

Chesham Town Hall
Baines Walk, Chesham, Bucks, HP5 1DS

Chief Executive
Tony Marmo

01494 774 842
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Tuesday 10 January 2023

Dear Councillor,

I hereby give you notice of a **Meeting of the TOWN COUNCIL** to be held in the Council Chamber, Town Hall, Chesham, on **MONDAY 16 January 2023 at 7.30pm:**

Agenda

1. Apologies for Absence
2. Declarations of Interests.
3. To receive the minutes of the Council meeting held on the 12th December 2022
4. To review the Council meeting Action Tracker
5. Public Question Time: A period of up to 15 minutes or less, as the case may be, will be allowed for members of the public present, who are electors or residents in the parish of Chesham, to ask questions primarily in respect of items on the agenda of this Town Council meeting but also in the interests of wider public discussion.
6. To receive the Mayoral engagements and any other announcements as the Town Mayor may wish to lay before the Council.
7. To note the following minutes of the Finance committee meeting on 19th December 2022
8. Annual Strategic Plan 2023-24
9. Annual Budget and Precept 2023-24
10. Annual Reserves Policy and Programme 2023-24
11. CIL Policy and Tracker
12. Complaints Procedure
13. Environmental Policy
14. Schedule of Payments

Yours sincerely,



Tony Marmo
Chief Executive Officer

Cllr Parveiz Aslam Cllr Wilford Augustus Cllr Alan Bacon Cllr Joseph Baum Cllr Simon Booth Cllr Qaser Chaudhry Cllr Emily Culverhouse Cllr Majid Ditta Cllr Mohammad Fayyaz Cllr Justine Fulford	Cllr Paul Harding Cllr Umar Hayyat Cllr Francis Holly Cllr Chasey Hood Cllr Jane MacBean Cllr Rachael Matthews Cllr Nick Southworth Cllr Gareth Williams Cllr Fred Wilson
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The agenda will be circulated to all members of the Council
THE MEETING IS OPEN TO THE PUBLIC

AGENDA ITEM: 3

CHESHAM TOWN COUNCIL MINUTES of the meeting of the Council

held on Monday 12 December 2022

Councillors:

Councillor Parveiz Aslam	Councillor Justine Fulford
Councillor Wilford Augustus	Councillor Umar Hayyat
Councillor Alan Bacon	Councillor Francis Holly
Councillor Joseph Baum	Councillor Rachael Matthews
Councillor Simon Booth	Councillor Gareth Williams
Councillor Emily Culverhouse	Councillor Fred Wilson
Councillor Mohammad Fayyaz	

In attendance:

Mr Tony Marmo	Chief Executive Officer
Ms Kathryn Graves	Community, Economy and Environment Manager
Mrs Georgina Fernandez	Democratic Services Officer

59. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Majid Ditta (Town Mayor), Councillor Paul Harding, Councillor Nick Southworth, Councillor Qaser Chaundhry, Councillor Jane MacBean and Councillor Chasey Hood.

In the absence of the Mayor, Councillor Augustus (Deputy Mayor), assumed the position of Chair.

60. DECLARATIONS OF INTEREST

There were none.

61. TO RECEIVE THE MINUTES FROM THE LAST MEETING

Minutes from the Council meeting held on 24 October 2022 were noted and approved.

62. REVIEW OF ACTION TRACKER

The Chief Executive Officer confirmed all actions are on track and will be monitored accordingly.

63. PUBLIC QUESTIONS

A member of the public drew the Councillors attention to a recent meeting which was held at Chesham Town Hall on the 21 November at 6pm with regard to Chilterns Hills Academy, and asked about the circumstances surrounding this meeting at which several Councillors were present.

Councillor Augustus confirmed that the meeting held was not a town council meeting and had been a private booking, booked by one of the existing town councillors, in his capacity as a governor and parent, not as a Town Councillor.

A member of the public confirmed they would like to make a formal complaint to the Council about the Chiltern Hills Academy meeting but the current complaints policy and procedure on the website was out of date so did not know how to make this complaint.

The Chief Executive Officer provided his email address and confirmed that if the member of the public wrote to him he would provide the most up to date complaints procedure and investigate their complaint fully.

A member of the public drew attention to an appeal made to the proposed installation of a telecommunications mast at the corner of Victoria Road and White Hill highlighting that this is a listed heritage site and that they hoped for support from councillors and local residents to oppose this appeal.

Councillor Williams thanked the member of the public for their comment confirming that it was up to the inspector to determine if the mast will go ahead and that councillors have limited powers in this matter but that he would voice his concerns in this matter.

64. TO RECEIVE THE MAYORAL ENGAGEMENTS AND ANY OTHER MAYORAL ENGAGEMENTS THE MAYOR MAY WISH TO LAY BEFORE COUNCIL

Councillor Augustus confirmed that he and the Mayor had visited many events, including The Lord-Lieutenant of Buckinghamshire Awards. He was proud that many of the awards had come back to Chesham.

Councillor Fulford thanked Councillor Augustus for his insights and requested a full list of the Mayors engagements for the year be circulated. Councillor Augustus confirmed that he keeps a record of all events attended and that he would circulate a full list to all councillors.

RESOLVED:

Councillor Augustus to circulate a list of all events attended by The Mayor.

65. TO NOTE THE FOLLOWING MINUTES OF COMMITTEE MEETINGS:

- i) Staffing Committee 14 November 2022.
- ii) Community, Assets, Recreation and Environment Committee 21 November 2022.
- iii) Planning Committee 28 November 2022.

RESOLVED:

The minutes were noted

66. CHANGE IN COMMITTEE MEMBERS OF THE FINANCE AND COMMUNITY, ASSETS, RECREATION & ENVIRONMENT COMMITTEES

RESOLVED:

- i) **That all members agree to the replacement of P. Harding with A.K. Bacon on the Community, Assets, Recreation and Environment Committee**
- ii) **That all members agree to the Replacement of P. Harding with M. Fayyaz on the Finance Committee**

67. SCHEDULE OF PAYMENTS

The Chief Executive Officer presented the Schedule of Payments for ratification by The Council.

RESOLVED:

The Schedule of Payments were noted by the Councillors for compliance and payment authorised.

68. TOWN GUIDE

The Community, Economy and Environment Manager presented a detailed report outlining the Town Guide and the reasons for continuing with it.

RESOLVED:

That a contract is created with the existing publisher for the publication of the Town Guide in both print (1,500 copies) and online for the next three years (2023-24, 2024-25 and 2025-26), with the inclusion of a clause enabling the agreement to be cancelled in July of each year.

69. INTERNATIONAL DAY FOR THE ELIMINATION OF RACIAL DISCRIMINATION

The Community, Economy and Environment Manager gave a summary of the International Day for the Elimination of Racial Discrimination for notification purposes.

RESOLVED:

Councillors dully noted the report.

70. PERFORMANCE REPORT

The Chief Executive presented the performance report covering the financial year April 2022 to date, providing members with meaningful data to assist them in reviewing the Councils achievements against the targets in the Annual Strategic Plan.

Councillor Wilson requested key performance indicators (KPIs) for sickness absence and other such staffing indicators be added to the report. The Chief Executive Officer said he would look at this and bring forward some suggested KPIs.

RESOLVED:

Councillors duly noted the report

71. FORWARD PLAN

The Chief Executive Officer submitted the Council Forward Plan for review and confirmed that a number of policy procedures were due to be updated and would be worked into the plan over the next six months.

RESOLVED:

Councillors duly noted the forward plan.

The meeting closed at 8.10pm

AGENDA ITEM NO: 4

COUNCIL

ACTION TRACKER FROM MEETINGS OF THIS COMMITTEE

Key to colour is status column

BLUE = ACTION COMPLETE

GREEN = ACTION ON TRACK

AMBER = ACTION DELAYED

RED = ACTION SEVERELY DELAYED

Min. No.	Resolution	Responsible Officer	Status	Update
Monday 26 Sept 2022				
42	That a cross party working group be set up to allow members to input into any substantial revision of the Councils Standing Orders	Democratic Services Officer		Nominations for the working group have been received and the first date of the Standing Orders working group is Mon 6 Feb 2023.
44	That authority be delegated to the Chief Executive to refer the CIL process and policy to the appropriate Committee for further discussion.	Chief Executive Officer		The CIL process has been to the Planning Committee and is an item for the Council meeting today.
Monday 24 October 2022				
50	First meeting of the new Standing Order Working Group to be arranged	Democratic Services Officer		First meeting to be held 6.2.23
Monday 12 December 2022				
64	To circulate a list of all events attended by The Mayor.	Democratic Services Officer		The Democratic Services Officer has requested a list of events from the Mayor and Deputy Mayor.
68	That a contract is created with the existing publisher for the publication of the Town Guide	Democratic Services Officer		Meeting arranged with editor for 17.1.23

AGENDA ITEM: 7

**CHESHAM TOWN COUNCIL
MINUTES of the meeting of the FINANCE COMMITTEE**

held on 19 December 2022

Councillors on Finance Committee in attendance:

Councillor Wilford Augustus	Councillor Mohammad Fayyaz
Councillor Alan Bacon	Councillor Umar Hayyat
Councillor Joseph Baum	Councillor Francis Holly
Councillor Simon Booth (Chair)	Councillor Fred Wilson

Other Councillors in attendance:

Councillor Justine Fulford

In attendance:

Tony Marmo	Chief Executive Officer
Danny Essex	Head of Operational Services
Ashley Myers	Head of Corporate Services
Georgina Fernandez	Democratic Services Officer

The Chair opened the meeting by welcoming Councillor Fayyaz who has joined the committee replacing Councillor Harding.

36. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Jane MacBean.

37. DECLARATIONS OF INTEREST

There were none.

38. TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING HELD ON THE 7th NOVEMBER 2022

The minutes of the previous meeting were approved subject to the following amendment:

- a) Councillor Wilson shall be added to the attendee list.
- b) In min number 33, paragraph 2, sentence 1, change from wording “operational expenditure” to “precept”.

RESOLVED:

Minutes of the last meeting on the 7 November approved subject to this amendment.

39. FINANCE COMMITTEE ACTION TRACKER

The Committee noted the progress being made on the action tracker.

The Chief Executive Officer (CEO) informed the committee that following the appointment of Ashley Myers as Head of Corporate Services that bank mandates would need to be amended. The Chief Executive Officer confirmed that D.C.K. Accounting Services were now being used to issue all pay-slips, offering a portal for all staff to view their pay-slips on line.

Councillor Joseph Baum congratulated The Chief Executive Officer on the joint event organised for both Chesham Town Council Staff and Councillors pre-Christmas.

RESOLVED:

- i) The Chair be appointed to verify bank reconciliations instead of Councillor Wilson.**
- ii) Head of Corporate Services to amend bank mandates**

40. UTILITIES UPDATE

The Chair updated the committee that at the last finance meeting the CEO and the Head of Corporate Services had been tasked with aiming to get the best utilities agreement for Chesham Town Council.

The CEO confirmed that he had picked this up after the Head of Corporate Services had left the Council and that it was clear that a fixed rate was required as soon as possible. The CEO confirmed that a fixed rate had now been agreed and that the Council has entered into a 12-month fixed term contract for the supply of gas and electricity to the Gym and Swim, Elgiva Theatre and Town Hall, but that this would add an additional £93,643.00 to that which has been budgeted for utilities this year.

RESOLVED:

That members note the decision made by the Chief Executive Officer to enter into a 12-month fixed rate contract through Energy Made Simple.

41. ENERGY SAVING OPTIONS

The CEO presented the energy saving options available to the Council. These options would mean the Council use less energy and would also reduce the cost of utilities. The CEO confirmed that the total saving on energy bills for the 2023-24 budget will be £66,629 if all the following three measures are undertaken:

- a) Town Hall Solar PV installation
- b) Elgiva Solar PV Installation
- c) Elgiva LED Auditorium Lights

Councillor Fulford thought everyone would agree that the Council's ambitions should be followed in a bid to save money.

Councillor Baum agreed with Councillor Fulford that the options to save money and are in line with our climate emergency strategy. He proposed that an implementation time frame, with a potential deadline of April be adopted and noted on the tracker. Additionally, a communication plan closer to installation to notify the general public.

Councillor Bacon was of the view that the figures looked much better than expected and that the public would be able to appreciate the changes especially at The Elgiva. He was of the view that all three proposals should be adopted if possible.

Councillor Wilson supported the view and asked if heat pumps and air conditioning had been considered as an option in The Elgiva for a heating and cooling system and if subsidies were available to install such equipment. The CEO responded that this was a recommendation within the report on energy saving measures, the system would reduce our use of gas but would increase our utility costs rather than reduce them. The CEO confirmed that subsidy options such as Saalex are being reviewed.

Councillor Booth confirmed his support with the three energy saving options being moved forward and requested that the energy saving options for the swimming pool be reviewed in the New Year.

Councillor Hayatt questioned if a heated pool was needed in the community at all, asking how many residents actually use this facility and if we could charge more to those from outside the area. The Head of Operational Services responded that he would need to take an action away to confirm how many residents and non-residents use the pool. A leisure card system could be introduced for residents as adopted by other councils.

The CEO confirmed that there are four options moving forward for the pool and that this would be a part of the work of the Gym and Swim Working Group:

- a) Continue as is and invest in energy savings
- b) Cover the pool part of the year
- c) Cover the pool permanently
- d) Close the pool for re-development

RESOLVED:

- i) **To move forward with all three energy saving options, funding this from reserves.**

42. YEAR END FORECAST FINANCIAL REPORT

The CEO provided the Finance committee with a year-end forecast of the estimated financial performance of the Council at the 31 March 2023, based on actuals at the end of period 6 (30 September 2022). The total use of general reserves is predicted to be £244,912. The main reasons for this are £93,000 of increased utility costs above budget and £76,000 of projects agreed by the Council as a call on reserves.

Councillor Baum questioned if the £20,000 budget for the Communi-Tree Project as referenced on the Financial Decision Tracker had been spent, as this is a popular project and we should ensure is completed. The CEO confirmed that a report is being presented to the CARE committee in February with regard to next steps on this project.

Councillor Augustus asked for clarification on high street expenditure and was of the view that we should always try to get the best value for money for the people of Chesham and that changing suppliers should be considered if best prices can be found elsewhere. The CEO confirmed that £17,000 is to be spent on Christmas lights infrastructure and £11,000 on pedestrianisation with quotes being sourced from 3 suppliers.

RESOLVED:

- i) **To note the year end forecast financial report**

43. DRAFT ANNUAL STRATEGIC PLAN & BUDGET 2023/24

The CEO confirmed that Buckinghamshire Council have confirmed the Council Tax Base has increased from 8,175.53 to 8,231.61 and that the deadline for the Council to confirm the precept to Buckinghamshire Council is Tuesday 31 January 2023.

Councillor Wilson thanked the CEO for all the work put into producing this documentation and for providing on-going clarifications. In the current budget year, it was noted that pay rises had been higher than expected and he asked what had been allocated for the following year. The CEO confirmed that a 3% pay rise had been included for 2023/24.

Councillor Bacon noted the level of reserves at £322,000 at the end of 2023-24 would not be far above the statutory minimum, leaving little room to dip into reserves again if required. The CEO confirmed this was correct and he advised the Council should, through a working group, look at its property and assets to determine if enough was being gained from these assets or for example if an asset could be sold to fund the redevelopment of gym and swim, rather than using reserves or PWLB funding. The Chair noted that the £100,000 for the Gym and Swim would be paid back into reserves once PWLB funding had been achieved for the project.

Councillor Baum questioned the £10,000 budget set aside for The Neighbourhood Plan as an ear marked reserve. Does this cover consultancy costs and communications pre-referendum? The CEO confirmed £6,000 was allocated to consultancy costs and £4,000 to communications as proposed by the Council's consultants. The Chair clarified that BCC pay for the referendum itself.

The CEO confirmed that currently there is no statement of what the reserves target is in the standing orders or financial regulations. It would be extremely helpful to add this into both documents. The Chair confirmed that there is a legal obligation of the amount that should be kept and that the regulations should be reviewed to clarify the position.

Councillor Wilson's view was that if the general reserve fell as low as 3 months of the precept, they would be built back up. He confirmed he would be uncomfortable if the general reserve was higher than 6 months of the precept.

A discussion was held with regard to the best level for the precept. It was agreed that the precept would be set as recommended at 9.8%.

RESOLVED:

- i) That the Standing Orders working group consider what wording is to be added to the standing orders and financial regulations with regard to the general reserves.**
- ii) That a Property and Assets working group be formed.**
- iii) That the draft use of reserves 2023-24 is noted.**
- iv) That the draft Annual Strategic Plan and Budget for 2023-24 is noted and points for amendment, where agreed by the Finance Committee, are included in the report going to Council on Monday 16 January 2023.**

44. PORTAS FUNDING

A report was presented on the remaining Portas money held in an ear marked reserve by Chesham Town Council on behalf of the Town Team partnership. The report recommends the money be released to the Chesham Society for the Visit Chesham and Villages web site project.

RESOLVED:

- i) That the Committee notes the transfer of £5,549.50 to the Chesham Society for expenditure on the Visit Chesham and Villages web site project, as requested by the Town Team.**

45. TOWN HALL LOWNDES ROOM OPPORTUNITY

The Head of Operational Services presented an overview of the private and confidential report reviewing the feasibility of renting out The Lowndes Room to small businesses, offering the opportunity for an additional income of £13,500 per year.

It was pointed out that the room had good space, views, with easy parking and great accessibility from The Metropolitan Line. Officers would be involved in the vetting process to ensure appropriate companies were accommodated.

The Chair thanked the Head of Operational Services for providing the report and was of the view that holistically it felt like a feasible option if officers felt that the space was not required for day to day business. The suitability of a company would need to be carefully checked. He pointed out that small businesses want flexibility e.g. 6-month rentals with no fit-out fees, not over committing themselves.

Councillor Augustus agreed with the proposal and asked if the police had been asked to consider tenancy as they would be a good fit and in line with our values. The CEO confirmed the police are locked into an agreement with Bucks Council at the library currently.

Councillor Baum was also of the view that we should be exploring this option but was concerned to ensure that those who currently rent the space can be accommodated in other rooms and that we should not lose sight of accommodating local groups for profit. The CEO confirmed there is capacity to move existing room bookings to the Chamber or Community Hall so rental income will not be lost, thus freeing up use of The Lowndes Room.

Councillor Hayatt asked for clarification on other room hire charges if the Lowndes was unavailable and if current charges would remain for existing customers. The CEO confirmed that prices would not be increased for current clients.

RESOLVED:

- i) That the Head of Operational Services move forward with plans to rent The Lowndes Room.**

46. FORWARD PLAN

The committee noted all items on the Forward Plan,

The meeting closed at 8.45pm

AGENDA ITEM NO: 8 – Annual Strategic Plan 2023-24

Reporting Officers:

Tony Marmo

Chief Executive Officer

01494 583 824

tony.marmo@chesham.gov.uk

Purpose of Report:

1. To present the Council's strategic aims and projects for 2023-24 to members for consideration, amendment and/or approval.

Background Information:

2. The Council's Annual Strategic Plan should align with the budget presented for the year. The Annual Strategic Plan identifies the projects that shall be delivered during the year. How these shall be funded is identified within the Council's precept budget, or from reserves available to the Council (general or earmarked reserves), or from grant funding.

Findings:

3. The draft Annual Strategic Plan for 2023-24 (**Appendix 1**) was presented to the CARE Committee on the 21 November 2022 and the Finance Committee on the 19 December 2022. Both the CARE committee and the Finance Committee responded positively to the Annual Strategic Plan strategic aims and projects. The following comments were made:
 - a) Members generally agreed with the six strategic objectives.
 - b) A member queried whether the order of the strategic objectives was correct in terms of importance.
 - c) A member commented on the use of the wording 'to identify funding opportunities' as this was used in certain projects and not others, and he felt it was not clear why this was.
4. The final document shall be presented at the Council meeting on the 13 March 2023, when achievements for the year 1 April 2022 to 31 March 2023 can be fully documented. At this point the Forewords by the Mayor and the Chief Executive Officer shall also be added.

Implications:

5. Financial: the cost of the strategic projects is considered within agenda items 9 and 10 of this meeting.
6. Strategic: this document sets the strategic aims, objectives and projects for the year ahead.
7. Environmental: the implications for the environment have been considered.
8. Equality Act: the implications of any actions taken are assessed prior to implementation.

Recommendations:

9. The following recommendations are made:

- i) That members amend and/or approval the draft Annual Strategic Plan

Appendices

10. The following is appended to this report:

- a) Appendix 1, Draft Annual Strategic Plan 2023-24

Appendix 1

CHESHAM TOWN COUNCIL ANNUAL STRATEGIC PLAN 2023 - 2024

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FOREWORD BY COUNCILLOR MAJID DITTA, MAYOR OF CHESHAM

FOREWORD BY TONY MARMO, CHIEF EXECUTIVE OFFICER

INTRODUCTION

STRATEGIC AIMS

ACHIEVEMENTS IN 2022 – 2023

STRATEGIC PROJECTS IN 2023 – 2024

KEY PERFORMANCE INDICATORS 2023 – 2024

INTRODUCTION

Chesham Town Council is the parish authority for the town of Chesham. The population of the town is 23,056 and there are 8,176 households (2020 census), making it the largest town in the Chiltern district.

Chesham Town Council's mission statement is:

“To improve the quality of life of the residents of Chesham.”

In January of each year the councillors of Chesham Town Council approve the Annual Strategic Plan and Budget for the financial year ahead (1 April 2023 to 31 March 2024), to establish the precept required to deliver a balanced budget. The Annual Strategic Plan is a key part of ensuring Chesham continues to progress. It confirms the strategic aims for the year ahead and which projects will be delivered to meet these aims.

Chesham Town Council responsibilities are distinctly different to Buckinghamshire Council, the principal authority for the town of Chesham. Buckinghamshire Council is responsible for determining planning applications, most off-street car parks, housing, environmental health, waste and recycling collections, education, social services, highways, strategic planning and libraries. For this reason, none of the services listed above will be in the Chesham Town Council Annual Strategic Plan.

Chesham Town Council is responsible for:

- The management of community facilities such as the Chesham Moor Gym and Swim, The Elgiva Theatre, Chesham Town Hall, and several Pavilions in open spaces.
- Delivering grounds maintenance works on its extensive parks and open spaces, as well as for its neighbouring parish councils, and the principal authority, Buckinghamshire Council.
- The management of Chesham cemetery, various allotment sites and activities/events happening in our open spaces.
- Working with local community groups on heritage, environmental and community development projects that will protect the unique identity of Chesham.
- Working with local businesses and partnerships to ensure the future economic prosperity of the town, including the delivery of several events in the town centre.
- Ensuring a Neighbourhood Plan has been adopted that can inform development and to provide a framework for deciding planning applications in Chesham.

Chesham Town Council has 19 councillors, elected for a term of four years. The next election will take place in May 2025. The Chairman of the Council, who also undertakes the office of Town Mayor, is elected at the Annual Council meeting by the councillors, together with a Deputy Town Mayor. Town councillors are unpaid and do not receive any attendance allowance for their duties (with the exception of the Mayor), which they undertake on a purely voluntary basis.

Chesham Town Council has several committees. A list of dates of these committee meetings, agendas and minutes are available on the Council web site. At the Annual Council meeting councillors are appointed to represent the Council at several charitable/outside bodies, as well as the committees of the Council. A list of these appoints will be in the agenda papers of the last Annual Council meeting.

STRATEGIC AIMS

Chesham Town Council has six strategic aims for the year ahead:

1. To preserve the unique identity of Chesham by promoting its heritage and environment, in consultation with the citizens of Chesham.
2. To promote and deliver climate change emergency initiatives that make a real difference to the local environment, in partnership with local groups.
3. To ensure residents enjoy high quality social, recreational, and cultural facilities by improving them in accordance with the desires expressed by residents.
4. To promote the economic vitality of Chesham by encouraging employment opportunities, housing and business facilities that respect the Area of Outstanding Natural Beauty.
5. To help create a socially inclusive and caring community, which embraces all its residents equally, seeking to develop their well-being, knowledge, understanding and mutual co-operation.
6. To ensure that the money entrusted to us by the residents of Chesham is securely managed and spent efficiently and effectively on achieving the strategic aims of the Council.

STRATEGIC PROJECTS

Chesham Town Council will undertake the following strategic projects to ensure its strategic aims are delivered:

STRATEGIC AIM ONE To preserve the unique identity of Chesham by promoting its heritage and environment, in consultation with the citizens of Chesham.
Project
Chesham Neighbourhood Plan (CNP) – continue to progress the CNP so that it is adopted and sits alongside any future Local Plan to provide a framework for deciding planning applications in Chesham.
Chesham Local Walking and Cycling Infrastructure Plan (LCWIP) – to seek funding to progress the actions identified within Chesham’s LCWIP.

The lead officer in the delivery of these projects at time of writing the annual plan is:

Tony Marmo
Chief Executive Officer
tony.marmo@chesham.gov.uk

STRATEGIC AIM TWO

To promote and deliver climate change emergency initiatives that make a real difference to the local environment, in partnership with local groups.

Project

Carbon footprint – to identify funding opportunities that assist the Council in implementing the recommendations of our energy and eco audits.

Grassland management – to implement changes to the management of grassland areas, improving their ability to function as carbon sinks, increasing biodiversity and supporting pollinator populations.

The lead officer in the delivery of these projects at time of writing the annual plan is:

Kathryn Graves
Community, Economy, and Environment Manager
kathryn.graves@chesham.gov.uk

STRATEGIC AIM THREE

To ensure residents enjoy high quality social, recreational, and cultural facilities by improving them in accordance with the desires expressed by residents

Project

Chesham Moor Gym and Swim development – to continue to progress the redevelopment and modernisation of the Chesham Moor Gym and Swim by seeking planning permission for the development.

Lowndes Park Play Area – to deliver a new modern and progressive play area in consultation with the residents and the friends of Lowndes Park.

Lowndes Park – to identify funding opportunities that assist the Council in progressing the actions identified within the Lowndes Park masterplan.

Play Areas across the town – to work in partnership with local resident associations and groups to deliver new modern and progressive play equipment in the locations required.

Codmore Pavilion – to work with Buckinghamshire FA on the redevelopment of Codmore pavilion and sports pitches to make them fit for purpose.

The lead officer in the delivery of these projects at time of writing the annual plan is:

Tony Marmo
Chief Executive Officer
tony.marmo@chesham.gov.uk

STRATEGIC AIM FOUR

To promote the economic vitality of Chesham by encouraging employment opportunities, housing and business facilities that respect the Area of Outstanding Natural Beauty.

Project

Chesham Regeneration Strategy – to continue work with Bucks Council and local partners on implementation of a Chesham Regeneration Strategy.

High Street Events – to create and publish a calendar of High Street events that promote greater footfall for local shops, the number of these events to grow to nine per year from currently six per year.

Workspace Provision – to establish if there is demand for an easy in and out start-up workspace provision that would be delivered at the Town Hall.

The lead officer in the delivery of these projects at time of writing the annual plan is:

Kathryn Graves
Community, Economy, and Environment Manager
kathryn.graves@chesham.gov.uk

STRATEGIC AIM FIVE

To help create a socially inclusive and caring community, which embraces all its residents equally, seeking to develop their well-being, knowledge, understanding and mutual co-operation.

Project

Community Engagement Plan – to develop and deliver a community engagement plan focused on tangible actions to take in the delivery of the strategic aim.

Town Partners Scheme – to review the Town Partners scheme to strengthen the Council's relationships with community organisations and provide a fit for purpose support package.

Road Safety Programme – to continue to place the Mobile Vehicle Activated Sign (MVAS) in key locations to gain data on average car speeds and pass this information on to partners and publish results on the web site.

The lead officer in the delivery of these projects at time of writing the annual plan is:

Kathryn Graves
Community, Economy, and Environment Manager
kathryn.graves@chesham.gov.uk

STRATEGIC AIM SIX

To ensure that the money entrusted to us by the residents of Chesham is securely managed and spent efficiently and effectively on achieving the strategic aims of the Council.

Project

Staffing – to undertake an ‘Investors in People’ evaluation, undertake the actions required, and achieve the ‘bronze’ standard in this financial year.

Digital Transformation – to continue the process of digital transformation of our processes and procedures, including ensuring the Council is a ‘Paperless Council’ going forward into 2025.

Fees and Charges Services – to create detailed plan of how services paid for through fees and charges shall achieve break even without comprising on the quality of the offer.

Devolved Services – to ensure services are delivered locally as much as possible Chesham Town Council will request from Bucks Council to devolve viable services in a properly funded plan.

The lead officer in the delivery of these projects at time of writing the annual plan is:

Ashley Myers
Head of Corporate Services
ashley.myers@chesham.gov.uk

AGENDA ITEM NO: 9 – Annual Budget and Precept 2023-24

Reporting Officers:

Tony Marmo

Chief Executive Officer

01494 583 824

tony.marmo@chesham.gov.uk

Purpose of Report:

1. To confirm the precept to be levied on Buckinghamshire Council for 2023-24.

Background Information:

2. Chesham Town Council (the Council) is required to inform Buckinghamshire Council of the precept to be levied for 2023-24. The precept required by the Council is established by producing an annual budget showing the net revenue expenditure (NRE) position. In order to calculate the value of the precept the Council requires Buckinghamshire Council to provide the Council Tax base (based on the number of Band D equivalent properties).

Findings:

3. A draft of the Annual Strategic Plan and Budget 2023-24 was then presented Community, Assets, Recreation and Environment (CARE) Committee on the 21 November 2022 and to the Finance Committee on the 19 December 2022. This included the potential precept to be levied on Buckinghamshire Council for 2023-24. The Finance committee confirmed they wished only an operating budget to be set against the precept, with any projects funded by an ear marked reserve (see Agenda Item 10, Annual Reserves Policy and Programme 2023-24), grant funding or other fundraising programmes.
4. Buckinghamshire Council confirmed the Council Tax Base has increased from 8,175.53 to 8,231.61 on the 6 December 2022. Since the Finance Committee meeting on the 19 December 2022, Buckinghamshire Council have changed their confirmation of the Council Tax Base and has increased its original number to 8,288.68.
5. The Budget presented to the Finance Committee has been revised on the basis of the new Council Tax Base. The revised Budget for 2023-24 is presented as **Appendix 1**. The approach to a balanced operating budget has been:
 - a) Costs reduced through efficiency savings to mitigate 10% inflation where possible.
 - b) A 10% increase in the Council's fees and charges (**Appendix 2**).
 - c) A 9.06% increase in the precept (was 9.8% when presented to the Finance committee).
 - d) Projects are not included in the budget or precept.
 - e) An efficient and effective staff structure that can take the Council's strategic aims and projects forward (**Appendix 3, PRIVATE & CONFIDENTIAL document**).
6. With the additional pressures of rising energy costs, raw materials and the costs of staffing posts, a 9.06% Council Tax rise on a Band D property is recommended, which is reflected below:

	2022-23	2023-24	Annual Increase
Net Funding	£1,011,100	£1,117,894	£106,794
Band D Property Charge	£123.67	£134.87	£11.20

7. The deadline for the Council to confirm the precept to Buckinghamshire Council is Tuesday 31 January 2023.

Implications:

8. Financial: the operating budget for 2023-24 is a balanced budget based on an increase in precept of 9.06% or £11.20, for the year 2023-24.
9. Strategic: accords with the Council's strategic objective six, 'To ensure that the money entrusted to us by the residents of Chesham is securely managed and spent efficiently and effectively on achieving the strategic aims of the Council'.
10. Environmental: the implications for the environment of the budget set have been considered.
11. Equality Act: the implications of any actions taken are assessed prior to implementation.

Recommendations:

12. The following recommendations are made:

- i) That the Budget for 2023/24 is approved.
- ii) That the total funding to be levied on Buckinghamshire Council for 2023-24 be set at £1,117,894.

Appendices

13. The following is appended to this report:
- a) Appendix 1, Budget 2023-24.
 - b) Appendix 2, Fees and Charges Schedule 2023-24.
 - c) Appendix 3, (PRIVATE & CONFIDENTIAL) Staffing 2023-24

CHESHAM TOWN COUNCIL
NET EXPENDITURE BUDGET 2023-24

Code	Name	Budget 2022-23	Budget 2023-24	Variance	Note:
101	Central Support Services	425,822	442,693	16,871	Senior Management Team in place for a full year
102	Community, Economy & Environment	10,930	19,050	8,120	Budgets moved from 503 (£6k) and 207 (£3k)
104	Chesham Cemetery	0	1,776	1,776	Reprofiled budget based on actuals from previous years
105	St Marys Closed Churchyard	1000	0	-1,000	Delete cost centre
106	Interest Income	-7,000	-3,000	4,000	Interest rate not high enough to achieve income target
107	Housing	-12,210	-12,474	-264	
108	Corporate Management	34,125	36,300	2,175	Insurance has increased by £3k
109	Democratic Services	11,340	2,500	-8,840	Election costs removed as no election
201	Gym & Swim	102,000	118,363	16,363	Utility Increase (+£112k) offset by Deputy Manager removed (-£44k) and fees/charges increase
202	Codmore Pavilion	6,215	9,150	2,935	Utility Increase (+£8k) offset by project budget removed (-£5k)
203	Football Pitches	-2,000	-4,300	-2,300	Reprofiled budget based on actuals from previous years
206	Amenities	8,850	8,850	0	
207	Open Spaces	10,500	0	-10,500	Budget for 2022-23 included £10,000 towards projects
208	Lowndes Park Toilets	18,750	19,750	1,000	Utilities increase (+£2k)
218	Depot	246,000	305,978	59,978	Full year with Cemeteries, Allotments and Open Spaces Manager
301	The Elgiva Theatre	138,500	112,258	-26,242	Utility increase (+£46k) offset by fees/charges increase and energy saving measures
303	Temperence Hall	-100	-100	0	
304	Town Hall	80,000	56,050	-23,950	Budget for 2022-23 included £30,000 towards projects
402	Allotments	-1,425	-1,425	0	
503	Town Centre	43,500	10,475	-33,025	Budget for 2022-23 included £34,000 towards projects
599	Asset Management	-3,100	-4,000	-900	
601	Investments	9,000	0	-9,000	Budget for 2022-23 included £9,000 towards Nashleigh Hill Play Area
603	IT Tender	15,000	0	-15,000	Budget for 2022-23 included £15,000 towards the IT Contract tender
Net Expenditure		1,135,697	1,117,894	-17,803	
702	Precept	-1,011,100	-1,117,894	-106,794	9.06%
	Use of General Reserve	-124,597	0		
Balance		0	0		

101 - CENTRAL SUPPORT SERVICES	2022-23	2023-24	Change	Notes
1199 - SUNDRY INCOME	-24	-487	-463	
Total Income	-24	-487	-463	
4001 - GROSS SALARY COSTS	393,616	398,850	5,234	
4007 - COURSES/CONFERENCES	500	0	-500	Delete
4008 - TRAINING	800	800	0	CILCA course
4009 - TRAVELLING	400	0	-400	Delete
4010 - MISC STAFF COSTS	200	0	-200	Delete
4017 - WASTE DISPOSAL	270	270	0	
4021 - TELEPHONE	2,100	600	-1,500	CEO mobile only
4022 - POSTAGE	1,500	1,000	-500	Reducing sending of letters via post
4023 - STATIONERY	2,500	1,000	-1,500	Reducing use of paper
4024 - SUBSCRIPTIONS	800	3,700	2,900	BMKALC
4026 - PUBLIC LICENCES	60	60	0	
4028 - PHOTO-COPIER	1,100	1,000	-100	Reduced use of paper will reduce photocopier use
4030 - RECRUITMENT ADVERTS	500	300	-200	
4038 - MAINTENANCE CONTRACTS	17,000	33,000	16,000	AIT £15k + CIT £11k + Payroll £7k
4041 - EQUIPMENT RENTAL	565	550	-15	Franking machine - renewed 19 Feb - do we need this
4042 - EQUIPMENT MAINTENANCE	300	0	-300	Delete
4048 - EQUIPMENT	500	500	0	
4059 - PROFESSIONAL FEES	1,400	0	-1,400	Moved to 108
4197 - CREDIT CARD	1,050	1,000	-50	Encouraging bank transfers
4199 - SUNDRY EXPENSES	100	0	-100	Delete
4280 - WEB SITE	585	550	-35	
Total Expenditure	425,846	443,180	17,334	
Net Expenditure	425,822	442,693	16,871	

102 - COMMUNITY, ECONOMY AND ENVIRONMENT	2022-23	2023-24	Change	Notes
1068 - CHRISTMAS IN CHESHAM	0	-3,000	-3,000	
Total Income	0	-3,000	-3,000	
4024 - SUBSCRIPTIONS	450	425	-25	
4032 - PUBLICITY	500	300	-200	
4036 - PROPERTY MAINTENANC	0	0	0	Delete
4048 - EQUIPMENT	0	0	0	Delete
4060 - TOWN CRIER	200	0	-200	Delete
4062 - GRANTS	6,500	6,000	-500	
4143 - SCHOOLS CARNIVAL	220	725	505	
4144 - CIVIC SERVICE	0	50	50	
4145 - CAROL SERVICE	500	100	-400	
4146 - REMEMBRANCE SUNDAY	0	50	50	
4147 - CHRISTMAS IN CHESHAM	0	5,800	5,800	
4148 - CHRISTMAS LIGHTS	0	5,800	5,800	Moved from 503
4201 - MUSIC IN THE PARKS	0	2,800	2,800	Moved from 207
4199 - SUNDRY EXPENSES	560	0	-560	Delete
4860 - INVESTMENTS & CAPITAL	2,000	0	-2,000	Delete
Total Expenditure	10,930	22,050	11,120	
Net Expenditure	10,930	19,050	8,120	

CHANGED NAME FROM CIVIC ACTIVITIES

104 - CHESHAM CEMETERY	2022-23	2023-24	Change	Notes
1151 - BURIAL FEES	-23,420	-19,000	4,420	Budget adjustment for accuracy
1152 - MEMORIAL FEES	-2,200	-4,500	-2,300	
1154 - DEED OF GRANT TRANSFER	-170	-300	-130	
1155 - MEMORIAL RENEWAL PERMIT	-170	-220	-50	
Total Income	-25,960	-24,020	1,940	
4002 - CONTRACTORS	20,900	22,000	1,100	
4011 - RATES	1,070	1,100	30	
4012 - WATER RATES	60	66	6	
4014 - ELECTRICITY	400	1,600	1,200	
4023 - STATIONERY	0	0	0	Delete
4024 - SUBSCRIPTIONS	100	100	0	
4035 - MEMORIAL SAFETY CHECKS	250	250	0	
4036 - PROPERTY MAINTENANC	500	0	-500	Delete
4037 - GROUNDS MAINTENANCE	500	500	0	
4038 - MAINTENANCE CONTRACTS	180	180	0	
4860 - INVESTMENTS & CAPITAL	2,000	0	-2,000	Delete
Total Expenditure	25,960	25,796	-164	
Net Expenditure	0	1,776	1,776	

105 - ST MARYS CLOSED CHURCHYD	2022-23	2023-24	Change	Notes
4834 - CHURCH WALL	1,000	0	-1,000	Car damaged wall this year
Net Expenditure	1,000	0	-1,000	

106 - INTEREST INCOME	2022-23	2023-24	Change	Notes
1190 - INTEREST INCOME	-7,000	-3,000	4,000	Budget adjustment for accuracy
Net Expenditure	-7,000	-3,000	4,000	

107 - HOUSING	2022-23	2023-24	Change	Notes
1103 - HOUSING RENT	-13,200	-13,860	-660	
1121 - WATER CHARGES	-330	-450	-120	
Total Income	-13,530	-14,310	-780	
4012 - WATER RATES	0	450	450	Added budget missed last year
4102 - COMMISSION PARADIGM	1,320	1,386	66	
Total Expenditure	1,320	1,836	516	
Net Expenditure	-12,210	-12,474	-264	

108 - CORPORATE MANAGEMENT	2022-23	2023-24	Change	Notes
1178 - GRANTS	0	0	0	
1199 - SUNDRY INCOME	0	0	0	
Total Income	0	0	0	
4022 - POSTAGE	0	0	0	Delete
4024 - SUBSCRIPTIONS	0	0	0	Delete
4025 - INSURANCE	16,000	19,500	3,500	
4027 - BINDING MINUTES	0	0	0	Delete
4032 - PUBLICITY	0	0	0	Delete
4038 - MAINTENANCE CONTRACTS	840	0	-840	Delete - KCS old budget
4057 - AUDIT FEES	2,000	2,000	0	
4058 - INTERNAL AUDIT FEES	1,440	1,000	-440	
4059 - PROFESSIONAL FEES	11,500	11,800	300	Bright HR + Worknest + Accountant
4194 - BANK SERVICE CHARGE	2,345	2,000	-345	
4199 - SUNDRY EXPENSES	0	0	0	Delete
4710 - COVID RECOVERY & TRANSFORMATION	0	0	0	Delete
4730 - ECO PROJECTS	0	0	0	Delete
4860 - INVESTMENTS & CAPITAL	0	0	0	Delete
Total Expenditure	34,125	36,300	2,175	
Net Expenditure	34,125	36,300	2,175	

109 - DEMOCRATIC MANAGEMENT	2022-23	2023-24	Change	Notes
4007 - COURSES	1,000	0	-1,000	
4008 - TRAINING	0	0	0	Delete
4023 - STATIONERY	0	0	0	Delete
4038 - MAINTENANCE CONTRACTS	800	0	-800	Delete - KCS old budget
4055 - TOWN MAYORS ALLOWANCE	2,800	2,500	-300	
4199 - SUNDRY EXPENSES	40	0	-40	Delete
4300 - ELECTION EXPENSES	6,700	0	-6,700	Using ear marked reserve
Total Expenditure	11,340	2,500	-8,840	
Net Expenditure	11,340	2,500	-8,840	

201 - CHESHAM MOOR GYM & SWIM	2022-23	2023-24	Change	Note:
1002 - ICE CREAM SALES	-5,500	0	5,500	Delete
1004 - POOL HOT DRINK SALE	-11,500	0	11,500	Delete
1007 - MERCHANDISE	-9,200	-9,500	-300	
1105 - RENT BUILDINGS	-5,000	-5,500	-500	
1178 - GRANTS	0	0	0	Delete
1197 - OVERS/UNDERS	0	0	0	Delete
1199 - SUNDRY INCOME	-25	0	25	Delete
1501 - ADULT SWIMMING	-400	-2,000	-1,600	
1502 - JUNIOR SWIMMING	-250	-1,500	-1,250	
1503 - SENIOR SWIMMING	-200	-500	-300	
1504 - SPECTATORS	0	0	0	Delete
1507 - POOL HIRE	-15,000	-19,500	-4,500	
1508 - SWIMMING LESSONS	0	-1,000	-1,000	
1509 - WET CLASS	0	-3,100	-3,100	
1510 - GYM	-20,000	-36,000	-16,000	
1512 - COURT	-200	-200	0	
1513 - VENDING	-1,200	-10,500	-9,300	
1514 - FOOTBALL PITCHES	-2,080	0	2,080	Moved to 203
1515 - DRY CLASS	-600	-4,000	-3,400	
1601 - SEASON TICKETS	-5,000	-13,500	-8,500	
1611 - ROOM HIRE EXEMPTION	-1,100	-1,500	-400	
1702 - ASHBOURNE MANAGEMENT	-308,080	-386,000	-77,920	
0340 - EAR MARKED RESERVE	0	0	0	
Total Income	-385,335	-494,300	-108,965	
3002 - ICE CREAM SUPPLIES	3,000	0	-3,000	Delete
3003 - COLD DRINKS SUPPLIES	1,000	0	-1,000	Delete
3004 - POOL VENDING SUPPLIES	0	2,000	2,000	Change to VENDING SUPPLIES
3006 - POOL CAFE SUPPLIES	1,500	0	-1,500	Delete
3007 - POOL MERCHANDISE	6,000	4,000	-2,000	Change to MERCHANDISE
3008 - POOL COFFEE MACHINE	5,125	0	-5,125	Delete
3009 - POOL VENDING MACHINE	520	0	-520	Delete
4001 - GROSS SALARY COSTS	271,500	244,293	-27,207	
4002 - CONTRACTORS	0	0	0	Delete
4006 - SUB CONTRACTORS	4,000	4,000	0	
4008 - TRAINING	2,000	2,000	0	
4009 - TRAVELLING	50	0	-50	Delete
4010 - MISC STAFF COSTS	2,000	0	-2,000	Delete
4011 - RATES	36,000	35,500	-500	
4012 - WATER RATES	12,000	12,500	500	
4014 - ELECTRICITY	15,000	53,000	38,000	
4015 - GAS	30,000	154,420	124,420	
4016 - CLEANING	3,300	3,000	-300	
4017 - WASTE DISPOSAL	230	270	40	
4019 - CHEMICALS	8,000	9,000	1,000	
4021 - TELEPHONE	1,500	0	-1,500	Delete - no telephone costs new system is wifi based

4022 - POSTAGE	25	30	5	
4023 - STATIONERY	500	300	-200	
4026 - PUBLIC LICENCES	2,600	3,000	400	
4030 - RECRUITMENT ADVERTS	500	300	-200	
4032 - PUBLICITY	4,525	3,000	-1,525	
4036 - PROPERTY MAINTENANC	7,500	8,000	500	
4037 - GROUNDS MAINTENANCE	200	150	-50	
4038 - MAINTENANCE CONTRACTS	27,000	27,000	0	
4042 - EQUIPMENT MAINTENANCE	14,000	14,000	0	
4047 - ALARM	1,500	1,500	0	
4048 - EQUIPMENT	7,000	10,000	3,000	
4065 - LEASE RENTALS	0	3,500	3,500	
4151 - HANGING BASKETS	460	400	-60	
4193 - IRRECOVERABLE VAT	17,000	16,000	-1,000	
4197 - CREDIT CARD	1,000	1,500	500	
4199 - SUNDRY EXPENSES	800	0	-800	Delete
4860 - INVESTMENTS & CAPITAL	0	0	0	Delete
Total Expenditure	487,335	612,663	125,328	
Net Expenditure	102,000	118,363	16,363	

202 - CODMORE PAVILION	2022-23	2023-24	Change	Note:
1105 - RENT BUILDINGS	-4,200	-4,400	-200	
Total Income	-4,200	-4,400	-200	
4012 - WATER RATES	1,000	100	-900	
4014 - ELECTRICITY	3,000	12,500	9,500	
4036 - PROPERTY MAINTENANC	500	0	-500	Delete
4038 - MAINTENANCE CONTRACTS	15	300	285	
4047 - ALARM	500	650	150	
4048 - EQUIPMENT	400	0	-400	Delete
4103 - WATER CHECKS	0	0	0	Delete
4199 - SUNDRY EXPENSES	0	0	0	Delete
4860 - INVESTMENTS & CAPITAL	5,000	0	-5,000	Delete
Total Expenditure	10,415	13,550	3,135	
Net Expenditure	6,215	9,150	2,935	

203 - FOOTBALL PITCHES	2022-23	2023-24	Change	Note:
1111 - PITCH FEES FOOTBALL	-2,140	-1,400	740	Change to CASUAL FOOTBALL PITCH
1199 - SUNDRY INCOME	0	0	0	
1514 - FOOTBALL PITCHES	-1,160	-4,000	-2,840	Change to CONTRACT FOOTBALL PITCH
Total Income	-3,300	-5,400	-2,100	
4037 - GROUNDS MAINTENANCE	1,000	800	-200	
4048 - EQUIPMENT	100	0	-100	Delete
4139 - PITCH MARKING SUPPLIES	200	300	100	
4199 - SUNDRY EXPENSES	0	0	0	Delete
Total Expenditure	1,300	1,100	-200	
Net Expenditure	-2,000	-4,300	-2,300	

206 - AMENITIES	2022-23	2023-24	Change	Note:
1160 - FAIRS	-1,800	-1,300	500	Never received more than £1,100 a year
1187 - INSURANCE CLAIMS	0	0	0	
Total Income	-1,800	-1,300	500	
4012 - WATER RATES	50	87	37	
4038 - MAINTENANCE CONTRACTS	600	163	-437	
4046 - PLAY EQUIPMENT MAINTENANCE	3,500	3,000	-500	
4141 - SEATS & LITTER BINS	1,000	1,100	100	
4142 - FLOWER BEDS	1,200	1,300	100	
4149 - EMPTYING DOG BINS	3,800	4,000	200	
4154 - TOWN CLOCKS	500	500	0	
4199 - SUNDRY EXPENSES	0	0	0	Delete
4942 - TO EAR MARKED RESERVE	0	0	0	
Total Expenditure	10,650	10,150	-500	
Net Expenditure	8,850	8,850	0	

207 - OPEN SPACES	2022-23	2023-24	Change	Note:
1101 - HIRE FEES	-200	-1,300	-1,100	
1102 - WAYLEAVES	-100	0	100	Delete
1162 - ICE CREAM CONCESSION	-4,250	-4,500	-250	
1178 - GRANTS	0	0	0	Delete
1199 - SUNDRY INCOME	-50	0	50	Delete
Total Income	-4,600	-5,800	-1,200	
4012 - WATER RATES	50	50	0	
4014 - ELECTRICITY	1,000	4,500	3,500	
4026 - PUBLIC LICENCES	100	250	150	
4032 - PUBLICITY	200	0	-200	Delete
4037 - GROUNDS MAINTENANCE	1,000	1,000	0	
4059 - PROFESSIONAL FEES	0	0	0	Delete
4201 - EVENTS IN PARK	2,750	0	-2,750	Move to 102
4860 - INVESTMENTS & CAPITAL	10,000	0	-10,000	
Total Expenditure	15,100	5,800	-9,300	
Net Expenditure	10,500	0	-10,500	

208 - LOWNDES PARK TOILETS	2022-23	2023-24	Change	Note:
4002 - CONTRACTORS	7,000	7,200	200	
4012 - WATER RATES	300	650	350	
4014 - ELECTRICITY	500	2,000	1,500	
4036 - PROPERTY MAINTENANC	1,800	200	-1,600	
4038 - MAINTENANCE CONTRACTS	750	1,300	550	
4053 - LOAN INTEREST	2,500	2,300	-200	
4054 - P.W.L.B.	5,700	5,900	200	
4103 - WATER CHECKS	200	200	0	
4199 - SUNDRY EXPENSES	0	0	0	Delete
Net Expenditure	18,750	19,750	1,000	

218 - WORKS DEPOT	2022-23	2023-24	Change	Note:
1121 - WATER CHARGES	0	0	0	Delete
1131 - CDC WINDSOR ROAD	-6,200	-6,820	-620	
1132 - BUCKINGHAMSHIRE COUNCIL	-21,270	-23,397	-2,127	
1133 - CDC MARKET MANAGEMENT	-6,670	-7,337	-667	
1136 - CONTRACT WORKS	-30,000	-33,000	-3,000	
1199 - SUNDRY INCOME	-110	0	110	Delete
Total Income	-64,250	-70,554	-6,304	
4001 - GROSS SALARY COSTS	237,270	303,482	66,212	
4002 - CONTRACTORS	0	0	0	
4008 - TRAINING	1,300	2,000	700	
4010 - MISC STAFF COSTS	2,500	2,000	-500	Rename - UNIFORM
4012 - WATER RATES	1,000	1,000	0	
4014 - ELECTRICITY	2,880	6,000	3,120	
4016 - CLEANING	1,800	1,650	-150	
4017 - WASTE DISPOSAL	1,500	2,000	500	
4021 - TELEPHONE	800	0	-800	Delete - no telephone costs as new system is wifi based
4030 - RECRUITMENT ADVERTS	500	0	-500	Delete
4032 - PUBLICITY	0	0	0	Delete
4036 - PROPERTY MAINTENANC	500	1,000	500	
4037 - GROUNDS MAINTENANCE	2,000	2,000	0	
4038 - MAINTENANCE CONTRACTS	900	2,000	1,100	
4042 - EQUIPMENT MAINTENANCE	2,000	2,000	0	
4043 - VEHICLE MAINTENANCE	5,000	5,000	0	
4044 - VEHICLE FUEL	9,500	9,500	0	
4045 - VEHICLE TAX	400	400	0	
4047 - ALARM	500	500	0	
4048 - EQUIPMENT	4,000	4,000	0	
4065 - LEASE RENTALS	27,900	25,000	-2,900	Saving on Cam-AM Traxter
4069 - MAINTENANCE TOOLS	1,000	1,000	0	
4153 - TREE WORKS	4,000	6,000	2,000	
4199 - SUNDRY EXPENSES	0	0	0	
4860 - INVESTMENTS & CAPITAL	3,000	0	-3,000	Delete
Total Expenditure	310,250	376,532	66,282	
Net Expenditure	246,000	305,978	59,978	

301 - THE ELGIVA	2022-23	2023-24	Change	Note:
1001 - ELGIVA BAR SALES	-95,000	-115,000	-20,000	
1002 - ICE CREAM SALES	-30,000	-20,000	10,000	
1007 - MERCHANDISE	0	-3,300	-3,300	
1101 - HIRE FEES	-56,000	-61,600	-5,600	
1139 - LIVE STREAMING	-100,000	-45,000	55,000	
1140 - CINEMA	-47,000	-55,000	-8,000	
1141 - CINEMA MEDIA	-2,500	-2,500	0	
1142 - COUNCIL PROMOTIONS	-150,000	-170,000	-20,000	
1143 - PANTO TICKETS	-110,000	-135,000	-25,000	
1144 - CATERING	-9,530	-10,000	-470	
1146 - TICKET ADMIN CHARGE	-1,800	-1,800	0	
1147 - COMMISSION ON TICKETS	-11,000	-12,000	-1,000	
1150 - PANTO SPONSORSHIP	-1,400	0	1,400	Delete
1156 - TRANSACTION CHARGES	-35,000	-48,000	-13,000	
1177 - DONATIONS	0	-6,600	-6,600	
1178 - GRANTS	0	0	0	
1180 - PANTO PROGRAMMES	-2,000	0	2,000	Delete
1182 - LOVE ELGIVA MEMBER	0	-3,500	-3,500	
1188 - EQUIPMENT HIRE	-5,500	-8,000	-2,500	
1194 - STAFF CHARGES	-7,500	-9,000	-1,500	
1195 - ELECTRICITY RECHARGE	-900	0	900	Delete
1196 - PUBLICITY INCOME	-6,000	-2,500	3,500	
1197 - OVERS/UNDERS	0	0	0	Delete
1199 - SUNDRY INCOME	-800	0	800	Delete
Total Income	-671,930	-708,800	-36,870	
3001 - BAR SUPPLIES	40,000	45,000	5,000	
3002 - ICE CREAM SUPPLIES	8,000	6,000	-2,000	
4001 - GROSS SALARY COSTS	321,000	326,358	5,358	
4002 - CONTRACTORS	14,500	14,500	0	
4006 - SUB CONTRACTORS	0	0	0	Delete
4008 - TRAINING	500	1,200	700	
4009 - TRAVELLING	100	0	-100	Delete
4010 - MISC STAFF COSTS	400	0	-400	Delete
4011 - RATES	7,500	15,000	7,500	
4012 - WATER RATES	2,800	1,900	-900	
4014 - ELECTRICITY	24,000	23,000	-1,000	
4015 - GAS	9,500	36,000	26,500	
4016 - CLEANING	3,000	2,000	-1,000	
4017 - WASTE DISPOSAL	3,000	3,000	0	
4021 - TELEPHONE	3,000	0	-3,000	Delete
4022 - POSTAGE	12,000	0	-12,000	

4023 - STATIONERY	3,000	500	-2,500	
4024 - SUBSCRIPTIONS	200	300	100	
4026 - PUBLIC LICENCES	1,700	1,800	100	
4030 - RECRUITMENT ADVERTS	500	1,000	500	
4032 - PUBLICITY	33,000	25,000	-8,000	
4034 - PANTO PUBLICITY	3,000	2,000	-1,000	
4036 - PROPERTY MAINTENANC	5,000	5,500	500	
4038 - MAINTENANCE CONTRACTS	33,000	34,000	1,000	
4042 - EQUIPMENT MAINTENANCE	3,500	8,000	4,500	
4047 - ALARM	1,200	1,800	600	
4048 - EQUIPMENT	1,500	3,500	2,000	
4049 - CONSUMABLES	2,300	2,300	0	
4059 - PROFESSIONAL FEES	500	0	-500	Delete
4065 - LEASE RENTALS	1,200	1,300	100	
4103 - WATER CHECKS	200	200	0	
4152 - HOSPITALITY	300	300	0	
4180 - COUNCIL PRODUCTIONS	120,000	127,500	7,500	
4181 - CINEMA PRODUCTIONS	17,000	22,000	5,000	
4182 - LIVE STREAMING	50,000	30,800	-19,200	
4183 - PANTO PRODUCTION COSTS	60,500	70,000	9,500	
4197 - CREDIT CARD	14,000	9,000	-5,000	
4199 - SUNDRY EXPENSES	800	0	-800	Delete
4280 - WEB SITE	80	100	20	
4281 - COMPUTER SUPPORT	150	200	50	
4860 - INVESTMENTS & CAPITAL	8,500	0	-8,500	Delete
Total Expenditure	810,430	821,058	10,628	
Net Expenditure	138,500	112,258	-26,242	

303 - TEMPERANCE HALL	2022-23	2023-24	Change
1105 - RENT BUILDINGS	-100	-100	0
Net Expenditure	-100	-100	0

304 - TOWN HALL

	2022-23	2023-24	Change	Note:
1101 - HIRE FEES	-39,000	-39,000	0	Based on renting out Lowndes Room as an office
1144 - CATERING	-700	0	700	Delete
1178 - GRANTS	0	0	0	Delete
1188 - EQUIPMENT HIRE	-2,700	-1,000	1,700	
Total Income	-42,400	-40,000	2,400	
4001 - GROSS SALARY COSTS	49,500	47,602	-1,898	
4006 - SUB CONTRACTORS	500	0	-500	Delete
4008 - TRAINING	300	100	-200	
4010 - MISC STAFF COSTS	100	0	-100	Delete
4011 - RATES	8,000	16,000	8,000	
4012 - WATER RATES	1,200	700	-500	
4014 - ELECTRICITY	7,750	1,800	-5,950	
4015 - GAS	2,800	14,148	11,348	
4016 - CLEANING	1,200	800	-400	
4017 - WASTE DISPOSAL	1,055	1,000	-55	
4021 - TELEPHONE	210	0	-210	Delete - no telephone costs as new system is wifi based
4030 - RECRUITMENT ADVERTS	500	0	-500	Delete
4032 - PUBLICITY	1,500	0	-1,500	Delete
4036 - PROPERTY MAINTENANC	2,500	1,500	-1,000	
4038 - MAINTENANCE CONTRACTS	5,500	5,500	0	
4041 - EQUIPMENT RENTAL	1,285	1,000	-285	
4042 - EQUIPMENT MAINTENANCE	2,500	1,000	-1,500	
4047 - ALARM	1,250	1,250	0	
4048 - EQUIPMENT	1,000	500	-500	
4103 - WATER CHECKS	3,150	3,150	0	
4152 - HOSPITALITY	400	0	-400	Delete
4199 - SUNDRY EXPENSES	200	0	-200	Delete
4860 - INVESTMENTS & CAPITAL	30,000	0	-30,000	Delete
Total Expenditure	122,400	96,050	-26,350	
Net Expenditure	80,000	56,050	-23,950	

402 - ALLOTMENTS	2022-23	2023-24	Change	Note:
1101 - HIRE FEES	-4,200	-4,500	-300	
Total Income	-4,200	-4,500	-300	
4012 - WATER RATES	1,500	2,500	1,000	
4022 - POSTAGE	200	0	-200	Delete
4037 - GROUNDS MAINTENANCE	1,000	575	-425	
4042 - EQUIPMENT MAINTENANCE	0	0	0	Delete
4199 - SUNDRY EXPENSES	75	0	-75	Delete
Total Expenditure	2,775	3,075	300	
Net Expenditure	-1,425	-1,425	0	

503 - TOWN CENTRE	2022-23	2023-24	Change	Note:
1134 - MARKET STALL RENT	-1,800	-3,000	-1,200	
1135 - MARKET STALL ELECTRICITY	-20	0	20	Delete
1199 - SUNDRY INCOME	0	0	0	Delete
Total Income	-1,820	-3,000	-1,180	
4012 - WATER RATES	70	100	30	
4014 - ELECTRICITY	250	1,000	750	
4018 - CCTV ELECTRICITY	470	2,000	1,530	
4024 - SUBSCRIPTIONS	400	375	-25	
4026 - PUBLIC LICENCES	0	0	0	Delete
4134 - MARKET PROMOTIONAL	1,000	1,000	0	
4135 - MARKET SHARE TO C I	200	1,000	800	
4148 - CHRISTMAS LIGHTING	6,000	0	-6,000	Move to 102
4151 - HANGING BASKETS	4,550	4,000	-550	
4157 - WAR MEMORIAL	130	0	-130	
4199 - SUNDRY EXPENSES	0	0	0	Delete
4255 - TOWN CENTRE PLANTERS	4,250	4,000	-250	
4860 - INVESTMENTS & CAPITAL	28,000	0	-28,000	Delete
Total Expenditure	45,320	13,475	-31,845	
Net Expenditure	43,500	10,475	-33,025	

599 - ASSET MANAGEMENT	2022-23	2023-24	Change
1014 - SOLAR ENERGY GENERATION	-3,100	-4,000	-900
Net Expenditure	-3,100	-4,000	-900

702 - PRECEPT AND GRANT	2022-23	2023-24	Change	Note: Tax base increasase from 8176 to 8288
1176 - PRECEPT	-1,011,100	-1,117,894	-106,794	
Net Expenditure	-1,011,100	-1,117,894	-106,794	

Appendix 2

CHESHAM TOWN COUNCIL

Fees and Charges 2023-24

Item	22/23 £/p	23/24 £/p	Increase £/p	Increase %
Allotments (per pole)				
Amersham Road	4.20	4.30	0.10	2%
Asheridge Road	4.20	4.30	0.10	2%
Cameron Road (2 sites)	3.70	3.80	0.10	3%
Cemetery				
<u>Internments</u>				
Scattering of Ashes	33.00	36.30	3.30	10%
Cremated Remains	236.50	260.15	23.65	10%
Stillborn – up to 7 years	154.00	169.40	15.40	10%
Over 7 years	275.00	302.50	27.50	10%
<u>Deed of Exclusive Right of Burial</u>				
Single plot (9ft x 4ft)	583.00	641.30	58.30	10%
Single plot (3ft x 2ft)	231.00	254.10	23.10	10%
Cremated remains (2ft x 2ft)	231.00	254.10	23.10	10%
* Vaults or Walled Graves (9ft x 4ft)	583.00	641.30	58.30	10%
* Vaults or Walled Graves (9ft x 8ft)	1,166.00	1,282.60	116.60	10%
Transfer of exclusive right	33.00	36.30	3.30	10%
*Note - does not include cost of brickwork				
<u>Garden of Remembrance/Avenue of Remembrance</u>				
Deed of Exclusive Right of Burial (2ft x 2ft)	231.00	254.10	23.10	10%
Interment	231.00	254.10	23.10	10%
Memorial Right	248.50	273.35	24.85	10%
Each Inscription after the first	50.00	55.00	5.00	10%

Item	22/23 £/p	23/24 £/p	Increase £/p	Increase %
<u>Headstones, Tablets and Inscriptions on Monuments</u>				
Headstone	248.50	273.35	24.85	10%
Recumbent tablet	248.50	273.35	24.85	10%
Each additional inscription	55.00	60.50	5.50	10%
Kerbstones	248.50	273.35	24.85	10%
Memorial Permit - 5 year renewal	6.80	7.48	0.68	10%
<u>Other Charges</u>				
Burial Records search fees per half hour	44.00	48.40	4.40	10%
Grave Tending – clean, general weed	61.60	67.76	6.16	10%
<u>Memorial Rose Garden</u>				
5 year lease of rose bush	264.00	290.40	26.40	10%
Renewal of 5 year lease	104.50	114.95	10.45	10%
<u>Shrubbery Memorial Garden</u>				
5 year permit for a commemorative memorial plaque	177.87	195.66	17.79	10%
Renewal of 5 year lease	114.95	126.45	11.50	10%
Replacement Commemorative Plaque	30.25	33.28	3.03	10%
Scattering only within the Shrubbery Memorial Garden	84.70	93.17	8.47	10%
Chesham Moor Gym & Swim				
Annual Member - Adult	240.00	297.00	57.00	24%
Annual Member - Junior / Senior	150.00	176.00	26.00	17%
Monthly Member - Adult	25.00	27.00	2.00	8%
Monthly Member - Junior / Senior	15.00	16.00	1.00	7%
Four Month Swim Pass - Adult	92.00	100.00	8.00	9%
Four Month Swim Pass - Junior / Senior	42.00	62.00	20.00	48%
Pay as you go - Adult	6.00	6.60	0.60	10%
Pay as you go - Junior / Senior	3.00	4.00	1.00	33%
Outdoor court per hour	5.00	6.00	1.00	20%
Spin class	8.00	8.00	0.00	0%

Item	22/23 £/p	23/24 £/p	Increase £/p	Increase %
Aqua fitness class	6.00	6.60	0.60	10%
Private hire per hour - 30 swimmers	131.00	144.00	13.00	10%
Private hire per hour - 45 swimmers	156.00	172.00	16.00	10%
Private hire per hour - 60 swimmers	184.00	202.00	18.00	10%
Private hire per hour - 75 swimmers	212.00	233.00	21.00	10%
* Add inflatable to private hire cost	96.00	106.00	10.00	10%
Room hire per hour	20.00	22.00	2.00	10%
Barbecue hire	10.00	11.00	1.00	10%
Housing				
174 Berkhamsted Road	6,875.44	7,219.21	343.77	5%
185 Bellingdon Road	6,637.28	6,969.14	331.86	5%
Open Spaces				
Fitness Instructors (per month)	25.00	27.50	2.50	10%
<u>Football</u>				
Each game of football	72.00	79.20	7.20	10%
Per pitch per season	1,200.00	1,320.00	120.00	10%
Per pitch per season and use of pavilion	1,680.00	1,848.00	168.00	10%
Marston Junior Football Pitch – No Pavilion	52.00	57.20	5.20	10%
<u>Cricket</u>				
Mid-week afternoon/evening matches	38.00	41.80	3.80	10%
Weekend and bank holiday club fixtures	57.00	62.70	5.70	10%
<u>Pavillions</u>				
Hire per hour - minimum charge is £24	10.50	12.00	1.50	14%
Town Hall				
Community Hall per hour	34.40	38.00	3.60	10%
Lowndes Room per hour	17.20	20.00	2.80	16%
Council Chamber per hour	51.60	52.00	0.40	1%

Item	22/23 £/p	23/24 £/p	Increase £/p	Increase %
The Elgiva Theatre				
<u>Chesham based Amateur Dramatic Groups</u>				
Full Week (Sun to Sat)	3,663.00	4029.3	366.30	10%
Mon or Tues	577.50	635.25	57.75	10%
Wed or Thurs	609.00	669.9	60.90	10%
Fri or Sat	672.00	739.2	67.20	10%
Sun or Bank Hol	735.00	808.5	73.50	10%
<u>Chesham based organisations</u>				
Full Week (Sun to Sat)	4,537.50	4991.25	453.75	10%
Mon or Tues	661.50	727.65	66.15	10%
Wed or Thurs	703.50	773.85	70.35	10%
Fri or Sat	976.50	1074.15	97.65	10%
Sun or Bank Hol	1,008.00	1108.8	100.80	10%
<u>Other</u>				
Full Week (Sun to Sat)	7,194.00	7913.4	719.40	10%
Mon or Tues	882.00	970.2	88.20	10%
Wed or Thurs	992.25	1091.475	99.23	10%
Fri or Sat	1,338.75	1472.625	133.88	10%
Sun or Bank Hol	1,370.25	1507.275	137.03	10%
<u>Contra Charges (ex VAT)</u>				
Additional staff per hour	20.00	22.00	2.00	10%
Hire of Technician after midnight	39.00	42.90	3.90	10%
Hire of Duty Manager after midnight	39.00	42.90	3.90	10%
Piano Hire – Yamaha C7 (not tuned)	43.00	48.00	5.00	12%
Ticket Administration per performance	36.00	36.00	0.00	0%
Ticket Commission on gross sales	10%	6%		
Radio microphone hire per unit / per day	9.50	10.50	1.00	11%
Smoke machine per unit / per day	17.50	19.25	1.75	10%
Smoke Fluid-per litre	5.00	5.50	0.50	10%

Item	22/23 £/p	23/24 £/p	Increase £/p	Increase %
Follow spots per unit / per day	9.50	11.00	1.50	16%
Data / Video projector per day	81.00	90.00	9.00	11%
Portable projector and screen per day - New	N/A	15.00	N/A	N/A
Hazer	22.00	24.00	2.00	9%
8 Prolights LUMA 700 LED Movers per week	490.00	540.00	50.00	10%
8 Prolights LUMA 700 LED Movers per day	93.00	102.00	9.00	10%
Drum Microphone Set	31.50	34.50	3.00	10%
Gauze-per day	13.50	15.00	1.50	11%
Mirrorball & Motors-per day	9.00	10.00	1.00	11%
Display of publicity material	70.00	77.00	7.00	10%
Display of external show banners per week	25.00	28.00	3.00	12%
Advertisement in What's On	45.00	50.00	5.00	11%
Gaffer Tape –per roll	12.80	14.00	1.20	9%
PRS (% of Net Ticket Sales)	4%	4%		
PRS-Dance Schools,etc. per show	32.00	35.00	3.00	9%
Laptop	35.00	38.50	3.50	10%
Steeldeck	11.20	12.32	1.12	10%
UV Cannon	11.20	12.32	1.12	10%
Lecturn	40.00	44.00	4.00	10%
Mechandise commission - Venue sells	20%	20%		
Mechandise commission - Company Sells	15%	15%		

AGENDA ITEM NO: 10 – Annual Reserves Policy and Programme 2023-24

Reporting Officers:

Tony Marmo

Chief Executive Officer

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Purpose of Report:

1. To present to Council a draft Reserves Policy and Programme 2023-24 for members consideration, amendment and/or approval.

Background Information:

2. Chesham Town Council (the Council) is required by statute to maintain financial reserves sufficient to meet the needs of the organisation and in addition has statutory limitations on how it spends certain receipts, which it must ensure are accounted for separately to the Council's general funds. The reserves held by the Council are used to manage this risk and ensure funds are available to discharge the council's obligations to staff and suppliers.
3. Whilst there is no statutory minimum (or maximum) level of reserves, the Council has no power to hold revenue reserves other than those for reasonable working capital needs or specific earmarked purposes. Whenever the Council's year-end general reserve is higher than the annual precept, an explanation should be provided to the auditor.
4. The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, sets out the 'proper practices' for how the Council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of **net revenue expenditure (NRE)**. NRE is the difference between the Council's budgeted total operating income from fees/charges and total expenditure. For an authority of this Council's size, it states that the lower end (three months, or 25%) is appropriate. The amount of general reserve should be risk assessed and approved by the Council.
5. Earmarked reserves, which are set aside for specific purposes or projects, should be realistic and approved by the Council. Council should be careful not to hold funds in reserve for a project for too many years, without any realistic chance of the project progressing swiftly.
6. Chesham Town Council (the Council) should have an up to date Reserves Policy. This policy should be reviewed annually, as part of the budget and precept setting process.

Findings:

7. The last review of the Reserves Policy was on the 4 December 2017. The Council has reviewed ear marked reserves and levels of general reserve on an annual basis. A draft Reserves Policy is presented as **Appendix 1** for consideration, comment and amendment by members.
8. On the 19 December 2022 the Finance committee reviewed the draft General Reserves and Ear Marked Reserves programme for 2023-24. The committee decided that:

- a) A property and assets working group should be formed to consider the best use of its assets to maximise operating revenue, or whether projects may be funded from an asset sale capital receipt.
 - b) The energy saving projects should be progressed swiftly using reserves.
 - c) The Gym and Swim Development should be funded from reserves, with the funding to be paid back to reserves when the PWLB funding has been achieved.
 - d) The Neighbourhood Plan is funded from reserves.
9. A draft programme of ear marked reserves, and level of general reserve for 2023-24 is presented as **Appendix 2** for consideration, amendment and/or approval by members.

Implications:

- 10. Financial: the reserves policy and programme helps the Council to meet its ambitions and obligations.
- 11. Strategic: accords with the Council's strategic objective six, 'To ensure that the money entrusted to us by the residents of Chesham is securely managed and spent efficiently and effectively on achieving the strategic aims of the Council'.
- 12. Environmental: the implications for the environment of this report have been considered.
- 13. Equality Act: the implications of any actions taken are assessed prior to implementation.

Recommendations:

14. The following recommendations are made:
- i) That members consider, amend and/or approve the Reserves Policy.
 - ii) That members consider, amend and/or approve the Reserves Programme.

Appendices

15. The following is appended to this report:
- a) Appendix 1, Reserves Policy 2023-24.
 - b) Appendix 2, Reserves Programme 2023-24.

APPENDIX 1



RESERVES POLICY

Updated on the 16 January 2023
Next review by the 31 January 2024

Introduction

- 1.1 Chesham Town Council (the Council) is required by statute to maintain financial reserves sufficient to meet the needs of the organisation and in addition has statutory limitations on how it spends certain receipts, which it must ensure are accounted for separately to the Council's general funds. The reserves held by the Council are used to manage this risk and ensure funds are available to discharge the council's obligations to staff and suppliers.
- 1.2 Whilst there is no statutory minimum (or maximum) level of reserves, the Council has no power to hold revenue reserves other than those for reasonable working capital needs or specific earmarked purposes. Whenever the Council's year-end general reserve is higher than the annual precept, an explanation should be provided to the auditor.
- 1.3 The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the Council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of **net revenue expenditure (NRE)**. NRE is the difference between the Council's budgeted total operating income from fees/charges and total expenditure. For an authority of this Council's size, it states that the lower end (three months, or 25%) is appropriate. The amount of general reserve should be risk assessed and approved by the Council.
- 1.4 Earmarked reserves, which are set aside for specific purposes or projects, should be realistic and approved by the Council. Council should be carefully not to hold funds in reserves for a project for too many years, without any realistic chance of progressing swiftly.
- 1.5 The Responsible Financial Officer (RFO) will advise the Finance Committee on the level of reserves, at each committee meeting. The Finance Committee will be responsible for reviewing the reserves as presented by the RFO. The Council's internal and external auditors will review the Council's reserves and their justification annually.
- 1.6 This policy sets out the level of reserves the Council shall hold in general reserve and earmarked reserve and will explain why this is. The Council will review this policy as part of the budget setting process each year. This policy will need to be approved at Council each January, at the same time as the precept is agreed.

General Reserve

- 2.1 The general reserve is not ringfenced (earmarked) for any specific expenditure. Its purpose is to smooth the impact of uneven cashflow or cover unexpected and emergency expenditure. It is not intended to fund on-going expenditure. The general reserve will be replenished as part of the budget process for the next financial year, where it has been utilised for unexpected and emergency expenditure purposes in a given year. The Council will hold a general reserve of at least 25% of NRE but no more than 50% of NRE.
- 2.2 Any surplus budget at the end of a financial year shall be transferred to the general fund, unless agreed otherwise by the Council, to be placed in an earmarked reserve for an individual project.

Earmarked Reserves

- 3.1 The Council shall also retain a series of earmarked reserve budgets for specific future projects. The amount committed to each budget will be confirmed annually during the budget setting cycle, following scrutiny by the appropriate Committee and confirmed by Council at its January precept setting meeting.
- 3.2 The specific earmarked reserve budgets the Council should consider are as follows:
- a) Capital Receipt Reserve
Capital receipts are subject to statutory restrictions requiring they only be used for capital expenditure. In accordance with financial regulations the Council will hold a capital receipts reserve to ensure capital receipts are separately accounted for. When a call on this reserve is made for a capital project, this shall be discussed with the Council accountant, and then agreed by Council.
 - b) A Reserve for an Individual Project
The Council shall identify a list of individual projects it will undertake. Where required an earmarked reserve will be created for these projects. It is important that any reserve created is likely to be required in the **near** future. The ear marked reserve shall be created from the precept or from existing general reserves.
 - c) CIL Receipts Reserve
CIL Receipts are subject to statutory restrictions requiring they only be used for certain kinds of expenditure. In accordance with financial regulations the Council will hold a CIL Receipts Reserve to ensure CIL receipts are separately accounted for.

Other Reserves Budgets

- 4.1 Capital Financing Account Reserve
This account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the Council can use to support future expenditure.
- 4.2 Revaluation Reserve
This reserve recognises the change in the value of fixed assets held on the balance sheet since recognition of the asset. This account does not represent funds that can be expended by the Council, but does show the change in the value of fixed assets held.

APPENDIX 2

CHESHAM TOWN COUNCIL

DRAFT of the POTENTIAL RESERVES for 2023-24

Total Reserves, Opening Balance for 2023-24	-670,868
Plus CIL Funding Balance @ 31 March 2023	-31,040
Plus Insurance Money Received in 2022-23	-13,395
Less Required General Reserve	279,474
Reserves available for projects	-435,830
Ear Marked Reserve Projects	
Codmore Pavilion	3,222
Green Flag	769
Lords Mill	10,000
CIL Funding	31,040
Bois Moor Road Play Area	13,395
Web site	5,000
Knotweed	2,500
Cam Am Traxter	4,000
LED Lights	103,000
Elgiva Theatre Solar Panels	55,000
Town Hall Solar Panels	39,000
Town Hall Water Issue	20,000
Gym & Swim Development	100,000
Neighbourhood Plan	10,000
	396,926
Closing balance	-38,904
Add back Required General Reserve	-279,474
Add back Gym & Swim through PWLB	-100,000
Carry forward reserves 2024-25	-418,377

AGENDA ITEM NO: 11 - Community Infrastructure Levy Process and Policy

Reporting Officer:

Kathryn Graves

Community, Economy and Environment Manager

kathryn.graves@chesham.gov.uk

Purpose of Report:

1. To approve a process and policy for managing Community Infrastructure Levy (CIL) receipts received by the council.

Background Information

2. The CIL is a charge which can be levied by local authorities on new development in their area. Most new development which creates a net additional floor space of 100m² or more, or creates a new dwelling, is potentially liable for the levy.
3. The levy can be used by the charging authority (in Chesham this is Buckinghamshire Council) and any town or parish council in the charging authority's area. The facilities and infrastructure CIL can fund are transport, flood defences, schools, hospitals, play areas, parks and open spaces, cultural and sports facilities, healthcare facilities, district heating schemes, police stations and other community safety facilities.
4. Where all or part of the chargeable development is within the area of a town council, the charging authority must pass a proportion of the CIL receipts to the town council. The town council must use the CIL receipts passed to it to support the development of its council area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.
5. Up to 15% of a CIL charge must be passed to the town council if a development took place within its area if it does not have a neighbourhood development plan or a neighbourhood development order in place. If a neighbourhood development plan or a neighbourhood development order is in place the charging authority must pass 25% of relevant CIL receipts to the town council.
6. The town council is permitted to use some of the neighbourhood pot to develop a neighbourhood plan where it would support development by addressing the demands that development places on the area.
7. Charging authorities and town councils are free to decide the timing of neighbourhood funding payments themselves. However, in the absence of such an agreement, regulation 59D specifies that the neighbourhood portion of levy receipts must be paid every 6 months, with the portion related to CIL received between 1 April and 30 September to be paid by 28 October and the portion for the other half of the financial year being paid by 28 April.
9. While town councils are not required to spend their neighbourhood funding in accordance with the charging authority's priorities, they are advised to work closely with the charging authority to agree priorities for spending the neighbourhood funding element and for this to be reflected in the authority's infrastructure funding statement, where appropriate.

10. If a town council does not spend its levy share within 5 years of receipt or does not spend it on initiatives that support the development of the area, the charging authority may require it to repay some or all of those funds to the charging authority.
11. For each year when they have received neighbourhood funds through the levy, town councils must publish specified information. They should publish this information on their website or on the charging authority's website. If they haven't received any money, they do not have to publish a report, but may want to publish some information to this effect in the interests of transparency. There is no prescribed format for this. This purpose of publication is to provide local communities and developers with clarity and transparency on contributions received, how these are used, and, more broadly, on the role of development in funding infrastructure.

Findings

12. Chesham Town Council has already received £45,744 in CIL money. It is important that we have a policy and process in place for the potential spending of this money as we need to begin identifying how this money will be used. A draft policy and process for CIL expenditure was considered at the Council meeting of the 26 September 2022. The Council resolved that the policy and process should be further considered by the Planning Committee prior to its approval.
13. The Planning Committee approved an amended version of the policy (**Appendix 1**) on the 9 January 2023. The key change to the process is that allocation of funding is determined by the CARE committee and then considered by the Finance Committee for final approval, rather than determination of expenditure being agreed by the ward councillors where the development took place.

Implications

14. Financial: the council has received £45,744 in CIL money.
15. Strategic: accords with strategic aim one: 'To enable residents to enjoy high quality social, recreational, and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents.'
16. Environmental: CIL money can be spent on green infrastructure.
17. Equality Act: equality implications must be considered for any CIL funded project.

Recommendations

18. **The following recommendation is made:**

- i) **That the policy and process for CIL expenditure is approved.**

Appendices/Background Papers

19. The following is appended to this report:
 - i) Appendix 1 - Community Infrastructure Levy Policy and Process
 - ii) Appendix 2 – Community Infrastructure Levy Tracker

COMMUNITY INFRASTRUCTURE LEVY POLICY AND PROCESS

Updated on the 16 January 2023
Next review due on the 16 January 2027

This document details how Chesham Town Council (CTC) manages and reports on Community Infrastructure Levy (CIL) receipts.

1. BACKGROUND INFORMATION

CIL is a charge levied by Buckinghamshire Council (BC) on new development in their area of responsibility. This includes Chesham. Most new development which creates net additional floor space of 100m² or more, or creates a new dwelling, is potentially liable for the levy. BC is required to pass on 15% of any levy from developments in Chesham to the CTC. This will increase to 25% if CTC has an adopted Neighbourhood Plan.

2. WHEN THE TOWN COUNCIL WILL RECEIVE CIL MONEY

BC will send payments twice a year to CTC as follows:

- a) CIL receipts for the 1 April to 30 September will be sent by the 29 October.
- b) CIL receipts for the 1 October to 31 March will be sent by the 28 April.

3. WHAT THE TOWN COUNCIL CAN SPEND CIL MONEY ON

CTC must use the CIL receipts to support the development of the Chesham area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development the receipt came from has placed on the area.

CTC is not restricted to spending CIL money solely on infrastructure, as long as the expenditure is concerned with addressing the demands that development places on the council's area. Infrastructure includes physical (e.g. benches), social (e.g. sports facilities) and green (e.g. public open spaces) infrastructure.

4. HOW THE COUNCIL WILL DETERMINE ITS PRIORITIES

CTC priorities should be documented within an adopted Neighbourhood Plan. In the absence of an adopted Neighbourhood Plan, the council will use its Annual Strategic Plan to determine the local area priorities. The council will present identified infrastructure projects to BC's responsible officer for CIL so they can be added to BC's approved list for use of CIL funding.

5. SPENDING CIL MONEY

CTC will spend CIL money within five years of receipt from BC. The Community, Assets, Recreation and the Environment (CARE) Committee will determine which projects it would like CIL money to be allocated towards. The Finance Committee will then approve or decline this expenditure. If approved, the responsibility for expenditure will then be passed to the relevant council department. The money will be spent in accordance with the council's Financial Regulations.

6. RECORDING AND REPORTING EXPENDITURE

CTC will produce a report for each financial year to include:

- Total CIL receipts
- Total expenditure
- A summary of each project CIL was spent on
- Total amount of receipts retained at the end of the reported year from that year and previous years.

The report will be published on the CTC web site and will be sent to BC by the end of the calendar year (e.g. the report covering 2021/22 will be published by the 31 December 2022).

APPENDIX 2
CHESHAM TOWN COUNCIL
CIL FUNDING TRACKER

2021-22

Application	Site Address	Amount	Committed	Spent	Balance	Spend By	Date Received	Committee Agreed	Date Spent	Project
PL/20/3420/FA	Land to Rear Of 280 Bellingdon Road, Chesham	£1,635.19	£1,635.00	£0.00	£0.19	22.10.26	22.10.21			£1,635 - LCWIP
PL/18/4879/FA	Chesham Service Station, Asheridge Road, Chesham	£13,099.05	£13,099.00	£0.00	£0.05	22.10.26	22.10.21			£9,000 - Nashleigh Hill Play Area £4,099 - LCWIP
		£14,734.24	£14,734.00	£0.00	£0.24					

2022-23

Application	Site Address	Amount	Committed	Spent	Balance	Spend By	Date Received	Committee Agreed	Date Spent	Project
PL/20/2734/FA	Old Church Hall, Station Road, Chesham	£16,867.55	£0.00	£0.00	£16,867.55	28.04.27	28.04.22			
PL/20/1663/FA	Land at 4-6 Broad Street, Chesham	£2,983.05	£0.00	£0.00	£2,983.05	28.04.27	28.04.22			
PL/20/1663/FA	Land at 4-6 Broad Street, Chesham	£2,983.05	£0.00	£0.00	£2,983.05	28.04.27	28.04.22			
PL/20/1663/FA	Land at 4-6 Broad Street, Chesham	£2,983.05	£0.00	£0.00	£2,983.05	28.04.27	28.04.22			
PL/21/2882/FA	Land To Rear Of 14-16 Frances Street, Chesham	£2,240.35	£0.00	£0.00	£2,240.35	22.10.27	22.10.22			
PL/20/1663/FA	Land at 4-6 Broad Street, Chesham	£2,983.05	£0.00	£0.00	£2,983.05	22.10.27	22.10.22			
		£31,040.10	£0.00	£0.00	£31,040.10					

AGENDA ITEM NO: 12 – Complaints Procedure

Reporting Officer:

Tony Marmo

Chief Executive Officer

01494 774842 ex 116

tony.marmo@chesham.gov.uk

Purpose of Report:

1. To review the Complaints Procedure.

Background Information:

2. The Complaints Procedure was last reviewed in 2017 and was due for review again in 2021.

Findings:

3. The Complaints Procedure has been reviewed, and amended, and is presented as **Appendix 1**.

Implications:

4. Financial: there are no financial implications of this report.
5. Strategic: the procedure ensure the Council is responding to its customers.
6. Environmental: there are no implications in this report.
7. Equality Act: the implications of any actions taken are assessed prior to implementation.

Recommendations:

8. The following recommendation is made:
 - i) That the revised Complaints Procedure is adopted.

Appendix

9. The following is appended to this report:
 - a) Appendix 1, Complaints Procedure

Appendix 1

COMPLAINTS PROCEDURE

Updated on the 16 January 2023

Next review by 31 January 2026

1. PURPOSE

Chesham Town Council is committed to providing the best quality of service to the residents that it serves but appreciates that there may be times when things go wrong. The purpose of our complaints procedure is to put things right in such situations. The Council will take all complaints seriously. At all times, all parties will be treated fairly and the complaints process will be reasonable, accessible and transparent.

2. SCOPE

2.1 Definition of a Complaint

For the purpose of this policy, the following definition of a complaint will be used:

“A complaint is an expression of dissatisfaction by one or more members of the public about the Council’s action or lack of action or about the standard of service, whether the action was taken or the service provided by the Council itself or a person or body acting on behalf of the Council.”

2.2 When the Complaints Procedure is Not Appropriate

The Town Council’s Complaints Procedure will not be used in respect of the following types of complaint:

i) Financial Irregularity

The Responsible Financial Officer (RFO) should endeavour to provide an explanation of the item. If the complainant is not satisfied, the RFO will advise the complainant of their statutory right to object to the Council’s audit of accounts pursuant to S16 Audit Commission Act 1998. On other matters, it may be necessary for the RFO to consult the auditor/Audit Commission.

ii) Criminal Activity

The Chief Executive Officer (CEO) should refer the complainant to the Police.

iii) Member Conduct

In the event of a complaint relating to a Member’s failure to comply with the Code of Conduct, the complainant will be advised to make their complaint to Buckinghamshire Council’s Monitoring Officer

iv) Employee Conduct

A complaint relating to the conduct of an employee may also be dealt with via the Council’s Disciplinary Policy and Procedure once the complaint has been investigated. Complaints that an employee may have about a colleague will be dealt with in accordance with the Council’s Grievance Procedure and Whistleblowing Policy. Complaints that an employee may have about a Member will be referred to Buckinghamshire Council’s Monitoring Officer

3. COMPLAINTS PROCEDURE

The person wishing to make a complaint should put their complaint in writing (letter, fax, email or complaints form – **see appendix 1**) to the Chief Executive Officer. The complaints form shows the

information required to be included within a complaint received by the CEO. If the complaint is about the CEO then the complainant should send their complaint to the Town Mayor. The Town Mayor would then replace the CEO, where mentioned in this procedure.

Most complaints can be resolved without going through the formal complaints process, by speaking to a member of the staff team or their manager. This can be done in person, by phone or email at the Town Hall, The Elgiva Theatre or Chesham Moor Gym & Swim. However, there are times when this has not resolved the complaint and a more formal process is required.

Once a formal complaint about a service, procedure or administration of the Council has been made, the complaint will be dealt with in the following way:

3.1 Stage One

The CEO will assign a complaint to the relevant Head of Department (the Investigator) to investigate. The CEO will write to the complainant confirming the following:

- i) Name and contact details of the Investigator.
- ii) Timescales for the investigation of the complaint (maximum of two weeks).
- iii) The investigator will contact them directly.
- iv) A letter will be sent at the end of the investigation to them by the investigator stating the outcome of the investigation.
- v) Should the complainant feel the complaint has not be addressed to a satisfactory level by the investigator at the end of the stage 1 process, the complainant will be able to instigate stage two of the complaint's procedure (this will also be advised within the investigators conclusion letter).

The investigator will undertake the following actions:

- i) Contact the relevant people in the investigation, requesting they provide the Council with copies of any documentation or evidence relied on.
- ii) Meet with relevant people in the investigation, to understand the scenario from all perspectives (the discussions of these meetings shall be recorded through minutes).

3.2 Stage Two

To instigate stage two of the complaints process the complainant should write to the CEO requesting the complaint be escalated to stage two, and their reasons for not being satisfied with the outcome of the stage one investigation. Following receipt of the request to escalate the complaint to stage two, the CEO will immediately refer the written complaint to the Council's Staffing Committee.

The CEO will provide a written acknowledgement of the escalation of the complaint within five working days. The letter will advise the complainant when the matter will be considered by the Staffing Committee. The complainant will also be advised whether the complaint will be treated as confidential or whether notice of it will be given in the usual way. The complainant will be invited to attend the meeting and will be informed that they may bring a representative with them.

The Council will provide the complainant with copies of the papers for the Staffing Committee meeting five working days in advance of the meeting, allowing the complainant the opportunity to read the material in good time for the meeting.

At the Staffing Committee meeting:

- i) Members shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. It is general practice that the public and press will be excluded due to the confidential nature of many complaints.
- ii) The Chair will introduce everyone and explain the procedure.
- iii) The complainant, or their representative, will outline the grounds for complaint and then questions may be asked (i) by the Investigating Officer and any other nominated officer, and then (ii) by Members.
- iv) The Investigating Officer and any other nominated officer may then explain the council's position and questions may be asked (i) by the complainant and then (ii) by Members.
- v) The Investigating Officer and any other nominated officer should be offered the opportunity to summarise their position.
- vi) The complainant is then given the opportunity to summarise their position.
- vii) The Investigating Officer, any other nominated officer, and the complainant will be asked to leave the room while Members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, **both** parties will be invited back.
- viii) The Investigating Officer, any other nominated officer, and the complainant will be given the opportunity to wait for the decision, but if the decision is unlikely to be finalised on that day they will be advised when the decision is likely to be made and when it is likely to be communicated to them.
- ix) The decision will be confirmed in writing within five working days of it having been made, together with details of any action to be taken.
- x) The decision will be reported to the next full Council Meeting, which will be open to the public and the press.

If an officer represents the position of the Council at a stage two meeting, putting forward justification for the action or procedure complained of, he/she should not advise the Staffing Committee, as they need to determine the matter themselves.

After the complaints procedure has been followed, the complainant has no right to further appeal and it remains the position that the Local Government Ombudsman has no jurisdiction over the Town Council.

3.3 Confidentiality

The Council will take care to maintain confidentiality where circumstances demand, e.g. where matters concern sensitive information, or where third parties are concerned.

3.4 Analysis

Complaints will be analysed annually by the CEO to spot patterns of serious complaints and lessons for service improvement, as well as assessing how well the complaints procedure is being followed.

3.6 Unreasonable and Vexatious Complaints

There will be circumstances when a complainant persists in wishing to proceed when the complaint clearly has no reasonable basis, or when the Council has already taken reasonable action in response, or where some other procedure should or has been taken. These matters will be referred to the Town Mayor by the CEO with a summary of the issues and of the attempts made to resolve the complaint.

The Town Mayor may advise the CEO, in such circumstances, that no further action can usefully be taken in response to the complainant. The CEO will decide whether to inform the complainant to this effect, making it clear that only new and substantive issues will merit a response. The advice of the Town Mayor shall be documented.

3.7 Anonymous Complaints

Anonymous complaints may be dismissed at their discretion of the CEO, according to the type and seriousness of the allegation.

4. POLICY REVIEW

This policy will be reviewed on a three-year cycle. However, the policy will also be examined when a formal complaint is made to identify any areas requiring improvement. The complaints procedure was last reviewed on the 16 January 2023 at the Council meeting.

5. CONTACT DETAILS FOR MAKING A COMPLAINT

Tony Marmo
Chief Executive Officer
Chesham Town Council
Chesham Town Hall
Baines Walk
Chesham
Buckinghamshire
HP5 1DS
(T) 01494 774 842 ex. 116
(E) tony.marmo@chesham.gov.uk

The Town Council office is open Monday to Friday, 10 am to 4.30 pm
The Town Council web site is www.chesham.gov.uk

Complaints Procedure Appendix 2



Please use this form to make a formal complaint to the Council under its complaints procedure and send this to:

Tony Marmo
Chief Executive Officer
Chesham Town Council
Chesham Town Hall
Baines Walk
Chesham
Buckinghamshire
HP5 1DS
(T) 01494 774 842 ex. 116
(E) tony.marmo@chesham.gov.uk

How we use your data: Chesham Town Council will hold your data for the purposes of dealing with your complaint of comment. Data will be held in line with Data Protection law and will be kept for three years.

Name:	
Address:	
Daytime phone no:	
Email:	

Name of person/department in the Council that you have been dealing with (if relevant)	
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Details of your comment/complaint:

AGENDA ITEM NO: 13 – Environmental Policy Review

Reporting Officer:

Kathryn Graves
Community, Economy and Environment Manager
01494 774842
kathryn.graves@chesham.gov.uk

Purpose of Report:

1. To review the Environmental Policy.

Background Information:

2. In 2004, the Corporate Environmental Advisory Centre conducted an environmental assessment of the council's main facilities. One of the recommendations made was to develop an environmental policy. The council's first Environmental Policy was adopted at the Council Meeting of the 11 December 2006 (Min no. 92). The policy was reviewed in 2011 and 2016.

Findings:

3. The policy has been reviewed (**Appendix 1**). Whilst the broad objectives and principles of the policy remain, it has been updated to include the council's commitment to becoming carbon neutral and now includes a section on air pollution.

Implications:

4. Financial: the financial implications of any environmental projects are assessed prior to implementation.
5. Strategic: accords with the Council's strategic objective three, 'To preserve the unique identity of Chesham and promote its heritage and its environment.'
6. Environmental: the purpose of the policy is to improve and protect the environment.
7. Equality Act: the implications of any actions taken are assessed prior to implementation.

Recommendations:

8. The following recommendation is made:
 - i) That the revised Environmental Policy is adopted.

Appendix

9. The following is appended to this report:
 - a) Appendix 1, Revised Environmental Policy

Appendix 1

ENVIRONMENTAL POLICY

Updated on the 16 January 2023

Next review by 31 January 2027

1. INTRODUCTION

In September 2019, the town council declared a Climate and Ecological Crisis. The council committed to reducing the negative impacts of its services on the wider environment, with the aspiration to be carbon neutral by 2030. The council is also committed to enhancing and conserving Chesham's immediate environment. The council also seeks to work with Chesham residents and businesses to encourage the development of a more sustainable community.

2. OBJECTIVES

- Become a carbon neutral council by 2030
- Promote biodiversity and protect habitats on council land
- Use resources efficiently, minimising waste and pollution
- Keep residents updated on the council's environmental activities and respond to feedback
- Support residents to adopt sustainable practices
- Work in partnership with organisations to conserve and improve local habitats

3. CLIMATE EMERGENCY

Human activities are estimated to have caused approximately 1.0°C of global warming above pre-industrial levels to date. This warming will persist for centuries to millennia, and will continue to cause further long-term changes in the climate system, such as sea level rises.

If global warming continues at the current rate, the temperature increase is likely to reach 1.5°C between 2030 and 2052. This further warming is expected to cause increases in mean temperatures in most regions, and extremes of temperatures and rainfall. This will lead to species extinction, biodiversity loss and climate-related risks to health, livelihoods, food security, water supply and economic growth. It is critical that we avoid temperature increases above 1.5°C, as the risks to our planet and ourselves will be so much greater.

Following the declaration of a Climate and Ecological Emergency in September 2019, the council underwent an independent carbon and eco-audit and created an action plan from the resulting report. The council will implement the action plan to get to zero carbon status and reverse biodiversity declines on its land. Progress on the action plan will be regularly reported to the CARE committee and communicated to residents via the town council web site and social media.

4. BIODIVERSITY

In compliance with The Natural Environment and Rural Communities Act (2006), the council will have regard for the conservation of biodiversity in the exercise of its functions. The council will implement the sections of its Climate and Ecological Emergency action plan that relate to improving biodiversity through the management of council land and report on this to the CARE committee.

The council is committed to the control and eradication of invasive plants on its land and will avoid the use of species in its planting schemes which are known to be invasive in the south east of England.

The council's Chemicals in Open Spaces policy commits the council to using pesticides in an environmentally responsible manner and to identifying alternative, non-chemical control methods where feasible.

The council will develop management plans for its open spaces to manage the land sustainably and encourage biodiversity. Where the council manages land on behalf of other organisations, e.g. Bucks Council's roadside verges, the council will seek to influence the landowner to enable more environmentally-sensitive management.

5. WATER

Mains water used in Chesham is imported from outside the catchment and has an associated carbon footprint. Water will be used efficiently for council activities and on council premises. Planting schemes and technologies will be used that reduce the need for watering, e.g. planting drought-resistant species and using mulches. The council will encourage visitors at all council venues to use water wisely.

The council will look to increase the amount of rainwater harvested, to provide an alternative to mains water where appropriate. The council will encourage its allotment tenants to reduce their water usage.

The Planning Committee will give regard to issues of water use, run-off and pollution when commenting on planning applications. The council will support the use of Sustainable Drainage (SuDS) to reduce flooding risks, manage stormwater, minimise diffuse pollution and help maintain groundwater levels. The Chesham Neighbourhood Plan will include a specific water policy that will cover how to reduce the detrimental impact of development on the water environment.

The council acknowledges that the River Chess that runs through Chesham, as a chalk stream, is a globally rare habitat that is important for the characteristic wildlife and landscape of the Chilterns. The council is committed to the conservation of this habitat and will lead on the Impress the Chess group, the remit of which is conserving and restoring the River Chess that runs through Chesham.

6. PLANNING AND DEVELOPMENT

The Planning Committee will consider sustainability, environmental impact and biodiversity when commenting on planning applications in Chesham and responding to consultations on the local planning authority's Local Plans.

The council will lobby on the need for developing sustainable drainage in Chesham, necessitated by Chesham's particular topography and urban development, in order to counteract surface water flooding.

A key aim of the Chesham Neighbourhood Plan will be to promote sustainable development and policies within the plan will detail how this is to be achieved.

7. WASTE AND RECYCLING

The council will minimise its waste production wherever possible, by reducing, repairing and reusing resources, and by recycling the waste its activities produce, where facilities exist. Rubbish

will be disposed of safely, following the correct procedures, and only licensed contractors will be used.

8. PROCUREMENT

Council procurement will be assessed for sustainability implications, with the aim of purchasing renewable/recycled, environmentally low-impact and recyclable materials with reduced packaging. The council will seek to purchase from companies that have environmental management systems in place. The council is converting to using paper-free systems wherever possible.

The council will ban the use, by the council or its contractors, of certain specified environmentally damaging products where an alternative product or method is available. These products are:

- Ozone-depleting chemicals
- Tropical hardwood that is not certified independently as coming from a well-managed forest
- Pesticides on the UK Red List and EC Blank List

The council does not use peat, and actively encourages its contractors to use alternative growing media.

Sourcing materials locally, where feasible, will reduce carbon emissions resulting from transporting produce. The council will promote local produce and products within the community as appropriate, which will have the additional positive effect of supporting the local economy. As part of this, the council works in partnership with Sustainable Chesham to run the Local Produce Market.

The council will continue to support Chesham's Fairtrade status, as part of its commitment to global environmental issues. Fairtrade production standards encourage sustainable agriculture and environmental protections.

Animal-based agricultural greenhouse gas emissions are known drivers of climate change. The council will provide animal-free food and drink alternatives as an additional option where it is responsible for the provision of refreshments. It will encourage concessions at its venues to do the same.

9. TRANSPORT

The council encourages sustainable transport systems, promoting public transport and non-polluting modes of transport within the town, such as cycling and walking. Contributing to this, the council will develop a Local Cycling and Walking Infrastructure Plan. The council supports Chesham's Walkers Are Welcome project. The council will investigate the purchase or lease of sustainable, minimally polluting vehicles as and when there is a need to replace its fleet vehicles.

10. AIR POLLUTION

The promotion of sustainable transport systems will help to reduce air pollution. The council will continue to host a green wall on the Town Hall, located adjacent to one of the main roads in Chesham. The council will lead on, or participate in, initiatives to combat air pollution, such as the Communi-Tree project in which trees are planted along urban roads.

11. AWARENESS, LOBBYING AND PARTNERSHIPS

The council will promote awareness of, and information on, environmental issues within the community. It will act as a voice for local environmental concerns to those agencies given statutory powers to tackle problems.

The council will engage in partnership working with the local community, organisations and other tiers of government in partnerships on environmental projects. The council will also support groups involved in environmental work in the town.