minor increase on
	4602	Electricity	Old Cemetery	£1,000	£1,000			£1,035		Estimated 3.5% increase
	4617	Memorial testing		£2,253	£2,253			£2,253		Additional Budget was bought over from EMR - can be held.
	4619	Cemeteries Development		£69,647	£50,000			£70,000		Additional Budget was bought over from EMR - Will be combined with 4282 when required.
	4620	Expenses for burial duties		£5,785	£5,000			£5,785		Can be held
254	4612	Contractor charge	CP Toilets	£10,450	£11,464			£11,774		Sept RPI (2.7%) as per contract
	4709	Maintenance	CP Toilets	£14,035	£14,035			£2,000		Can be reduced - last year's increase to pay for a new pump.

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	£215,000			£249,543		Includes costs to cover minute 448/24
	4005	ERS National Insurance		£23,419	£22,419			£27,634		Includes costs to cover minute 448/24
	4006	ERS Pension Cont		£54,412	£54,002			£62,030		Includes costs to cover minute 448/24
	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			£3,000		EMR available
	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			£6,000		Projects underway
	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	£35,000		£31,500	Interest rates still high but predicted to fall over the financial year - Interest from PWLB expected.
132	4500	Future planning / contingencie		£13,000	£13,000			£14,000		Provides a safety net.
NEW	NEW	ECDI projects						£200		

TOTALS	£499,760	£493,888	£12,858	£35,908	£554,953	£32,460
Budget 2024 - 2024	£486,902					
Predicted actual spend 2024 - 2025	£457,980				£522,493	
Predicted UNDERSPEND	£28,922				£35,591	
Budget to budget percentage increase					7%	

Town Centre Events Committee Budget 2025 - 2026

Cost Centre	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
301	1028	Lace Hill events income				850	750		850	Balanced by underspend on 4166
	1029	Good Endings Fair income				300	300		0	Next financial year
	1062	Community Fair table income				230	230		230	To be held
	1066	Comedy night income				1,500	923		1,000	Income target not met
	1069	Charter fairs income				8,324	8,430		9,050	Estimate at this time as awaits Oct RPI
	1091	Events Sponsorship Income				100	0		100	Sponsors have made nonfinancial donations.
	1092	Events Stall Income				1,100	1,100		1,150	Small increase anticipated
	1093	Dog Show Income				125	300		300	Significantly more income generated.
	1094	Skate Park Income				0	25		25	Small unexpected income received.
	1099	Summer Art Trail Sponsorship				0	0		0	Not held
	1104	Remembrance Contributions				1,150	1,200		1,250	Small rise to cost expected cost of half of the screen.
	1107	Street Food Fair Income				300	0		0	Decision made to use an external provider.
	3997	NI TC&E		6,379	6,379			8,055		Increased NI costs
	3998	Pensions ERS TC&E		18,677	18,677			19,102		Calculated increase
	3999	Salaries TC&E		100,694	100,690			100,729		Calculated increase
	4042	Events equipment		1,500	1,500			1,500		Can be held
	4094	Youth project		6,000	6,000			6,180		Inflation increase
	4104	Town in Bloom		9,000	9,000			9,900		Expected 10% increase
	4107	Pride of Place		60	60			65		Small increase required
	4115	River rinse		450	193			464		Small inflationary increase for skip hire
	4126	Good Endings Fair		500	500			0		Next financial year
	4128	Small Events		350	350			375		Small increase
	4166	Lace Hill events		1,600	1,500			1,640		Small increase
	4201	Christmas lights		13,800	13,800			14,000		Small increase
	4202	Firework display		7,000	7,000			7,500		Large event - heavily attended, above inflation increase recommended.
	4203	Community fair		300	300			310		Slight increase for hall hire
	4205	Christmas parade		5,250	5,250			6,100		Expected traffic management increases.
	4207	Remembrance parade		2,300	2,433			3,150		Increase due to cost of band and hall hire.
	4208	Spring Fair		300	84			300		Underspend and can be held.

Town Centre Events Committee Budget 2025 - 2026

	4211	Band Jam		5,100	5,100			5,253		Small inflationary increase
	4212	Christmas lights switch on		3,250	3,250			3,364		3.5% increase
	4213	Dog show		750	733			900		A successful event - budget increase recommended.
	4220	Music in the Market		5,100	5,100			6,100		Increase recommended as the partnership struggled to keep to budget.
	4241	Comedy Night expenditure		1,500	2,266			1,500		Event overspent significantly.
	4243	Charter Fairs		5,500	5,100			5,500		No scope for reductions price increase expected on lighting and bollard removal.
	4245	Street Food Fair		2,400	0			2,400		Event did not take place this year, budget remains the same for next year
	4260	Twining		65	65			100		No event planned - small civic budget only. Any underspend to EMR.
302	1005	Street markets				17,500	17,000		17,500	To be held
	1006	Flea market				4,600	5,000		5,100	2% increase on expected due to the recommended £1 pitch increase.
	4017	Subscriptions		450	434			450		Can be held
	4225	Rates		2,100	1,672			2,000		Slight reduction
	4234	Market Entertainment		1,000	1,000			1,000		Can be held
	4235	Market infrastructure & Promot		1,000	1,000			1,000		Can be held
303	1020	Food fair income				800	800		820	Slight inflationary increase
	1083	Fringe income				400	424		437	Slight inflationary increase
	1094	Skate Park Income				1,000	0		0	Not required - this line was created in anticipation of grant funding. Stall fees to go to 1092
	4169	Skate Park Event		2,000	2,000			2,000		Will underspend by £1000 - to be moved to EMR and used for next year.
	4221	Fringe		2,150	1,294			2,150		Underspend balances the comedy night overspend.
	4242	Food fair		600	600			610		Slight increase
	4,244	Flags		600	600			610		Slight increase
	4,273	One-off events		500	500			500		Can be held
	4,278	Celebrate Buckingham Day		2,000	1,552			2,000		Underspent so can be held
305	1,084	TIC income				9,000	8,000		9,000	To be held
	4,253	TIC tickets & produce		8,000	7,000			5,500		Underspend balances the above. Reduction on predicted
	4,255	Heritage app expenditure		300	0			300		To be held
	4,274	Tourism website		440	400			440		To be held
306	4,254	Accessibility Costs		2,250	2,250			2,250		Underspend to EMR - can be held
New	New	Small Business Promotion		0	0			1,200		Small business Saturday and other business promotion
							0			

TOTALS	£221,215	£215,632	£47,279	£44,482	£226,497	£46,812
Budget 2024 - 2025	£173,936					
Predicted actual spend 2024- 2024	£171,150					
PREDICTED UNDERSPEND	£2,786					
				Budget 2024 - 2025	£179,685	
				BUDGET increase/decrease	£5,749	
				Budget to budget precept percentage increase	3.31%	

Summary 2025 - 2026 Budget

	2025 - 2026
	Agreed Budget
Resources	
Income	£32,460
Expenditure	£554,953
Total	£522,493
Environment	
Income	£98,981
Expenditure	£673,758
Total	£574,777
Town Centre & Events	
Income	£46,812
Expenditure	£226,497
Total	£179,685
Planning	
Income	£0
Expenditure	£58,735
Total	£58,735
TOTAL	
Income	£178,253
Expenditure	£1,513,943
Total	£1,335,690
R/S underspend	£28,000
Precept	£1,307,690

Buckingham Town Council**Resources Committee****Monday 13th January 2025**

Contact Officer: Compliance and Projects Manager

Updated Freedom of Information Act, Publication Scheme, and Data Protection Act 2018 Policy document**1. Recommendations**


- 1.1. It is recommended that Members review the revisions to the Freedom of Information Act, Publication Scheme, and Data Protection Act 2018 combined Policy document and recommend to Full Council to agree those revisions.

2. Background

- 2.1. The above policy document requires annual review by Full Council and was last reviewed in May 2024.
- 2.2. The amended document reflects the updated wording recommended by the Information Commissioner's Office.
- 2.3. Amendments highlighted in yellow are additions to the text.
- 2.4. Amendments highlighted in blue and crossed through are deletions to the text.
- 2.5. The remainder of the text is unchanged except for minor corrections and clarifications to spelling, grammar and formatting which have not been highlighted.
- 2.6. The document refers to the Council's Privacy Policy which is under separate review.

3. Notable amendments

- 3.1. The Data Protection Act 2018 has historically been included within this policy document and this is now reflected in the header.
- 3.2. The Compliance and Projects Manager is the designated officer to receive requests, not the Town Clerk.
- 3.3. The **Classes of Information** list has been removed as it duplicates the contents of the publication table.
- 3.4. The publication table has been amended to reflect the wording provided by the Information Commissioner's Office (ICO).
- 3.5. Details of the officer and the address for requests to be made has been moved to the position recommended by the ICO, and the individual's name removed.
- 3.6. The **Subject Access Request** timescale has been corrected.

 <p>Buckingham Town Council</p> <p>Freedom of Information Act</p> <p>Publication Scheme</p> <p>Data Protection Act 2018</p>	<p>Date last reviewed/amended: 12 May 2025</p> <p>Minute Number: XX/25.X</p>
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Introduction

The Council's Commitment to the Act

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

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

The Freedom of Information Act 2000

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

Publication Scheme

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

Freedom of Information Requests and the Publication Scheme

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

Model Publication Scheme

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

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

The scheme commits an authority:

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

Classes of information

- **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

- **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts

- **What our priorities are and how we are doing.**

Strategy and performance information, plans, inspections, and reviews.

- **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedure, consultations.

- **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

- **Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

- **The services we offer.**

Advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

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

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

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

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

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

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

Charges may be made for actual disbursements incurred such as:

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

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

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

Written Requests

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

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

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

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

Members' allowances and expenses	Website Hard Copy	Free 20p per A4 Sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews) Current and previous years as a minimum	Website Hard Copy	Free 20p per A4 Sheet
Annual governance statement in format included in the Annual Return form	Website Hard Copy	Free 20p per A4 Sheet
Buckingham Plan (current and previous year as a minimum)	Website Hard Copy	Free 20p per A4 Sheet
Annual report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 20p per A4 Sheet
Quality Status	Hard Copy Not held	20p per A4 Sheet
Local Charters drawn up in accordance with DLUHC's guidelines	Hard Copy	20p per A4 Sheet
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate or relevant	Hard Copy	20p per A4 Sheet
Class 4 – How we make decisions (Decision making process and records of decisions) Current and previous Council year as a minimum	Website Hard Copy	Free 20p per A4 Sheet
Timetable of meetings (Council, and any Committee/Sub Committee, Working Group meetings and Town meetings)	Website Hard Copy	Free 20p per A4 Sheet

Agendas of meetings (as above) — N.B. This will exclude information that is properly regarded as confidential and private to the meeting	Website Hard Copy	Free 20p per A4 Sheet
Minutes of meetings (as above) – N.B. This will exclude information material that is properly regarded as confidential and private to the meeting considered to be exempt from disclosure	Website Hard Copy	Free 20p per A4 Sheet
Reports presented to Council meetings – N.B. This will exclude information material that is properly regarded as confidential and private to the meeting considered to be exempt from disclosure	Website Hard Copy	Free 20p per A4 Sheet
Responses to consultation papers	Hard Copy	20p per A4 Sheet
Responses to planning applications	Hard Copy	20p per A4 Sheet
Byelaws	Hard Copy	20p per A4 Sheet
Class 5 – Our policies and Procedures (Current recent written protocols, policies, and procedures for delivering our services and responsibilities) Current information only	Website Hard Copy	Free 20p per A4 Sheet
Policies and procedures for the conduct of Council business: Procedural Standing Orders (on website); Committee and Sub-Committee terms of Reference Delegated authority in respect of officers Code of Conduct (on website); Policy Statements	Website Hard Copy	Free 20p per A4 Sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and Safety Policy Recruitment policies and details of current vacancies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website where indicated Hard Copy	Free 20p per A4 Sheet

Information Security Policy	Website Hard Copy	Free 20p per A4 Sheet
Records Management, Policy (records retention, destruction, and archive) personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website Hard Copy	Free 20p per A4 Sheet
Data Protection Policy	Hard Copy	20p per A4 Sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	Website Hard Copy Some information may only be available by Inspection	Free 20p per A4 Sheet
Any Information legally required to hold in publicly available registers or list (if any are held, this should be publicised; (in most circumstances existing access provisions will suffice)	Hard Copy Some information may only be available by Inspection	20p per A4 Sheet
Assets Register, including details of public land and building assets	Website Hard Copy	Free 20p per A4 Sheet
Disclosure log indicating the information that has been provided in response to FOIA and EIR requests. These are recommended as good practice, but may not be held by Parish Councils)	Hard Copy	20p per A4 Sheet
Register of Members' interests	Website Hard Copy	Free 20p per A4 Sheet
Register of gifts and hospitality	Website Hard Copy	Free 20p per A4 Sheet
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website Hard Copy Some information may only be available by inspection	Free 20p per A4 Sheet

Allotments	Hard Copy Not held	20p per A4 Sheet
Burial grounds and closed churchyards	Website Hard Copy	Free 20p per A4 Sheet
Community Centres and Village Halls	Website Hard Copy	Free 20p per A4 Sheet
Parks, playing fields and recreational facilities	Website Hard Copy	Free 20p per A4 Sheet
Seating, litter bins, clocks, memorials, and lighting	Hard Copy	20p per A4 Sheet
Bus shelters	Hard Copy	20p per A4 Sheet
Markets	Website Hard Copy	Free 20p per A4 Sheet
Public conveniences	Hard Copy	20p per A4 Sheet
Agency agreements	Hard Copy	20p per A4 Sheet
A summary of Services for which the Council is we are entitled to recover a fee; together with and details of those fees (e.g., burial fees)	Hard Copy	20p per A4 Sheet
Other Additional information	Upon request by Hard Copy if available	20p per A4 Sheet
Information not itemised in the lists above		

Contact details:

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

Request for hard copies:

Mr Steve Beech

Compliance and Projects Manager

Buckingham Town Council

The Buckingham Centre

Verney Close

Buckingham

MK18 1JP

Email: office@buckingham-tc.gov.uk

Telephone: 01280 816426

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred ~~by the Town Council~~

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

DATA PROTECTION ACT 2018 POLICY

This policy applies to:

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

This policy is operational from 25 May 2018.

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

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

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

We will:

- Comply with both the law and good practice
- Respect individuals' rights
- Be open and honest with individuals whose data is held

- Provide training and support for staff who handle personal data, so that they can act confidently and consistently

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

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

Secondly, DPA aims to ensure that the legitimate concerns of individuals about the ways in which their data may be used are taken into account. In addition to being open and transparent, we will seek to give individuals as much choice as is possible and reasonable over what data is held and how it is used. This includes the right to erasure where data is no longer necessary and the right to rectification where the data is incorrect. Full details are available in the Privacy Notice issued at the point of gathering the data.

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

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

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

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

We have no intention to transfer data internationally.

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

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

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

Subject Access Request

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

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

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

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

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

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

You have the right to erasure in the form of deletion or removal of personal data where there is no compelling reason for its continued processing. We have the right to refuse to erase data

where this is necessary in the right of freedom of expression and information, to comply with a legal obligation for the performance of a public interest task, exercise of an official authority, for public health purposes in the public interest, for archiving purposes in the public interest, scientific research, historical research, statistical purposes or the exercise or defence of legal claims. You will be advised of the grounds of our refusal should any such request be refused.

END

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	443/4.3 9/12/24	Budgets	Members unanimously AGREED to add a small budget line of £200 for ECD&I to Resources and to recommend this to Full Council.	Town Clerk	On FC agenda 16/12/24	Completed
Resources	448/24 9/12/24	Motion: Cllr. Davies	AGREED: 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 identify any skills or workforce shortages that currently exist and report back to the appropriate Committee.	Town Clerk	Accounted for in the budget.	Next meeting.