



Buckingham Town Council

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Verney Close, Buckingham, MK18 1JP
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Town Clerk: Claire Molyneux

RESOURCES
COMMITTEE

Wednesday, 26 February 2025

Councillor,

You are summoned to a meeting of the Resources Committee of Buckingham Town Council to be held on Monday 3rd March 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 agree the minutes of the Resources Committee meetings held on 9th December 2024 and 13th January 2025.

[Copy previously circulated](#)
[Copy previously circulated](#)

4. Budgets

To receive and agree the budget reports:

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

4.2 Purchase Ledger from January and February 2025.

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

5. Fund transfers

To note there have been no fund transfers.



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.

6. One year grants

To receive and discuss a written report from the Finance Officer recommending annual One year grant awards for 2024/25.

One year grants cover sheets.

[R/144/24](#)
[Appendix C](#)

7. Annual Community Grants

7.1 To receive and discuss a written report from the Finance Officer recommending four year grant awards for 2024/25.

[R/145/24](#)

8. H&S policy

To receive a report from the Town Clerk/Compliance and Projects Manager.

[Policy](#)
[Handbook](#)

[R/146/24](#)

9. Draft Financial Regulations – working document for feedback

To receive a report from the Town Clerk/Compliance and Projects Manager.

[R/147/24](#)
[Appendix D](#)

10. Compliments and Complaint Log

To review compliments and complaints from September 2024.

[Appendix E](#)

11. Quarterly banking reconciliations

To receive a verbal update from the Town Clerk.

12. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

13. Action Report

To review and discuss the Action Report.

[Appendix F](#)

14. Chair's announcements – for information only

15. Date of next meeting: Monday 28th April 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.

16. Debtors list

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

[Appendix G](#)

17. Payment endorsements

To note payment endorsement sheets 26 to 31.

[Appendix H](#)

18. Insurance

To receive a report from the Town Clerk.
TAP Policy Schedule

[R/148/24](#)
[Appendix I](#)

19. IT

To receive a report from the Town Clerk.
Quotation

[R/149/24](#)
[Appendix J](#)

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 25/02/2025

Month No: 11

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	175,688	216,104	40,416		40,416	81.3%		
4005 ERS National Insurance	17,780	23,419	5,639		5,639	75.9%		
4006 ERS Pension Cont	41,638	54,412	12,774		12,774	76.5%		
4007 Staff travel	141	550	409		409	25.7%		
4008 Occupational Health	395	1,369	974		974	28.9%		Cost includes 25/26 and will be accrued at year end
4025 HR advice	9,187	5,295	(3,892)		(3,892)	173.5%		
4026 Staff & Recruitment	693	200	(493)		(493)	346.6%	220	EMR
<u>102 Office expenses INCOME</u>								
1010 Chamber hire	923	850	(73)			108.5%		More income than expected
1012 Photocopier use	19	8	(11)			240.0%		More income than expected
<u>102 Office expenses EXPENDITURE</u>								
4010 Stationery	1,699	3,020	1,321	6	1,315	56.5%		
4011 Postage	99	300	202		202	32.8%		
4012 Photocopier	803	2,500	1,697		1,697	32.1%		
4013 Equipment purchase	1,167	2,226	1,059		1,059	52.4%		
4017 Subscriptions	4,347	4,675	328		328	93.0%		
4018 Telephones	9,128	10,000	872		872	91.3%		
4019 Hire of Community Hall	185	325	140		140	56.9%		
4021 Hospitality	369	425	56		56	86.9%		
4023 Training	8,770	11,250	2,480	525	1,955	82.6%	3,125	EMR
4027 Software	15,872	17,700	1,828		1,828	89.7%		
4030 Payroll	1,597	2,070	473		473	77.2%		
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	1,825	4,000	2,175		2,175	45.6%		
4043 Protective clothing	836	2,000	1,164	44	1,120	44.0%		
4052 Heat, light, power	3,032	3,222	190		190	94.1%		
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		0.0%			
4029	Mayor's civic	1,174	1,801	627	627	65.2%			
4044	Councillors' mileage / exp.	178	573	395	395	31.0%			
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	345	2,580	2,235	135	2,100	18.6%		
<u>104 Legal requirements INCOME</u>									
1098	Insurance Claims Income	2,256	0	(2,256)		0.0%			
<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	EMR	
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	34,495	12,000	(22,495)		287.5%		More income than expected	
<u>132 Future planning / contingencies EXPENDITURE</u>									
4500	Future planning / contingencies	927	13,000	12,073	85	11,988	7.8%		
<u>304 Youth Council EXPENDITURE</u>									
4238	Youth Council admin	0	110	110	110	0.0%			

ENVIRONMENT**201 Environment EXPENDITURE**

3995	NI Environment	18,529	22,249	3,720		3,720	83.3%	
3996	Pensions ERS Environment	47,145	61,577	14,432		14,432	76.6%	
4004	Salaries environment	198,815	250,670	51,855		51,855	79.3%	

202 Roundabouts INCOME

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

202 Roundabouts EXPENDITURE

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

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

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

4033	Waste disposal	4,561	5,610	1,049		1,049	81.3%	
4035	Machinery	2,441	2,915	474		474	83.7%	
4036	Fuel (Mower)	1,786	2,533	747		747	70.5%	
4037	Sundries	1,606	3,025	1,419	256	1,163	61.5%	
4063	Vehicle hire and running costs	3,119	7,060	3,941	1,650	2,291	67.6%	

248 Depot EXPENDITURE

4013	Equipment purchase	0	5,000	5,000	905	4,095	18.1%	
4055	Alarm	548	560	12		12	97.9%	
4225	Rates	4,784	4,641	(143)		(143)	103.1%	143 EMR
4601	Repairs & maintenance fund	377	900	523		523	41.9%	
4602	Electricity	1,612	2,000	388		388	80.6%	
4603	Water	224	635	411		411	35.3%	

	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	311	200	(111)			155.5%		More income 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	1,093	1,002	(91)		(91)	109.1%		Unexpected scooter repair costs	
4612 Contractor charge	9,553	10,450	897		897	91.4%			
4709 Maintenance	5,864	6,600	736		736	88.8%			
<u>250 Lace Hill INCOME</u>									
1026 Lace Hill Community Centre	37,833	41,000	3,167			92.3%			
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	2,523	6,500	3,977		3,977	38.8%			
4160 Lace Hill water	645	1,086	441		441	59.4%			
4161 Lace Hill Repair & Maintenance	5,047	4,000	(1,047)		(1,047)	126.2%		MUGA repairs, covered by insurance claim	
4162 Lace Hill Planned Maintenance	6,987	7,920	933		933	88.2%			
4164 Lace Hill equipment	1,702	3,754	2,052		2,052	45.3%			
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	778	778	0			100.0%			
<u>251 Chandos Park EXPENDITURE</u>									
4601 Repairs & maintenance fund	1,256	3,950	2,695	330	2,365	40.1%			
4602 Electricity	875	1,471	596		596	59.5%			
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	22,078	29,400	7,322			75.1%			

	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	EMR	
4265 New cemetery maintenance	0	7,000	7,000	3,500	3,500	50.0%			
4601 Repairs & maintenance fund	1,754	5,825	4,071		4,071	30.1%			
4602 Electricity	(328)	1,000	1,328		1,328	(32.8%)			
4617 Memorial testing	4,770	4,330	(440)		(440)	110.2%	2,000	EMR	
4619 Cemeteries Development	141,359	106,415	(34,944)	11,960	(46,904)	144.1%	121,676	EMR	
4620 Expenses for burial duties	3,586	5,785	2,199		2,199	62.0%			
<u>254 Chandos Park toilets EXPENDITURE</u>									
4612 Contractor charge	9,553	10,450	897		897	91.4%			
4709 Maintenance	9,649	14,035	4,386	292	4,094	70.8%			
<u>255 Railway Walk & Castle Hill EXPENDITURE</u>									
4709 Maintenance	3,726	1,145	(2,581)		(2,581)	325.4%	3,400	EMR	
<u>256 Storage Premises EXPENDITURE</u>									
4066 Grenville garage rent	548	626	78		78	87.5%			
<u>258 Cemetery Lodge INCOME</u>									
1061 Cemetery Lodge rental income	10,873	11,781	908			92.3%			
<u>258 Cemetery Lodge EXPENDITURE</u>									
4034 PWLB repayments inc. interest	4,702	4,702	(0)		(0)	100.0%			
4609 Cemetery Lodge maintenance	10,962	3,260	(7,702)		(7,702)	336.3%	7,340	EMR	
<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	18,852	30,390	11,538	2,850	8,688	71.4%			
4091 Chamber	231	1,100	869		869	21.0%			
<u>262 Parks General EXPENDITURE</u>									
4101 Seats and bins	1,666	1,765	99		99	94.4%			
4102 Dog bins	3,752	13,686	9,934	4,072	5,863	57.2%			
4106 Play area maintenance	4,109	9,316	5,207	79	5,128	45.0%			
4112 Environment Equipment	1,774	11,286	9,512	7,575	1,937	82.8%			
4122 Tree works	14,179	36,105	21,926		21,926	39.3%			
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%			
<u>TOWN CENTRE & EVENTS</u>									
<u>301 Town Centre & Events INCOME</u>									
1028 Lace Hill events income	468	850	382			55.0%			
1029 Good Endings Fair income	445	300	(145)			148.3%		More income than expected	
1062 Community Fair table income	160	230	70			69.6%			
1066 Comedy night income	923	1,500	577			61.5%			
1069 Charter fairs income	8,430	8,324	(106)			101.3%		More income than expected due to RPI	
1091 Events Sponsorship Income	0	100	100			0.0%			
1092 Events Stall Income	836	1,100	264			76.0%			
1093 Dog Show Income	299	125	(174)			239.3%		More income than expected	
1099 Summer Art Trail Sponsorship	100	0	(100)			0.0%			
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	3,300	6,379	3,079		3,079	51.7%			
3998 Pensions ERS TC&E	13,075	18,677	5,602		5,602	70.0%			
3999 Salaries TC&E	57,378	100,694	43,316		43,316	57.0%			
4042 Events equipment	1,298	1,500	202		202	86.5%			
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%			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	EXPLANATION	Appendix A
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	248	253	49.5%		
4128	Small Events	209	350	141		141	59.7%		
4166	Lace Hill events	1,015	1,600	585		585	63.5%		
4201	Christmas lights	13,135	13,800	665		665	95.2%		
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%	Screen cost covered by income	
4208	Spring Fair	84	300	216		216	28.0%		
4211	Band Jam	5,038	5,100	62		62	98.8%		
4212	Christmas lights switch on	3,258	3,250	(8)		(8)	100.2%		
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	
4243	Charter Fairs	5,063	5,500	437		437	92.1%		
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	16,072	17,500	1,428			91.8%		
1006	Flea market	5,812	4,600	(1,212)			126.3%	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	545	800	255			68.1%		
1083	Fringe income	424	400	(24)			106.0%	More income than expected	
1094	Skate Park Income	0	1,000	1,000			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>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	306	600	294		294	51.0%		
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	7,172	9,000	1,828			79.7%		
<u>305 Tourist Information Centre EXPENDITURE</u>									
4253	TIC tickets & produce	5,596	8,000	2,404		2,404	69.9%		
4255	Heritage app expenditure	0	300	300		300	0.0%		
4274	Tourism website	280	440	160		160	63.6%		
<u>306 Accessibility EXPENDITURE</u>									
4254	Accessibility Costs	200	2,250	2,050		2,050	8.9%		
<u>PLANNING</u>									
<u>601 Planning EXPENDITURE</u>									
3992	Salaries Planning	32,454	38,637	6,183		6,183	84.0%		
3993	NI Planning	2,387	2,910	523		523	82.0%		
3994	Pensions ERS Planning	2,958	3,594	636		636	82.3%		
4624	Neighbourhood Plan	22,454	2,510	(19,944)		(19,944)	894.6%	19,400	EMR
	Grand Totals:- Income	1,398,472	1,413,489	15,017			98.9%		
	Expenditure	1,176,792	1,519,915	343,123	34,512	308,611	79.7%		
	Net Income over Expenditure	221,680	(106,426)	(328,106)					

25/02/2025

Buckingham Town Council

15:08

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Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EARMARKED RESERVES	321,140.00	-321,140.00	0.00
325 EMR YOUTH COUNCIL	0.00	2,015.00	2,015.00
326 EMR CEMETERY DEVELOPMENT	0.00	47,144.74	47,144.74
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	-11,739.00	-11,739.00
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	9,413.02	330,553.02

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 10

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
02/01/2025	78169		ABBOT FIRE	A054	54.62	10.92	65.54	4601	251	54.62	extingu service tennis
02/01/2025	78172		ABBOT FIRE	A054	82.00	16.40	98.40	4601	248	82.00	exting service depot
02/01/2025	78173		ABBOT FIRE	A054	95.16	19.03	114.19	4161	250	95.16	fire service LHSCC
02/01/2025	78184		ABBOT FIRE	A054	245.00	49.00	294.00	4601	251	245.00	emerg lighting servs
08/01/2025	78268		ABBOT FIRE	A054	120.00	24.00	144.00	4609	258	120.00	fire alarm cem lodge
01/01/2025	42986		AYLESBURY FIRE	A058	154.44	30.89	185.33	4162	250	154.44	fire alarm service lhsc
22/01/2025	900		COMMUNITY CENTRE	B002	247.50	0.00	247.50	4242	303	247.50	hall hire food fair
31/01/2025	6281		CLOUDY IT	C073	1,834.80	366.96	2,201.76	4027	102	1,834.80	MONTHLY HOSTING
01/01/2025	29713		GANDERTON	G008	222.03	44.41	266.44	4063	205	191.68	fuel
								4036	205	30.35	fuel
17/01/2025	20205		HERON	H009	193.50	38.70	232.20	4601	253	193.50	memorial testing corex signs
31/01/2025	14370		HEALTH	H011	1,910.61	382.12	2,292.73	4612	249	955.31	TOILET MAINTENANCE
								4612	254	955.30	TOILET MAINTENANCE
31/01/2025	920229		INREACH	I014	55.87	11.18	67.05	4012	102	55.87	COPIES
31/01/2025	172304		JANITORIAL DIRECT	J013	167.64	33.53	201.17	4164	250	167.64	CLEANING SUPPLIES
22/01/2025	175017		JANITORIAL DIRECT	J013	20.13	4.03	24.16	4037	205	20.13	cleaning supplies
31/01/2025	175017A		JANITORIAL DIRECT	J013	24.17	4.83	29.00	4037	205	24.17	cleaning supplies
31/01/2025	175017CR		JANITORIAL DIRECT	J013	-20.13	-4.03	-24.16	4037	205	-20.13	correct misposting of invoice
23/01/2025	175058		JANITORIAL DIRECT	J013	165.31	33.06	198.37	4164	250	165.31	cleaning supplies
17/01/2025	8898		M2	M066	470.00	94.00	564.00	4085	261	470.00	valves and expansion vessel
30/01/2025	8960		M2	M066	520.00	104.00	624.00	4609	258	520.00	CEM LODGE REPAIRS
02/01/2025	62804		ONLINE PLAYGROUNDS	O023	20.17	4.03	24.20	4106	262	20.17	chain for swing
31/01/2025	140568		PARAGON	P008	286.50	57.30	343.80	4620	253	286.50	DIGGER HIRE
31/01/2025	140771A		PARAGON	P008	311.40	62.28	373.68	4620	253	311.40	CORRECT POSTING
31/01/2025	140771CR		PARAGON	P008	-259.50	-51.90	-311.40	4620	253	-259.50	CANCEL MISPOSTING
19/01/2025	141041		PARAGON	P008	292.20	58.44	350.64	4620	253	292.20	digger hire
19/01/2025	141042		PARAGON	P008	455.60	91.12	546.72	4620	253	455.60	digger hire
23/01/2025	141259		PARAGON	P008	625.70	125.14	750.84	4619	253	625.70	DIGGER HIRE

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Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 10

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
								326		-625.70	DIGGER HIRE
								6002	253	625.70	DIGGER HIRE
31/01/2025	141323		PARAGON	P008	18.75	3.75	22.50	4037	205	18.75	IMPACT BIT, SAFETY GLASSES
30/01/2025	54540		PROJECT SOLUTIONS	P012	225.00	45.00	270.00	4023	102	195.00	NRSWA cm
								4023	102	30.00	NRSWA cm
14/01/2025	2931199		PRS	P044	437.68	87.54	525.22	4162	250	437.68	prs licence LH
31/01/2025	154794		PAYROLL OPTIONS	P057	146.45	29.29	175.74	4030	102	146.45	MONTHLY PAYROLL
09/01/2025	39699		RED17	R026	36.50	7.30	43.80	4112	262	36.50	outdoor poster snal frames
31/01/2025	QL206615-1		SLCC	S005	120.00	24.00	144.00	4023	102	120.00	pialc - sb
02/01/2025	1418		SOCIETY OF LONDON	S013	94.00	0.00	94.00	4253	305	94.00	theatre token sales TIC
10/01/2025	2275797		SSE	S019	30.60	1.53	32.13	4052	102	30.60	feeder pillar dec
10/01/2025	2276780		SSE	S019	63.67	3.18	66.85	4602	251	63.67	dec chandos toilets
20/01/2025	2336402		SSE	S019	55.30	2.77	58.07	4602	248	55.30	dec unit 17
20/01/2025	2346585		SSE	S019	321.08	16.05	337.13	4602	248	321.08	sept - jan unit 12
23/01/2025	CN468297		SSE	S019	-1,548.72	-77.44	-1,626.16	4602	253	-1,548.72	CHAPEL B FEB 24 - OCT 24
01/01/2025	2000391780		SCREWFIX	S044	71.65	3.33	74.98	4112	262	71.65	boots size 7 / paddle lever
17/01/2025	5948		TS ELECTRICAL	T067	90.00	18.00	108.00	4709	254	90.00	fault in Chandos Park toilets
30/01/2025	5389663		VIKING DIRECT	V001	97.38	19.48	116.86	4010	102	97.38	stationery
01/01/2025	77872		WORKNEST	W029	129.60	25.92	155.52	4026	101	129.60	bds checks sb, rd
TOTAL INVOICES					8,683.66	1,819.14	10,502.80			8,683.66	

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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 11

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
01/02/2025	14295499		ANGLIAN WATER	A015	77.22	6.22	83.44	4603	248	77.22	aug-nov 24
03/02/2025	GB500DPH9ND69I		AMAZON	A035	17.12	3.42	20.54	4112	262	15.03	rust converter spray
								4112	262	2.09	rust converter spray
03/02/2025	GB5000BCM5K2BI		AMAZON	A035	12.07	2.41	14.48	4021	102	12.07	teaspoons
03/02/2025	GB5007HG9598NI		AMAZON	A035	11.66	2.33	13.99	4021	102	11.66	storage box with lid
04/02/2025	GB59362ABEY		AMAZON	A035	31.43	6.28	37.71	4021	102	29.35	CUPS,GLASSES,JARS
								4021	102	2.08	CUPS,GLASSES,JARS
04/02/2025	78171		ABBOT FIRE	A054	73.29	14.66	87.95	4601	251	73.29	EXTINGUISHER SERVICE ETC
09/02/2025	924		COMMUNITY CENTRE	B002	2,616.34	0.00	2,616.34	4052	102	2,616.34	utilities annual recharges
01/02/2025	2205088110		BUCKS COUNCIL	B006	3,751.67	750.33	4,502.00	4102	262	3,751.67	5 x dog bins and 33 x dog bins
01/02/2025	TEN FF		BUCKS COUNCIL	B006	21.00	0.00	21.00	4242	303	21.00	TEN FF/10112883/Temp event not
01/02/2025	PAID VIA CB		BAFA	B012	-162.00	0.00	-162.00	1026	250	-162.00	paid via cb jan 25
12/02/2025	4318		BURGESS WINDOWS	B087	4,252.45	850.49	5,102.94	4709	249	4,252.45	toilet doors
12/02/2025	4319		BURGESS WINDOWS	B087	1,568.45	313.69	1,882.14	4709	249	1,568.45	toilet doors
04/02/2025	1060		FABRICHINE	F058	120.00	24.00	144.00	4112	262	120.00	MAN HOLE COVER
01/02/2025	29953		GANDERTON	G008	173.08	34.62	207.70	4063	205	127.35	fuel
								4036	205	45.73	fuel
03/02/2025	1222950		GRUNDON	G050	120.98	24.20	145.18	4033	205	120.98	wheelie bins
03/02/2025	1222951		GRUNDON	G050	205.97	41.19	247.16	4033	205	205.97	wheelie bins lhscc
04/02/2025	2116612		LS ENGINEERS	L002	46.44	9.29	55.73	4037	205	46.44	SPARK PLUG X 5
14/02/2025	20250143		MK OCCU HEALTH	M022	400.00	0.00	400.00	4025	101	400.00	Occ Health
09/02/2025	250200141183		MAINSTREAM	M061	184.00	36.80	220.80	4018	102	184.00	analogue/bb
03/02/2025	110649		OAKPARK	O060	121.00	24.20	145.20	4085	261	121.00	alarm system maint
03/02/2025	71143714		PHS	P051	213.82	42.76	256.58	4162	250	213.82	sanitary / mats
03/02/2025	71143715		PHS	P051	19.11	3.82	22.93	4162	250	19.11	sanitary disposals
12/02/2025	97707		QUEST	Q002	16.12	3.22	19.34	4161	250	16.12	CONTACT ADHESIVE
12/02/2025	977404		QUEST	Q002	22.22	4.44	26.66	4112	262	22.22	frog tape,screws,abrasive pape
03/02/2025	263468		RAWLINS PAINTS	R004	132.04	26.43	158.47	4112	262	132.04	decorating supplies

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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 11

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
03/02/2025	263469		RAWLINS PAINTS	R004	65.77	13.15	78.92	4112	262	65.77	masonry paint
12/02/2025	2425279		SEAHAWKS	S007	37.50	0.00	37.50	4242	303	37.50	trophies
12/02/2025	2425280		SEAHAWKS	S007	78.00	0.00	78.00	4128	301	78.00	trophies
03/02/2025	INV2360037		SSE	S019	81.49	4.07	85.56	4602	253	81.49	sept to jan chapel a
01/02/2025	IVO2429875		SSE	S019	64.36	3.22	67.58	4602	251	64.36	jan chandos toilets
01/02/2025	IVO2430007		SSE	S019	26.17	1.31	27.48	4052	102	26.17	jan feeder pillar
07/02/2025	0020381SJ		SJ MOBILITY	S028	353.92	0.00	353.92	4608	249	43.77	mobility scooter repairs
								4608	249	166.47	mobility scooter repairs
								4608	249	143.68	mobility scooter repairs
04/02/2025	5732		SPARKX	S050	425.00	85.00	510.00	4601	251	425.00	CHANDOS PARK INVESTIGATION
04/02/2025	292761		SITEBOX	S068	866.66	173.33	1,039.99	4035	205	866.66	POWER WASHER
12/02/2025	372571		TUDOR ENVIRONMENTAL	T002	488.94	97.79	586.73	4122	262	488.94	drainage pip, end plug, agrobe
03/02/2025	5423092		VIKING DIRECT	V001	81.98	16.40	98.38	4010	102	81.98	stationery
03/02/2025	62215		VAUGHTONS	V003	308.00	61.60	369.60	4010	102	308.00	councillor name badges x 2
TOTAL INVOICES					<u>16,923.27</u>	<u>2,680.67</u>	<u>19,603.94</u>			<u>16,923.27</u>	

Buckingham Town Council
Resources Committee Meeting
3rd March 2025

One Year Grants 2025/26

Officer: Jodie Baughan, Finance Officer

1. Recommendation:

1.1. It is **RECOMMENDED** that the following one-year grants are awarded for 2025/26. This recommendation is based purely on factual application of the grants policy, officers have not made any judgement on the worthiness of any of the applications.

Organisation	Recommended
Autism early Support	£1500
1 st Buckingham Rangers	£475
Buckingham & District Angling Association	£300
Buckingham Football Club	£1169
Buckingham Choral Society	£1000
Connection Support	£1558
Open House (Community Care North Bucks)	£1496
Swan Community Hub	£2142
TOTAL	£9640

2. Background:

2.1. Eight requests for financial assistance have been received by Buckingham Town Council for one-year grants for the 2025/26 financial year. The total budget available is £9,641 and application have been received to a total of £11,530.

2.2. The Buckingham Town Council grant policy states that: ***“Where there is more demand for one-year grants than funding available, new applicants will be given priority over those who have received funding in the last four years.”*** It is therefore recommended that the three first time applications are awarded in full, with the remaining budget divided equally between the five repeat applicants. Officers have reviewed the applications to confirm that they are valid. No judgements have been made on how worthy the project or

interpretation given to the detail. Members are advised to read each application in full and formulate their own opinions. The full application information can be found in Appendix C.

2.3. The grant award criteria are as follows:

- Grants will **only** be considered for projects and activities beneficial to the people of the civil parish of Buckingham.
- Grant recipients must be based in the civil parish of Buckingham or provide evidence of the percentage of the work that directly benefits Buckingham residents.
- Only not-for-profit bodies will be considered for a grant.

3. First time applicants

3.2.1. If all first-time applicants are awarded the full grant, this would amount to £2,975 of the £9,641 budget.

Organisation	Requested	Recommended	Description	Summary of Reason
Early Autism Support trust	£1500	£1500	2 x subsidised nursery places for 2 Buckingham Residents currently attending the nursery.	Valid application ¹
1 st Buckingham Rangers *	£475	£475	Funding towards the cost of attending International Camp.	Valid application
Buckingham Choral Society	£1,000	£1,000	To help fund winter concert.	Valid application
		£2,975		

*application previously received from the Buckingham Girlguiding District as a whole, not as individual Troop.

4. Applications from previous grant winners.

4.1. If the above is agreed, then £6,666 budget remains, which if split equally is 77.9% each.

¹ A valid application is one that fulfils the Grant Policy criteria.

Organisation	Requested	77.9% of request (rounded to the nearest pound)	Description	Summary of Reason
Buckingham & District Angling Association	£385	£300	Support to the River Warden Group	Valid application
Connection Support	£2000	£1,558	Training befrienders	Valid application
Open House (Community Care North Bucks)	£1,920	£1,496	2 x trips for 53 carers	Valid application
Buckingham Football Club	£1,500	£1,169	Hedgerow planting	Valid application
Swan Community Hub	£2,750	£2,142	To run 5 free 2-hour children's sessions including 1 for SEND children.	Valid application

TOTAL		£6665
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5. Ineligible applications

Organisation	Requested	Recommended	Description	Reason
Yoga State of Mind	£2,139.50	Ineligible	10-week yoga course, open to anyone. Although it was suggested that it would benefit at least 50% of Buckingham residents, no guarantee of this could be given.	Recommend no amount awarded as: <ul style="list-style-type: none"> - Application arrived after the deadline. - MK based organisation, no Buckingham venue confirmed.

Buckingham Town Council One Year Grant Recommendations 2025/26

Organisation: Early Autism Support Trust

Project name: Circle Centre Nursery,

Buckingham Residents

Grant amount requested: £1500

Towards a total cost of: £394,130

Expenditure over last year (2023): £720,173

Held in bank, end of last year: £110,452

Charity number: 1141868

Number of beneficiaries: 20

Are more than 50% of recipients in Buckingham?: Yes

Reason for grant: Our Circle Centre nursery near Buckingham has been pioneering early support for autistic children (aged two to five years) and their parents since 2001. We provide a nurturing environment where children can grow and develop regardless of their differences. We have a multidisciplinary team, including specialist teachers, a speech and language therapist and an occupational therapist, who design, develop and implement individually tailored educational plans for each child. Through specialist early years education and therapies, we help children to communicate, regulate their emotions, build connections, and prepare for their next educational setting..

Benefits to community: No. Of the 19 children who currently attend our Circle Centre nursery, two are from the town of Buckingham.

All families who access the service pay subsidised fees for three sessions per week (and full price for any further sessions unless they have an EHCP).

For our charity, the cost per session for one child is £160 but, to keep the support affordable, we only charge families £30 per session. We are asking for your help to help cover the shortfall in income for the two children who attend from Buckingham.

Support to residents from one of more of the groups with a protected characteristic?: Disability – Autism, ADHD,

Environmental impact: As a charity we are committed to lowering our impact on the environment and, where possible, at the nursery we make conscious decisions to make choices that have a positive impact.

Awarded 21/22	Awarded 22/23	Awarded 23/24	Awarded 24/25	2025/26 REQUESTED	2025/26 RECOMMENDATION
£0	£0	£0	£0	£1,500	£1,500

Reason for recommendation: Valid application - first time applicant

Buckingham Town Council One Year Grant Recommendations 2025/26

Organisation: 1st Buckingham Rangers

Project name: Orbit Camp 2025

Grant amount requested: £475

Towards a total cost of: £5,260

Expenditure over last year (2023): £10,603.11

Held in bank, end of last year: £3,211.57

Charity number: Not registered

Number of beneficiaries: 11

Are more than 50% of recipients in Buckingham?: Yes

Reason for grant: To attend a 6 day camp just outside of Dublin. To include 5 rangers and 4 leaders.

Benefits to community: To showcase Girlguiding and to show the girls what they can achieve.

Support to residents from one of more of the groups with a protected characteristic?: None identified

Environmental impact: We look to reduce our carbon footprint by taking public transport where necessary. If appropriate, by using zoom meetings instead of travelling to leaders' meetings.

Awarded 21/22	Awarded 22/23	Awarded 23/24	Awarded 24/25	2025/26 REQUESTED	2025/26 RECOMMENDATION
£0	£0	£0	£0	£475	£475

Reason for recommendation: Valid application - first time applicant

Buckingham Town Council One Year Grant Recommendations 2025/26

Organisation: Buckingham Choral Society

Project name: First Class Concerts at affordable ticket prices

Grant amount requested: £1,000

Towards a total cost of: £7,400 **Expenditure**

over last year (2024): £22,754.73

Held in bank, end of last year: £12,812.72

Charity number: Not registered

Number of beneficiaries: 100 - 200

Are more than 50% of recipients in Buckingham?: Yes

Reason for grant: To host classical/choral concerts in winter 2025 and to keep the ticket pricing to an affordable cost.

Benefits to community: It will benefit our many members of the community who might not get the opportunity to attend a performance by a professional orchestra. Also to attract new residents to the vibrant arts community in Buckingham.

Support to residents from one of more of the groups with a protected characteristic?: School children and students benefit ticket prices held at £5.00

Environmental impact: Using digital platforms, hiring musical scores, reusable cups/glasses, recycling waste at concerts and car sharing is encouraged.

Awarded 21/22	Awarded 22/23	Awarded 23/24	2024/25	2025/26 REQUESTED	2025/26 RECOMMENDATION
£0	£0	£0	£0	£1,000	£1,000

Reason for recommendation: Valid application - first time applicant.

Organisation: Buckingham & District Angling Association

Project name: Support to River Warden Group

Grant amount requested: £385

Towards a total cost of: £385

Expenditure over last year (2024): £9,145

Held in bank, end of last year: £13,016

Charity number: Not registered

Number of beneficiaries: Indirectly, members of Buckingham

Are more than 50% of recipients in Buckingham?: Yes

Reason for grant: Buckingham Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted or shredded.

1. Reason for grant:

Please tell us about the project you are applying for funding for (maximum 100 words) **Background**

The **Buckingham River Warden Group** (now part of the BDAA) was formed by **Buckingham Town Council, Environment Agency (EA), Upper Bedford Ouse Catchment Partnership (UBOCP)** and other interested stakeholders following the serious pollution incident of the Great Ouse in June 2018.

The group has grown since last year and now comprises of sixteen local volunteers with eight now qualified to undertake Riverfly Invertebrate surveys.

The group carry's out quarterly surveys on a number of stretches of the river through Buckingham and reports any concerns observed through the UBOCP.

In addition, the group carry's out Riverfly Invertebrate surveys at two sites (Chandos Park and Bourton Park) with the results of these recorded on The Riverfly Partnership database. It is planned to add more survey sites in 2025.

This year the UBOCP provided the group with two water quality Hanna

Buckingham Town Council One Year Grant Recommendations 2025/26

meters in enable the level of Ammonia and Phosphate present in the river to be monitored on a monthly basis. The BDAA uses its own meter to measure the level of Dissolved Oxygen (DO) present. The regular measurement of DO, Ammonia and Phosphate along with Riverfly

Invertebrate surveys will give a useful indication of the general water quality of the river that runs through Buckingham.

This grant application covers

- Replacement consumables used in water quality monitoring for Hanna Meters
- Calibration Check Sets for Hanna Meters
- A pair of waders
- A Jiusion 4K WiFi USB Digital Handheld Microscope for ease of invertebrate identification
- Additional Sorting trays – for the Extended Riverfly Survey
- Additional Riverfly Survey Kit

Benefits to community: A regular check of the river water quality that runs through the town. River Wardens are seen as the canaries of the river – giving an early alert to pollution incidents.

Support to residents from one of more of the groups with a protected characteristic?: None identified

Environmental impact: Hard to assess – Most of our River Wardens do not use cars to travel to their survey sites. Otherwise, our activities have very little impact on the environment.

Awarded 21/22	Awarded 22/23	Awarded 23/24	Awarded 24/25	2025/26 REQUESTED	2025/26 RECOMMENDATION
£355	£623	£250	£271	£385	£299.71

Reason for recommendation: Valid application –

Organisation: Open House (Community Care North Bucks)

Project name: Programme of activities and outings

Grant amount requested: £1,920

Towards a total cost of: £3,242

Expenditure over last year (2024): £3,608.83

Held in bank, end of last year: £4,168.66

Charity number: 1172135 - reporting up to date

Number of beneficiaries: 53

Are more than 50% of recipients in Buckingham?: Yes

Reason for grant: Open House provides activities, social events and outings to former carers and people living alone, the aim of these sessions are to help members to maintain social connections and reduce feeling of loneliness and isolation. Engaging in social recreational activities also helps to stimulate the mind and therefore improves cognitive function.

Trips planned for 2025:

Lavender Fields – Hitchin. A guided tour of the lavender fields with the opportunity to pick some lavender to take away. Free time to browse the on site shop and have lunch in the tea shop.

Stratford Upon Avon – Boat trip with afternoon tea provided.

Benefits to community: This grant will help to alleviate the social isolation and loneliness that many of our member feel once their caring role has ended. It will also give peace of mind to their families knowing that they are being looked after in a safe environment by our fantastic group of volunteers.

Support to residents from one of more of the groups with a protected characteristic?: Age - older people, lonely people

Environmental impact: We plan hire a coach to travel to our destinations, therefore only needing one vehicle to transport us, thus reducing our carbon footprint.

Buckingham Town Council One Year Grant Recommendations 2025/26

Awarded 21/22	Awarded 22/23	Awarded 23/24	Awarded 24/25	2025/26 REQUESTED	2025/26 RECOMMENDATIO N
£600	£0	£1,000	£808	£1,920.00	£1,495.68

Reason for recommendation: Valid application

Buckingham Town Council One Year Grant Recommendations 2024/25

Buckingham Town Council One Year Grant Recommendations 2025/26

Organisation: Buckingham Football Club

Project name: Perimeter Hedgerow

Grant amount requested: £1,500

Towards a total cost of: £1,790

Expenditure over last year (2024): £87,346.17

Held in bank, end of last year: £99,718.24

Charity number: Not registered

Number of beneficiaries: 550

Are more than 50% of recipients in Buckingham?: Yes

Reason for grant: To plant a well maintained hedgerow (approx. 3m) on the inside of the perimeter of the fence line. As per ground grading regulations set out by The FA.

Benefits to community: Hedgerow will be pleasing, rather than a solid fence.

Support to residents from one of more of the groups with a protected characteristic?: None identified

Environmental impact: The club has installed solar panels, upgraded to LED lighting.

Awarded 21/22	Awarded 22/23	Awarded 23/24	Awarded 24/25	2025/26 REQUESTED	2025/26 RECOMMENDATION
£0	£1,000	£450	£1,616	£1,500	£1,168.50

Reason for recommendation: Valid application

Buckingham Town Council One Year Grant Recommendations 2024/25

Organisation: Swan Community Hub

Project name: Buckingham Summer Club

Grant amount requested: £2,750

Towards a total cost of: £3,550

Expenditure over last year (2024): £3,005

Held in bank, end of last year: £5,607

Charity number: 1150010 - reporting up to date

Number of beneficiaries: 400+

Are more than 50% of recipients in Buckingham?: Yes

Reason for grant: We wish to run 5 free 2 hour sessions (1 of which will be for SEN children) in the summer holidays in 2025, aimed at children in the age group 3-8. Activities at each session will include Lego, Facepainting, Tattoos, Arts and crafts, colouring, dinosaur table, skittles, hoopla, basketball, hook a unicorn etc. At each of the sessions we will offer a different one-off type of activity. We will supply each family with a takeaway activity bag including a free book per child (and a free knitted toy supplied by Buckingham Knit & Natter group) and a snack bag.

Benefits to community: We will be targeting families who do not have the financial resources and/or maybe the ideas to provide inexpensive diversions & activities for their children which are fun, interesting and learning experiences. We liaise with local health nurses, fostering network, children's centre, schools, playgroups, Furzedown school, Autism early support, North Bucks Downs Syndrome and church contacts who provide family and child support. Feedback from families show that they find the free activities & creative ideas provided have been a significant help in strengthening their relationships with their children. The many local volunteers who help at the events also find the project motivational and rewarding.

Support to residents from one of more of the groups with a protected characteristic?: Age - children, Disability

Environmental impact: By sourcing recyclable materials for our activities and crafts and using sustainable resources wherever we can eg serving refreshments.

Awarded 21/22	Awarded 22/23	Awarded 23/24	Awarded 24/25	2025/26 REQUESTED	2025/26 RECOMMENDATION
£0	£1380	£1,450	£1,616	£2,750	£2,142.25

Reason for recommendation: Valid application

Organisation: Connection Support

Project name: Volunteer Project
Buckingham

Grant amount requested: £2,000

Towards a total cost of: £2,112

Expenditure over last year (2024): £8,584,964

Held in bank, end of last year: £8,198,886

Charity number: 1049740 - reporting up to date

Number of beneficiaries: 10+

Are more than 50% of recipients in Buckingham?: yes

Reason for grant: We would like to expand our volunteer programme in Buckingham by training and recruiting two volunteer befrienders. Befrienders support clients suffering from loneliness or mental health issues, by offering a positive influence, moral support and a listening ear. Volunteers carry out weekly client welfare checks. They accompany clients to medical appointments, collect prescriptions, open/manage bills and tasks such as gardening or DIY. Volunteers might take clients on outings, to join a local club and participate in shared hobbies or sport. This enables clients to better interact within the local community, develop/rediscover social skills, self-esteem, confidence and reduces isolation and loneliness.

Benefits to community: Volunteers have provided support to 10 clients living in Buckingham this year. Currently 3 people are receiving volunteer support. Support workers have identified many more clients in Buckingham who have said they would benefit from volunteer support which has identified a need for more volunteers in Buckingham. Volunteers provide 'light touch' support such as visiting clients at their home in Buckingham, to monitor their general wellbeing and to check they are keeping up to date with their rent and other payments. This increases the likelihood of a positive outcome for the people we support.

It frees up more staff time for frontline work and enables us to provide a wider range and depth of support to clients.

Longer term, this reduces the number of our clients who return to rough sleeping, offending and substance abuse increasing their ability to maintain independent and dignified accommodation and a stable and fulfilling life away from services.

Volunteers will support clients to engage in meaningful activities in Buckingham, such as joining a local community group or looking for employment and as a result will feel in a better position to move forwards with their life. An improvement in the client's mental health will result in less pressure on GPs, mental health services, family, friends, colleagues and the wider Buckingham community.

There will be less dependency on other agencies such as the Council and local charities such as Citizens Advice.

Clients will feel less isolated and lonely and develop greater confidence in their social skills. Reduced social isolation will contribute to an improvement in mental health and therefore minimise the need of intervention from other agencies.

Our clients have told us that they greatly value support from volunteers who they perceive as non-judgmental and with whom they can share their worries and discuss their situations. Our most recent survey showed that 90% of clients felt more in control of their lives as a result of the intervention and nearly all said they felt less anxious and that their mental health and wellbeing had improved.

Support to residents from one of more of the groups with a protected characteristic?: Disability - chronic illness, age - older people

Environmental impact: car sharing, cycle to work scheme, recycling.

Awarded 21/22	Awarded 22/23	Awarded 23/24	Awarded 24/25	2025/26 REQUESTED	2025/25 RECOMMENDATION
£	£0	£0	£0	£2,000	£1,558

Reason for recommendation: Valid application

Buckingham Town Council
Resources Committee Meeting
3th March 2025
Four Year Grants 2022/26

Officer: Finance Officer

1. Recommendations:

1.1. It is recommended that payment to the following four-year grants are authorised in line with their four year grant award agreements, for 2022/26.

1.2. It is recommended that a working group be set up in the summer to review the four-year grant process before the start of the new cycle.

Organisation	2022	2023	2024	2025	TOTAL
Citizens Advice Bucks	£ 5,750	£ 5,951	£ 6,160	£ 6,375	£ 24,236
Buckingham Youth Clubs	£ 5,200	£ 5,382	£ 5,570	£ 5,765	£ 21,917
Buckingham Old Gaol Trust	£ 5,000	£ 5,175	£ 5,356	£ 5,544	£ 21,075
Buckingham Summer Festival	£ 2,000	£ 2,070	£ 2,142	£ 2,217	£ 8,429
Chandos Park Tennis Club	£ 1,500	£ 1,553	£ 1,607	£ 1,663	£ 6,323
Chandos Park Bowls Club	£ 1,000	£ 1,035	£ 1,071	£ 1,109	£ 4,215
Project Street Life	£ 500	£ 518	£ 536	£ 554	£ 2,108
Buckingham Fairtrade Steering Group	£ 373 Grant Returned	NIL	NIL	NIL	0
TOTAL	£ 21,323	£ 21,683	£ 22,442	£ 23,227	£ 88,302

2. Background

2.1. The Town Council carried out a grants review in 2020. The Council agreed a number of recommendations, including change of the three-year grants onto a four-year system, starting in April 2022. This is the final year of the first cycle and members have raised concerns that the payments need to be agreed before all groups have reported back. It is therefore recommended that this and any other learning be examined in the summer to be in place before the start of the next four year cycle.

2.2. One year grants are excluded from this paper and presented in report **R/144/24**.

Buckingham Town Council**Resources Committee****Monday 3rd March 2025**

Contact Officer: Compliance and Projects Manager

Health and Safety Policy and Handbook**1. Recommendations**

- 1.1. It is recommended that Members recommend to Full Council that, subject to any typographical corrections required the new Health and Safety Policy be adopted.
- 1.2. It is recommended that Members recommend to Full Council that, subject to any typographical corrections required, the new Health and Safety Handbook be adopted.

2. Background

- 2.1. The Health and Safety Policy and Health and Safety Handbook require periodic review.
- 2.2. Our HR advisors, Worknest, have undertaken a complete rewrite of the existing policy which they have presented as their recommendation for adoption. They have also created a separate staff health and safety handbook which they recommend for ease of use.
- 2.3. A number of typographical amendments have been identified, including replacing references to "director" which Worknest will be tasked to correct before the document is presented for adoption by Full Council.

Buckingham Town Council**Resources Committee****Monday 3rd March 2025**

Contact Officer: Town Clerk/Compliance and Projects Manager

Financial Regulations**1. Recommendations**

- 1.1. It is recommended that members review the working draft of the new Financial Regulations and provide any written feedback to the Compliance and Projects Manager by 5pm on Monday 17 March 2025.

2. Background

- 2.1. The Financial Regulations require annual review in accordance with Standing Order 5J ix. They were last reviewed in May 2024.
- 2.2. Last year, the National Association of Local Councils (NALC) commissioned and published a complete rewrite of the model Financial Regulations so a like for like comparison is not possible.
- 2.3. A work-in-progress draft of the new Financial Regulations has been prepared for Members to review. This early draft includes officer comments in red so that Members can have an early input.
- 2.4. As this is a complete rewrite of a substantial document, it is requested that Members review the attached working draft and provide any written feedback to the Compliance and Projects Manager.
- 2.5. A further draft and report will be brought to this Committee at the next meeting for recommendation to Full Council.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 — is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT registered and unregistered councils — only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the council.
 - n) Much of Section 16 can be deleted if not applicable.
 - e) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?

- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
- b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
- b) In 5.8, at what limit will the council require fixed price quotes rather than estimates?
- c) In 5.9, at what level can smaller purchases be made without competition?
- d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
- e) In 5.18, how much can the clerk commit to spending in an emergency?
- f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
- g) In Section 9, what are the limits for card payments?
- h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying "update table" appears at the top of the list.
- 10) Once this model has been tailored to fit the council's needs, the resulting Financial Regulations (with the insertion of the council's name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council's website.

Just notes – not needed in the finalised document.

BUCKINGHAM TOWN COUNCIL FINANCIAL REGULATIONS**Contents**

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These Financial Regulations were adopted by the council at its meeting held on 12 May 2025.

The original section 18 (Charities) has been deleted as this refers to where the Council acts as sole trustee for a charity which BTC does not.

Page numbers will need checking at the end.

Need to consider reinserting references to ARFO.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the **Joint Panel on Accountability and Governance (JPAG) Smaller Authorities Proper Practices Panel (SAPPP)** and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the **council Resources Committee** shall:

- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant; ~~or single commitment in excess of [£5,000]; and~~
 - **in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.**
- Needs clarification to SCP scale points.**
- **make recommendations to Full Council for the writing off of bad debts; and**
This was in the old FR. Recommend including it again.
 - **make recommendations to Full Council to address recommendations in any report from the internal or external auditors.**

This was in the old FR. Recommend including it again.

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by **the council**, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council, **or relevant committee or officer.**

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

- 2.6. At least **once in each quarter**, and at each financial year end, **a member other than the Chair or a cheque signatory** the vice chair, or, if they are a signatory, **another member of the Resources Committee who is not a signatory**, shall be appointed to verify bank reconciliations **for all accounts** produced by the RFO. The member shall sign and date the reconciliations and the original bank statements **or similar document** as evidence of this. This activity, including any exceptions, shall be reported to and noted by the **council Resources Committee**.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them with any related documents to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by **the council** and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by **the council** at least annually in **[October]** for the following financial year, ~~and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee].~~ The RFO will inform committees of any salary implications. ~~before they consider their draft their budgets.~~ **This is included in the budget planning sheets.**
- 4.3. **No later than [month] each year,** The RFO shall prepare a draft budget with detailed estimates of all ~~receipts and payments,~~ income and expenditure for the following financial year, ~~{along with a forecast for the following [three financial years]}~~, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council. **Check with NALC.**
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the **Resources Committee** ~~not later than the end of [November]~~ **in good time** each year.

- 4.6. The draft budget with any committee proposals, ~~and [three-year] forecast,~~ including any recommendations for the use or accumulation of reserves, shall be considered by the **Resources Committee** and a recommendation made to the council.
- 4.7. Having considered the proposed budget, ~~and [three-year] forecast,~~ the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than **the end of January** for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must ~~and must~~ disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- The full budget is presented to the precept meeting.**
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

Do you want committees to operate earmarked reserves? Are they allocated to committees or all kept by FC?

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes **unless the council has General Power of Competence.**
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph ~~6.12~~ **5.12**) obtain prices as follows:
- 5.6. **For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}.** Tenders shall be invited in accordance with Appendix 1.

Similar phrase in FRs says £30,000, align with national standards?

- 5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.
- 5.8. For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.} **FRs say £100 and £3000 align to national standards?**
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below up to [£2500] excluding VAT.
 - the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below above [£2,500 and up to £5000] excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000 and up to £15000] excluding VAT}
 - in respect of grants, the Resources Committee, within any limits set by council and in accordance with any policy statement agreed by the council.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- the council for all items over **£15,000**;

Figures in 5.15 are those in current FRs all documents need to be aligned, there are too many variations.

- **nominated council officers in accordance with limits set in the Scheme of Delegation.**

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order ~~(unless instructed to do so in advance by a resolution of the council)~~ or make any contract on behalf of the council. **If it stays it needs to clarify it refers to purchase orders. Contradicts with 5.21 below?**
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to **£5,000** excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to **the council** as soon as practicable thereafter. **Emergency spending needs increasing, it is £25,000 in our C/O protocol.**
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless **the council** is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services **{above £250} excluding VAT** unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods. **Current FRs say "all except where formal contract".**
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with **Lloyds Bank**. The arrangements shall be reviewed **annually** for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or

services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council ~~for a duly delegated committee~~ may authorise in advance for the year.
- ~~6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made to reduce the risk of duplicate payments.}~~
- ~~6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.~~
- 6.9. The Clerk ~~and RFO~~ shall have delegated authority to authorise payments ~~{only}~~ in the following circumstances: **Needs to agree with scheme of delegation.**
- i. any payments of up to **£500** excluding VAT, within an agreed budget.
 - ii. payments of up to **£2,000** excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or **to comply with contractual terms, where the due date for payment is before the next scheduled meeting of [the council], where the Clerk and RFO certify certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the council or Resources committee. This is from the old FRs at the auditor's recommendation.**
 - iv. Fund transfers within the councils banking arrangements up to the sum of **£10,000**, provided that a list of such payments shall be submitted to the next appropriate meeting of **the council or Resources committee. Has already been agreed to increased.**
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or **Resources committee**. The council or **Resources committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialed immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting. As above.**

7. Electronic payments – This entire chapter seems to be aimed at a tiny parish. Can we have a look the wording adopted by a few larger councils please.

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator. **This is unclear – should be revised to say RFO.**
- 7.6. Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system. **Checks completed during the meeting. Please check auditor's historic comments on this. Released by officer signatories and reported back.**
- 7.7. Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.?
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years. **Really? If necessary let's do annually. Although reapproval of the FRs annually may be sufficient.**
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed for approved

~~online~~ by two ~~members~~ authorised signatories, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council ~~at least~~ every ~~two~~ years.

- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by ~~[two of] the Clerk and [the RFO] [a member]~~. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. ~~Data held should be checked with suppliers every [two years]. Really?~~
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- ~~8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members signatories {and countersigned by the Clerk}. Clarify they are the committee chairs.~~
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. ~~{Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting. What?!~~

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to ~~the Clerk, Deputy Clerk, and Estates Manager~~ and will also be restricted to a single transaction maximum value of ~~£1000~~ unless authorised by council or ~~Resources committee~~ in writing before any order is placed. ~~Can't find a transaction limit from the bank.~~

~~9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].~~

- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by ~~the Clerk, Deputy Clerk, and Estates Manager~~ and any balance shall be paid in full each month.

~~9.4. Personal credit or debit cards of members or staff shall not be used {under any circumstances.} OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}~~

10. Petty Cash

- 10.1. ~~The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.)~~ **OR** (The RFO shall maintain a petty cash float of £500 and may provide petty cash to officers for the purpose of defraying operational and other expenses. The float may be split between the Council Offices, Lace Hill, Shopmobility, and the Tourist Information Centre, and will be kept under the control of the most senior person present at each location, or as directed by the clerk. The clerk may authorise the holding of a cash float at council events as deemed reasonable and proportionate for each event.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, **or a duly delegated committee**. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council **[or relevant committee]**. **Rates is vague, SCP scale would be clearer.**
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. **Payroll reports will be reviewed by [the finance Resources committee] to ensure that the correct payments have been made.**
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the

minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by **the RFO via the Resources Committee** and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6.** The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date. **OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}**
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to**

~~the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.)~~

Any income received for the Mayor's charities shall be paid into a separate account (Buckingham Town Council Mayor's Charity Fund) and is not part of the funds of the council. Payments will be made after the Mayoral year end to the charities previously nominated by the outgoing Mayor in accordance with the arrangements made upon taking office. Payments will be authorised and signed by two signatories.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section location shall be responsible for the care and custody of stores and equipment in that section location.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case

(including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where ~~the estimated value of any one item does not exceed [£500]~~ permitted elsewhere in these regulations, or are within the scope of the Scheme of Delegation, and in accordance with the Asset Disposal Policy. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

~~17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.~~

~~17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the relevant committee at the next available meeting. The RFO or relevant officer with the appropriate area of knowledge appointed by the RFO, shall negotiate all claims on the council's insurers [in consultation with the Clerk].~~

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined ~~[annually]~~ by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations **annually** and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 5 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Who received compliment/complaint	Location of Issue	Details of compliment/complaint	How was Complaint Made	Does complainant want feedback	Who is responsible for area	Action Required	Outcome/ Follow up
AH via office@	BTC	<p>Hi, this in lieu of when the fair comes to town. I have for years put up with the fair and the extremely loud music, drunk people in the evening putting beer bottles on my windowsills and just the endless litter dropped outside of my house. The music which is so loud is bad enough but then we have an equally loud PA - with the words - scream if you want to go faster echoes every few minutes on the attraction would in an other venue be closed down . As it breaks the rules of what is acceptable as reasonable noise control. There is never any consideration for residents that have to cope with this awful event. We also have to have disturbed sleep from the noisy dismantling of the fair in the early hours of Sunday. Never great when I've been working all week. Therefore as you the town council you are responsible for the fair you eagerly promote. I would like you to ensure the music is within the legal limit decibels - reduced and the PA is reduced in sound. As I'm pretty sure they didnt have those 100 years ago!</p> <p>The parking of random trucks, caravans close to my house needs to be managed by you much better as well as those that park on the footpaths. I never see anyone ensuring these things are in place. I would also like to understand when the fair closes as last year it went on till 11.30pm. Again little o no consideration for those of that need to sleep! This year I will be documenting this awful event and how it impacts me and others . And I hope as the town council you enforce the rules so locals who live near by can also have a nice weekend!</p>	contact form	Y		AH replied to address the issues raised.	Further emails rec'd/sent on 5th/7th & 12th/14th Oct pre and post Fair. AH replied that all concerns would be investigated and feedback dicussed with the head showman. Investigation did not identify any breaches of procedures or policies. Closed.
SamH	Western Ave - complaint	Resident phoned to complain about an abandoned van parked on Western Ave for the last 3 years causing issues especially when BTC's closes roads for their events i.e Fair, Parade..resident has phoned and made the same complaint last year and year before but nothing has been done to get the van moved or towed. Resident said if he parked his car in that space during one of our road closures then he would expect to be towed away, why has'nt BTC towed the van. It feels like BTC don't care about their residents.	phone	yes	BC	Resident wants vehicle removed.	AH: X also emailed office@ on 14/10. AH responded via email 14/10 to advise responsibility lies with BC, X called 15/10 and AH returned call later on 15/10 and left Voicemail, no further contact. Closed.
AH via office@	TC - Charter Fair ***Compliments***	<p>Could you please pass on my thanks to not only you but all who where involved in organising the tickets for the first hour set aside for children with additional needs.</p> <p>My daughter had a wonderful time, everyone running the rides were so kind to her , the quieter environment allowed her to manage the experience so much better than she ever had before.</p> <p>Again thank you so much</p>	email - office@	n	TC Manager	n/a	AH responded thanking her for the compliments and advising they had beed shared with the organisers. Closed.

Who received compliment/complaint	Location of Issue	Details of compliment/complaint	How was Complaint Made	Does complainant want feedback	Who is responsible for area	Action Required	Outcome/ Follow up
Cllr. Schaefer via email on Sat 19th.	Old Stratford Road layby.	<p>I feel compelled to write to express my anger and shock at the way in which a certain percentage of those providing rides and attractions for the annual Charter fair treat Buckingham town and it's surrounds with such contempt and disregard. I live on Wharf View (in fact I live next door to X) and my back garden is 50 m away from the Old Stratford Road lay-by. This is an access road for residents who live at the end of that particular road and it is also a way to walk down from Page Hill to cross the road into Linden Village; catch a bus to Milton Keynes, etc. From mid morning on Friday, we have had numerous large smelly articulated size lorries in this lay-by (incidentally they are all committing an offence because it is clearly marked with a load level which cannot access this lay-by but they seem to disregard this completely). This morning at 5:30 am I could hear them all revving up their engines; spewing out disgusting diesel fumes so one can only assume they arrived late last night; slept in their cabins and then decided to come down into town this morning? Where exactly where were they going to toilet? I cannot imagine. I walked into town this morning to do a bit of shopping/ use the almost deserted library and when I walked back up Stratford Road, I came across a young woman and what looked like an older woman (Maybe it was her mother) in their dressing gowns sitting outside their campervan/motor home which was parked in the lay-by They were smoking and having a cup of tea; so I can only assume that they have spent the night here and will no doubt do the same thing again tonight. I find this absolutely incredible that you as a council allow this to go on every year, unchecked. When is somebody going to take these people to task about their appalling attitude and behaviour??</p> <p>Isn't it about time that you offered an opportunity for residents to have their say and opinions about the validity of a Charter Fair in the centre of the town?? Buckingham is only going to continue to grow and the traffic situation is pretty wretched now; allowing two whole weekends of massive disruption is, in my humble opinion, both naive and irresponsible on your behalf.</p> <p>I am more than happy for you to share my comments and thoughts to any of your colleagues in the hope we might be able to rectify this ongoing and immensely frustrating situation</p>	email	Y	BC but was being used for Charter Fair parking by showmen.	Investigate area for outstanding issues.	<p>Email reply sent by Compliance and Projects Manager 22/10/24. Thank you for the feedback that you provided to Cllr. Schaefer regarding the Charter Fair. Your email has been forwarded to me at the Council Offices to investigate. A member of the Council's Green Spaces team inspected the layby that you refer to after the fair had left and found no issues, including no evidence of toilet waste. I have also established that none of the Council team saw any vehicles in the layby that appeared to be over 7.5 tonnes. However, I do thank you for making us aware of your suspicions which will enable us to keep an eye out for any evidence of these next year. 23/10/24 Resident response below. No further action required. Thank you for your reply. Let's just agree to disagree shall we? Members of your team did not check the loads of these particular lorries in any detailed way; if they were here on Saturday morning they would clearly see that the lorries and indeed their loads were way over the limit. I'm sure you are aware that there is a lot of concern, frustration and anger about the annual charter fair and whilst I fully appreciate that many people do enjoy the arrival of the amusements and an opportunity to see the town in a slightly different light; in my humble view the</p>
Paula	Hospital entrance	A hospital worker complained that the hospital entrance was blocked last week, on Saturday evening, by members of public queuing for a ride/hanging around a ride. She said that there are end of life patients at the hospital and visitors struggled to get in and out. There are also first responders, midwives and nurses who also had difficulty leaving the hospital site.	Verbally	Verbal update given on the day.	Charter Fair		<p>Details passed to the Town Clerk who spoke to the head showman. He said that he would place barriers at the entrance/exit to the hospital to discourage members of public from using that area. This response was given verbally to the complainant. Closed.</p>

Who received compliment/complaint	Location of Issue	Details of compliment/complaint	How was Complaint Made	Does complainant want feedback	Who is responsible for area	Action Required	Outcome/ Follow up
Adam	8 needlepin way, Mk187RB *** Compliment ***	Hi Adam I hope you are well. I would like to say massive THANK YOU for pointing me! I have reported sewer to Anglian Water on last Monday and they turned within 24 hours.I personally supervised worker from beginning to end of his job.He have told me that supposed to do owner of the house because it is still private land.I made pleasy eyes and he unblocked drains.Today my neighbours landlord put the cover on it.The work is completely done. Once again thank you for your help. Take care and have a lovely day.	email	no	landlord.Ang lian Water	none - completed	n/a Closed.
Paula	Planning meeting	Letter of complaint received regarding speculative comments made in a public meeting regarding a planning application. The owner said that the laughing and joking that took place caused them great anxiety and asked that Members consider this when commenting on applications.	Email	Yes	Planning Committee	Discuss with relevant members.	Response sent. Closed.

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		On agenda
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.
Resources	502/24.1 13/1/25	Budgets	1035 (tennis court rent) - Town Clerk to check if this is an annual invoice.	Town Clerk	Invoiced annually in January. Now paid in full.	Completed
Resources	506/24 13/1/25	Review of FOI	Members suggested that the Policy states explicitly 'escalation' to the Town Clerk if needed. Town Clerk to discuss with the Compliance and Projects Manager.	Town Clerk	Document is written as prescribed by the Information Commissioner's Office. Standard complaints procedures apply.	Completed