

Chesham Town Council

Bill Richards
Town Clerk



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2nd December 2019

Dear Councillor,

You are **SUMMONED** to attend a meeting of the **CHESHAM TOWN COUNCIL** to be held in the Council Chamber, The Town Hall, Chesham, on

MONDAY 9th DECEMBER 2019 AT 7.30 pm

AGENDA

1. Apologies for absence.
2. To confirm Minutes of the Council Meeting on the 28th October 2019
3. Declarations of Interest.
4. 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.
5. To receive the Mayoral engagements and any other announcements as the Town Mayor may wish to lay before the Council (to follow).
6. Exclusion of the Public and the Press
7. Presentation from Chesham Renaissance Community Interest Company
8. Reopening of the Meeting to the Public and the Press
9. To note the Minutes of the Chesham Youth Council held on the 4th November 2019.
10. To receive and consider the Minutes of the under mentioned Committees.
Planning Committee of the 4th November and the 2nd December 2019 (to follow).
Staffing Committee of the 25th November 2019.
Recreation and the Arts of the 2nd December 2019 (to follow).
11. Confirmation of Donations Awards.
12. Food Bank Town Partner Request.
13. River Chess Photographic Project.
14. To receive and consider Payments No: 4

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bill Richards'.

Bill Richards
Town Clerk

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Chesham Town Council, Town Hall, Chesham, Bucks HP5 1DS
Twinned with Friedrichsdorf Germany; Houilles France; Archena Spain

THE CHESHAM YOUTH COUNCIL MINUTES

Date of meeting: 4th of November 2019.

Location and time: Town hall. From 4:30 to 6:30.

Apologies: None

Present: Lizzie, George, Kirstie, Leila, Bridie, Hannah, Cora, Will, Leo, Finlay, Anohk, Joseph, Emily and Jill.

Minutes of last meeting were reviewed

Meeting Discussion:

Following on from the previous meeting when we decided the new roles within the Youth council, we have succeeded in becoming a more independent youth council where Joe, Emily and Jill just watch instead of running the meetings.

The first thing on the agenda was Christmas in Chesham. For this event we are going to run a photo booth with 2 frames that Hannah will order, and George, Lizzie and Kirstie will try to make one. To take the pictures for the stall we will use polaroid cameras which Bridie will supply, Jill will also try to get one.

For the photos we will charge two pounds a photo. The aim is to sell at least fifty photos and so make a profit as we will need to purchase the Polaroid film. On the night we will take half an hour shifts and have each been assigned roles for the night as follows:

- Props-Kirstie
- Float-Will £25-£30 pound
- Frames-George and Hannah
- Camera-Bridie and Jill
- The set up-George Lizzie and Kirstie
- Table-George
- Lights-Will, Leila and Hannah

The event will start at 5:45pm and finishes at 8:30pm. For the publicity, Bridie has designed some posters that she will put up in shops Kirstie will help her do this.

AGENDA ITEM NO: 11 - CONFIRMATION OF OUTSTANDING DONATIONS

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To confirm Donations recommendations outstanding from the last Council meeting.

Background Information

2. At the last Council meeting when determining donation awards, *‘Questions were raised about the operation and effectiveness of two particular organisations and therefore it was agreed to defer approving grants to them until further clarification on these concerns had been received’*. (Min No. 57)

Financial Implications

3. As outlined within the Report. It should be noted, for auditing purposes, any award needs to be confirmed by a Committee or Council.

Strategic Objectives

4. Accords with Strategic Aim 2. – *‘To encourage and promote the economic and commercial vitality of Chesham in a way that encourages sustainable employment opportunities, housing and business facilities that respect the Area of Outstanding Natural Beauty in which it is situated’* and 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’*.

Equality Access Implications

5. Much of Chilterns Dial-a-Ride work is assisting those with protected characteristics.

Detailed Consideration

6. The two applications which were deferred were from Chesham Connect and Chilterns Dial-a-Ride.
7. Members will recall receiving an email from the Chairman of ‘Christmas in Chesham’. He explained that Chesham Connect was merely an umbrella organisation and ‘Christmas in Chesham’ accounts were kept separate within it. Members who replied to the email circulated by the Clerk were very happy to support the funding request of £500 to support the Christmas Lights-On switch-on event for 2019.

8. At the Council meeting, it was noted that Chiltern District Council was also looking at a grant application from Chilterns Dial-a-Ride and, presumably, would be scrutinising its operation and provision to the community accordingly.
9. The application was assessed by both its Cabinet in October and its Services Overview Committee in November, both of which recommended approval (to be confirmed at its next Council meeting). Based on the premise that the organisation is being assisted by the principal authority and that the organisation operates regularly in Chesham, your officers are again recommending financial assistance.
10. Members will recall that the Donations panel was of the view that Dial-a-Ride's request for £1,800 - a figure well in excess of the £500 cap 'except in exceptional circumstances' - be determined by the Council. The organisation's argument that there are exceptional circumstances is **attached**. Obviously, such a figure is greatly in excess of other awards made and therefore there is an argument to stick rigidly to a maximum of £500 award, particularly in light of some comments made on the accessibility and costs of the service by some Members previously.

Recommendation

1. **That the grant to Chesham Connect pertaining to 'Christmas in Chesham' of £500 be confirmed.**
2. **That a grant of £500 be made to Chilterns Dial-a-Ride.**

What benefits will this project bring to Chesham and its residents? <i>Please continue on a separate sheet if needed</i>	See earlier sections which covers this in detail. CDAR has a particular focus in Chesham which accounts for around 14% of all our passenger journeys in the area we cover, which is Chiltern and Wycombe Districts and part of South Bucks. We provides a much needed door to door transport service for those in the community who have mobility problems. We are well known for the personal care and consideration we give to our customers. Our service, with bespoke minibuses and trained, dedicated drivers, many of whom are volunteers, is fulfilling a real need to those who otherwise cannot get out and about. Because of what we do, we are making a major contribution to tackling isolation and loneliness, enabling social contact and inclusion and helping give such vulnerable people a measure of independence.
Total estimated cost of project	£12,000, of which We are seeking a contribution of £1,800 from Chesham Town Council
Dates scheduled to start and finish:	October 2018 through to end September 2020
Amount already available:	Not yet fixed
Amount expected to be available at beginning of project:	Not yet fixed
How much money would you like to receive from the town council? Please note there is a cap of £500 except in exceptional circumstances.	£1,800
If claiming exceptional circumstances, please explain them here	Chesham and its immediate surrounds represents the highest intensity of usage of our services of the area within which we operate (Chiltern and Wycombe Districts and part of South Bucks District). As mentioned on the section on "Specific Project for which you are seeking a Grant" Chesham has also been a key town to test and develop social outings for those who would really appreciate social outings but may be of limited means. We are not asking you to increase the grant you have us last year (which is so much appreciated), only to maintain it as an extremely important contribution to enable us to keep up the good work.
If you have applied to other organisations, please tell us who you have applied to and what amounts you have applied for	Chiltern District Council - up to £3,000 pro-rata Bucks County Council - up to £4,500 pro-rata
If your application is successful, you will be paid by BACS payment. Please provide the following information to make sure that you can be paid:	
Bank name:	Cooperative Bank
Bank sort code:	089299

AGENDA ITEM NO: 12 - FOOD BANK TOWN PARTNER REQUEST

Reporting Officer: Kathryn Graves (01494 583798)

Summary

1. To consider a request by the Chiltern Foodbank to become an official Town Partner.

Background Information

2. The Council's Town Partner Scheme was set up in 2013 to recognise the many organisations, most of them volunteer groups, which do so much excellent work in Chesham and accord with the Town Council's Strategic Objectives. The aim of the scheme is to strengthen links with these groups and work together towards mutual objectives.

Financial Implications

3. None pertaining to this report.

Strategic Objectives

4. The work of the Chiltern Foodbank is in accordance with Strategic Objective 5b, *'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. b. Engage and work with COPAG, the CAB, youth groups and other voluntary organisations to provide for the needs of more vulnerable or isolated groups in Chesham.'*

Equality Act Implications

5. None pertaining to this report.

Detailed Consideration

6. The Chiltern Foodbank opened in 2011 and works with a variety of local agencies who meet people at risk of going hungry, including Citizens Advice, children's centres and health visitors. These agencies refer people to the Foodbank by issuing them with a voucher for a food parcel.
7. A typical food parcel contains a minimum of three days of nutritionally balanced, non-perishable, tinned and dried foods that have been donated by the local community. Specific parcels can be provided for a range of dietary needs including people with diabetes, gluten intolerance, vegetarians and halal.

8. In 2018, the Chiltern FoodBank provided 2,315 three-day emergency food supplies to people in crisis.
9. If the FoodBank were to become a Town Partner, they would benefit from a dedicated page on the Town Council web site, use of the Town Partner logo and complimentary use of a Town Hall room twice a year.
10. To assist the FoodBank in receiving appropriate donations, your officers already post on the Town Council web site and social media a list of most-needed items on a weekly basis.

Recommendation

That the Chiltern FoodBank becomes an official Town Partner.

AGENDA ITEM NO: 13 – CHESS PHOTOGRAPHIC PROJECT

Reporting Officer: Kathryn Graves (01494 583798)

Summary

1. To consider a request for support for a local photographic project.

Background Information

2. Mr Matt Writtle is a Chesham-based, award-winning documentary and portrait photographer. His documentary assignment 'Healthy Lives' commissioned by the Royal Society of Public Health and The Health Foundation focused on Chesham. Examples of Mr Writtle's work can be seen on his web site: <http://mattwrittle.com/>

Financial Implications

3. Mr Writtle is not seeking financial assistance for this project.

Strategic Objectives

4. This project is in accordance with Strategic Objectives 1: *'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.'*, 2: *'To encourage and promote the economic and commercial vitality of Chesham in a way that encourages sustainable employment opportunities, housing and business facilities that respect the Area of Outstanding Natural Beauty in which it is situated'* and 3: *'To preserve the unique identity of Chesham and promote its heritage and its environment.'*

Equality Act Implications

5. None pertaining to this report.

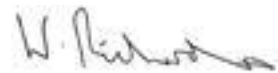
Detailed Consideration

6. Mr Writtle is working on a project documenting the River Chess in Chesham and looking at the impact that Chesham and its community have had on the river. His proposal is to create a walking trail through Chesham, following the river, and culminating in a six to eight-week exhibition on The Moor beginning in September 2020. By locating photos in public spaces along a trail where many of them were taken, it is hoped that the exhibition will encourage people to think about their environment. It is also intended this outdoor display will reach a broader audience than would be achieved through a traditional exhibition.

7. Mr Writtle is seeking the Council's permission to install temporary art exhibits on Town Council land, including The Moor as part of the walking trail. These would be A0, free-standing aluminium boards fixed into the ground of The Moor. Depending on other locations, boards may be temporarily attached to walls or railings. He has requested assistance from the Town Council's Parks & Premises Team to install the photographs on the trail.
8. The trail will be included as a guided walk in the October 2020 programme of the Chilterns AONB Walking Festival, which will encourage visitors to Chesham.
9. The Elgiva will be the central location to host the launch day and exhibit photographic prints for sale during the month of September. The Elgiva can act as the starting point for anyone wanting to do the walk without a guide, which will also potentially encourage people to visit The Elgiva for the first time.
10. Mr Writtle is applying for Arts Council Funding for this project. His application will benefit from letters of support from local organisations. Impress the Chess, the River Chess Association and the Chiltern Chalk Streams Project have already agreed to lend their support to this project and Mr Writtle is in discussions with Chiltern District Council.

Recommendation

- (i) That the Council agrees to temporary photographic exhibits on Town Council land, subject to specific location approval by officers.**
- (ii) That the Council agrees to provide a letter of support to Mr Writtle for the photographic project.**



Bill Richards
Town Clerk

AGENDA ITEM NO: 14

CHESHAM TOWN COUNCIL

PAYMENTS NO: 4

In accordance with Financial Regulation number 5.2

‘The RFO shall prepare a schedule of payments requiring ratification, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council.’

Monday 9th DECEMBER 2019

£ p

October 2019

151,068.89

Petty Cash /Credit Card items over £500:

£ p



Bill Richards
Town Clerk

CHESHAM TOWN COUNCIL				
OCTOBER 2019 PAYMENTS SCHEDULE				
DATE	PAYEE	AMOUNT	PAYMENT TYPE	DESCRIPTION
OCT		£ p		
1st	CHILTERN DISTRICT COUNCIL	69.00	Direct Debit	None Domestic Rates-Cemetery
	CHILTERN DISTRICT COUNCIL	1424.00	Direct Debit	None Domestic Rates-The Elgiva
	CHILTERN DISTRICT COUNCIL	1547.00	Direct Debit	None Domestic Rates-Town Hall
	CHILTERN DISTRICT COUNCIL	3143.00	Direct Debit	None Domestic Rates-Moor Gym & Swim
2nd	HITACHI CAPITAL	315.60	Direct Debit	Monthly lease of vehicle
3rd	BARCLAYCARD	1845.77	Direct Debit	Various purchases via Council credit card
4th	PAYMENT SENSE LTD.	42.00	Direct Debit	Card payment PCI fees-Elgiva
	PAYMENT SENSE LTD.	106.62	Direct Debit	Card payment PCI fees & till rolls-Moor Gym & Swim
	LLOYDS BANK	67.60	Direct Debit	Bank charges
7th	THE RIGHT FUEL CARD	294.78	Direct Debit	Vehicle fuel charges
	SOUTHERN ELECTRIC	593.89	Direct Debit	Electricity-Depot
8th	VIRGIN MEDIA	20.39	Direct Debit	Monthly line rental-Town Hall pay phone
	FIRST FOR TROPHIES	40.78	BACS	Allotment trophies
	OFFICE FURNITURE	374.40	BACS	Desk-Town Clerk's office
	E H SMITH	28.80	BACS	Sandbags-Moor Gym & Swim
	STUDIO BEAM LTD	240.00	BACS	Publicity-Moor Gym & Swim
	OFFICE WATERCOOLERS LIMITED	25.49	BACS	Monthly water coolers rental-Town Hall
	NEOPOST LIMITED	300.00	BACS	Postal franking machine refill
	WPS INSURANCE BROKERS	936.44	BACS	Vehicle insurance
	FILMBANK MEDIA	99.60	BACS	Film fees-Elgiva
	ALTIVE MEDIA LIMITED	900.46	BACS	Show fees-Elgiva
	JUSTINE HART	825.00	BACS	Elgiva workshop fees
	BIDFOOD	256.60	BACS	Sweets supplies -Elgiva bar
	WATERDENE FOODSERVICE LTD	38.32	BACS	Water supplies-Elgiva bar
	PARK CIRCUS LIMITED	236.58	BACS	Film-Elgiva
	ROYAL NATIONAL THEATRE	2738.20	BACS	Live streaming show-Elgiva
	INDIVIDUAL ENTERTAINMENT LTD	1351.91	BACS	Show fees-Elgiva
	INLAND REVENUE	13347.91	BACS	PAYE & NI-Sept 2018
	BUCKS COUNTY COUNCIL	14380.98	BACS	Pension contributions-Sept 2019
	G2	2789.20	BACS	Balance of hirers ticket sales-Elgiva
	CASH	443.24	Cheque 027733	Elgiva Petty Cash
10th OCT	BARCLAYCARD	62.00	Direct Debit	Sept. income payment charges-Town Hall
	BARCLAYCARD	337.24	Direct Debit	Sept. income income payment charges-Elgiva
	BARCLAYCARD	600.45	Direct Debit	Sept. Income payment charges-The Elgiva
14TH OCT	FIRST DATA	52.64	Direct Debit	Card payment processing fees-Elgiva
	FIRST DATA	138.41	Direct Debit	Card processing fees-Moor Gym & Swim
	CF CORPORATE FINANCE LIMITED	120.16	Direct Debit	Monthly printer lease-Elgiva
	THE RIGHT FUEL CARD	273.32	Direct Debit	Vehicle fuel charges
15TH OCT	AFFINITY FOR BUSIN	31.23	Direct Debit	Water charges-Cemetery
	SCOTTISH POWER	72.00	Direct Debit	Electricity-Park
	AFFINITY FOR BUSIN	194.37	Direct Debit	Water charges-Cemetery Lodge & buildings
	PAYTEK ADMINISTRATION	16.80	Direct Debit	Monthly card payment machine-Elgiva

DATE	PAYEE	AMOUNT	PAYMENT TYPE	DESCRIPTION
	PAYTEK ADMINISTRATION	18.00	Direct Debit	Monthly card payment machine -Moor Gym & Swim
	PAYTEK ADMINISTRATION	36.00	Direct Debit	Monthly card payment machine -Elgiva
15TH OCT	SALARIES	52647.63	TELEPAY	October salaries
16TH OCT	ARVAL	595.93	Direct Debit	Vehicle leasing-Works Depot
18TH OCT	BT GROUP	475.20	Direct Debit	Telephone charges
21ST	THE RIGHT FUELCARD	91.37	Direct Debit	Vehicle fuel charges
	HITACHI CAPITAL	374.40	Direct Debit	Ride onTractor monthly lease-Works Depot
22ND	CNH INDUSTRIAL CAPITAL	66.14	Direct Debit	Tractor & Loader lease-Works Depot
	CNH INDUSTRIAL CAPITAL	565.75	Direct Debit	Tractor & Loader lease-Works Depot
24TH	TOTAL GAS & POWER	135.80	Direct Debit	Gas charges-Town Hall
	TOTAL GAS & POWER	1971.19	Direct Debit	Gas charges-Moor Gym & Swim
	INFORMATION COMMISSIONER'S OFFICE	55.00	Direct Debit	Annual Data Protection fee
	CINEMALIVE LIMITED	622.06	BACS	Live streaming show-Elgiva
	TRADE UK	131.71	BACS	Small tools & materials-Works Depot
	NEW VISION SOFTWARE LTD	335.95	BACS	EPOS set up and licence fees-Elgiva
	OPEN SPACES SOCIETY	45.00	BACS	Annual subscription
	E.ON ENERGY	118.44	BACS	Electricity-CCTV
	BESEEN MARKETING LTD	96.00	BACS	Monthly website maintenance-Elgiva
	RIJO 42 INGREDIENTS LTD	370.97	BACS	Coffee machine supplies-Moor Gym & Swim
	RIVANS ELECTRICAL	438.00	BACS	Property maintenance-Moor Gym & Swim
	BARNET POOL MAINTENANCE LIMITED	99.12	BACS	Pool testing tablets-Moor Gym & Swim
	PARKINSON PARTNERSHIP	75.00	BACS	Professional fees-VAT advice
	TOM OWEN	99.00	BACS	Accomodation expenses-Elgiva panto
	ELEANOR GARTH	97.00	BACS	Facebook publicity posts-Elgiva
28TH OCT	THE RIGHT FUELCARD	248.98	Direct Debit	Vehicle fuel charges
	VEOLIA ES UK LTD.	365.36	Direct Debit	October rubbish collection charges
	ORBITPRESS LTD	76.80	BACS	Magnetic signs-Vehicles
	AVICA UK LTD	294.14	BACS	Cleaning supplies
	ARTIFAX SOFTWARE LIMITED	354.00	BACS	Monthly software charges-Elgiva
	WALT DISNEY COMPANY LIMITED	224.70	BACS	Film fees-Elgiva
	BFS GROUP LIMITED	246.57	BACS	Bar supplies-Elgiva
	BRENNTAG UK LIMITED	1606.56	BACS	Pool chemical supplies-Moor Gym & Swim
	BOARDS DIRECT	1948.90	BACS	LED advertising boards-Elgiva
	CF CORPORATE FINANCE LIMITED	977.18	BACS	Coffee machine rental-Moor Gym & Swim
	DAYLA LIMITED	1615.92	BACS	Bar supplies-Elgiva
	E.ON LIMITED	9.06	BACS	Electricity-Town clock
	EDEN FARM HULLEYS	283.04	BACS	Ice cream supplies-Elgiva
	EPM (ESSEX) LTD	216.30	BACS	Monthly film transportation charges-Elgiva
	JRT PRESERVATIONS	417.89	BACS	Property maintenance-Moor Gym & Swim
	LYRECO UK LIMITED	216.36	BACS	Stationery-Town Hall
	MORE2SCREEN LIMITED	1528.00	BACS	Live Streaming Fees-Elgiva
	VIRGIN MEDIA PAYMENTS LIMITED	270.40	BACS	Telephone charges
	NPOWER LIMITED	3746.63	BACS	Electricity charges
	SUMMIT HYGIENE	153.17	BACS	Cleaning supplies-Elgiva
	SPEKTRIX UK	1836.88	BACS	Monthly charges-Elgiva booking system

DATE	PAYEE	AMOUNT	PAYMENT TYPE	DESCRIPTION
	SLCC ENTERPRISES	174.00	BACS	Conference training course
	TRADE UK	214.93	BACS	Protective clothing-Works Depot
	NORTH EAST REGIONAL EMPLOYERS ORGANISATION	56.00	BACS	Staff DBS check
	RICOH UK LIMITED	729.10	BACS	Quarterly photocopier charges-Town Hall
	CHILTERN DISTRICT COUNCIL	134.88	BACS	Energy charges for market lanterns
	GOPAK LTD	2293.12	BACS	Chairs-Town Hall
	SHRED STATION LIMITED	90.00	BACS	Shredding fees
	BUTTERFLY PRINT AND DESIGN LTD	140.00	BACS	Printing Town Hall guides
	KINGFISHER ENVIRONMENTAL SERVICES LTD	67.97	BACS	Pool water testing -Moor Gym & Swim
	JACQUIE DAVIES	120.00	BACS	Teaching fees-Aqua classes Moor Gym & Swim
	THE TINTOMETER LIMITED	183.39	BACS	Pool water testing kit-Moor Gym & Swim
	BARNET POOL MAINTENANCE LIMITED	498.00	BACS	Pool water chemicals & supplies-Moor Gym & Swim
	LAMPS & TUBES ILLUMINATIONS	737.72	BACS	Property maintenance-Moor Gym & Swim
	A DEPNER	40.00	BACS	Window cleaning-Moor Gym & Swim
	SPEEDO INTERNATIONAL LTD	711.82	BACS	Merchandise supplies-Moor Gym & Swim
	CAROL WILES	1267.25	BACS	Cleaning services-Elgiva
	FUTURE PROJECTIONS LTD	449.80	BACS	Amplifier-Elgiva
	MANOR SIGNS UK LIMITED	258.72	BACS	Panto advertising boards-Elgiva
	CHUBB FIRE & SECURITY LTD	393.38	BACS	Fire alarm service-Elgiva
	RIVANS ELECTRICAL	433.80	BACS	Electrical works new LED advertising boards-Elgiva
	ROYAL NATIONAL THEATRE	2372.98	BACS	Live streaming show fees-Elgiva
	SWEENEY ENTERTAINMENTS LIMITED	4673.27	BACS	Show fees-Elgiva
	BUCKLAND LANDSCAPES LIMITED	2018.28	BACS	Monthly maintence charges-Chesham Cemetery
	SIMON COLLINS	1157.28	BACS	Maintenance-Town Centre baskets & planters
	COUNTRY SUPPLIES	31.44	BACS	Posts
	CURZON FILM WORLD LTD	197.58	BACS	Fim fees-Elgiva
	INTERNET CONSULTANCY & MANAGEMENT LTD.	942.01	BACS	Trees
	DIGITAL RIVER IRELAND LTD	379.99	Cheque 27734	Computer-Elgiva
	CHILTERN DISTRICT COUNCIL	702.00	Cheque 27735	Staff car park season ticket-recharged
	GUY JOHNSON	24.50	Cheque 27736	Ticket refund-Elgiva
	LLOYDS BANK PLC	2500.00	Cheque 27737	Part paymeny of credit card purchases
31ST	GENERAL VENDING SERVICES	156.00	Direct Debit	Vending machine rental-Moor Gym & Swim
	GRAND TOTAL	151068.89		