

Chesham Town Council



Bill Richards
Town Clerk

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7th January 2011

Dear Councillor

I hereby give notice of a meeting of the **RECREATION AND THE ARTS COMMITTEE** to be held in the Council Chamber, The Town Hall, Chesham, on

MONDAY 17th JANUARY 2011 AT APPROXIMATELY 8.00 PM

(or immediately following the close of the meeting of the Development Control Committee which commences at 7.30pm)

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 Committee meeting held on 15th November 2010.
4. To receive and consider the Minutes of:
 - i) *Environmental Group meeting of the 18th November 2010.*
 - ii) *Impress the Chess meeting of the 30th November 2010.*
 - iii) *Chesham Moor Gym and Swim meeting of the 10th December 2010.*
 - iv) *Allotments Group meeting of the 14th December 2010.*
5. Chesham Moor Gym and Swim Centre Update
6. Elgiva Pantomime
7. Cemetery Lock-Up
8. Muslim Out of Hours Burials
9. Future of St Mary's Mausoleum
10. Queen's Diamond Jubilee Celebrations
11. Information Item
12. Exclusion of the Public and the Press
13. Chesham Moor Gym and Swim Centre's boilers
14. Elgiva Catering Contract

Yours sincerely,

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

Bill Richards
Town Clerk



continued . . .



Circulation

Councillor	E.L. Bamford
"	M.Z. Bhatti
"	Ms. J.E. Bramwell
"	Mrs. J.C. Fulford
"	D. J. Lacey
"	Mrs. C. Littley

Councillor	Mrs. C.M. Michael
"	Mrs. M. Molesworth
"	Mrs A.M. Pirouet
"	C.H. Spruytenburg
"	Mrs. G. Walker

Minutes of Chesham Environmental Group

18th November 2010
Chesham Town Hall, at 7.30

		ACTION
1. Present	Phil Folly (Chair), Ken Austin (Treasurer), Michael Browne, Andrew Clark, , Georgina Lomnitz, Jean Queripel, Richard Berry, Rosemary Main, Trevor Brawn	
Welcome	PF welcomed those present.	
Apologies	Cllr Justine Fulford, Rodger Main, Kate Folly	
2. Approval of minutes	Minutes approved	
3. Matters Arising (Not on Agenda)	<p>PF reminded the meeting, that the next ChAV meeting will take place next Monday at 19.00 in the Town Hall.</p> <p>He also wanted the meeting to know that at a recent River Chess Association meeting, Allen Beechey had brought to the attention of the meeting, the part CEG had taken in the clearing of the Holloway lane stretch of the river. RB said that he had travelled along there today and it looked good.</p> <p>Walkers are Welcome PF & AC and their wives attended the WaW conference in Kilsyth, Scotland at the end of October.</p>	
4. Financial Report	<p>KA had received £350 cheque fro Chesham Town Council from the annual Charitable donations. Total amount in bank £744. PF Chiltern District Council price of litter picks if we need to replenish, £7.50 each. Our initial supply from CDC some years ago was £5.50 each. CEG have about 20 on hand but some volunteers have them at home. PF wanted to know the price as some of the litter picks may need replacing soon. KA We may get them cheaper if we buy in bulk. PF said he would ask.</p>	PHIL

5. Impress
The
Chess

(i)Gazebo: this vandalised and burnout structure in Meades Water has been boarded up and prone to graffiti, Impress the Chess would like to change this and has been considering options. **GL** If it's a question of security if the laurel hedge was cut away the Gazebo would be more visible. **KA** explained that it would still have to be moved to face the front. **KA** option would be for the windows and doorway to have grilles fixed with regular removal of litter. Some of the meeting said it should be placed in the Park. Others why not offer it to the Chiltern Open Air Museum, Both **KA** & **PF** didn't think this was a good option, it should stay in Chesham. **KA** mentioned the Butchers shop frontage that had been taken to the COAM some years ago has never been displayed. There was a suggestion that birds had built their nests in the Gazebo. **KA** He had seen birds fly in but he hadn't found nests. The meeting didn't think the gazebo should be demolished.

(ii)Vegetation Meades Water Gardens. Bank-side vegetation was not being maintained as per the management action plan. The banks to be cut back rotationally twice a year. CEG could deal with the vegetation from the river. Some at the meeting were concerned about removing vegetation. **PF** Said he had email instructions from Allen Beechey on what to do. Several members of the CEG had a tidy up over two days, at the end of October **RB** wanted to know if the swamp was going to be dealt with. **TB** said that the wetland area is a habitat for all sorts' of creatures, he didn't like the words tidy or untidy some people like things to be more manicure than others. **MB** said that people were part of the environment too. **PF** I'm sure people walking through MWG are thrilled when they see a kingfisher or possibly a snake. **KA** People use the gardens in preference to walking along the pavement

(iii)Himalayan Balsam: Some HB plants have been found in Meades Water Gardens this summer. It is known that it grows in a garden along Amersham Road not far from the Water Gardens. Now that HB is listed in the Country side act as an invasive plant, and if released into the countryside the perpetrators could be prosecuted it's suggested that there should be a press release to inform local residents of this.

<p>6. Chalk Grassland Vale Road</p>	<p>Trevor Brawn gave an update on the Nash Field site along The Vale which is owned by Chesham Town Council. TB said that things had moved on since the last meeting. Neil Jackson, who is the Chilterns Conservation and Landscape Officer, has visited the field he was very impressed. Interest has also come from the Chalk Grassland Officer of Chiltern AONB who visited the field he was also impressed enough to suggest that he could provide an appropriate management strategy for the area. Preferred management for such areas is to cut in late July, and remove the grass cuttings. There should be an early spring cut and removal, and a cut in late February with cuttings removed. The removal of the cuttings is essential. TB worked out that a working party of 10 people on a Sunday could cope at raking the cuttings for composting or to be left at the top of the field. TB looking at the first cut to be at the end of February 2011. PF The area has been recognised as a wildflower area and that CEG should be able to help with the grass raking.</p>	<p>Trevor</p>
<p>7. Shelter</p>	<p>PF Would like to thank Chesham Town Council for agreeing to let CEG have the use of the shelter on the Moor to store our equipment. Discussion on security PF didn't think we should make a big thing of security a simple lock would do. Other felt differently, padlocks and bar, and an inventory of what we have stored.</p>	<p>Phil</p>
<p>8. Working Party</p>	<p>(i) Canons Mill Race: Reverse Deflectors March/April (ii) Canons Mill Meadow : Similar to Nash Field although we have to rely on CTC contractors (iii) December : A quick litter pick , Trapp Lane and The Backs, before a seasonal drink at the Queens Head, first drink on Phil</p>	<p>Colette</p>
<p>9. AOB</p>	<p>KA Responded to Jeb Elkin, DEFRA's Feedback form: An invitation to Shape Nature of England. Listed a number of active Chesham Groups, Big Society. KA Chiltern Society may be interested in the gravel pits. AC CEG Website, at the moment Sue Gordon up dates our website, and she is giving it up involvement, the options are, that we can forget about it, and go to the community website, although we are paid up until 20th Sept 2011, continue with it, in which case AC will seek a meeting with Sue. PF Would very much like to keep our CEG website going, volunteers are still contacting us through the website, but their messages are going through to Ian Freeman's email</p>	<p>Andrew</p>

	PF mentioned that there was a walk around Chesham on the coming Saturday collecting for the Pakistan Flood Relief Fund. Registration in Lowndes Park 1.30pm	
10. Diary Dates	Next meeting will be our AGM, held at Chesham Town Hall on 21 st April 2011 at 7.30pm. Ordinary Meetings held in the some place, same time on, 23 rd June 2011, 18 th August 2011, and 17 th November 2011.	

Meeting closed at 8.55pm

CHESHAM TOWN COUNCIL

MINUTES of the meeting of the 'Impress the Chess' Steering Group

held on Tuesday 30 November 2010 at 1.30 pm at the Town Hall

PRESENT:	Michael Browne (MB)	Meades Lane Resident
	Kathryn Graves (KG)	Chesham Town Council
	Cllr Colette Littley (CL)	Chesham Town Council
	Bill Richards (BR)	Chesham Town Council

1. APOLOGIES

Apologies for absence were received from Allen Beechey (Chalk Streams Project Officer), Ken Austin (Chesham Environmental Group), Cllr Justine Fulford (Chesham Town Council) and David Stowe (Chiltern District Council).

2. MINUTES OF LAST MEETING (28th September 2010) AND MATTERS ARISING

(i) **Channels Down to Tip**

In relation to *Minute 6*, AB had sent an email outlining the main issues in relation to this stretch:

a. Condition of the Little Chess at Holloway Lane – this is being dealt with by Chesham Environmental Group.

b. Mink control – a mink raft was deployed by the Chalk Streams Project in October. This will be maintained by Simon Fulford. AB will deliver a mink trap to Simon in the near future.

Action: Allen

c. Condition of fence and laurel hedge adjacent to footpath near former Pow Wow site. A meeting is to be organised with Decco – requires confirmation whether Justine is setting this up.

Action: Justine

d. Condition of Little Chess through the old Pow Wow site – until the site is sold, no work can progress. Apparently the site is now back on the market.

e. Riverfly monitoring – this is being carried out by the River Chess Association just upstream of Broadwater Bridge.

(ii) **Canon's Mill Race & Weirhouse Mill Pool**

In relation to *Minute 6*, Colette said that she will organise a work party for this stretch in the spring of 2011.

(iii) **Himalayan Balsam**

KG has updated the Himalayan balsam advisory leaflet to reflect its change in legal status and has scheduled awareness-raising activities for June 2011.

(iv) **Lord's Mill Pool Islands**

AB had sent an email to say that Mel Challis of the Environment Agency (EA) will check with the Flood Defence department, but she thinks that they consider the work complete. BR will

check his records as he believes that he may have something on file to say that the EA would be returning to complete the work there.

Action: Bill

(v) Meades Water Gardens

CL reported that Chesham Environmental Group had held a successful working party in the gardens recently and had cut back a number of willows and the snowberry. However, there is still work to be done in the gardens.

(vi) Meades Water Gardens Gazebo

KG said that the consultation will run until the middle of December and that she has received a number of responses to date. One resident is a garden historian who is very enthusiastic about the gazebo and is willing to get involved to help restore and improve the structure.

(vii) Queens Head Spillway

The bank erosion in this area is still to be dealt with.

Action: Allen and Colette

3. **DUCK ALLEY FOOTPATH**

BR will contact Mel Challis to discuss the plans for the boardwalk in detail. He will also look into possible sources of funding, such as disabled access grants.

Action: Bill

4. **2011 OPEN FORUM**

It was agreed to hold an Open Forum in the Spring and to ask group members for agenda items via email. Potential dates for the forum will also be circulated with the email.

Action: Kathryn

5. **CULVERT UPDATE**

BR provided an update on the state of the culvert, which is in poor condition in certain sections, with a risk of collapse and flooding. A possible plan of action is for the EA to divert the culvert to alleviate the risk of flooding. This has a timescale of about five years, but will not resolve the risk of collapse. This is proving to be a highly complex issue because of the multiple riparian owners. BR has emailed David Watts (EA) for feedback from the recent meeting that the EA held for riparian owners and to ask when a press release will be issued.

As there is no likelihood of an imminent solution, the group agreed to approach Buckinghamshire County Council for a replacement for the red and white barriers that would be more aesthetically pleasing and not require daily monitoring.

Action: Bill

6. **BOIS MOOR QUARRY TREES**

AB had sent an email to say that it should be possible to get the tree work done at a lower cost than the quote provided by the Town Council. Despite this, if it was agreed to use Impress the Chess funding for this work, it would still be necessary to find match-funding. It was agreed to ask AB for details of tree contractors to obtain a quote for the work.

Action: Kathryn

7. **ANY OTHER BUSINESS**

(i) River Chess Association

The River Chess Association has established a riverfly monitoring scheme along the length of the Chess to detect pollution incidents. The EA has set a trigger level for the riverfly population below which they will investigate whether a pollution incident has occurred to cause the invertebrate population to decline. The November results below the Chesham Sewage Treatment Works were under the trigger level, so this has been reported to the EA.

The Chairman of the association is meeting with the External Affairs and Sustainability Director of Thames Water this week to discuss water quality and abstraction issues.

(ii) Moor Road Yellow Pipe

BR has written to Brian Wright regarding the yellow pipe, but has yet to receive a reply.

8. **DATE OF NEXT MEETING**

It was agreed to circulate a date for the next meeting along with the minutes of this meeting.

The meeting closed at 2.00 pm.

Friends of Moor Road Minutes

10th December 2010

Present: TD, PA, NA, TM, AC, TC, DE

Apologies: NK

Manager's report

Gym: November till income was £4,300 plus £3,278 in Standing Orders. At £500 this was the second best month this year for inductions

(PA pointed out that using income figures to measure this could be misleading as some months had free inductions).

DE has introduced two new promotions to encourage gym members to purchase annual membership and payment by standing order. First is to pay for annual membership before 4th January 2011 (before increased rates) and receive a free 30 minute personal training session with JJP Training. The second promotion running from January 2nd to February 1st 2011, if you pay monthly or annually by standing order bring a friend or family member for a free induction and you will automatically be entered into a free draw to win a one to one Ab-attack or kettle ball session with JJP Training. DE reported that flooring will be replaced in part of the gym on 14th and 15th December – wording of advertising posters needs to emphasise that the gym will still be open on these dates but with limited facilities.

Swimming: Bucks Sport may help by subsidising early opening pool in April of next year. TD and PA commented that every effort should also be made to get payment of outstanding subsidies already promised by Bucks Sport for this year of £3,000 for October opening.

Boiler problems: DE explained the situation regarding the boiler plant room and the problems with the chemical mix used over the last year damaging the heat exchanger. Advice had been taken from Arch Chemicals about the chemical mix and it had been established that the change of the water supply from well water to mains supply most possibly affected the chemical balance of the water. A product called HTH should prevent this from happening in the future. DE is proposing to use this new product but to also have chemical analysis of the water carried out monthly alongside the bacterial analysis. Bill Richards is investigating whether the boilers could be deemed unfit for purpose and/or whether it was reasonable for the boiler suppliers not to warn DE of likely effect of the pool's high alkalinity on the heat exchangers. It was unfortunate that the boiler problems meant that the pool had to be closed early last season. These issues need to be resolved as a priority as it is only four months until the pool opens

ACTIONS

DE to chase up

DE and BR to action

<p>next year.</p> <p>Price increases: PA reported that the price increases proposed by the Friends were almost entirely accepted by the Rec and Arts committee, TM noted that this approval of suggested increases by the R&A committee was a reflection of the amount of research and effort put into the proposals by the Friends. A letter has been sent to all standing order members by CTC as well as the increases being advertised on the website and in the Centre. Feedback has not been negative with some positive comments regarding the change of peak and off peak hours.</p> <p>Anti-Social behaviour: DE has banned one football team from using the facilities on a Thursday evening; this move was supported by Bill Richards. This followed repeated problems with, swearing, drug use, climbing fences, dogs on the courts, shouting and payment problems. The Moor Stars initiative continues to move from strength to strength and the increased numbers means they will be using the courts on Saturday mornings in addition to the current Wednesday evening slot. The only downside is the possible noise which affects local residents as well as Chiltern Natural Therapies. There have also been issues with the new playground facility adjacent to the centre, gym members feel threatened by the youths who gather at the playground despite the lack of lighting in the area, the local police and PCSOs need to address the problem.</p> <p>Advertising: Ads have been placed in the Bucks Visitor Guide and Your Chesham which leaves £200 in the budget until March. TD suggested editorial in Your Chesham, DE to look into this and TC offered to help with text.</p>	<p>DE to liaise with PCSO's</p> <p>TC and DE follow up</p>
<p>AGM Feedback: All agreed that the minutes were accurate and that the meeting was well attended. TD's presentation and reporting was very clear and helpful. It was agreed that next year's meeting should have a similar format and be held before the end of the swimming season to ensure maximum attendance.</p>	
<p>Finance: TD reported that the £3,000 subsidy from Bucks Sport had still not been received. Till receipts from the gym after 8 months were £27,000 which when projected forward for the full year would give a figure of £40,730, £2,000 below budget. However the Standing Orders were higher giving a projected full year figure of £80,000 vs budget of £76,000. The past two months have been good so the projection has improved. The figures after 8 months were £53,000 vs. £49,000 over the same period last year.</p>	
<p>Renewal and Repairs: DE had requested a budget of £40,000 for renewals and repairs for the coming year at Rec and Arts meeting and it was approved. This meant that most of the repairs planned can be carried out.</p>	

Till discrepancies: PA has investigated the discrepancies on the till reporting and believes it is connected to staff signing on till at the beginning of their shift and out at the end being shown as extra gym users. Over a month this can add over 200 visits.	
Chairman's concluding remarks: PA thanked everyone for their efforts in 2010 and asked all to consider what the Friends' role and targets should be for 2011.	All
Suggested dates of next meetings: All at 7.30pm at the centre: 11 January 2011 15 February 2011 22 March 2011 Could everyone please check their diaries and confirm that these dates are suitable.	All

NEXT MEETING Tuesday 11 January 2011 @ 7.30pm

Chesham Town Allotments Group Committee

Meeting Minutes

Date: Tuesday 14th December, 19:30

Venue: Chesham Town Hall

Attendees: Allen Tilbury (Chair), Vince Crompton (Vice Chair), David Page, Andrew Sinclair, Chris Challis, Francis Holly, Robin Plumridge, Lynne Goodman

Apologies: Kate Hobbs, Jim Abbott, Andrew Reynolds

Decisions

YW agreed to take the minutes for committee meetings. Proposer VC, seconded AT

Mike Goodman, and Lynne in Mike's absence, will represent Ashridge Road on the committee to replace Peter Halward. Proposer DP, seconded VC

The meeting agreed to support the proposed increase in plot rental for next year. Proposer AS Seconded RP

Kate Hobbs to continue as the NLGA rep, and to edit The Grower

The meeting agreed to pay £2 per cake supplied for coffee mornings. All payments to be recorded in a receipts book. Proposed CC seconded VC

Purchase gravel boards for the focal point garden. Proposed AS seconded DP

Coffee mornings to start from 26th March and run through to 15th October 2011.

Actions

Circulate the minutes of the previous meeting and tonight's meeting at the next meeting.
Action AT.

Send letter to Bill Richard re. Agreement on rent increase. Action AT

New notices to be posted on the gates re. 'Police aware' to include Amersham Road gate.
Action AT

Coffee mornings to be held on 12, 19, 26th February to support the potato sales. Action

Buy a safety blanket for the hut, if under £20. Action RP

Take fire extinguisher from Focal Point hut to Bob Ayres for fixing. Action AT

Remove items of value from the focal point hut. Action AT

Discuss the creation of a team to run the next fish and chips social at the next committee.
Action AT to include on agenda.

Consult Rec and Arts committee re need for Allotments Group to supply their minutes to every Rec and Arts meeting. Action FH

Investigate the costs of providing a microphone for event speakers e.g. Phil Folly, quizmaster. Action DP

Book Temperance Hall for 18th April. Action AT

Supply a receipt book to be available at coffee mornings to record all payments for cake supplied. Action

Coffee Morning Coordinator will purchase all consumables for the coffee mornings, and will present receipts to claim back all expenses. Action CC

At the February committee add an item to discuss the costs of a group first aid training session. Action: AT

Provide Web site report for February meeting. Action YW, KH, AR

Landscaping of plot 48a to be included in agenda of February meeting. Action AT

Solar panelling to run lighting in the hut to be discussed at the next meeting. Action AT

Ask Focus to supply gravel boards. Action VC

Circulate Andrew's draft document 'Taking on a New Allotment - Guidance'. Action AT

Review 'Taking on a New Allotment - Guidance', provide feedback to Andrew Sinclair.
Action All members

Information

Accounts statement: £1,594.57 with no cash in hand.

Allen has circulated a list of dates for all the 2011 events. Correction: the 15th Feb committee meeting date has changed to 2nd February 2011

Vice Chair Vince reported a very successful visit by children of Waterside school, with an excellent newspaper review.

Fish and Chip evening made a profit of £112.01, with an excellent quiz (thanks to Phil Folly) and successful raffle.

Andrew Sinclair has provided a draft report for discussion, entitled 'Taking on a New Allotment - Guidance', designed as a welcome pack for potential allotment holders on the waiting list. Thanks given to Bristol allotments group for their help in preparation of the guide.

Chesham In Bloom is running a photography competition entitled 'Chesham in winter' open to all. Please enter.

Chesham In Bloom is running a Fish and Chip Quiz night on 5th March, all invited. Venue is the Temperance Hall.

Robin reported back on options for solar panelling to support lighting in the hut.

Date of next meeting: Wednesday 2nd February 2011

Report of the Officers to a meeting of the
RECREATION AND THE ARTS COMMITTEE
on Monday 17th January 2011

AGENDA ITEM NO 5 : - CHESHAM MOOR GYM AND SWIM CENTRE

Reporting Officer: Stephen Pearson (01494 583825)

Summary

1. To consider the financial report up to the 30th November 2010 and other matters pertaining to the Chesham Moor Gym and Swim Centre.

Background Information

2. At the meeting of the Policy and Resources Committee held on the 17th December 2007 *'it was resolved that the Officers, in consultation with the Friends of Moor Road, produce a five year business plan and that there be regular monitoring reports to each Recreation and the Arts Committee Meetings.'* (Minute 38(1b)).

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 **attached** financial report (excluding Renewals & Repairs) shows an operational deficit for the eight months ended 30th November 2010 of £40,402 (£31,100 deficit - 2009) against the phased budget deficit of £50,050. The recently approved revised estimates indicate that the end of year figure will end up just under budget.
6. The main improvement on the phased budget at the end of November is due to Gym income being up £3,066 and Tennis/Multi-Court £1,873. Gym income for October and November is particularly encouraging although this may be difficult to maintain in the current economic climate and the recent price increase due to VAT and other factors. Most of the expenditure underspends are due to payments yet to come through although the water costs are up due to the use of mains water rather than spring water for the pool. There are four months of the year to go in what will no doubt prove a difficult year but the Chesham Moor Gym and Swim Centre is still largely on course to come in under budget for the current year.

7. The monthly gym takings (excluding VAT) are shown in the table below:

	2008/09	2009/10	2010/11
	£	£	£
April	5,771	5,859*	6,111
May	4,753	6,678*	7,058
June	3,805	6,590*	6,453
July	5,239	8,084*	7,569
August	5,185	6,182*	6,653
September	4,965	5,688*	5,960
October	5,090	5,464*	6,987
November	5,587	4,818*	6,675
December	4,384*	4,747*	
January	6,490*	6,443	
February	5,007*	6,608	
March	<u>7,880*</u>	<u>7,618</u>	
TOTAL	<u>64,156</u>	<u>74,779</u>	<u>53,466</u>

*VAT @ 15%

8. **Swimming Season 2011**

The Chesham Moor Gym and Swim Manager has finally received the following from appropriate officer at Bucks Sport. *‘Unfortunately it has been confirmed that Make a Splash will be coming to an end in March and as far as I am aware no additional funding is being applied for, for a new swimming project in the future, meaning that funding for swimming and aquatics within the county will reduce significantly. Therefore I will be unable to help fund the April opening of the pool, which is obviously disappointing news...’* At the Committee in November, Members will recall that *‘Members considered the opening of the pool in mid April to cover the Easter holidays which were late in April this year. The Committee had no objection in principle to this but only on the understanding it was subject to a grant from Bucks Sports being agreed in advance guaranteeing to underwrite any excess expenditure over income.’* Therefore, regrettably, April swimming is no longer an option. Also Bucks Sports have confirmed that it will not be under-writing October swimming either but this is less of an issue as it is covered in the season ticket. However the Friends are being encouraged to make every effort to promote the season tickets to contacts and encourage the casual, pay-as-you-go, customer to attend nearer the October month to ensure there is no significant dropping off of income at the end of the season.

9. **On-Going Boiler Issues**

The matter of the boiler and its attendant problems are reported in detail later in the agenda.

Recommendation

1. **That the financial position be noted.**
2. **That the proposal to increase the swimming season to include April is now not viable and has been discounted be noted.**

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2010

Month No : 8

Cost Centre Report

		Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>201</u>	<u>CHESHAM MOOR GYM & SWIM</u>						
4001	SALARIES	77,318	54,320	-22,998	81,500		4,182
4004	WAGES	21,600	27,500	5,900	27,500		5,900
4005	SALARIES TRANSFERRED	-21,600	0	21,600	0		21,600
4008	TRAINING	639	750	111	750		111
4009	TRAVELLING	112	0	-112	0		-112
4010	MISC STAFF COSTS	483	750	267	750		267
4011	RATES	14,076	14,640	564	14,640		564
4012	WATER RATES	4,451	3,000	-1,451	4,100		-351
4014	ELECTRICITY	2,020	4,250	2,230	6,500		4,480
4015	GAS	7,223	7,200	-23	11,200		3,977
4016	CLEANING	2,088	1,240	-848	1,865		-223
4017	SKIP HIRE	247	250	3	250		3
4019	CHEMICALS	3,854	3,170	-684	3,170		-684
4021	TELEPHONE & FAX	931	600	-331	900		-31
4022	POSTAGE	46	0	-46	50		4
4023	STATIONERY	516	350	-166	550		34
4025	INSURANCE	0	0	0	3,980		3,980
4026	PUBLIC LICENCES	333	330	-3	330		-3
4032	PUBLICITY	5,174	5,500	326	5,500		326
4036	PROPERTY MAINTENANCE	6,480	6,000	-480	8,000		1,520
4038	MAINTENANCE CONTRACT	2,307	2,800	493	4,500		2,193
4041	EQUIPMENT RENTAL	10,800	10,800	0	16,200		5,400
4042	EQUIPMENT MAINTENANCE	3,230	1,500	-1,730	3,000		-230

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2010

Month No : 8

Cost Centre Report

		Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4047	ALARM	1,024	950	-74	1,000		-24
4048	EQUIPMENT	2,019	800	-1,219	1,250		-769
4053	LOAN INTEREST	2,816	3,500	684	7,000		4,184
4054	P.W.L.B.	2,525	1,840	-685	3,685		1,160
4059	PROFESSIONAL FEES	420	0	-420	0		-420
4091	ADMIN STAFF RECHARGE	11,102	11,360	258	17,060		5,958
4092	ADMIN OHEAD RECHARGE	1,251	1,360	109	2,665		1,414
4103	WATER CHECKS	165	310	145	630		465
4151	HANGING BASKETS	489	590	101	590		101
4199	SUNDRY EXPENSES	512	500	-12	1,000		488
4250	NEW INITIATIVES	2,690	0	-2,690	0		-2,690
4281	COMPUTER SUPPORT	315	0	-315	0		-315
4926	TFR TO/FR FLOWERS RES	-489	-590	-101	-590		-101
	CHESHAM MOOR GYM & SWIM :- Expenditure	167,167	165,570	-1,597	229,525	0	62,358
3003	COLD DRINKS SUPPLIES	2,863	1,650	-1,213	2,650		-213
3004	POOL SNACKS SUPPLIES	2,252	1,150	-1,102	1,750		-502
3005	POOL HOT DRINKS SUPPLIES	109	335	226	515		406
3006	POOL CAFE SUPPLIES	998	40	-958	65		-933
3007	POOL MERCHANDISE	423	0	-423	0		-423
	CHESHAM MOOR GYM & SWIM :- Expenditure	6,645	3,175	-3,470	4,980	0	-1,665
1006	POOL COLD DRINK SALES	24	0	24	0		
1007	POOL MERCHANDISE	920	0	920	0		
1101	HIRE FEES	416	0	416	0		

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2010

Month No : 8

Cost Centre Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1105 RENT BUILDINGS	2,132	2,150	-18	3,150		
1197 OVERS/UNDERS	-145	0	-145	0		
1199 SUNDRY INCOME	5	0	5	0		
1501 ADULT SWIM	15,533	14,735	798	14,735		
1502 JUNIOR SWIMMING	9,712	10,000	-288	10,000		
1503 SENIOR SWIMMING	3,491	2,555	936	2,555		
1504 SPECTATORS	523	765	-242	765		
1505 FAMILY SWIM	954	1,300	-346	1,300		
1507 POOL HIRE	155	0	155	0		
1508 SWIMMING LESSONS	714	0	714	0		
1509 WET CLASS	9,861	10,860	-999	10,860		
1510 GYM	27,177	28,000	-823	42,500		
1512 COURT	5,873	4,000	1,873	6,000		
1513 VENDING	8,404	4,450	3,954	5,250		
1514 FOOTBALL PITCHES	1,768	1,770	-2	1,770		
1515 DRY CLASS	1,933	1,450	483	2,250		
1601 ADULT SEASON TICKETS	7,881	5,290	2,591	5,290		
1602 ADULT CONC S/TICKETS	5,900	5,400	500	5,400		
1603 JUNIOR SEASON TICKETS	1,162	990	172	990		
1604 JUNIOR CONC S/TICKETS	71	80	-9	80		
1605 FAMILY SEASON TICKETS	2,657	2,500	157	2,500		
1702 BGC GYM RECEIPTS	26,289	22,400	3,889	34,000		
CHESHAM MOOR GYM & SWIM :- Income	133,410	118,695	14,715	149,395		
Net Expenditure over Income	40,402	50,050	9,648	85,110		
COUNCIL Expenditure	173,811	168,745	-5,066	234,505	0	60,694
Income	133,410	118,695	14,715	149,395		
Net Expenditure over Income	40,402	50,050	9,648	85,110		

Report to **RECREATION & THE ARTS COMMITTEE**
meeting to be held 17th January 2011.

AGENDA ITEM NO 6 : - ELGIVA PANTOMIME

Reporting Officer: Mark Barnes (01494 582902)

Summary

1. To receive a review of the Elgiva 2010/11 pantomime and to approve the pantomime for 2011/12.

Background Information

2. At the Recreation and the Arts Committee of the 23rd November 2009, it was resolved *'that the Committee support the principle of producing an 'in-house' pantomime at the Elgiva Theatre for the 2010/11 season.'* (Min no. 63).

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

'ROBIN HOOD' PANTOMIME 2010/11.

5. The Manager would like to highlight a couple of issues which he feels are very important before he gets to the financial results.
6. Firstly, not only is the theatre, along with other venues, suffering from the current economic downturn, but this year's pantomime 'Robin Hood' was hit badly by, not one, but two, periods of heavy disruptive snowfalls, the second of which occurred on 18th December and the town ground to a halt for several days. The Manager would like to point out that normally during this period (within the busiest booking fortnight for pantomime), the box office would have taken somewhere within the region of £10,000 in ticket sales, whereas the actual takings were in the low hundreds of pounds. This amount of loss was unable to be reclaimed as there were not enough performances left once the snow cleared and people could once again book in confidence that they would be able to attend a

- show. The theatre however did offer and manage to find replacement seats for as many people as possible who missed their festive treat due to the snow, for which the theatre received numerous grateful messages and emails.
7. Secondly, this year's pantomime had to cover the 2.5% VAT increase on the previous year, for which VAT was reduced to 15%, an extra £2,300 off our pantomime income this year.
 8. The Manager feels that once Members know the final financial results for 'Robin Hood' and they take in the reasons stated above, then they will be happy with what was actually achieved which was, in fact, a more profitable show than last year, albeit not what he had hoped and budgeted for.
 9. Also, 'Robin Hood', in the Manager's and Elgiva team's view was far and away the best artistically received pantomime ever, with numerous comments/emails from customers who were amazed at the technically clever and difficult production. With one review stating "*this show would not have been out of place on a West End Stage*", this augurs well for next year's production (assuming no extreme adverse weather conditions again). The Manager has **attached** just a couple of emails (one a school group), both of which not only say how good they thought the show was but request booking for this year without even knowing which pantomime we are proposing.
 10. In respect to the financial results, it was reported to Recreation & the Arts Committee on 18th January 2010 that the net surplus for 'Peter Pan' was around £21,500 net and the Manager would like to report that the results for 'Robin Hood' will be around **£23,500** including programme and merchandise monies. Whilst overall this is a small increase on last year, it is not what was hoped or budgeted for and the Manager would now like to explain in more detail. 'Robin Hood' is 18% down in income (about £20,000) and about 12% down in attendance, the reasons for this have been explained above and, obviously, if the planned income figure had been achieved, we would be looking at a vastly increased profit.
 11. The Manager believes his decision to produce the pantomime in-house has been vindicated. Had we stayed with buying in a production of 'Robin Hood' from last year's external company on a similar financial contract as before then, on the actual income for 'Robin Hood', the theatre would have been just over £8,000 worse off. Additionally you could add to this the extra £1,000 the theatre paid for advertising 'Peter Pan' (all advertising for 'Robin Hood' is in the budget), thus totalling £9,000. Overall this would have meant we only had a surplus of around of £14,500 net.
 12. For Members' information, the Manager has had an email from the Manager of the Radlett Centre which states that its pantomime is also down this year. The Elgiva was also visited by Mark Allison, Thurrock Council Arts Manager, who

was looking at 'Robin Hood' and how The Elgiva produces its pantomimes. Mark Allison thoroughly enjoyed the show and the Manager has an email from him stating "we have had a really hard year this year" on their pantomime, and, in discussion with the Deputy Manager, he said that their pantomime was 40% down this year, which shows how hard times are at the moment in the world of theatre generally. Even the brand new Aylesbury theatre cut short their first ever pantomime by some nine days.

PANTOMIME 2011/12

13. Whilst we didn't achieve what was hoped, the theatre indeed made a lot more profit than had the production not been brought in-house, which is positive and, on this basis, the Manager would like to be given the go ahead to produce 'Beauty and the Beast' as Chesham's annual pantomime this year (the people's choice, chosen by the audiences over 53 performances of 'Robin Hood'). To enable the theatre to advertise a pantomime in the May to August brochures, the Manager needs a decision before the start of February so an image, performance dates and times can be arranged before the brochures deadline. The Manager has spoken to Trevor Pilling, the Chair of the advisory Elgiva Board of Management and he believes that there should be no major objection from the Board to this. Indeed he believes that, providing the economy continues to grow, albeit slowly, and with the 'buzz' and feedback of 'Robin Hood', then the theatre should be able to return to audience numbers and therefore back to ticket sales that had been achieved in the previous three years. Accordingly, the Manager requests the same £65,000 expenditure budget agreed for 'Robin Hood' and even though he managed to keep well within this budget, as with everything, costs go up and the requested budget leaves some leeway if required. However the Manager is confident that he would not need to spend all the budget once again.
14. Finally, the Manager would like to thank Members for their trust and support in agreeing to bring 'Robin Hood' in-house and hopes that they agree that it was the correct decision, one that 'saved' them a loss of £9,000 out of the net surplus.

Recommendation

That the 2011/11 Pantomime figures be noted and that the Committee support the principle of offering an 'in-house' pantomime next season subject to there being no major objections from the Elgiva Board of Management.

Bill Richards

From: Karen Wheeler [admin@elgiva.com]

Sent: 06 January 2011 14:38

To: Bill Richards

Subject: FW: Next year's pantomime!

PLEASE SEE BELOW

*Karen Wheeler,
Elgiva Administrator*

St Mary's Way, Chesham, Bucks, HP5 1HR
Tel: 01494 582900 / 582902 DL
www.elgiva.com

***** DISCLAIMER *****

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Alternatively please contact the Elgiva Theatre at St Mary's Way, Chesham HP5 1HR

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-----Original Message-----

From: Fiona Davies [mailto:head@kingscoteschool.info]

Sent: 16 December 2010 16:27

To: admin@elgiva.com

Subject: Next year's pantomime!

Hi there!

We came to your pantomime a couple of weeks ago and our school enjoyed it so much we would like to book for next year! Can you please let me know how we can do this? We would like to book for a 10.30 performance on Tues 13th Dec 2011.

Thanks you.

Best wishes,

Fiona Davies

Headmistress

Kingscote School, Gerrards Cross

Information from ESET Smart Security, version of virus signature database 5707
(20101216)

The message was checked by ESET Smart Security.

<http://www.eset.com>

Sent: 04 January 2011 16:39
To: boxoffice@elgiva.com
Subject: Christmas Panto

FAO Moira

Two things :

Firstly - wanted to say how enjoyable the Panto was on Christmas Eve. As a family we rely on this to get us feeling festive !!!

The effects, singing and costumes were brilliant. . . as was the whole evening of entertainment.

Secondly - would like to reserve our usual seats for this years Panto (2011). Again on Christmas Eve, think row E is where we usually sit (is that right?) 5 seats, so 12-16 will be good.

Many thanks

Louise Rees

_____ Information from ESET Smart Security, version of virus signature database 5764
(20110106) _____

The message was checked by ESET Smart Security.

<http://www.eset.com>

Report of the Officers to a meeting of the
RECREATION AND THE ARTS COMMITTEE
on Monday 17th January 2011.

**AGENDA ITEM NO 7 : - CEMETERY GATES LOCK-
UP**

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To determine the times for locking-up the cemetery.

Background Information

2. At the Recreation and the Arts Committee Meeting on the 1st March 2010, it was resolved '*that a consultation exercise be undertaken on the proposal to leave the cemetery permanently unlocked with the results presented to this Committee to enable a decision to be made.*' (Min No 91).
3. At the meeting of the Recreation and the Arts Committee held on the 7th June 2010, it was resolved '*that the current locking procedure be continued and a meeting on future locking procedures be arranged involving officers; the Chairman of the Recreation and the Arts Committee; representatives of Sunnyside Road residents and the Friends of Chesham Cemetery; the police and the Chiltern District Council Community Safety team and the outcome of this meeting be brought before the Council meeting on the 12th July 2010.*' (Min No 11).
4. At the Council meeting of the 12th July, it was agreed '*that the locking up of the cemetery ought to continue until the Crime Reduction Audit had been received and discussed with the residents and other interested parties.*' (Min No 36).
5. At the meeting of the Recreation and the Arts Committee held on the 13th September 2010, it was resolved '*to trial a period of 24 hour pedestrian opening with officers, in liaison with the Mayor and the Chairman of Recreation and the Arts, to be given delegated powers to revert to evening locking in the event of serious anti-social behaviour occurring and the system to be reassessed at the Recreation and the Arts Committee of the 17th January 2011.*' (Min No. 23)

Financial Implications

6. £5,250 was previously spent annually on locking the cemetery with overtime payments.

Strategic Objectives

7. 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

8. The opening of the pedestrian gates on a permanent basis commenced in late September with the vehicular gates closed by Parks and Premises staff before finishing their shifts and left closed over the weekend. However people with mobility issues who need vehicular access in the evenings and weekends can arrange this in advance by phoning the Town Hall in advance. This service is advertised by a notice at the Cemetery and on the Council's website.
9. Once the trial had begun, the Clerk asked for a representative of Sunnyside Road residents and the Chairman of the local Neighbourhood Watch (both of whom have been consulted regularly and attended meetings) to be the 'eyes and ears' during this period. Both have subsequently confirmed there have been no incidents of note reported to them during the trial unlocking period. This lack of incidents has also been re-enforced by the Chairman of the Friends of Chesham Cemetery who has stated she is unaware of any disturbances.
10. Your Clerk has also sought the views of the local police and PCSOs. Their officers have confirmed there have not been any incidents in the last month or so and the only problem envisaged by them currently is that the cemetery could become 'another escape route for any would-be offenders'. They also raise concern that criminal damage could take place during the warmer summer evenings and nights, a scenario that has obviously been raised before.
11. In light of the fact that there have been no incidents to date, there would seem to be no reason why the trial could not be continued, perhaps for a longer period albeit with the same caveat that officers, in liaison with the Mayor and the Chairman of Recreation and the Arts Committee are to be given delegated powers to revert to evening locking in the event of serious anti-social behaviour occurring.

Recommendation

That the trial period of keeping the pedestrian gates permanently unlocked at the cemetery be continued for another twelve months subject to there being no serious anti-social behaviour occurring within the facility.

Report of the Officers to a meeting of the
RECREATION AND THE ARTS COMMITTEE
on Monday 17th January 2011.

**AGENDA ITEM NO 8: - OUT- OF-HOURS MUSLIM
BURIALS**

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To agree a policy to allow out-of-hours burials for the Muslim community.

Background Information

2. One of the recommended improvement measures from the Cemetery Service Review 2003-4 in its 'Equality of Access' section was to agree short notice burials on non-working days for children and adults.

Financial Implications

3. The implementation of such a scheme would be at no cost to the Council.

Strategic Objectives

4. Accords with the Council's strategic aim 7 – *'To help create a socially inclusive and caring community, which embraces all its residents equally, which seeks to develop their well-being, knowledge, understanding, and mutual co-operation.'*

Detailed Consideration

5. Members will be aware that the Muslim religion requires that members of that faith to be interred within 24 hours of death where possible. The Council had previously looked at the possibility of allowing the Mosque Committee to facilitate their interments but previous health and safety concerns have prevented this.
6. The Mosque Committee have, however, been keen to progress this and their concerns have been accentuated last month with Christmas Day, Boxing Day and New Year's Day all being at weekends thus giving extra bank holidays and a period of four days when the Cemetery was not available for interments on the current procedure when officers need to be present. Accordingly the Clerk, Administration Manager and the Parks and Premises Manager met with two members of the Mosque Committee before Christmas to ascertain whether the proposal could be initiated to the satisfaction of both parties.
7. Following these discussions, the following was agreed by the parties:

Weekends and Bank Holidays could be considered to be allowable, providing certain documentation on behalf of the Council was completed.

- A committee / representative from the Mosque is nominated to carry out and be responsible for the Interment, following necessary training and induction.
 - Public Liability of no less than £10m will be obtained and produced to the Administration Manager before any Internment may proceed.
 - Conditions, Procedures and Safety Information for Interments (**attached**) will be adhered to by the nominated committee members and returned to officers signed before any interments can take place without Council officers in attendance and that these are adhered to at all times.
 - Substitute absence of Death Certificate and Temporary Register of Graves form are completed before the Burial by the nominated person of the Mosque and produced to the Administration Manager at 9am on the next working day, where the Register of Graves Book will also be completed and signed. Full payment will also be required at this stage.
 - There would be no vehicular access in light of the Council's Cemetery locking policy.
8. Officers were keen to be assured that all health and safety matters are in order and that, as suggested by the Mosque Committee, there is a template from other local authorities on such an operation. The Mosque Committee mentioned Reading Borough Council as an authority that undertook this, so officers have investigated further their permissions for allowing such interments.
9. The Administration Manager's discussions with officers at Reading BC revealed its position was as follows:
- It is operating with two pre-dug graves (which this Council does).
 - It has a signed Health & Safety agreement/disclaimer and this agreement was put through its own legal department. (Their officers have sent a copy of their agreement which this Council can adapt and get signed if needed).
 - Reading BC has an assigned Out of Hours number that the Muslim community representatives call to tell it that it is happening and where the Muslim community's assigned person(s) checks they have in their possession the paperwork.
 - The Muslim community representatives appointed have been trained by the Institute of Cemetery and Crematorium Management.
 - At the moment the Muslim community representatives have not produced the Public Liability Insurance to Reading BC, so they currently have to have a Council representative there until it is supplied, but their officers are hoping that this will soon be changing once they have received this and then the interment can take place without a Council presence.

10. In light of this information from Reading BC and the Council's already close working relationship with Mosque Committee, your officers are happy to proceed on the understanding that all the paperwork and insurance is in place and the Mosque Committee nominated representatives had obtained the necessary training from the Institute of Cemetery and Crematorium Management.

Recommendation

That the Committee agree to allow the Mosque Committee to facilitate its own weekend and Bank Holiday interments subject to the conditions outlined within the report being adhered to.

CHESHAM TOWN COUNCIL

Conditions, Procedures & Safety Information for Interments in The Muslim Section of Chesham Cemetery

This document outlines the conditions, procedures & safety information for short notice interments into previously prepared graves, both earthen and walled types, and for both adults and children.

Earthen Graves

On the day of the interment, the designated operatives (appointed by the Mosque Committee) should:

1. Remove the metal lid from over the grave – the securing device needs to be levered out of the ground using a spade, etc.
2. Lay the wooden bearers across the grave (retained by the Mosque).
3. Lay the lowering straps across the grave (retained by the Mosque). Ensure that the straps are not a trip hazard for the pall-bearers.
4. Stack the forks/shovels nearby in readiness for back-filling the grave – (retained by the Mosque).
5. Place the casket centrally on the bearers.
6. Lift the casket with the straps (previously laid). An operative must remove the bearers allowing the pall-bearers to lower the casket slowly and evenly into the grave.
7. Following prayers, the operatives back-fill the grave with the soil/chalk that is heaped beside the grave. Ensure that the soil is consolidated, and that a low mound is left on top of the grave to compensate for sinkage.
8. Surplus soil/chalk is to be removed from the cemetery by those appointed by the Mosque Committee.
9. Ensure that the area around the grave is clean and tidy.
10. Return all funereal equipment to storage in the designated store.

See Safety Information at the back of this document

Walled Graves

On the day of the interment, the designated operatives should:

1. Remove the soil mound from on top of the walled grave to the side – ensure that it is placed so that it does not obstruct the pall-bearers.
2. **Carefully** remove the pre-cast concrete slabs from the top of the walled grave, these will now be 50% lighter than those previously used, and place out of the way of the pall-bearers. **Note (a)** Care must be taken to ensure that soil from the adjoining grave does not fall into the opened grave. **Note (b)** Great care must be taken with this part of the procedure. The slabs are heavy, and once removed, expose the operatives to an open grave that has very hard edges.
3. As with earthen graves, lay the bearers and lowering straps across the grave – ensuring that the straps are not a trip hazard. Stack the forks/shovels nearby.
4. Lift the casket with the straps. An operative must remove the bearers allowing the pall-bearers to lower the casket slowly and evenly into the grave.
5. Following prayers, **carefully** replace the pre-cast concrete slabs. Ensure that these are fully sited onto the grave walls and butted close together.
6. Replace the soil on top of the slabs leaving a low mound.
7. All surplus soil/chalk to be removed from the cemetery.
8. Ensure that the area around the grave is clean and tidy.

9. Return all funereal equipment to storage in the designated store.

DOCUMENTATION

All legal documentation, signing of the register, and the payment of all fees must be carried out at the general office of the Town Hall prior to an interment. In the case of interments on non-working days, the Mosque Committee are required to ensure that the appropriate documentation has been obtained, and that the form 'Cemetery Register (substitute)' has been completed. These documents and payment must be presented to the Town Hall on the first working day following that interment.

SAFETY INFORMATION

Please be aware that you are dealing with **heavy concrete slabs**, and **deep excavations**. The following safety conditions must be adhered to:

- The interment procedure includes heavy lifting. All operatives involved should be reasonably fit, and there should be **no lone working**.
- It is recommended that the operatives attend a short **manual handling training course**.
- The concrete slabs are very heavy and can have sharp edges. **Steel reinforced toe-capped boots must be worn. Stout gloves are recommended.**
- You are operating beside opened deep excavations, and the walled graves have hard sides. **Care must be taken not to stand too close to the edge of the grave, and especially when carrying heavy objects.** Where possible, lay long planks beside the grave to spread your weight, and to prevent the soil edge of the grave collapsing.
- Always ensure that you do not leave items laying around near to the grave or work area. Lowering straps, shovels/forks, etc. are all **trip hazards**.
- **Never leave an opened grave (deep excavation) unattended.** If the interment is unavoidably delayed – **cover the grave with a stout cover and, if possible, leave an operative in attendance near to the grave.**
- All grave preparations and interments must take place during daylight hours.

Please sign below to confirm that you have understood the procedures and safety information (above) and will abide by all these conditions. Please sign to confirm that you indemnify Chesham Town Council in the event of any accidents occurring in relation to the above procedures.

Name: _____ Designation: _____

Signature: _____ Date: _____

Telephone Number: _____ Mobile: _____

Report of the Officers to a meeting of the
RECREATION AND THE ARTS COMMITTEE
on Monday 17th January 2011.

**AGENDA ITEM NO: 9 - FUTURE OF ST MARY'S
MAUSOLEUM**

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To consider the future of St Mary's Mausoleum.

Background Information

2. The St Mary's Church's Mausoleum is the Council's responsibility as are all other maintenance issues within the closed churchyard. The building's structural condition has been of concern to officers and with the Council having a 'duty of care' to the public, local chartered surveyors were commissioned to survey the building.
3. At the meeting of the Recreation and the Arts Committee held on the 7th June 2010, it was resolved *'that the Council seek quotations to apply the minimum repairs required to make St Mary's Churchyard Mausoleum safe and a working party involving representatives of the Council and Friends of St Mary's be set up to look at the on-going maintenance of the churchyard.* (Min No. 12).

Financial Implications

4. As outlined within the report.

Strategic Objectives

5. 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

6. Following the Recreation and the Arts Committee meeting held on the 7th June 2010, the Clerk has contacted the Chartered Surveyor to relay the decision of the Committee. Gaining estimates has been a protracted affair due to the fact that any such works on this building require the permission of the Diocese of Oxford whose Advisory Committee meets infrequently.

7. Permission has now been granted for conservation and repairs (**attached**). It is now necessary for the vicar and churchwardens to go through the Faculty process.
8. No quotations have been obtained for the detailed repairs as yet as set out in the initial surveyor's report presented to this Committee on the 7th June 2010. However a quotation has been obtained to make the building safe. This work would include propping off the roof temporarily with acrow props; further stripping of the ivy; stump-grinding of tree root and installation of block and beam floor. The latter would make the building safer both for the contractors and in the event that anybody gains access, either through the door or the high level window opening on the rear elevation (which is directly above the pit). The costs of the preliminary works are £2,420. As previously reported, no monies had been specifically allocated for this work but there is £5,000 in a general St Mary's Renewals and Repairs budget that can be utilised.
9. A working party has yet to be convened but representatives of St Mary's have suggested they would be happy to be involved. It may be appropriate for the Committee to nominate two or more Members to the working party along with the Parks and Premises Manager and Town Clerk to meet with representatives of St Mary's in the near future to discuss future maintenance issues in the churchyard, obviously including the Mausoleum.

Recommendation

- 1. That up to £2,420 is earmarked from the Renewals and Repairs budget to instigate make - safe procedures for the Mausoleum.**
- 2. That two or more Members be nominated for the working party.**

DIOCESAN ADVISORY COMMITTEE CERTIFICATE

DIOCESE OF OXFORD

PARISH : Great Chesham

CHURCH : Chesham St Mary the Virgin

[10:504]

The Church is ~~is not~~ listed under the Planning (Listed Buildings and Conservation Areas) Act 1990.

(a) The listing is I / II* / II (or other category, if appropriate) / not known

(b) ~~The Church is not listed but is in a conservation area~~

PART 1

I CERTIFY that at a meeting of the Diocesan Advisory Committee held on 13 December 2010

1. The following works/other proposals were considered:

Conservation repairs to mausoleum

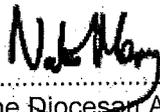
(The Committee's views on the significance of the works/other proposals are given in Part 2.)

2. The Committee has **NO OBJECTION** to the above works/other proposals (**SUBJECT** to the following provisos:)

(1)

(2)

Date : 13 December 2010


.....
Secretary of the Diocesan Advisory Committee

PLEASE NOTE:

- (1) This Certificate does NOT give you permission to proceed with your proposals, unless and until a faculty is granted by the Chancellor (or by the Archdeacon in respect of matters within Appendix A of the Faculty Jurisdiction Rules 2000); for which purposes a Petition must be presented through the Diocesan Registry, 16 Beaumont Street, Oxford OX1 2LZ..
- (2) Any recommendation of the Committee under paragraph 2 of Part 2 below should be followed before submitting a petition for a faculty.
- (3) This certificate is valid for 12 months from the date stated above.

PART 2

The views of the Diocesan Advisory Committee on the following matters are set out below (as appropriate) :

1. In the opinion of the Committee the work (or part of the work) proposed is ~~/~~ is not likely to affect: -
 - (a) the character of the church as a building of special architectural or historic interest,
 - (b) the archaeological importance of the church
 - (c) archaeological remains existing within the church or its curtilage.

Particulars of Work

Conservation repairs to mausoleum

~~2. The Committee recommends that the intending applicants should, if they have not already done so, consult such of the bodies or persons as is indicated below:—~~

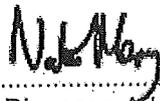
- ~~(a) English Heritage~~
- ~~(b) the Local Planning Authority~~
- ~~(c) the following National Amenity Societies:~~
- ~~(d) the Church Buildings Council~~
- ~~(e) the following body or person:~~

~~The reason for this recommendation is that in the opinion of the Committee some or all of the works or proposals:—~~

- ~~(i) involve alteration of or extension to a listed church to such an extent as is likely to affect its character as a building of special architectural or historic interest, or~~
- ~~(ii) are likely to affect the archaeological importance of the church or archaeological remains existing within the church or its curtilage, or~~
- ~~(iii) will involve demolition affecting the exterior of an unlisted church in a conservation area.~~

~~3. The Committee has considered the proposed works involving demolition of part of the church (which the intending applicants contend is necessary for the purpose of the repair or alteration of the church or the reconstruction of the part to be demolished) and is of the opinion that when the proposed repair, alteration or reconstruction is completed the demolition will / will not (~~delete as applicable~~) materially affect the external or internal appearance of the church or the architectural, archaeological, artistic or historic character of the church.~~

Date : 13 December 2010


.....
Secretary of the Diocesan Advisory Committee

Report of the Officers to a meeting of the
RECREATION AND THE ARTS COMMITTEE
on Monday 17th January 2011

AGENDA ITEM NO 10: - QUEEN'S DIAMOND JUBILEE

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To consider whether the Council wishes to be involved with the Diamond Jubilee celebrations in 2012.

Background Information

2. The Queen celebrates 60 years on the throne in June 2012.

Financial Implications

3. None at the present time.

Strategic Objectives

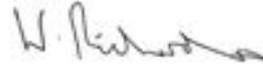
4. Accords with the Council's strategic aim 1 – *'To enable residents to enjoy high-quality social, recreational, and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents'*.

Detailed Consideration

5. **Attached** is a letter from the Secretary of State of Culture, Olympics, Media and Sport. As can be seen, there will be a special four day Jubilee weekend between the 2nd – 5th June 2012.
6. Councillor Mrs Pirouet has suggested that it would be sensible at this juncture to ascertain what, if any, involvement the Council would like to have with this landmark celebration. She recommends that if the Council does wish to be involved, a working party be set up as soon as possible so proper planning can take place and opportunities to bid for external funding and grants can be undertaken sooner rather than later. She further proposes that the Schools of Chesham Carnival be involved in any discussions since it is unlikely the town could support two major events in town during one month.

Recommendation

That the Committee decides whether it wishes to involve the Council in the Queen's Diamond Jubilee celebrations and, if so, set up a working party to progress potential ideas and projects.



Bill Richards
Town Clerk

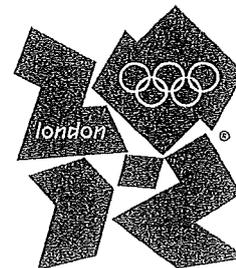
Department for Culture, Media and Sport
Rt Hon Jeremy Hunt MP
Secretary of State

2-4 Cockspur Street
London SW1Y 5DH
www.culture.gov.uk

Tel 020 7211 6299
Fax 020 7211 6249

CMS 161396/DC

Chief Executive of Local Authorities



20 December 2010 *host government department*

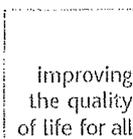
Dear Colleague

The Queen's 2012 Diamond Jubilee

As you will be aware, The Queen will celebrate 60 years on the throne in 2012. This will be a truly historic occasion and a wonderful opportunity to remember and celebrate her dedication to this country and to her people. I am sure many of your communities are already making plans. I therefore thought now was a good time to write to you to update you on our approach to the celebrations and to draw your attention to some recent announcements which might be of interest to you and your communities.

My department is responsible for co-ordinating the Government led aspects of the Diamond Jubilee celebrations. We are also working very closely with colleagues in the Royal Household who are responsible for organising and overseeing the Diamond Jubilee programme. Earlier this year the previous Government announced plans to create a four day special Jubilee weekend from 2nd to 5th June 2012.

I am pleased to tell you that we have now also announced details of the competition for a grant of city status to mark Her Diamond Jubilee in 2012 as well as a competition for a Lord Mayoralty (or Lord Provostship in Scotland). Local authorities in any part of the United Kingdom which consider that their areas deserve consideration for the rare honour of city status on this very special occasion are welcome to enter the competition by the closing date of 27 May 2011. Existing city councils may wish to consider entering the parallel competition for Lord Mayoralty. Further details about these competitions including eligibility and guidelines on the contents and format of entries can be found on my department's website at



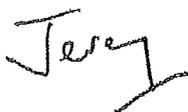
http://www.culture.gov.uk/what_we_do/honours/7610.aspx.

Our website also contains useful information on other initiatives being planned, for example, the recent announcement from the Big Lottery Fund about its People's Millions programme. This will be dedicated to supporting local Diamond Jubilee projects in 2012. Community groups across the UK are being invited to bid for a share of the £3.6 million from the Big Lottery Fund good cause pot. Finalists will be showcased on ITV regional news when the public will vote and decide which projects receive the Diamond Jubilee Lottery funding.

I am sure these, and other Jubilee related initiatives will contribute to a real sense of excitement in the coming months. I understand that the Royal Household is working with the Lord Lieutenants network to generate ideas for the official programme (and local authorities may also wish to contact Lord Lieutenants). But this will only be a very small part of the celebrations. We hope communities throughout the UK will come together and celebrate the Diamond Jubilee in their own way. You will appreciate that both we and the Royal Household are anxious that the celebrations reflect the current economic climate. Our expectation is that everything will be funded from existing budgets or through private sector sponsorship. I am confident that this will not be a barrier to a very exciting and memorable series of events and celebrations.

This letter will be copied to the Local Government Association and the National Association of Local Councils however I would be grateful if you could also forward this information to community and parish councils in your areas as appropriate.

If you have any questions or issues you would like to discuss further, please contact Frances MacLeod (frances.macleod@culture.gsi.gov.uk) who heads the Diamond Jubilee Unit.



JEREMY HUNT
Secretary of State for Culture, Olympics, Media and Sport

CHESHAM TOWN COUNCIL

INFORMATION SHEET FOR COUNCILLORS TO THE RECREATION AND THE ARTS MEETING OF THE 17TH JANUARY 2011

List 13 of 2010/11

28. Elgiva Theatre

Please find attached the finance figures for October 2010.

ELGIVA THEATRE

	Oct 2010	% Increase (Decrease)	Oct 2009	B / F	TOTAL TO DATE	PREVIOUS YEAR
HIRE FEES	10,368	-19.2%	15,422	54,545	64,913	80,300
BAR PROFITS	3,210	3.6%	2,323	9,726	12,936	12,485
ICE CREAM PROFITS	503	-16.6%	531	2,282	2,782	3,340
TOTAL	14,081		18,276	66,553	80,631	96,125
COMMUNITY PRODUCTIONS	5,636					
OUTSIDE PRODUCTIONS	4,263					
FILMS	469					
TOTAL	10,368		15,422	54,545	64,913	80,300
ATTENDS	3,045	-18.9%	3,839	13,797	16,842	20,779
CONCESSIONS	1,437	-18.0%	1,837	6,409	7,846	9,695
PROJECTED MONTHLY RUNNING COST						
			PREVIOUS YEAR PROJECTED	PREVIOUS YEAR ACTUAL		
			26,450	£25,111		
AVERAGE MONTHLY INCOME			16,021	£16,021		
AVERAGE MONTHLY DEFICIT			10,429	£9,090		
			CURRENT YEAR			
			27,076			
			13,439			
			13,637			