

Chesham Town Council

Bill Richards
Town Clerk



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11th September 2020

Dear Councillor,

You are **SUMMONED** to attend a meeting of the **CHESHAM TOWN COUNCIL** to be held remotely in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, on

MONDAY 21st SEPTEMBER 2020 AT 6.30pm

AGENDA

1. Apologies for absence.
2. To confirm Minutes of the Council Meeting of the 29th June 2020 and the Special Council Meeting of the 24th September 2020.
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.
6. To note the Minutes of the Chesham Youth Council meeting held on the 7th September 2020.
7. To receive and consider the Minutes of the under mentioned Committees.
Planning Committee of 14th September 2020 (to follow).
Community Assets and the Environment Committee of 7th September (to follow).
8. Policy Review for Filming, Recording and Reporting.
9. Town Team Outside Body Representation.
10. To receive and consider Payments No: 2.

Yours sincerely

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

Bill Richards
Town Clerk

Circulation: To All Members of the Council

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



CHESHAM YOUTH COUNCIL

Minutes from Monday 7th September 2020 -Via Zoom

In attendance: A. Tiwana (Chair),

L. Madden, G. Shaw, B. Essex-Dobson, C. Nelson, K. Campbell, F. Kirkham, H. Hetherington, Leo

Emily Culverhouse

Guest: Jane. N

Apologies: Gill Walker, Debs Wilbee, L. Langdon

TOPICS:

- Our guest, Jane, was representing Youth voice. A county-wide youth forum who meet between 4 and 5 times a year. We were told that they discuss issues in school and come up with solutions to them. They consult with senior members of councils and other organisations in response. Youth Voice would like to make links between them and various youth councils in Buckinghamshire including the Chesham Youth Council and the Aylesbury Youth Council, among others.
- On the 19th September between 10am and 2pm, the Chesham Youth Council will be running a market stall as part of the Great British Clean up (postponed from April) and will be handing out litter picks and bin

bags. We have the option to dress up in fancy dress if we would like to. This is to attract attention and gain more interest from passers-by.

- Our meetings will return to the normal: first Monday of every month. However, will, until further notice be kept on Zoom
- Date of next meeting: Monday 5th October 2020

**AGENDA ITEM NO: 8 - REVIEW OF POLICY ON
FILMING, RECORDING AND REPORTING ON
COUNCIL MEETINGS**

Reporting Officer: Kathryn Graves (01494 583798)

Summary

1. To review an updated version of the Policy on Filming, Recording and Reporting on Council Meetings.

Background Information

2. In 2015, the town council adopted a policy on filming, recording and reporting on council meetings as a result of the Openness of Local Government Bodies Regulations 2014. The regulations were introduced with the intention of making local government bodies, including town councils, more transparent and accountable to their local communities. The regulations increased the rights of the public to film, record and report on proceedings of council meetings.

Financial Implications

3. None pertaining to this report.

Strategic Objectives

4. Accords with the Council's strategic objective 4 – *'To consult with, understand and represent the views and wishes of the citizens of Chesham'*.

Equality Act Implications

5. The Council Chamber is fully accessible for people with mobility-related disabilities and is equipped with a microphone system that can be used with an induction loop.
6. Microsoft Teams meetings have a live caption option for people with hearing impairments and works with screen readers to enable people with visual disabilities to join and participate in Teams meetings.

Detailed Consideration

7. The policy was last reviewed in 2016 and is now due for review in line with the council's four-year cycle of policy reviews.
8. An amended version of the policy is **attached**, which includes a new section on the recording of online council and committee meetings. Recording online meetings assists with the accuracy of meeting minutes. As this is a new use of technology for the council, which involves the collection and storage of personal data, a Data Protection Impact Assessment has been conducted, the council's Privacy Policy has

been updated and a retention period set for the recordings in the council's Records Management Retention Schedule.

Recommendation

That the revised policy be adopted, subject to any changes the council wishes to make.



POLICY ON FILMING, RECORDING & REPORTING ON COUNCIL MEETINGS

INTRODUCTION

Chesham Town Council is committed to conducting its meetings in an open and transparent manner. Members of the public are welcome to film, audio-record, take photographs and use social media to report the proceedings of the Town Council's meetings. This document explains the Council's policy on filming, recording and reporting to facilitate the openness and transparency of Council meetings, whilst ensuring that the meetings are not disrupted and that members of the public are protected.

NOTICE OF INTENT

Whilst no prior permission is required to film, photograph or audio-record Town Council meetings, we request that members of the public make attending officers aware of their intentions before the meeting commences. This will enable the officers to ensure that adequate facilities are in place and that any members of the public not wishing to be filmed or photographed are protected.

FACILITIES

Town Council meetings take place in the Council Chamber, which has allocated seats and a desk from which the public can view and hear the meeting. The Chamber is fully disabled accessible and has a microphone system that can be used with an induction loop.

WHAT CAN BE DONE

Members of the public are permitted to film, audio-record, photograph and use social media (such as tweeting and blogging) to report on meetings from the dedicated public seating areas in the Council Chamber.

Recording equipment can be left in a Council meeting and recording can take place without the member of the public being present. However, it will be necessary for recording to be halted and equipment removed if the meeting becomes a private meeting at any point. We request that members of the public make attending officers aware of their intentions before the meeting starts, so that officers can decide upon

the best course of action. Officers have the right to turn off or remove any unattended equipment during the times when the public and press have been excluded. Any equipment left unattended in the Council Chamber is done so entirely at the owner's risk.

Councillors are permitted to use social media to report on meetings, providing that it is not disruptive, does not detract from the proper conduct of meetings and is done in accordance with the Town Council's Social Media Policy.

PROTECTING THE PUBLIC

If a person has informed the Council officers in attendance of their wish to film, record or photograph the meeting prior to its commencement, the Chairman will announce at the start of the meeting that it is being recorded, so that everyone present is made aware.

If a person wishes to film, record or photograph a meeting and there are other members of the public in attendance, Council officers will request that they do so from the front row of the public seating.

If children or vulnerable adults are present at the Council meeting, they will be directed to sit in the row behind the person/people filming, recording or photographing so that they are not recorded, but are still fully able to observe and hear the proceedings.

If other members of the public are present at the meeting, Council officers will advise them to sit in the second row if they have any objections to being filmed, photographed or recorded.

WHAT CAN'T BE DONE

(i) Causing Disruption

Members of the public must not act in a disruptive manner. This includes, but is not restricted to, the following:

- moving to areas outside the areas designated for the public
- excessive noise in recording or setting up or re-siting equipment during the meeting
- intrusive lighting and use of flash photography
- asking people to repeat statements for the purposes of recording
- providing an oral commentary during the meeting

Members of the public who are disruptive to the good order of Council meetings can be excluded from the meetings if they do not desist.

(ii) Recording Private Meetings

Members of the public are not allowed to film, audio-record, photograph or use social media to record private meetings. The chairman of the meeting will make a clear announcement when the public and press are to be excluded from a meeting. Officers will be responsible for checking that the room is cleared of any equipment before confidential matters are discussed. Councillors are requested not to use social media to report on private meetings to ensure that confidentiality is not breached.

ONLINE COUNCIL MEETINGS

Council and committee meetings can be held remotely in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. Meetings are conducted on Microsoft Teams and are recorded via Teams. The Officer hosting the meeting is responsible for recording the meeting and will verbally advise all participants at the time the recording is begun. A written notice is also visible to all participants advising them that the meeting is being recorded and providing a link to Microsoft's Privacy Policy. Only authorised users set by the Council can view the videos post-recording. The videos will be deleted by the officer hosting the meeting once the minutes have been accepted as a correct record of the meeting.

POLICY REVIEW

This policy will be reviewed on a four-year cycle.

Version 1 Adopted: 30 March 2015

Version 1 Re-adopted: 20 June 2016

Version 2 Adopted:

AGENDA ITEM NO: 9 - OFFICIAL OUTSIDE BODIES REPRESENTATIVE OF TOWN TEAM

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To agree an official outside bodies representative on the Chesham Town Team.

Background Information

2. The Town Team was initially formed to bid to become a 'Portas Pilot town' and subsequently to allocate 'Portas Monies' for town centre regeneration in 2012.

Financial Implications

3. None pertaining to this report.

Strategic Objectives

4. Accords with the Council's strategic objective 2a - *Promote a thriving town centre which provides leisure and shopping facilities to meet the needs and wishes of residents and visitors*

Equality Act Implications

5. None pertaining to this report


Detailed Consideration

6. The Town Team was initially sent up with representatives of Members and officers from the three tiers of the local authority, as was then, representatives from the local revitalisation group (Better Chesham) and the Civic Society (The Chesham Society). The group met on an ad hoc basis, predominantly to use funds held by the District Council, for small scale revitalisation projects in the town centre.
7. After initial allocation of monies, the group fell largely into abeyance as it became superseded by Chesham Connect. However, the excellent works undertaken being by the Principal Economic Development Officer at Buckinghamshire Council has necessitated in it being reconvened. Members will recall it being a driving force behind the pedestrianisation of Market Square and it is looking at a number of other town centre projects.
8. With its growing influence in respect to town centre regeneration, it is felt that the Council ought to formally nominate a Member as an official Outside Body representative, along with officer representation. Since its reformation, Councillor Mrs MacBean has been to all the meetings and would seem to be the obvious Council representative.

9. Currently the new Town Team has had representation from this Council, Buckinghamshire Council, Chesham Connect, the Chesham Renaissance Community Interest Company and the Clock Tower Traders.

Recommendation

**That the Council nominate an official Council representative to the
Town Team**



Bill Richards
Town Clerk

AGENDA ITEM NO: 10

CHESHAM TOWN COUNCIL

PAYMENTS NO: 2

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 22nd September 2020

	£	p
June 2020	117,330.67	
July	145,968.05	
August	<u>131,864.80</u>	
Total	<u>395,163.52</u>	
Petty Cash /Credit Card items over £500:		
	£	p



Bill Richards
Town Clerk

CHESHAM TOWN COUNCIL

DATE	PAYMENT TYPE	PAYEE	AMOUNT
01.06.20	DIRECT DEBIT	CHILTERN DISTRICT COUNCIL	82.23 Non Domestic Rates-Cemetery
	DIRECT DEBIT	THE RIGHTFUEL CARD COMPANY LTD.	179.89 Vehicle fuel charges
	DIRECT DEBIT	PEAC UK	400.62 Quarterly rental Sharp Interactive screen-Town Hall
02.06.20	DIRECT DEBIT	BARCLAYCARD	210.99 Various purchases via Council credit card
	DIRECT DEBIT	HITACHI CAPITAL BUSINESS FINANCE	315.60 Monthly lease of vehicle
	DIRECT DEBIT	LLOYDS BANK	63.00 Bank charges
03.06.20	DIRECT DEBIT	TOTAL GAS & POWER	141.38 Gas charges-Town Hall
	DIRECT DEBIT	TOTAL GAS & POWER	480.15 Gas charges-Elgiva
	DIRECT DEBIT	TOTAL GAS & POWER	631.88 Gas charges-Moor Gym & Swim
04.06.20	DIRECT DEBIT	BT GROUP PLC	48.49 Line charges
05.06.20	DIRECT DEBIT	PAYMENTSSENSE LTD	59.82 Card income machine charges-Elgiva
	DIRECT DEBIT	PAYMENTSSENSE LTD	59.82 Card income machine charges-Moor Gym & Swim
08.06.20	DIRECT DEBIT	VIRGIN BUSINESS MEDIA LTD.	20.39 Monthly line rental-Town Hall pay phone
	DIRECT DEBIT	BT GROUP PLC	48.89 Line charges
	DIRECT DEBIT	BT GROUP PLC	100.94 Line charges, etc
	DIRECT DEBIT	THE RIGHTFUEL CARD COMPANY LTD.	619.79 Vehicle fuel charges
10.06.20	DIRECT DEBIT	BARCLAYS MERCHANT SERVICES	43.26 May income payment charges-Town Hall
	DIRECT DEBIT	BARCLAYS MERCHANT SERVICES	27.82 May income payment charges-Elgiva
	DIRECT DEBIT	BARCLAYS MERCHANT SERVICES	100.64 May income payment charges-Elgiva
	DIRECT DEBIT	BT GROUP PLC	129.24 Line charges, etc.
12.06.20	DIRECT DEBIT	CF CORPORATE FINANCE LTD.	120.16 Monthly printer lease-Elgiva
	DIRECT DEBIT	FIRST DATA	24.95 Card payment processing fees-Moor Gym & Swim
	DIRECT DEBIT	FIRST DATA	47.88 Annual admin. charge-Moor Gym & Swim
	DIRECT DEBIT	FIRST DATA	24.95 Card processing fees-Elgiva
	DIRECT DEBIT	LLOYDS BANK	12.50 Bank charges
	DIRECT DEBIT	FIRST DATA	47.88 Annual admin charge-Elgiva
15.06.20	DIRECT DEBIT	PAYTEK ADMINISTRATION SERVICES	16.80 Monthly card payment machine-Elgiva
	DIRECT DEBIT	PAYTEK ADMINISTRATION SERVICES	18.00 Monthly card payment machine -Moor Gym & Swim
	DIRECT DEBIT	PAYTEK ADMINISTRATION SERVICES	36.00 Monthly card payment machine -Elgiva
	DIRECT DEBIT	THE RIGHTFUEL CARD COMPANY LTD.	38.59 Vehicle fuel charges
	DIRECT DEBIT	ARVAL UK LIMITED	595.93 Vehicle's leasing-Works Depot
	TELEPAY	SALARIES & WAGES	53459.73 June salaries and wages
22.06.20	DIRECT DEBIT	CNH INDUSTRIAL CAPITAL	66.14 Tractor & Loader lease-Works Depot
	DIRECT DEBIT	CNH INDUSTRIAL CAPITAL	565.75 Tractor & Loader lease-Works Depot
	DIRECT DEBIT	THE RIGHTFUEL CARD COMPANY LTD.	366.97 Vehicle fuel charges
	DIRECT DEBIT	HITACHI CAPITAL BUSINESS FINANCE	374.40 Ride onTractor monthly lease-Works Depot
29.06.20	DIRECT DEBIT	VEOLIA ENVIRONMENTAL SERVICES	15.99 May rubbish collection charges
	DIRECT DEBIT	TOTAL GAS & POWER	105.52 Gas charges-Town Hall
	DIRECT DEBIT	TOTAL GAS & POWER	298.43 Gas charges-Elgiva
	DIRECT DEBIT	TOTAL GAS & POWER	812.42 Gas charges-Moor Gym & Swim
	DIRECT DEBIT	THE RIGHTFUEL CARD COMPANY LTD.	420.52 Vehicle fuel charges
	BACS	BUCKS COUNTY COUNCIL	16599.62 SUPERANNUATION MAY 2020
15.06.20	BACS	INLAND REVENUE	14387.74 PAYE & NHI MAY 2020
	BACS	MRS BURNS	102.00 REPLACEMENT CHQ 027755
	BACS	GEMMA BURNARD (CHESHAM PREP SCHOOL)	319.00 REFUND POOL HIRE
	BACS	EMMA LAD	253.00 REFUND POOL HIRE
	BACS	A WEATHERHEAD LTD	816.00 EMPTYING CESSPIT AT DEPOT
	BACS	CAROL WILES	2063.25 CLEANING ELGIVA THEATRE
	BACS	CASTLE WATER	1374.90 WATER CHARGES
	BACS	SPEKTRIX UK	852.76 SERVICE CHARGE MAY 2020
	BACS	P A TURNEY LTD	80.10 PARTS & SUPPLIES
	BACS	OFFICE WATERCOOLERS LIMITED	25.87 WATER COOLER SERVICE

CHESHAM TOWN COUNCIL

DATE	PAYMENT TYPE	PAYEE	AMOUNT	
16.06.20	BACS	SSE ENERGY SUPPLY LTD	95.46 ELECTRICITY PARK FOUNTAIN	
	BACS	SIMON COLLINS	139.62 HANGING BASKETS APRIL 2020	
	BACS	THE DESIGNLAB LTD	96.00 ELGIVA WEBSITE JULY 2020	
	BACS	KOMPUTER CONSULTANCY SERVICES LIMITED	754.08 OFFICE 365 & OFFICE BUSINESS	
	BACS	ISTD	739.50 ELGIVA HIRER REFUND	
	BACS	NICOLA RUFF	191.00 POOL HIRE REFUND	
	BACS	J F SPENCE	70.00 ELGIVA TICKET REFUND	
	BACS	BUTTERFLY PRINT AND DESIGN LIMITED	673.04 STAFF CLOTHING	
	BACS	COLOUR SUPPLIES (CHESHAM) LTD	130.17 PAINT & MATERIALS	
	BACS	TENCER LTD	108.00 CALL OUT NO HOT WATER	
	BACS	AVICA UK LTD	223.85 CLEANING SUPPLIES	
	BACS	HAWKES DESIGN & PUBLISHING LTD	1916.00 DESIGN MARCH WHATS ON	
	BACS	KOMPUTER CONSULTANCY SERVICES LIMITED	1293.60 LAPTOP & SOFTWARE	
	BACS	ARTIFAX SOFTWARE LIMITED	192.00 ARTIFAX SUPPORT JULY	
	BACS	BUCKLAND LANDSCAPES LIMITED	2018.28 CEMETERY MAINTENANCE MAY	
	BACS	HUGO HARDY ARCHITECT	2750.00 FEASIBILITY STUDIES	
	BACS	THE CHILTERN SOCIETY	1521.80 PARISH PATHS 2019	
	BACS	COMPLETE I.T. LIMITED	972.00 OPERA SUPPORT JUNE	
	23.06.20	BACS	EVAC+CHAIR INTERNATIONAL LTD	108.00 MAINTENANCE EVAC CHAIR
		BACS	LOUISE STOCKDALE	446.00 POOL HIRE REFUND
BACS		BARNET POOL MAINTENANCE LIMITED	145.44 SERVICE OF POOL PLANT	
BACS		SUMMIT HYGIENE	1337.82 SANITISING SPRAYER	
BACS		NPOWER LIMITED	1954.26 ELECTRICITY CHARGES	
BACS		CASTLE WATER LIMITED	1050.20 WATER CHARGES	
BACS		NEW VISION SOFTWARE LTD	215.96 EPOSNOW IMPORT CHARGES	
BACS		STUDIO BEAM LTD	80.00 POOL WEBSITE MAINTENANCE	
			JUNE TOTAL	117330.67
01.07.20		DIRECT DEBIT	CHILTERN DISTRICT COUNCIL	81.00 Non Domestic Rates-Cemetery
	DIRECT DEBIT	HITACHI CAPITAL BUSINESS FINANCE	315.60 Monthly lease of vehicle	
03.07.20	DIRECT DEBIT	LLOYDS BANK	60.00 Bank charges	
03.07.20	DIRECT DEBIT	PAYMENTSSENSE LTD	42.00 Card income machine charges-Elgiva	
	DIRECT DEBIT	PAYMENTSSENSE LTD	42.00 Card income machine charges-Moor Gym & Swim	
06.07.20	DIRECT DEBIT	THE RIGHTFUEL CARD COMPANY LTD.	236.33 Vehicle fuel charges	
06.07.20	DIRECT DEBIT	BARCLAYCARD	774.16 Various purchases via Council credit card	
08.07.20	DIRECT DEBIT	VIRGIN BUSINESS MEDIA LTD.	20.39 Monthly line rental-Town Hall pay phone	
10.07.20	DIRECT DEBIT	BARCLAYS MERCHANT SERVICES	42.00 June income payment charges-Town Hall	
	DIRECT DEBIT	BARCLAYS MERCHANT SERVICES	21.55 June income payment charges-Elgiva	
13.07.20	DIRECT DEBIT	CF CORPORATE FINANCE LTD.	120.16 Monthly printer lease-Elgiva	
	DIRECT DEBIT	THE RIGHTFUEL CARD COMPANY LTD.	148.13 Vehicle fuel charges	
14.07.20	DIRECT DEBIT	FIRST DATA	24.95 Card payment processing fees-Moor Gym & Swim	
	DIRECT DEBIT	FIRST DATA	24.95 Card processing fees-Elgiva	
15.07.20	DIRECT DEBIT	PAYTEK ADMINISTRATION SERVICES	16.80 Monthly card payment machine-Elgiva	
	DIRECT DEBIT	PAYTEK ADMINISTRATION SERVICES	18.00 Monthly card payment machine -Moor Gym & Swim	
	DIRECT DEBIT	PAYTEK ADMINISTRATION SERVICES	36.00 Monthly card payment machine -Elgiva	
	DIRECT DEBIT	ARVAL UK LIMITED	595.93 Vehicle's leasing-Works Depot	
	TELEPAY	SALARIES & WAGES	53676.72 July salaries and wages	
16.07.20	DIRECT DEBIT	LLOYDS BANK	12.50 Bank charges	
17.07.20	DIRECT DEBIT	BARCLAYS MERCHANT SERVICES	21496.19 June- ticket refunds & income payment charges-Elgi	
20.07.20	DIRECT DEBIT	SOUTHERN ELECTRIC	31.91 Electricity	
	DIRECT DEBIT	HITACHI CAPITAL BUSINESS FINANCE	374.40 Ride onTractor monthly lease-Works Depot	
	DIRECT DEBIT	BT GROUP PLC	669.38 Line charges, etc.	

CHESHAM TOWN COUNCIL

DATE	PAYMENT TYPE	PAYEE	AMOUNT
	DIRECT DEBIT	THE RIGHTFUEL CARD COMPANY LTD.	151.28 Vehicle fuel charges
22.07.20	DIRECT DEBIT	CNH INDUSTRIAL CAPITAL	66.14 Tractor & Loader lease-Works Depot
	DIRECT DEBIT	CNH INDUSTRIAL CAPITAL	565.75 Tractor & Loader lease-Works Depot
27.07.20	DIRECT DEBIT	THE RIGHTFUEL CARD COMPANY LTD.	378.48 Vehicle fuel charges
28.07.20	DIRECT DEBIT	VEOLIA ENVIRONMENTAL SERVICES	26.53 May rubbish collection charges
	DIRECT DEBIT	TOTAL GAS & POWER	87.85 Gas charges-Town Hall
	DIRECT DEBIT	TOTAL GAS & POWER	173.06 Gas charges-Elgiva
	DIRECT DEBIT	TOTAL GAS & POWER	878.93 Gas charges-Moor Gym & Swim
01.07.20	BACS	SOUTH BUCKS JEWISH COMMUNITY	137.60 REFUND TOWN HALL HIRE
	BACS	SARAH STIGZELIUS	100.00 REFUND POOL HIRE
	BACS	SIMON COLLINS	1669.86 INSTALLATION HANGING BASKETS
	BACS	NOMIX ENVIRO LTD	403.02 WEED CONTROL SUPPLIES
	BACS	KILLGERM CHEMICALS LIMITED	368.28 BAIT STATIONS
	BACS	P A TURNEY LIMITED	49.90 INNER TUBES
	BACS	SOUTH EAST EMPLOYERS	408.00 ANNUAL MEMBERSHIP 2020
	BACS	VIRGIN MEDIA PAYMENTS LIMITED	283.12 TELEPHONE CHARGES
	BACS	SUMMIT ROOFING LIMITED	60.00 TREE DAMAGE COMPENSATION
	BACS	CLOUDYIT LIMITED	1620.00 TEAMS SETUP
	BACS	AVICA UK LIMITED	180.77 GEL DISPENSERS
	BACS	CF CORPORATE FINANCE	1025.18 LEASE POOL COFFEE MACHINE
07.07.20	BACS	J LINKSON	58.50 ELGIVA TICKET REFUND
	BACS	JANET CAPP	36.00 ELGIVA TICKET REFUND
	BACS	AMAZON	52.00 WHITEBOARD
	BACS	BUCKS COUNTY COUNCIL	16344.73 SUPERANNUATION JUNE
	BACS	INLAND REVENUE	13910.50 PAYE & NHI JUNE
	BACS	ROYAL NATIONAL THEATRE	255.20 LIVE STREAMING 18/01/2020
	BACS	SUMMIT HYGIENE	294.62 HAND GEL PUMP & WIPES
	BACS	OFFICE WATERCOOLERS LIMITED	25.87 WATER COOLER SERVICES
	BACS	DOCWRA PROPERTY MANAGEMENT LTD	264.72 CALL OUT WATER LEAK ELGIVA
	BACS	CHILTERN SOCIETY	30.00 ANNUAL MEMBERSHIP 2020/2021
	BACS	KOMPUTER CONSULTANCY SERVICES LIMITED	1659.24 QUARTERLY MAINTENANCE
	BACS	COMPLETE IT	972.00 OPERA 3 CHARGE JULY
15.07.20	BACS	BUCKLAND LANDSCAPES LIMITED	2018.28 JUNE CEMETERY MAINTENANCE
	BACS	ARTIFAX SOFTWARE LIMITED	192.00 ARTIFAX SUPPORT AUGUST 2020
	BACS	ELLIS WHITTAM LIMITED	5434.25 HEALTH & SAFETY TO JULY 2021
	BACS	VIRGIN MEDIA PAYMENTS LIMITED	181.57 TELEPHONE CHARGES
	BACS	E.ON	126.12 ELECTRICITY CHARGES
	BACS	CASTLE WATER LIMITED	1031.99 WATER CHARGES
	BACS	P A TURNEY LIMITED	55.08 STRIMMER HEADS
	BACS	SUMMIT HYGIENE	264.76 CLEANING SUPPLIES
	BACS	STUDIO BEAM LIMITED	100.00 JUNE POOL WEBSITE UPDATES
	BACS	AVICA UK LIMITED	858.65 CLEANING SUPPLIES
	BACS	BUTTERFLY PRINT & DESIGN LTD	1513.92 PROTECTIVE SCREENS & SIGNAGE
	BACS	THE DESIGNLAB LIMITED	96.00 AUGUST ELGIVA WEBSITE SUPPORT
	BACS	SPEKTRIX UK	1060.60 SERVICE CHARGE JUNE
22.07.20	BACS	E A LOFTUS	13.00 ELGIVA TICKET REFUND
	BACS	CASTLE WATER LIMITED	503.71 WATER CHARGES
	BACS	KINGFISHER ENVIRONMENTAL SERVICES LTD	67.97 JUNE WATER SAMPLING
	BACS	NPOWER LIMITED	1930.05 ELECTRICITY CHARGES
	BACS	RICOH UK LTD	284.27 COPIER CHARGES
	BACS	HAWES SKIP HIRE LTD	402.00 SKIP EXCHANGE
	BACS	CHUBB FIRE SECURITY LTD	193.82 TOWN HALL ALARM SERVICE

CHESHAM TOWN COUNCIL

DATE	PAYMENT TYPE	PAYEE	AMOUNT
28.07.20	BACS RIJO 42 INGREDIENTS LTD		109.16 COFFEE MACHINE MOTOR
	BACS RIVANS ELECTRICAL		96.00 REPAIRS COVER SWITCH
	BACS MR D ESSEX		182.03 POOL SHED
	BACS JRB TREEWORK		600.00 TREEWORKS
	BACS SIMON COLLINS		4023.48 GARSY PLANTERS
	BACS DCK ACCOUNTING SOLUTIONS LIMITED		2124.72 ACCOUNTANTS FEE
	BACS ANDREW DEPTFORD		119.64 DEFIBRILLATOR PADS
	BACS KOMPUTER CONSULTANCY SERVICES LIMITED		274.80 CLOUD BACKUP
	BACS BUCKINGHAMSHIRE BUSINESS FIRST		180.00 MEMBERSHIP RENEWAL
02.07.20	BACS BARNET POOL MAINTENANCE LIMITED		312.00 POOL SUPPLIES
	CHQ 027756 CASH		200.00 TOWN HALL PETTY CASH
	JULY TOTAL		145968.05
03.08.20	DIRECT DEBIT CHILTERN DISTRICT COUNCIL		81.00 Non Domestic Rates-Cemetery
	DIRECT DEBIT HITACHI CAPITAL BUSINESS FINANCE		315.60 Monthly lease of vehicle
	DIRECT DEBIT THE RIGHTFUEL CARD COMPANY LTD.		537.86 Vehicle fuel charges
	DIRECT DEBIT BARCLAYCARD		932.42 Various purchases via Council credit card
	DIRECT DEBIT SOUTHERN ELECTRICITY		1978.06 Electricity- Depot & Chapel
07.08.20	DIRECT DEBIT LLOYDS BANK		60.00 Bank charges
	DIRECT DEBIT PAYMENTSSENSE LTD		42.00 Card income machine charges-Elgiva
10.08.20	DIRECT DEBIT PAYMENTSSENSE LTD		42.00 Card income machine charges-Moor Gym & Swim
	DIRECT DEBIT VIRGIN BUSINESS MEDIA LTD.		20.39 Monthly line rental-Town Hall pay phone
12.08.20	DIRECT DEBIT BARCLAYS MERCHANT SERVICES		62.00 July income payment charges-Town Hall
	DIRECT DEBIT BARCLAYS MERCHANT SERVICES		54.85 July income payment charges-Elgiva
	DIRECT DEBIT BARCLAYS MERCHANT SERVICES		1664.70 July income payment charges-Elgiva
	DIRECT DEBIT THE RIGHTFUEL CARD COMPANY LTD.		211.12 Vehicle fuel charges
	DIRECT DEBIT CF CORPORATE FINANCE LTD.		120.16 Monthly printer lease-Elgiva
	DIRECT DEBIT LLOYDS BANK		12.50 Bank charges
	DIRECT DEBIT FIRST DATA		22.86 Card payment processing fees-Elgiva
	DIRECT DEBIT FIRST DATA		25.90 Card payment processingfees-Moor Gym & Swim
	DIRECT DEBIT FIRST DATA		2.39 Card payment processingfees-Moor Gym & Swim
	DIRECT DEBIT PAYTEK ADMINISTRATION SERVICES		16.80 Monthly card payment machine-Elgiva
17.08.20	DIRECT DEBIT PAYTEK ADMINISTRATION SERVICES		18.00 Monthly card payment machine -Moor Gym & Swim
	DIRECT DEBIT PAYTEK ADMINISTRATION SERVICES		36.00 Monthly card payment machine -Elgiva
	DIRECT DEBIT THE RIGHTFUEL CARD COMPANY LTD.		272.18 Vehicle fuel charges
	DIRECT DEBIT ARVAL UK LIMITED		595.93 Vehicle's leasing-Works Depot
	TELEPAY SALARIES & WAGES		57432.94 August salaries and wages
	TELEPAY SALARIES & WAGES		745.15 August salaries and wages (balance)
	DIRECT DEBIT HITACHI CAPITAL BUSINESS FINANCE		374.40 Ride onTractor monthly lease-Works Depot
	DIRECT DEBIT CNH INDUSTRIAL CAPITAL		66.14 Tractor & Loader lease-Works Depot
	DIRECT DEBIT CNH INDUSTRIAL CAPITAL		565.75 Tractor & Loader lease-Works Depot
	DIRECT DEBIT THE RIGHTFUEL CARD COMPANY LTD.		236.50 Vehicle fuel charges
26.08.20	DIRECT DEBIT BT GROUP PLC		221.91 Line charges, etc.
	DIRECT DEBIT TOTAL GAS & POWER		102.42 Gas charges-Town Hall
	DIRECT DEBIT TOTAL GAS & POWER		326.77 Gas charges-Elgiva
	DIRECT DEBIT TOTAL GAS & POWER		969.95 Gas charges-Moor Gym & Swim
	DIRECT DEBIT BT GROUP PLC		105.12 Line charges, etc.
28.08.20	DIRECT DEBIT BT GROUP PLC		111.74 Line charges, etc.
	DIRECT DEBIT BT GROUP PLC		216.24 Line charges, etc.
	DIRECT DEBIT VEOLIA ENVIRONMENTAL SERVICES		60.77 May rubbish collection charges
07.08.20	DIRECT DEBIT GENERAL VENDING SERVICES		156.00 Quarterly vending machine rental-Moor Gym & Swim
	BACS INLAND REVENUE		14110.07 PAYE & NI-JULY 2020

CHESHAM TOWN COUNCIL

DATE	PAYMENT TYPE	PAYEE	AMOUNT
		BACS BUCKINGHAMSHIRE COUNCIL	16559.56 SUPERANNUATION JULY 2020
		BACS PRECISION HEATING & PLUMBING	8880.00 BRIDGE REPAIRS AT POOL
		BACS COMPLETE I.T.	972.00 OPERA SUPPORT AUGUST
		BACS E H SMITH LIMITED	32.64 BALLAST & CEMENT
		BACS TRADE UK	136.40 MISC SUPPLIES & SHOWER KITS
		BACS AMBASSADOR LIFT COMPANY LTD	6552.00 2ND STAGE LIFT REPLACEMENT
		BACS VIRGIN MEDIA PAYMENTS LIMITED	371.20 TELEPHONE CHARGES
		BACS PROLUDIC LIMITED	1614.66 MOOR ROAD PLAY EQUIPMENT
		BACS GEORGE BROWNS LIMITED	47.52 BELTS FOR TRIMAX
		BACS SPALDINGS LIMITED	106.53 SUPPLIES
		BACS CASTLE WATER LIMITED	8.16 WATER CHARGES
		BACS P A TURNEY LIMITED	164.64 PARTS
		BACS TENSID UK LTD	121.80 ALGO BIO INHIBITOR
		BACS IAN OGILVIE	283.75 LIFEGUARD ASSESSING & TRAINING
		BACS JEWSON	226.34 BULK BAG SUPPLIES
		BACS LEISURETEQ	1728.00 LANE LINES & BUNTING
		BACS QUADIENT UK LIMITED	300.00 FRANKING MACHINE TOP UP
		BACS BUTTERFLY PRINT & DESIGN LTD	277.20 FLOOR STICKERS & TOILET SIGN
		BACS CERTAIN EXHIBITIONS LTD	849.60 SAFETY SCREENS
		BACS CHESSMOUNT NURSERIES	175.00 FLOWER TUBS
		BACS RCOH LTD	1320.00 NEIGHBOURHOOD POLICY
19.08.20		BACS ELEANOR GARTH	274.71 PANTO PAINT & PRINTING
		BACS BUCKLAND LANDSCAPES LIMITED	2018.28 CEMETERY MAINTENANCE JULY
		BACS COUNTRY SUPPLIES	52.27 ROUNDED POSTS
		BACS P A TURNEY LIMITED	52.30 FAN & STARTER
		BACS SPALDINGS LIMITED	35.99 DISC PACK
		BACS OFFICE WATERCOOLERS LIMITED	25.87 WATER COOLER SERVICE
		BACS ANDREW DEPTFORD	114.00 ADULT PADS & BATTERY
		BACS IAC AUDIT & CONSULTANCY	420.00 INTERNAL AUDIT 10/07/2020
		BACS AVICA UK LIMITED	285.21 CLEANING SUPPLIES
		BACS IAN OGILVIE	54.00 LIFEGUARD TRAINING
		BACS RICHARDSON REUPHOLSTERY	96.00 LEG EXTENSION SEAT
		BACS P MAXWELL	95.00 REPAIRS POOLSIDE DOORS
		BACS EPM (ESSEX) LTD	22.80 TRANSPORT CHARGES
		BACS KOMPUTER CONSULTANCY SERVICES LIMITED	245.04 COMPUTER SUPPORT
		BACS ORBITPRESS LIMITED	202.79 COVID SAFETY PRINTING
		BACS CENTRAL SOURCE LIMITED	346.46 BELT BARRIERS
		BACS SUMMIT HYGIENE	28.50 COVID 19 SUPPLIES
		BACS TRADE UK LIMITED	62.56 SUPPLIES
		BACS COLOUR SUPPLIES (CHESHAM) LTD	151.41 PAINT & MATERIALS
		BACS BRENNTAG UK LIMITED	1109.68 CHEMICALS
		BACS UK SECURITY GROUP LTD	840.00 REPLACEMENT CAMERAS
		BACS SECOM PLC	17.42 ALARM KEY FOBS
		BACS THE DESIGNLAB LTD	96.00 WEBSITE MAINTENANCE
		BACS CHUBB FIRE & SAFETY LTD	345.65 FIRE ALARM SERVICE
		BACS GLATZ PIONEER (UK) LTD	696.00 CALL OUT POOL COVER REPAIR
07.08.20	CHQ 027757	CASH	184.23 PETTY CASH-ELGIVA
	CHQ 027758	CASH	339.04 TOWN HALL PETTY CASH
		AUGUST TOTAL	131864.80