

Chesham Town Council

Bill Richards
Town Clerk



Tel: 01494 774842

Fax: 01494 582908

www.chesham.gov.uk

Email: admin@chesham.gov.uk

26th November 2010

Dear Councillor

I hereby give you notice that a **meeting of the POLICY AND RESOURCES COMMITTEE** to be held in the Council Chamber, The Town Hall, Chesham, on

MONDAY 6TH DECEMBER 2010 AT APPROXIMATELY 8.15 PM

(i.e. immediately following the close of the Council meeting which is due to commence at 8.00pm)

when the business set out below is proposed to be transacted:

AGENDA

1. Apologies for absence.
2. Declarations of interest.
3. To receive and confirm the Minutes of the meeting of 25th October 2010.
4. To receive and consider the Minutes of:
 - Town Centre Working Group of 23rd September 2010.*
 - Chesham Action Partnership AGM of 19th October 2010.*
 - Transition Towns Chesham meeting of 4th November 2010.*
5. Devolved Services Update.
6. Redundancy Policy.
7. Card Payment Facilities.
8. Moor Pavilion.
9. Proposed Fees and Charges for Town Hall.
10. Revised Estimates 2010/11 and Estimates 2011/12.
11. Financial Report to the 31st October 2010.
12. Exclusion of Public and Press.
13. Cemetery Lodges.

Yours sincerely,

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

Bill Richards
Town Clerk



Chesham Town Council

continued . . .

Circulation:

Councillor V.M. Abraham
Councillor A.K. Bacon
Councillor Ms J. E. Bramwell
Councillor M.E. Brand
Councillor N.L. Brown
Councillor M. Fayyaz

Councillor Mrs J.C. Fulford
Councillor F.G. Holly
Councillor Mrs C.M. Michael
Councillor Mr M.W. Shaw
Councillor P.W. Yerrell

Publication Date 26.11.2010



CHESHAM TOWN COUNCIL TOWN CENTRE WORKING GROUP

Minutes of the meeting of the Town Centre Working Group held on Thursday 23 September 2010.

PRESENT:

Cllr Jane Bramwell (JB), Chesham Town Council (Chair)
Bill Richards (BR), Chesham Town Council (Minute taker)
Cllr Colette Littley (CL), Chesham Town Council (local ward Member) and Chesham in Bloom
Trevor Pilling (TP), Chesham Society
Rod Culverhouse (RC), FastBreak
Andy Clarke (AC), Chiltern District Council
Jed Elverson (JE), 'YourChesham' Magazine

1. APOLOGIES

Apologies were received from David Carter and Kathryn Graves.

2. MINUTES AND MATTERS ARISING

The notes of the meeting of the Town Centre Working Group held on Thursday 10th June 2010 were agreed as a correct record.

(i) Lowndes Park Lighting

In relation to *Minute 2(iv)*, JB reported that the broken lamp column along the Rue de Houilles had still not been fixed. BR was asked to chase up with Mike Barber.

Action: Bill Richards

(ii) Drains

In relation to *Minute 3(v)*, JB reported that the drain had not been fixed in the vicinity of the War Memorial. BR was asked to chase up with Mike Barber.

Action: Bill Richards

(iii) Culvert

In relation to *Minute 3(vi)* BR advised that he was hosting a meeting on the 5th October involving the Environment Agency to update all stakeholders on the culvert and the remedial works required by the riparian owners.

(iv) Taxis

JB stated that, while undertaking a Council surgery on a Saturday, she was disappointed to see that the police did not seem to be taking any action against numerous taxis parked on double yellow lines. AC also added that there was little enforcement on 'double parking' as well. JB asked for this to be minuted and drawn to the police's attention in due course.

3. COMMUNITY SAFETY/POLICE REPORT

None forthcoming due to the lack of representation from the police.

RC commenced a brief discussion on community safety by opining that there was too much emphasis on enforcement and not enough on prevention in respect of anti-social behaviour. He gave the example of a major fracas in the town centre the previous week that had necessitated him calling 999 and police coming out to investigate well after the incident had finished. He expressed the view that there needed to be a right balance between giving young people (though he was keen to emphasise that it was not just young people who committed anti-social acts) something to do and a visible police presence. JE echoed these sentiments and gave an example of young people after school kicking a football in the High Street and potentially causing damage to shop windows. A short debate took place on how much low level anti-social behaviour the police should be expected to tackle and how much could be deterred by the community itself but it was agreed to be desirable to have the PCSOs patrolling the High Street after 3.15pm (i.e. after school) on weekdays.

4. HIGHWAY ISSUES

None forthcoming due to the lack of representation from Buckinghamshire County Council.

JB stated that it was unfortunate that there was neither police nor County Council representation and she said that she would write a letter requesting both organisations' presence for future meetings.

Action: Jane Bramwell

5. PARKING

AC advised that a parking permits scheme was being progressed for the residents of the Bellingdon Road spur and reported that other such 'local empowerment' schemes may be eligible for funding through the Local Area Forum. He gave the example of Great Missenden residents who had received monies to implement a parking permit scheme. CL advised that similar parking problems had arisen in Pednormead End and that residents may be looking at such a scheme.

TP reported that at the recent Chesham Society AGM, concern had again been raised on parking on pavements and how this could be addressed. AC advised that parking on pavements where there were no yellow lines was a matter for the police and

where there were yellow lines, a matter for Chiltern District Council. He suggested that if there was parking causing an obstruction on areas with no yellow lines, this should be emphasised when ringing the police's non-emergency helpline otherwise the switchboard may simply erroneously refer the complainant to Chiltern District Council. AC then informed the group of Chiltern District Council's policy on parking on pavements with yellow lines, which was to issue a fine accordingly. He stated he was aware that many cars were untaxed but Chiltern District Council worked closely with the DVLA to track down the registered owners and, if no response was forthcoming after this, the vehicles were clamped and ultimately taken away and crushed.

The group then considered parking issues raised at the Chesham Town Council surgeries.

In respect of parking on the bus stop in Bellingdon Road, AC advised that instant tickets were issued by his traffic wardens.

In regard to parking in Forelands Way, AC reported that the regular offender who ignored the 11am-12 noon restriction and parked all day was regularly ticketed but always paid their fine, probably because this was cheaper than a weekly car-park pass. AC informed the group that Buckinghamshire County Council, who would be taking over the on street parking enforcement shortly, would be employing private contractors who would be likely to be issuing tickets 7 days a week therefore making it unviable to park there.

In respect of land in East Street, AC reported that Chiltern District Council was currently in the process of selling the site of the old toilets so the area will look less unkempt shortly.

AC then reported that Chiltern District Council was engaging consultants to look at the question of St Mary's Way wall to see whether a more environmentally friendly, aesthetically pleasing barrier from the road could be erected at reasonable cost. This initiative was welcomed by the group. JB also informed the group that Kathryn Graves had told her that Chesham in Bloom was close to securing sponsorship for the planters in St Mary's Way and therefore it was hoped that a proper maintenance regime would be in place by the New Year.

CL enquired whether short term, free parking could be provided as in other towns. AC replied it could be but it would need to be recharged to the town council as happened at Wendover. He stated that he suspected it would be prohibitively expensive but agreed to work out a one hour free parking cost based on current parking levels for the next meeting.

Action: Andy Clarke

RC informed the group that the Chesham Chamber of Trade and Commerce was looking at an initiative bringing together independent traders who would offer a

refund on parking if products were purchased from their store. JE stated that he knew of at least 3 or 4 shops at least who would be likely to support such a scheme.

6. ANY OTHER BUSINESS

(i) Pigeon Excrement

JB reported that she, CL, BR and Kathryn Graves had met with Chiltern District Council's Waste Management Contracts Officer recently and it was agreed that the contractors would jet steam clean the worst affected areas. There had also been discussions about the possibility of retailers erecting spikes on their properties to stop pigeons nesting. AC informed the group that Simon Rycraft at Chiltern District Council was currently looking at installing these at the Amersham offices and CL agreed to contact him to investigate likely costs and logistical issues. TP also mentioned that the Allotments Group periodically used a hawk to scare off pigeons and it was agreed this should be looked into as a possibility.

Action: Colette Littley

(ii) Green Flag Award – Lowndes Park

BR informed the group that the Council had regained a Green Flag Award (an award given to well-maintained, community-led green spaces). He opined this was good news but it was a little disheartening to hear that it had only just been achieved despite major investment and resources spent in the park and questioned whether the judging was consistent across the board.

(iii) 'YourChesham' Magazine

JE confirmed that the magazine was still going well and keen to report on stories pertinent to Chesham and the town centre itself.

(iv) Market

RC asked whether it was necessary to have all the stalls facing the same way as it adversely affected retailers who were 'behind' the existing stalls. He also asked whether it could be requested that the open cooking stalls could be kept away from shops like his own which sold clothes as customers had been deterred by the odour left on shirts, etc. during the summer. BR agreed to put these queries to the Chiltern District Council officer with responsibility for the market.

Action: Bill Richards

(v) Alcohol Restriction Zone

BR reported Chiltern District Council had paid for new alcohol restricted area zone signs to replace the ones currently in existence.

7. DATE OF NEXT MEETING

The next meeting will take place in December and Kathryn Graves will circulate a proposed date with the minutes.

Action: Kathryn Graves

**Chesham Action Partnership
Annual General Meeting
Tuesday 19th October 2010 at Chesham Town Hall**

M-10.10-1

In attendance:

Dr Tom Gorsuch (Chairman)	Chesham Society
Mr David Carter (Treasurer)	Chesham Society
Ms Kathryn Graves (Secretary)	Chesham Town Council (CTC)
Mr Bill Richards	CTC
Mr Fred Wilson	Chesham Chamber of Trade and Commerce
Mr Phil Folly	COPAG/Chesham Environmental Group (CEG)
Mr Malcolm Godwin	Buckinghamshire County Council (BCC)
Ms Mora Walker	Chesham Museum
Mr David Gardner	Chiltern District Council (CDC)
Cllr Gill Walker	CTC
Mr Stuart Ottley	Caracol
Mrs Irene Perrin	Shed@ThePark
Ms Alison Derrick	BCC
Ms Julia King	BCC
Ms Deborah Taylor	NHS Buckinghamshire
Ms Barbara Richardson	COPAG
Ms Beverley Trevitt	Bucks Community Foundation
Mr Geoff Gigg	Paradigm Housing
Ms Jan Longhurst	Church2Community
Ms Carol Flower	Church2Community
Mr Masud Ahmed	Chesham Asian Welfare Society

Apologies:

Management Committee: Cllr Noel Brown – BCC/CDC/CTC, Mr Ken Austin - Chesham Community Vision/CEG

Cllr Merrin Molesworth – CTC, Mr Ed Fraser – Compuhealth, Dr Siobhan Bygate – Chesham High School, Mr Roy Abraham - Chiltern Racial Equality Council, Ms Moira Hamer - Amersham & Wycombe College, Mr Martin Woolnough – Chesham United, Mr Brian McCollum – Chesham Park Community College, Mr Tony White – Chesham Town Twinning, Cllr Mark Shaw – Pond Park Community Association, Mr John Amatt – Nexus Community

1. Minutes of AGM of 20th October 2009

The minutes of the AGM of the 20th October 2009 were agreed as a correct record.

2. Report on ChAP's Activities During the Previous Year

Dr Tom Gorsuch (TG) summarised ChAP's performance in relation to its major objectives over the last year. ChAP has been successful in supporting groups that deliver the Chesham Community Vision by funding 15 projects and in so doing

spending nearly double ChAP's annual income. TG expressed CHAP's deep appreciation for the annual grant from CDC, and suggested that as an active funding group for the largest settlement in the Chilterns, ChAP could put forward a good argument for continuing to receive such funding. However, TG urged the group not to rely upon the grant and said that whilst ChAP has a small reserve, ChAP will need to address the issue of funding in the New Year.

With respect to engaging with local government and proposing and actioning projects and activities, ChAP has interacted well with local government and has received good support from all tiers. ChAP has not, however, developed any large scale ideas to attract substantial amounts of funding.

In standing down as Chairman, TG offered his thanks to all ChAP members, especially the officers, for their assistance over the last two years.

Mr Fred Wilson (FW) said that TG has taken ChAP a long way since its establishment and asked the group to show their appreciation for TG's leadership in a round of applause.

3. Financial Report

The group examined the tabled financial report for 2009-10. Mr David Carter (DC) explained that the major expenditure over the last year has been grants to support local projects. The other expenditure has been insurance. DC suggested the need to set up a more formal system of funding to identify sources of finance that ChAP can call upon in the future.

4. Appointment of Assessor

Mr Trevor Pilling was appointed as the assessor for 2010-11.

5. Election of Honorary Officers and Committee Members

All members of the Management Committee retired from office. Mr Bill Richards (BR) read out the names of the following people who had agreed to offer themselves for re-election and the re-election took place on block:

Dr Tom Gorsuch, Mr David Carter, Mr Ken Austin, Cllr Noel Brown, Ms Barbara Richardson, Mr David Gardner, Mr Fred Wilson, Ms Kathryn Graves, Ms Anthea Watkins/Mr Geoff Gigg, Ms Mora Walker, Cllr Gill Walker and Mr Bill Richards.

Ms Kathryn Graves, Mr David Carter and Mr Fred Wilson were re-elected as Secretary, Treasurer and Vice-Chairman, respectively.

BR informed the group that Cllr Noel Brown (NB) had expressed his willingness to stand as Chairman prior to the meeting. Whilst it was acknowledged that the general view of ChAP members was that it would be preferable to have a non-political chairman in order to retain the group's independence, NB was considered a good choice. BR explained that NB would be willing to step aside if another nominee came forward during the year. On this basis, Cllr Noel Brown was elected as Chairman.

TG expressed his thanks to those members of the Management Committee who had stood down and explained that there are now four vacancies on the committee. TG particularly thanked Ms Alison Derrick for her contribution.

The meeting closed at 2.17 pm.

Green Drinks	<p>Last one about 10 people – bumble bees. Next one Thursday 25th November – have as a general social. (Always the LAST Thursday of the month) Discussed the venue and the size.... The thought of thinking of a larger venue for some events. But Richard very supportive & free. Julia asked if someone else would take this on as a monthly ‘task’. Tabitha, Caroline & Sarah agreed to do jointly. Sarah is ‘the face’ from Feb onwards. Tabitha is ‘the face’ for 27th Jan 24th Feb – Composting – Donna & Julia M 31st March 28th April All to think about ideas for ‘Green drinks team’ – to brainstorm at next meeting.</p>	<p>Sarah Tabitha Caroline</p> <p>All</p>
10:10 – what’s happening?	<p>Tabitha brought up – had anyone done anything more with this? Look into/discuss next time.</p>	
Green Fair	<p>Update: Groups: Food & Gardening – Julia M & Sarah C – add Water to this group Energy – Matthias & Gill Transport – Phil & Gill Schools – Tabitha & Alison Local Economy – Jackie Alison & Caroline Waste - open Sustainability – ‘living within our means’ – definition – Matthias asks the question Julia said ‘Resilient’ might be a more easy definition. ‘Sustainability’ is the umbrella – with groups underneath this.... Each group to meet up before next meeting & bring ideas to this meeting.</p>	<p>All groups to meet before next meeting</p>
AOB	<p>Planning Applications – Letters please for: Waterside Health Centre - Support Gaming Centre – Objection</p>	<p>All</p>
Next Meeting	<p>Next meeting 2nd December – 7.30pm – At Phil’s house.</p>	

Agenda Item: - 5

Devolved Services Update

G2C2

Closer To Communitites Worksheet

Sep-10

1	BARRIER CHECK & TOWN AND BACKS	2	TOWN ROUTE	Nil to report
2	BARRIER CHECK		MARKET SQUARE	
3	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Graffiti removal . Removed 2 traffic cones from Road
4	BARRIER CHECK - Saturday	1	MARKET SQUARE	
5	BARRIER CHECK- Sunday	1	MARKET SQUARE	
6	BARRIER CHECK	1	MARKET SQUARE	
7	BARRIER CHECK & TOWN AND BACKS	2	TOWN ROUTE	Barrier check & Poster Removal
8	BARRIER CHECK		MARKET SQUARE	
9	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	
10	BARRIER CHECK - Saturday	1	MARKET SQUARE	Moved trollies from road. Nothing to report.
11	BARRIER CHECK- Sunday	1	MARKET SQUARE	
12	BARRIER CHECK- Sunday	1	MARKET SQUARE	
13	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Poster Removal
14	BARRIER CHECK	1.5	TOWN ROUTE	Graffiti Removal & Cleaning
15	BARRIER CHECK & TOWN AND BACKS	2	TOWN ROUTE	
16	BARRIER CHECK		MARKET SQUARE	
17	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Poster removal
18	BARRIER CHECK - Saturday	1	MARKET SQUARE	
19	BARRIER CHECK- Sunday	1	MARKET SQUARE	
20	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Poster & Graffiti Removal
21	BARRIER CHECK		MARKET SQUARE	
22	BARRIER CHECK & TOWN AND BACKS	2	TOWN ROUTE	
23	BARRIER CHECK		MARKET SQUARE	
24	BARRIER CHECK & END TO END WALK	2	END TO END WALK	Poster Removal
25	BARRIER CHECK - Saturday	1	MARKET SQUARE	
26	BARRIER CHECK- Sunday	1	MARKET SQUARE	
27	Sick Leave			
28	Sick Leave			
29	BARRIER CHECK & TOWN AND BACKS	2	TOWN ROUTE	
30	BARRIER CHECK & TOWN AND BACKS	1.5	TOWN ROUTE	Collected rubbish and dumped wooden pallets along with poster removal

	Total	39		
Oct-10				
1	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	No parking sign near flag poles has been bent over.
2	BARRIER CHECK - Saturday	1	MARKET SQUARE	
3	BARRIER CHECK- Sunday	1	MARKET SQUARE	
4	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	
5	BARRIER CHECK		MARKET SQUARE	
6	BARRIER CHECK & TOWN AND BACKS	2	TOWN ROUTE	
7	BARRIER CHECK		MARKET SQUARE	
8	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Flyer and poster removal
9	BARRIER CHECK - Saturday	1	MARKET SQUARE	
10	BARRIER CHECK- Sunday	1	MARKET SQUARE	
11	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Removed posters & St Mary's roundabout stones still broken & bottom of Amersham Hill
12	BARRIER CHECK & END TO END WALK	1.5	END TO END WALK	Removal of Graffiti
13	BARRIER CHECK & TOWN AND BACKS	2	TOWN ROUTE	Poster Removal
14	BARRIER CHECK		MARKET SQUARE	
15	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	
16	BARRIER CHECK - Saturday	1	MARKET SQUARE	
17	BARRIER CHECK- Sunday	1	MARKET SQUARE	
18	BARRIER CHECK & END TO END WALK	3	END TO END WALK	Postetr removal cleaned from fence.
19	BARRIER CHECK		MARKET SQUARE	
20	BARRIER CHECK & TOWN AND BACKS	2	TOWN ROUTE	Sign post still leaning over near War Memorial (emailed 02/11/10)
21	BARRIER CHECK		MARKET SQUARE	
22	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	
23	BARRIER CHECK - Saturday	1	MARKET SQUARE	
24	BARRIER CHECK- Sunday	1	MARKET SQUARE	
25	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Posters Removal
26	BARRIER CHECK		MARKET SQUARE	
27	BARRIER CHECK & TOWN AND BACKS	2	END TO END WALK	Graffiti removal/cleaning
28	BARRIER CHECK		MARKET SQUARE	
29	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Poster Removal
30	BARRIER CHECK - Saturday	1	MARKET SQUARE	
31	BARRIER CHECK- Sunday	1	MARKET SQUARE	
	Total	42.5		

Nov-10

1	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Poster removal & pot holes near White Hill Crossing.
2	BARRIER CHECK & END TO END WALK	1.5	END TO END WALK	Graffiti removal & barrier check
3	BARRIER CHECK & TOWN AND BACKS	2	TOWN ROUTE	
4	BARRIER CHECK		MARKET SQUARE	
5	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Poster Removal & Various Potholes
6	BARRIER CHECK - Saturday	1	MARKET SQUARE	
7	BARRIER CHECK- Sunday	1	MARKET SQUARE	

BARRIER CHECK MARKET SQUARE		
DATE	Time	DESCRIPTION
Sep-10		
1st	9.45am	All Ok
2nd	9.45am	All Ok
3rd	8.20am	All Ok
4th	9.55am	Sandbag spli
5th	9.55am	Sandbag spli
6th	9.45am	All Ok
7th	9.45am	All Ok
8th	9.45am	Barriers put back togethe
9th	9.15am	Sandbag spli
10th	9.05am	Barriers put back into plac
11th	10.00am	All Ok
12th	10.00am	All Ok
13th	9.45am	All Ok
14th	9.45am	All Ok
15th	9.45am	All Ok
16th	9.45am	All Ok
17th	9.15am	All Ok
18th	8.25am	All Ok
19th	9.35am	All Ok
20th	9.45am	All Ok
21st	9.45am	All Ok
22nd	9.45am	All Ok
23rd	9.15am	All Ok
24th	9.45am	1 barrier blown over in win
25th	8.45am	all Ok
26th	9.10am	1 barrier unlinked put back togethe
27th		Sick Leave
28th		Sick Leave
29th	10.15am	All Ok
30th	9.45am	All Ok
Oct-10		
1st	9.45am	All Ok
2nd	9.05am	2 put back togethe
3rd	10am	All Ok
4th	9.45am	All Ok
5th	9.45am	All Ok
6th	9.45am	All Ok

7th	9.45am	All Ok
8th	9.15am	All Ok
9th	8.35am	All Ok
10th	9.05am	All Ok
11th	9.45am	1 barrier put back into positio
12th	9.45am	All Ok
13th	9.45am	All Ok
14th	9.45am	All Ok
15th	9.45am	All Ok
16th	8.25am	2 barriers and sandbags put back into positio
17th	9.40am	All Ok
18th	9.45am	All Ok
19th	9.45am	All Ok
20th	9.45am	All Ok
21st	9.45am	All Ok
22nd	9.45am	All Ok
23rd	8.25am	All Ok
24th	10.00am	All Ok
25th	9.45am	All Ok
26th	9.45am	All Ok
27th	9.15am	All Ok
28th	9.45am	All Ok
29th	9.45am	All Ok
30th	9.10am	All Ok
31st	9.45am	All Ok
Nov-10		
1st	9.45am	All Ok
2nd	9.45am	All Ok
3rd	9.45am	All Ok
4th	9.45am	All Ok
5th	9.45am	2 linkedback togthe
6th	8.55am	3 barriers linked back tigethe
7th	9.40am	All Ok

**AGENDA ITEM NO: 6 – DEVELOPMENT OF A
REDUNDANCY POLICY**

**Reporting Officers: Steve Pearson (01494 583825) and Kathryn
Graves (01494 583798)**

Summary

1. To receive an update on the development of a redundancy policy.

Background Information

2. The Council currently does not have a formal redundancy policy. ACAS advises that that it is prudent to establish a formal redundancy procedure in the interests of good employment relations.
3. A redundancy policy will help to ensure fair treatment of employees and should reduce the likelihood of conflict and the possibility of misunderstanding in the event of redundancies being carried out.

Financial Implications

4. None pertaining to this report.

Strategic Objectives

5. None pertaining to this report.

Detailed Consideration

6. It is intended to develop a redundancy policy following the guidance in the October 2010 publication “Redundancy Handling” produced by ACAS and with reference to Chiltern District Council’s redundancy policy.
7. Officers were proposing to draw up a draft policy to be presented to this Committee. However ACAS recommends that full and effective consultation takes place **when** drawing up a redundancy policy, in order to allay fears and allow employees to contribute their views and ideas. A draft policy will be drawn up, followed by a period of further staff consultation, early in the New Year.
8. It is intended that the final draft of the policy will be submitted for adoption to a meeting of the Council on the 28th February 2011.

Recommendation

That the report be noted.

AGENDA ITEM NO: 7 - PAYMENT FACILITIES

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. To consider the installation of card payment facilities at The Town Hall and Moor Swim and Gym.

Background Information

2. At the Recreation and Arts Committee held on the 15th November 2010, a brief discussion took place on the desirability of installing card payment facilities at both the Town Hall and Moor Swim and Gym and, accordingly, your Officers have investigated this further.

Financial Implications

3. As outlined within the report.

Strategic Objectives

4. Accords with the Council's strategic aim 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'*.

Detailed Consideration

5. The Council currently has card payment facilities for users of the Elgiva both on line and at the box office.
6. The cost of putting one chip & pin payment terminal in is as follows:

Telephone Line- can use current broadband line at no additional cost
Installation – one splitter (adsl filter) box for use with broadband line
Monthly rental of terminal £16.95
(Alternative portable unit £26.00)

Charges:

- 29 p per debit card transaction
- 1.85% of any credit card transaction
- minimum monthly charge of £20
Delivery time 10 days

7. Minimum annual cost per site £443.40
8. An alternative company- Cardsave - who work with the Allied Irish Bank has also quoted as follows:
Monthly Static Terminal Fee - 12 month contract £20 or 18 month contract £15
Transaction Fees - debit cards 30p and credit card 2% of transaction value
Minimum monthly charge £25
9. Processing may take slightly longer than a cash transaction and may cause grumbles during peak timed swimming sessions. There is no current provision within the budgets to introduce this facility at either site.
10. The Town Hall has received enquiries for this facility but not to a great extent. The Moor Swim & Gym Manager has indicated he would like to trial it for 18 months, the minimum contract period.

Recommendation

The Committee's further consideration of this matter is requested.

AGENDA ITEM NO: 8 - MOOR PAVILION

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. To consider the repairs to the Moor Pavilion.

Background Information

2. At the Recreation and Arts Committee held on the 15th November 2010, it was minuted that *'the Clerk informed the Committee that Chesham Athletic (formerly Strides FC) was still finalising its quotations to repair the Moor Pavilion and, as this may have a slight impact on the estimates, it was agreed that this matter should be brought to the Policy and Resources Committee meeting scheduled for the 6th December'*. (Minute No 37).

Financial Implications

3. As outlined within the report.

Strategic Objectives

4. Accords with the Council's strategic aim 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'*.

Detailed Consideration

5. The Moor Pavilion is used exclusively by Chesham Athletic Football Club for storage which has an agreement with the Council making them responsible for repairs and maintenance. However, following an inspection by the Council's officers, a professional survey was commissioned under a 'duty of care' to the public with a number of recommendations.
6. Chesham Athletic Football Club has obtained two quotes for repairs, one costing £5,950 plus VAT and one £2,400 excluding VAT. The Club is seeking assistance from the Council and is requesting a 40% contribution towards the costs i.e. £1,200 plus 40% of any VAT.
7. Members will recall that the Council did obtain a quotation for demolishing the building (which would ultimately be the Council's responsibility) and this amounted to £3,500. The Committee therefore may feel a contribution to Chesham Athletic would be a more

financially prudent approach and will also allow a thriving football club for young people to continue.

Recommendation

The Committee's further consideration of this matter is requested.

AGENDA ITEM NO: 9 – TOWN HALL PROPOSED FEES AND CHARGES 2011/12

Reporting Officers: Steve Pearson (01494 583825) and Maria McGwynn (01494 774842)

Summary

1. To consider the Town Hall fees and charges for 2011/2012.

Background Information

2. The Council is required to review its fees and charges on a regular basis and this was done at the Recreation and arts Committee meeting held on the 15th November 2010 where it was resolved, in respect of the Town Hall, *'that the proposed scale of charges as presented be reconsidered at the Policy and Resources Committee on the 6th December 2010 following a further report from officers'*. (Min No. 43 (f))

Financial Implications

3. As detailed within the report.

Strategic Objectives

4. Non applicable.

Detailed Consideration

5. A copy of the proposals as recommended to the Recreation and Arts Committee held on the 15th November are **attached**.
6. At the Recreation and the Arts Committee meeting, Members requested that more details on wedding fees and block booking discounts be investigated and reported back. Accordingly therefore, your officers have made enquires with the registration service and other venues with the following results:

a. Registrars Fees:

Set by the Registration Service at Wycombe but fees are put before Buckinghamshire County Council before they are implemented by the Registration Management team at Bucks.

They have said the fees are so high due to a call out fee and this is a set fee for all licensed venues in the area. The registrars undertake one wedding every hour in Wycombe as they are based there and they can afford to do it a lot cheaper due to the volume. The

Registration Service is self-funded and they are running it as a business needing to make profit.

b. Other Venues in the area for Ceremonies all based on 1.5 hrs:

Berkhamsted Town Hall for Ceremony only – Grand Hall – 150 guests - £235.00 and £130 Clock Room 80 guests.

Amersham Community Centre: The barn which can seat 100 people - £100.00

Red Lion – Wendover – - 80 guests £250.00 (pub / hotel type venue)

This was a very difficult comparison to make as venues differ quite significantly to us, as a lot of venues in the area offer wedding packages where food & beverage is involved. The Community Centre does not offer ceremony flowers which we do provide and they are still priced at £100 with a less attractive environment than the Council Chamber. After looking at the other venues, it seems we are slightly under-charging and would benefit by raising the cost slightly to a 2 hour charge, making this a set 'Wedding Fee' of £96 (at proposed new rates) for everyone, thus clawing back some of the money for the licence whilst still remaining very competitive.

c. Party at the White Hill Centre:

Hire of a party at White Hill Centre - £160 for Evening Party 7-11pm (this is including the bar and staff which we do not provide) so for the same hours we would charge £120.00.

We currently charge £30 per hour for the Community Hall with a maximum daily fee of £180.00.

d. Weekly Bookings compared to the White Hill Centre:

The White Hill Centre does not offer a reduction in room hire for block bookings. The rate for a room similar to the Lowndes Room is £10 per hour where we currently offer £7.50 including the 50% discount, without the discount £15 per hour. Proposing a 25% reduction instead of 50 % would bring us more in line but still slightly higher than our competitors at £11.25 per hour. Another area for consideration is that they do not offer the services of a caretaker/ room set up/ whereas we do, so we have to cover the cost of the Caretaker.

In the current situation, our base business is mainly the weekly /monthly bookings with the 50% discount. Due to the volume, we have very little space left to offer for new weekly bookings. Therefore the rate change would only affect new bookings for the future which, unless we have a lot of cancellations creating space, would be minimal.

The main area we are losing bookings are the one-off large bookings, from companies and Buckinghamshire County Council for example. Due to the high amount of weekly bookings we are often not able to offer the room for the amount of time required for a training day, for example, as we would have a class in the middle of the day – effectively ruling out an all day hire and not being able to take the booking. Also, another factor is,

due to the current economic climate, companies are looking at in-house training rather than paying hire fees, which looking at the other side of the equation is comforting to know we do have the amount of weekly base business and not relying just on companies.

Recommendation

- 1. That the proposed scale of charges from 4th January 2011 is agreed and that the 50% block booking discount policy is reduced to 25% apart for those hirers currently in receipt of it.**
- 2. That the charge for each marriage ceremony be set at 2 hours at the Council Chamber rate.**
- 3. That the Town Clerk continues to be delegated the determination of any ad hoc charges.**

- The current scale of charges, including VAT, are detailed below. It is proposed to apply the annual increase as from the 4th January 2011 rather than the 1st April to coincide with the VAT change. The proposed charges show an increase of 6.6%. The current consumer price index shows an annual increase of 3.1% plus there is the 2.5% VAT increase.

	<u>Current</u> <u>inc. VAT (17.5%)</u> £	<u>Proposed</u> <u>inc. VAT (20%)</u> £
Community Hall	30.00	32.00
Lowndes Room	15.00	16.00
Council Chamber	45.00	48.00
Small Meeting Room	7.50	8.00
Teas, coffees and biscuits (per head)	1.00	1.00
Maximum daily charge per room	£180.00	£192.00

- Regular weekly or monthly bookings receive a 50% discount. Note: The Performance Review Committee recommended that this be reviewed and this is now considered at each fees and charges review. Your officers have considered the discount again and feel that this could be discontinued for any new hirer but hirers currently in receipt of the discount should continue to receive it.
- Charges are per hour or pro rata thereof and include the use of the kitchen, crockery, cutlery, overhead projector, screen and flipchart.
- On occasions, the following equipment has been hired out and the Committee is asked to agree the proposed increases of around 7% from the 4th January 2011:

	<u>Current Charge</u> <u>including VAT (17.5%)</u> £ p	<u>Proposed Charge</u> <u>including VAT</u> <u>(VAT 20%)</u> £ p
Microphones		
Full layout (board room style)	25.00	26.75
Top table only	15.00	16.00
Data projector	25.00	26.75
Laptop	15.00	16.00
Internet connection	10.00	10.75

- The Chairman of the Policy & Resources Committee, in conjunction with the Town Clerk, is authorised to determine complimentary use of the Council's

facilities and any new determination to be reported back to the following Policy & Resources Committee. (*Policy & Resources Committee 15.11.04 Min. 41 (3)*).

6. Following the Council's recent decision to renew the Town Hall's licence as a marriage venue for the next three years, the decision on what charge should be levied was also referred to the Recreation & Arts Committee this Committee.
7. Currently one hour's charge of the Council Chamber has been levied - £45. However the caretaker has to be on site 45 minutes prior to the ceremony and remain on site during the ceremony, which is another 45 minutes. It would not seem unreasonable to charge one and a half hours of the Council Chamber rate, bearing in mind as well the amount of work involved in setting and re-setting the Council Chamber. However, in order to attract more bookings it may be considered more attractive to leave the charge at one hour, bearing in mind the very high fees charged by the registrar to carry out the official service which will be £450 from January 2011 at the Town Hall (plus the Town Council's hire charge) when compared against a service at Wycombe of £165. It is probably the large difference that deters people from using the Town Hall.
8. The Town Clerk is delegated to determine any ad-hoc charges not covered by the above such as occasional requests for washing up, etc.

Recommendation

- 1. That the proposed scale of charges from 4th January 2011 be agreed and that the 50% block booking discount policy be discontinued apart for those hirers currently in receipt of it.**
- 2. That the charge for each marriage ceremony be set at one and a half hours at the Council Chamber rate.**
- 3. That the Town Clerk continues to be delegated the determination of any ad hoc charges.**

**AGENDA ITEM No: 10 - REVISED ESTIMATES 2010/11
AND ESTIMATES 2011/12**

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. To consider the amount of the precept to be levied on the District Council for 2011/2012 and to make a recommendation to Council for its meeting on the 10th January 2011.

Background Information

2. Full details of the estimates were made available and reported to the Recreation & the Arts Committee at its meeting held on 15th November 2010 and Members are requested to bring any relevant papers to the Policy & Resources meeting. Copies of the estimates can, if needed, be provided in advance to any Member on request.
3. The Recreation & the Arts Committee considered the 2011/12 proposed budget with a possible a precept figure of £806,390 being achieved by taking £93,205 from the General Fund Balance. Members expressed a wish for a budget to be presented that did not necessarily require use of the General Reserve and *'Accordingly, officers were requested to put forward a revised budget for consideration at the Policy and Resources Committee that more accurately reflected the Council's wish to provide its services without utilising its General Reserve fund'* (Minute No.43).

Financial Implications

4. As detailed in the report

Strategic Objectives

5. Non applicable.

Detailed Consideration

6. The Council is scheduled to meet on the 10th January to set the precept.
7. A simple summary version of the individual cost centres as presented to the Recreation and Arts Committee is **attached**, together with the Renewal & Repairs Fund and Estimated Fund Balances.
8. The Recreation and Arts Committee agreed one alteration to the 2011/12 budget in that the hanging basket budget be reduced by £800. The reduction in the Market Management fees as proposed by the District Council has been reflected within the budgets but news on the next three year employers' pension contribution rate commencing on the 1st April 2011 is still awaited but the latest indication is it will not be significantly different to the current rate of 21.2%

9. Since the Recreation and Arts Committee meeting, the following recommendations are put forward following discussions with the various Service Heads and the Elgiva Board of Management:

Category 'A' Savings - Implement 2011/12

Elgiva-possible staff restructure £16,000

Parks & Premises –possible staff restructure/contractor savings £20,000

Reduce annual donations budget by £2,500

PCSO Contribution £2,835

Reduction in tree works & allotment works £5,500

Office and Administration savings £7,700

Renewal and Repairs Contribution £20,000 –one year only with compensating reduction on Play Equipment

Category 'B' Savings – Possibilities for 2012/13

Sale of property £14,000

Close Park Toilets £8,500

10. A possible future precept table taking into account both the above categories is shown below:

	2011/12	2012/13	2013/14	2014/15	2015/16
	£	£	£	£	£
Services Total	785,780	785,780	785,780	785,780	785,780
Renewal & Repairs	<u>113,815</u>	<u>113,815</u>	<u>113,815</u>	<u>113,815</u>	<u>113,815</u>
Total Per Rec & Arts	899,595	899,595	899,595	899,595	899,595
Hanging Basket Savings	(800)	(800)	(800)	(800)	(800)
Less: Category A Savings	(74,535)	(54,535)	(54,535)	(54,535)	(54,535)
Less: Category B Savings	-	(22,500)	(22,500)	(22,500)	(22,500)
Add:					
Inflationary Increase-3%	-	25,000	51,000	77,500	105,000
Annual salary increments (subject to future appraisals)	-	8,000	15,500	20,000	22,000
Less Knotweed Control (completion 2012/13)		-	(8,750)	(9,000)	(9,280)
TOTAL	824,260	854,760	879,510	910,260	939,480
LESS USE OF RESERVES	17,870	24,580	24,010	29,095	31,880
PRECEPT	806,390	830,580	855,500	881,165	907,600
Percentage Increase		3%	3%	3%	3%
General Reserve Balance (end of year)	266,245	241,665	217,655	188,560	156,680

Note: The above table assumes an annual inflation rate of 3% for 2012/13 and thereafter.

11. A precept of £806,390 represents a band 'D' annual property charge of £96.03 for 2011/12. Each one per cent increase/decrease on the precept is the equivalent of £8,063 or 96p per annum on a band 'D' property.
12. The above recommendations go a long way to achieving a future balanced budget but may require a further look next year if the economic climate does not improve. It can be seen from the above that the general fund balance drops to £156,680 in 2015/16 which is around the minimum balance is required. This balance is required to maintain the Council's cash flow until the first precept installment is received in May each year and to act as a contingency for any unforeseen expenditure.
13. New Capital projects will have to be funded by borrowing and be self financing so as not to have a detrimental impact on the precept.

That the 2011/12 precept be set at £806,390 and the 2011/12 budgets be adjusted to take into account the category A savings

At 16:59

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
101	<u>CENTRAL SUPPORT SERVICES</u>											
	OverHead Expenditure	0	1,113	0	0	0	0	2,388	0	0	0	0
	Total Income	0	1,113	0	0	0	0	1,050	0	0	0	0
101	Net Expenditure	0	0	0	0	0	0	1,338	0	0	0	0
102	<u>CIVIC ACTIVITIES</u>											
	OverHead Expenditure	10,805	16,731	16,785	0	2,395	19,180	6,287	0	19,095	19,400	0
	Total Income	500	0	250	0	0	250	0	0	250	250	0
102	Net Expenditure	10,305	16,731	16,535	0	2,395	18,930	6,287	0	18,845	19,150	0
103	<u>C C T V</u>											
	OverHead Expenditure	260	186	260	0	0	260	140	0	185	200	0
	Total Income	260	260	260	0	0	260	260	0	260	0	0
103	Net Expenditure	0	-74	0	0	0	0	-120	0	-75	200	0
104	<u>CHESHAM CEMETERY</u>											
	OverHead Expenditure	76,280	68,166	72,960	0	-180	72,780	25,102	0	51,210	52,700	0
	Total Income	6,465	8,597	6,800	0	0	6,800	7,060	0	8,140	7,180	0
104	Net Expenditure	69,815	59,570	66,160	0	-180	65,980	18,042	0	43,070	45,520	0

Continued on Page 2

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
105	<u>ST MARYS CLOSED CHURCHYD</u>											
	OverHead Expenditure	1,865	2,665	2,180	0	0	2,180	1,508	0	2,875	2,455	0
	105 Net Expenditure	1,865	2,665	2,180	0	0	2,180	1,508	0	2,875	2,455	0
106	<u>INTEREST INCOME</u>											
	Total Income	30,105	7,436	10,105	0	0	10,105	1,451	0	7,105	7,105	0
	106 Net Expenditure	-30,105	-7,436	-10,105	0	0	-10,105	-1,451	0	-7,105	-7,105	0
107	<u>HOUSING</u>											
	OverHead Expenditure	2,365	1,768	1,865	500	0	2,365	1,366	0	2,340	1,900	0
	Total Income	10,710	11,085	11,185	0	0	11,185	0	0	10,985	11,320	0
	107 Net Expenditure	-8,345	-9,317	-9,320	500	0	-8,820	1,366	0	-8,645	-9,420	0
108	<u>CORPORATE MANAGEMENT</u>											
	OverHead Expenditure	108,325	94,128	109,995	500	-2,035	108,460	28,354	0	99,355	101,375	0
	108 Net Expenditure	108,325	94,128	109,995	500	-2,035	108,460	28,354	0	99,355	101,375	0
109	<u>DEMOCRATIC MANAGEMENT</u>											
	OverHead Expenditure	75,585	77,193	83,330	0	4,370	87,700	38,976	0	84,965	92,470	0
	109 Net Expenditure	75,585	77,193	83,330	0	4,370	87,700	38,976	0	84,965	92,470	0

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
117	<u>SECTION 137 EXPENDITURE</u>											
OverHead Expenditure	7,900	2,843	3,080	0	0	3,080	807	0	2,850	3,080	0	
Total Income	0	169	0	0	0	0	0	0	0	0	0	
117 Net Expenditure	7,900	2,674	3,080	0	0	3,080	807	0	2,850	3,080	0	
201	<u>CHESHAM MOOR GYM & SWIM</u>											
OverHead Expenditure	213,193	213,489	224,470	0	5,055	229,525	140,675	0	240,450	247,375	0	
Direct Expenditure	3,995	5,527	4,980	0	0	4,980	6,098	0	7,665	8,010	0	
Total Income	132,805	158,759	149,395	0	0	149,395	118,704	0	163,255	174,725	0	
201 Net Expenditure	84,383	60,256	80,055	0	5,055	85,110	28,069	0	84,860	80,660	0	
202	<u>CODMORE FOOTBALL</u>											
OverHead Expenditure	10,845	7,591	8,600	0	-1,330	7,270	3,009	0	7,070	6,560	0	
Total Income	2,310	1,995	1,155	0	0	1,155	1,184	0	2,255	1,930	0	
202 Net Expenditure	8,535	5,596	7,445	0	-1,330	6,115	1,825	0	4,815	4,630	0	
203	<u>MARSTON FOOTBALL</u>											
OverHead Expenditure	12,105	2,437	2,835	0	-165	2,670	1,366	0	2,690	2,760	0	
Total Income	785	1,264	1,155	0	0	1,155	241	0	1,350	1,300	0	
203 Net Expenditure	11,320	1,173	1,680	0	-165	1,515	1,125	0	1,340	1,460	0	

Continued on Page 4

At 16:59

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
204	<u>COMMUNITY COLLEGE</u>											
	OverHead Expenditure	349	342	0	0	0	0	0	0	0	0	0
	204 Net Expenditure	349	342	0	0	0	0	0	0	0	0	0
206	<u>AMENITIES</u>											
	OverHead Expenditure	45,990	34,493	40,915	6,500	-7,030	40,385	15,261	0	46,220	37,850	0
	Total Income	1,080	550	1,080	0	0	1,080	3,433	0	3,435	1,150	0
	206 Net Expenditure	44,910	33,943	39,835	6,500	-7,030	39,305	11,828	0	42,785	36,700	0
207	<u>OPEN SPACES</u>											
	OverHead Expenditure	99,973	79,764	98,310	3,320	-4,255	97,375	60,140	0	108,710	110,725	0
	Total Income	2,485	3,141	2,535	0	0	2,535	5,344	0	4,821	2,990	0
	207 Net Expenditure	97,488	76,624	95,775	3,320	-4,255	94,840	54,796	0	103,889	107,735	0
208	<u>LOWNDES PARK TOILETS</u>											
	OverHead Expenditure	16,895	15,838	16,270	0	325	16,595	9,151	0	17,175	17,385	0
	208 Net Expenditure	16,895	15,838	16,270	0	325	16,595	9,151	0	17,175	17,385	0
209	<u>AGENCY WORK</u>											
	OverHead Expenditure	2,320	1,940	2,145	0	0	2,145	957	0	1,920	1,990	0
	Total Income	12,975	13,204	13,420	0	0	13,420	0	0	9,640	9,050	0
	209 Net Expenditure	-10,655	-11,264	-11,275	0	0	-11,275	957	0	-7,720	-7,060	0

Continued on Page 5

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
210	<u>SKATEPARK NOISE ABATEMENT</u>											
	OverHead Expenditure	2,930	2,743	2,750	0	0	2,750	-26	0	2,780	2,800	0
	210 Net Expenditure	2,930	2,743	2,750	0	0	2,750	-26	0	2,780	2,800	0
211	<u>PARK</u>											
	OverHead Expenditure	67,000	65,506	67,540	0	0	67,540	32,364	0	64,140	66,535	0
	211 Net Expenditure	67,000	65,506	67,540	0	0	67,540	32,364	0	64,140	66,535	0
218	<u>WORKS DEPOT</u>											
	OverHead Expenditure	145	2,325	165	0	0	165	2,142	0	165	170	0
	Total Income	145	2,325	165	0	0	165	0	0	165	170	0
	218 Net Expenditure	0	0	0	0	0	0	2,142	0	0	0	0
301	<u>THE ELGIVA</u>											
	OverHead Expenditure	505,890	519,534	525,125	0	1,735	526,860	234,057	0	511,615	523,095	0
	Direct Expenditure	34,515	32,583	32,175	0	0	32,175	13,878	0	30,090	29,875	0
	Total Income	403,095	416,979	418,765	0	0	418,765	166,721	0	390,110	393,180	0
	301 Net Expenditure	137,310	135,138	138,535	0	1,735	140,270	81,214	0	151,595	159,790	0
303	<u>TEMPERANCE HALL</u>											
	OverHead Expenditure	0	0	0	0	0	0	0	0	0	0	0

At 16:59

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
Total Income	100	100	100	0	0	100	0	0	100	100	0
303 Net Expenditure	-100	-100	-100	0	0	-100	0	0	-100	-100	0
304 TOWN HALL											
OverHead Expenditure	71,350	75,535	82,625	0	25	82,650	47,264	0	77,080	77,115	0
Total Income	45,265	48,059	50,420	0	0	50,420	22,499	0	41,940	41,940	0
304 Net Expenditure	26,085	27,476	32,205	0	25	32,230	24,765	0	35,140	35,175	0
401 ASHERIDGE ROAD ALLOTMENTS											
OverHead Expenditure	4,420	4,899	4,675	0	-940	3,735	667	0	1,515	1,550	0
Total Income	515	572	600	0	0	600	767	0	615	625	0
401 Net Expenditure	3,905	4,327	4,075	0	-940	3,135	-100	0	900	925	0
402 CAMERON ROAD ALLOTMENTS											
OverHead Expenditure	9,910	10,405	11,380	0	1,680	13,060	5,789	0	11,955	12,285	0
Total Income	2,175	2,577	2,745	0	0	2,745	3,140	0	2,805	2,755	0
402 Net Expenditure	7,735	7,828	8,635	0	1,680	10,315	2,649	0	9,150	9,530	0
403 AMERSHAM ROAD ALLOTMENTS											
OverHead Expenditure	160	154	160	0	-160	0	60	0	120	125	0
Total Income	55	62	65	0	0	65	100	0	65	70	0
403 Net Expenditure	105	92	95	0	-160	-65	-39	0	55	55	0

Continued on Page 7

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
503	<u>TOWN CENTRE REVITAL.</u>											
OverHead Expenditure	37,740	26,496	26,815	0	510	27,325	10,619	0	22,860	23,845	0	
Total Income	605	1,078	590	0	0	590	1,169	0	1,750	2,010	0	
503 Net Expenditure	37,135	25,418	26,225	0	510	26,735	9,450	0	21,110	21,835	0	
504	<u>GC2C</u>											
OverHead Expenditure	6,555	9,125	6,000	0	0	6,000	807	0	11,480	9,880	0	
Total Income	6,555	9,125	6,000	0	0	6,000	0	0	11,480	9,880	0	
504 Net Expenditure	0	0	0	0	0	0	807	0	0	0	0	
Total Budget Expenditure	1,429,665	1,375,518	1,448,390	10,820	0	1,459,210	689,205	0	1,428,575	1,453,510	0	
Income	658,990	688,449	676,790	0	0	676,790	333,121	0	660,526	667,730	0	
Net Expenditure	770,675	687,069	771,600	10,820	0	782,420	356,084	0	768,049	785,780	0	

RENEWAL AND REPAIRS PROGRAMME

	2010/11 * ESTIMATE £	2010/11 REVISED £	2011/12 ESTIMATE £	2012/13 ESTIMATE £
EXPENDITURE				
Allotments fence	327	-	-	-
Computer/office equipment	3,150	1,500	1,500	1,500
Franking Machine	1,500	-	-	1,500
Elgiva	35,363	35,363	12,000	25,000
Town Hall	10,000	10,000	20,000	20,000
Play Equipment - General	116,350	116,350	40,000	40,000
Play Equipment-Lowndes Park	-	50,000	-	-
Skate park Resurface (5 years 2010) deferred	-	-	-	-
Seats	5,125	1,315	1,500	1,500
Fencing	-	1,750	-	-
Litter bins	855	740	750	750
Paths – Lowndes Park pond	30,718	30,718	-	-
Paths – Red Lion Street Gardens	-	-	-	-
Moor Hard standings	1,000	1,000	-	-
Information Boards – Allots/Cemetery/Station Rd/roads	4,870	4,870	-	2,000
Depot main building-doors/ driveway	-	2,390	-	2,000
Tractor/Trailers/vehicles	4,500	3,020	7,700	60,000
Codmore Pavilion – redecoration,etc	660	660	-	-
Cemetery Chapel – deferred renovation	-	-	-	-
Cemetery paths	10,000	10,000	-	-
St. Mary's Walls / trees/mausoleum	5,000	5,000	-	-
Christmas lights	10,550	10,550	-	18,000
Swimming Pool	27,332	27,332	35,000	21,000
Multi-Courts	4,070	4,070	-	-
War Memorial Path	700	-	-	700
TOTAL EXPENDITURE	272,070	316,628	1318,450	193,950
BALANCES BROUGHT FORWARD:				
Capital –Marston Pavilion	17,000	17,000	17,000	17,000
Renewal & Repairs	317,932	317,932	166,119	161,484
INCOME:				
Precept contributions	113,815	113,815	113,815	117,230
Christmas Lighting –Town Centre	-	1,000	-	-
Consortium				
Grant-Play area	-	50,000	-	-
TOTAL	448,747	499,747	296,934	295,714
LESS EXPENDITURE SHOWN ABOVE	272,070	316,628	118,450	193,950
BALANCE CARRIED FORWARD	176,677	183,119	178,484	101,764

*Includes schemes and balances carried over from 2009/10

CHESHAM TOWN COUNCIL

ESTIMATED FUND BALANCES

FUND	ACTUAL 31.03.2010 £	REVISED ESTIMATE 31.03.2011 £	ESTIMATE 31.03.2012 £
CAPITAL			
Grave maintenance	2,672	2,672	2,672
REVENUE			
Election	2,537	5,537	nil
Marston Fees	17,000	17,000	17,000
Renewal and Repairs	317,932	166,119	161,484
General Reserve	359,589	284,115*	266,245*
Long Term Staff Absences	14,000	14,000**	14,000**
Asset Valuation Reserve	3,500	3,200	2,900
Elgiva	10,713	8,013	6,513
Green Flag Reserve	3,648	3,398	3,148
Pool Hanging Baskets	2,760	2,270	1,765
TOTAL	734,351	506,324	475,724

* Balance after taking into account estimate alterations

** Subject to any long term sickness

Policy 06.12.10.

AGENDA ITEM NO: 11 - FINANCIAL REPORT TO 31st OCTOBER 2010

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. **Attached** is a simple summary of the Actual Income and Expenditure of the Council for the seven months ended 31st October 2010 shown against the phased annual budget for 2010/11.

Background Information

2. The Council's financial regulation 3.3 states: *The RFO shall periodically provide the Policy & Resources Committee with a statement of income and expenditure to date under each head of the approved annual revenue and capital budgets.*

Financial Implications

3. Included within this report.

Strategic Objectives

4. Financial control will assist with strategic aim 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.'*

Detailed Information

5. The report **attached** shows individual cost centres' total expenditure and income to 31st October 2010 against the phased budget for the same period.
6. On page 3 you will see the total of all the cost centres, which shows an actual year-to-date expenditure total of £750,693 against the phased budget expenditure total of £800,529 and actual year-to-date total income of £1,091,588 against the phased budget income total of £1,099,543.
7. The actual net income over expenditure shows an actual income surplus of £340,895 against the phased budget surplus of £299,014, an improvement of £41,881.

8. The revised estimates forecast the end of the year improvement at £14,371. The Elgiva is running approximately £1,000 a month over budget mainly due to lower income from ticket sales and hiring's and the Town Hall is also suffering on hiring's. Investment interest is down due to low interest rates. There are savings on wages due to the non replacement of a member of the Parks and Premises team and no pay settlement for the current year but most of the improvement at the end of October is due to timing issues on audit fees (£10,800), tree works (£5,268), electricity (£9,363) and insurance (£4,102).
9. The updated Renewal and Repairs programme is shown on pages 4-5 in the **attachment**.

Recommendation

That the report be noted.



Bill Richards
Town Clerk

15:17

Summary Income & Expenditure by Year to Date Budget Heading 31/10/2010

Month No : 7

Cost Centre Report

Note (-) Variance Year to Date OVER BUDGET

		Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget	Committed Expenditure	Funds Available
101	CENTRAL SUPPORT SERVICES						
	Expenditure	1,050	0	-1,050	0	0	-1,050
	Income	1,050	0	1,050	0		
102	CIVIC ACTIVITIES						
	Expenditure	6,508	6,245	-263	19,180	0	12,672
	Income	0	0	0	250		
103	C C T V						
	Expenditure	140	195	55	260	0	120
	Income	260	260	0	260		
104	CHESHAM CEMETERY						
	Expenditure	28,233	41,930	13,697	72,780	0	44,547
	Income	7,060	3,130	3,930	6,800		
105	ST MARYS CLOSED CHURCHYD						
	Expenditure	2,364	1,980	-384	2,180	0	-184
	Income	0	0	0	0		
106	INTEREST INCOME						
	Expenditure	0	0	0	0	0	0
	Income	1,464	5,660	-4,196	10,105		
107	HOUSING						
	Expenditure	1,366	1,395	29	2,365	0	999
	Income	0	0	0	11,185		
108	CORPORATE MANAGEMENT						
	Expenditure	34,802	51,030	16,228	108,460	0	73,658
	Income	0	0	0	0		
109	DEMOCRATIC MANAGEMENT						
	Expenditure	45,409	48,710	3,301	87,700	0	42,291
	Income	0	0	0	0		
117	SECTION 137 EXPENDITURE						
	Expenditure	807	1,650	843	3,080	0	2,273
	Income	0	0	0	0		
201	CHESHAM MOOR GYM & SWIM						
	Expenditure	158,474	148,950	-9,524	234,505	0	76,031
	Income	123,100	111,280	11,820	149,395		
202	CODMORE FOOTBALL						
	Expenditure	3,322	2,785	-537	7,270	0	3,948
	Income	1,184	495	689	1,155		
203	MARSTON FOOTBALL						
	Expenditure	1,476	1,060	-416	2,670	0	1,194
	Income	241	495	-254	1,155		
204	COMMUNITY COLLEGE						
	Expenditure	0	0	0	0	0	0
	Income	0	0	0	0		

15:17

Summary Income & Expenditure by Year to Date Budget Heading 31/10/2010

Month No : 7

Cost Centre Report

Note (-) Variance Year to Date OVER BUDGET

		Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget	Committed Expenditure	Funds Available
206	AMENITIES						
	Expenditure	16,582	19,715	3,133	40,385	0	23,803
	Income	3,433	1,080	2,353	1,080		
207	OPEN SPACES						
	Expenditure	67,710	63,165	-4,545	97,375	0	29,665
	Income	5,344	2,535	2,809	2,535		
208	LOWNDES PARK TOILETS						
	Expenditure	9,190	8,462	-728	16,595	0	7,405
	Income	0	0	0	0		
209	AGENCY WORK						
	Expenditure	1,111	1,230	119	2,145	0	1,034
	Income	0	220	-220	13,420		
210	SKATEPARK NOISE ABATEMENT						
	Expenditure	-26	0	26	2,750	0	2,776
	Income	0	0	0	0		
211	PARK						
	Expenditure	37,239	38,465	1,226	67,540	0	30,301
	Income	0	0	0	0		
218	WORKS DEPOT						
	Expenditure	0	0	0	165	0	165
	Income	0	0	0	165		
301	THE ELGIVA						
	Expenditure	265,289	281,660	16,371	559,035	0	293,746
	Income	174,041	199,330	-25,289	418,765		
303	TEMPERANCE HALL						
	Expenditure	0	0	0	0	0	0
	Income	0	100	-100	100		
304	TOWN HALL						
	Expenditure	50,733	60,467	9,734	82,650	0	31,917
	Income	23,421	28,610	-5,189	50,420		
401	ASHERIDGE ROAD ALLOTMENTS						
	Expenditure	683	2,165	1,482	3,735	0	3,052
	Income	767	400	367	600		
402	CAMERON ROAD ALLOTMENTS						
	Expenditure	6,359	7,260	901	13,060	0	6,701
	Income	3,140	1,845	1,295	2,745		
403	AMERSHAM ROAD ALLOTMENTS						
	Expenditure	60	0	-60	0	0	-60
	Income	100	65	35	65		
503	TOWN CENTRE REVITAL.						
	Expenditure	10,897	10,675	-222	27,325	0	16,428
	Income	1,169	590	579	590		

15:17

Summary Income & Expenditure by Year to Date Budget Heading 31/10/2010

Month No : 7

Cost Centre Report

Note (-) Variance Year to Date OVER BUDGET

		Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget	Committed Expenditure	Funds Available
504	GC2C						
	Expenditure	914	1,335	421	6,000	0	5,086
	Income	5,368	3,000	2,368	6,000		
702	PRECEPT						
	Expenditure	0	0	0	0	0	0
	Income	740,448	740,448	0	806,390		
INCOME - EXPENDITURE TOTALS							
	Total Expenditure	750,693	800,529	49,836	1,459,210	0	708,517
	Total Income	1,091,588	1,099,543	-7,955	1,483,180		
	Net Expenditure over Income	-340,895	-299,014	41,881	-23,970		

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : AS AT 31ST OCTOBER 2010

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
100 REPAIRS & RENEWALS FUND											
4801 ELGIVA MAINTENANCE (301)	34,035	12,637	22,000	13,363	0	35,363	30,736	0	0	0	0
4802 TOWN HALL MAINT (304)	16,062	3,239	10,000	0	0	10,000	5,164	0	0	0	0
4805 FENCING (402)	500	173	0	327	0	327	0	0	0	0	0
4806 DEPOT MAIN BUILDING (218)	7,604	706	0	0	0	0	2,387	0	0	0	0
4807 CODMORE CAR PARK (202)	0	157	0	0	0	0	0	0	0	0	0
4815 CHRISTMAS LIGHTS (503)	14,000	3,450	0	10,550	0	10,550	0	0	0	0	0
4822 MOOR HARDSTANDING (207)	5,000	0	0	1,000	0	1,000	0	0	0	0	0
4827 COMP/OFFICE EQUIP (101)	8,803	1,349	1,500	1,650	0	3,150	0	0	0	0	0
4828 PARK CANOPY (211)	0	0	0	0	0	0	85	0	0	0	0
4829 LITTER BINS (206)	4,600	4,445	700	155	0	855	738	0	0	0	0
4830 PLAY EQUIPMENT (206)	80,000	54,192	40,000	76,350	0	116,350	116,887	0	0	0	0
4831 VEHICLES & EQUIPMENT (218)	9,669	9,115	4,500	0	0	4,500	3,018	0	0	0	0
4832 PATHS (207)	30,718	0	0	30,718	0	30,718	18,750	0	0	0	0
4833 MARSTON PAVILION (203)	312,026	3,050	0	0	0	0	0	0	0	0	0
4834 SEATS (104/206)	4,300	675	1,500	3,625	0	5,125	1,316	0	0	0	0
4835 CODMORE PAVILION (202)	660	0	0	660	0	660	0	0	0	0	0
4836 NOTICE BOARDS (402)	2,970	100	2,000	2,870	0	4,870	787	0	0	0	0
4837 PARKS FENCING (207)	200	41	0	0	0	0	0	0	0	0	0
4842 CEMETERY WALLS/HEARSE HSE	10,058	2,414	0	0	0	0	0	0	0	0	0

Continued on Page 2

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : AS AT 31ST OCTOBER 2010

		<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
4843	ST MARY'S WALLS (105)	5,000	0	0	5,000	0	5,000	309	0	0	0	0
4844	CEMETERY CHAPEL (104)	6,500	0	0	0	0	0	0	0	0	0	0
4847	CEMETERY PATHS (104)	0	0	10,000	0	0	10,000	0	0	0	0	0
4848	WAR MEMORIAL (206)	700	0	0	700	0	700	0	0	0	0	0
4850	POOL (201)	27,932	15,600	15,000	12,332	0	27,332	13,716	0	0	0	0
4851	MULTI-COURTS (201)	4,070	3,948	0	0	0	0	0	0	0	0	0
4852	MOOR MARSH (207)	5,000	0	0	0	0	0	0	0	0	0	0
4861	ELGIVA BOOKING SYS (301)	4,900	0	0	0	0	0	0	0	0	0	0
4900	TFR FR RENEWALS FUND	-595,307	-115,292	-107,200	-159,300	0	-266,500	-193,893	0	0	0	0
4901	TFR TO RENEWALS FUND	111,615	111,615	113,815	0	0	113,815	0	0	0	0	0
	OverHead Expenditure	111,615	111,615	113,815	0	0	113,815	0	0	0	0	0
1177	DONATIONS	0	50,350	0	0	0	0	0	0	0	0	0
1903	TFR TO R & R FUND	0	-50,350	0	0	0	0	0	0	0	0	0
100	Net Expenditure	111,615	111,615	113,815	0	0	113,815	0	0	0	0	0
	Total Budget Expenditure	111,615	111,615	113,815	0	0	113,815	0	0	0	0	0
	Income	0	0	0	0	0	0	0	0	0	0	0
	Net Expenditure	111,615	111,615	113,815	0	0	113,815	0	0	0	0	0