

Chesham Town Council

Bill Richards
Town Clerk



Tel: 01494 774842

Fax: 01494 582908

www.chesham.gov.uk

Email: admin@chesham.gov.uk

7th September 2018

Dear Councillor

I hereby give you notice that a **Meeting of the FINANCE COMMITTEE** to be held in the Council Chamber, the Town Hall, Chesham, on

MONDAY 17th SEPTEMBER 2018 AT 7.30pm

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

AGENDA

1. Apologies for absence.
2. Declarations of Interests.
3. To receive and confirm the Minutes of the meeting of 30th July 2018.
4. Financial Report to July 31st 2018 including Income and Updated Balance Sheet & Reserves 2018/19.
5. Capital and Other Projects Requiring Finance Committee Approval Update.
6. Update on Financial Software and Operation Consultant.
7. Liaising and Engaging Elgiva and Gym and Swim Centre Extension Business Plan Consultants.
8. Verbal Update on VAT Exemption Claim.

Yours sincerely,

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

Bill Richards
Town Clerk

Publication Date 7.9. 2018.



Chesham Town Council

continued . . .

Councillor Circulation:

Councillor	Miss E. A. Culverhouse	Councillor	R. C. McCulloch
Councillor	A. K. Bacon	Councillor	M. W. Shaw
Councillor	N.L Brown	Councillor	F. S. Wilson
Councillor	D. MacBean	Councillor	P. W. Yerrell
Councillor	P. J. Hudson		

AGENDA ITEM NO : 4 - FINANCIAL REPORT TO 31st JULY 2018

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. **Attached** is a simple summary of the Actual Income and Expenditure of the Council for the four months ended 31st July 2018 shown against the annual budget for 2018/19. Also **attached** are copies of the July figures relating to the Moor Gym & Swim and Elgiva. A Balance Sheet as at 31st July is also **attached**.

Background Information

2. The Council's Financial Regulation 4.8 states: *"The RFO shall regularly provide the Council with a financial report which shall include a statement of receipts and payments. These shall be prepared at least of each financial quarter and shall explainations of material variances"*.

Financial Implications

3. Included within this report.

Strategic Objectives

4. Financial control will assist with strategic aim 6 – *'Chesham Town Council will ensure that the money entrusted to it by the residents of Chesham is securely managed and spent effectively on achieving the above strategic objectives.'*

Equality Act Implications

5. None pertaining to this report.

Detailed Information

6. The Financial Report Summary report **attached** shows individual cost centres' total expenditure and income to 31st July 2018 against the annual budget using the format whereby repairs & renewals costs are now incorporated into the individual cost centres and some costs like the central administration charges and works depot are shown as cost centres in their own right rather than charged out to other services.
7. On the page listed as page 6 you will see the total of all the cost centres, which shows an actual year-to-date expenditure total of **£595,116** (£608,614 July 2017) against the original annual budget expenditure total of **£1,894,115**. You will also see actual year-to-date total

income of **£716,524** (£682,058 July 2017 after adjusting for the precept) against the original annual budget income total of £1,881,725. The net balance shows a surplus of £121,408 (£73,444 July 2017).

8. It is only four months into the year, but taking into account Members' previous comments that it would be useful for officers to highlight with a brief explanation as why specific budgets were materially different than expected, the following points are for noting:
- The Moor Gym & Swim is showing increased swimming income year on year probably due to the long spell of hot weather and overall performance is therefore better than that of last year by around £18k. The rates are still the subject of a possible appeal. The target subsidy for the year is £112k, as against last year's end result of £118k, and early indications are The Moor Gym & Swim is on course to better its target.
 - The Elgiva income (excluding the pantomime) is down by around £5.5k for the same period last year. Some of this can be attributed to the very warm summer which has clearly benefited the Gym and Swim Centre but had possibly a negative effect on theatre attendance. A £10k reduction in pantomime income has also been agreed which will impact later in the year. The expenditure figure for the current year includes the recruitment fees of £5k. Maintenance is currently down but this is mostly due to a change in the billing process relating to the new box office system which is billed monthly as opposed to annually. The target subsidy for the year is £97,110 and early indications are that the £97k target may be a difficult ask even after allowing for the recruitment fees. Early forecast would see subsidy requirement of £112k
 - Town Hall income is down from £13k to £11.5k due to a loss of some regular bookings
 - Cemetery income is down from £10k last year to just over £4k this year. This is due simply to the number of interments in a given period which obviously can't be regulated.
 - The Police Community Support Officers' budgetary contribution of £2.5k will not be required as previously reported.
 - The annual pay award which was agreed nationally and back dated to the 1st April came in with rises of between 2% for the higher paid, rising to around 9% for the lower paid which will probably add around an additional £8,750 to the budgets which only included a provision of 2% .
 - Professional fees General Data Protection Regulation (GDPR)- up to £5k to be financed from reserves. Work commenced but no fees yet paid.
 - Professional/Consultants fees approved and to be financed from reserves. Work commenced but not included in the July figures (Elgiva and Moor Gym & Swim extension business plans plus Financial software review - £27,425) - see report items 6 & 7.
 - The figures do not include any reclamation of VAT – agenda item 8 refers.
 - A list of major renewal, investment and community projects is being considered under agenda item 5.

9. The reserve balances are shown below:

	ACTUAL	ACTUAL
RESERVE	31.03.18	31.07.18
	£	£
GENERAL*	543,590	665,000**
CAPITAL	125,000	125,000
EARMARKED	98,972	104,563
EMERGENCY	<u>25,000</u>	<u>25,000</u>
TOTAL	<u>792,562</u>	<u>919,563</u>

*Note minimum target as per Reserves' Policy - £465,500 2018/19.

** The General Fund normally shows an increase in the early part of the year

10. As part of the interim Internal Auditor's report dated 9th February 2017, it was noted that there are sometimes discrepancies between the till totals and the banking totals for the Gym & Swim. These are monitored by the finance officers and up to the end of July 2018 this was showing a shortage of £358 with thirty three differences (either under or over) of over £10 but the facility has been very busy with the hot weather.
11. A copy of the sales ledger and outstanding balances at the 31st July 2018 is **attached** for information as no debts require legal action or writing off at this point in time.

Recommendation

That the Financial report be noted.

Budget Summary - By Centre

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

Note : 31ST JULY 2018

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
101	<u>CENTRAL SUPPORT SERVICES</u>											
	OverHead Expenditure	253,715	257,347	276,500	0	0	276,500	91,644	0	0	0	0
	Total Income	50	102	0	0	0	0	1,320	0	0	0	0
	101 Net Expenditure	253,665	257,245	276,500	0	0	276,500	90,323	0	0	0	0
102	<u>CIVIC ACTIVITIES</u>											
	OverHead Expenditure	13,970	11,513	14,230	0	0	14,230	2,696	0	0	0	0
	102 Net Expenditure	13,970	11,513	14,230	0	0	14,230	2,696	0	0	0	0
104	<u>CHESHAM CEMETERY</u>											
	OverHead Expenditure	29,810	27,218	32,515	0	0	32,515	11,499	0	0	0	0
	Total Income	12,445	20,805	22,500	0	0	22,500	4,034	0	0	0	0
	104 Net Expenditure	17,365	6,413	10,015	0	0	10,015	7,466	0	0	0	0
105	<u>ST MARYS CLOSED CHURCHYD</u>											
	OverHead Expenditure	1,590	0	0	0	0	0	0	0	0	0	0
	105 Net Expenditure	1,590	0	0	0	0	0	0	0	0	0	0
106	<u>INTEREST INCOME</u>											
	Total Income	4,075	4,558	4,500	0	0	4,500	872	0	0	0	0
	106 Net Expenditure	-4,075	-4,558	-4,500	0	0	-4,500	-872	0	0	0	0

Continued on Page 2

Budget Summary - By Centre

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

Note : 31ST JULY 2018

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
107 HOUSING											
OverHead Expenditure	4,455	1,728	4,455	0	0	4,455	1,454	0	0	0	0
Total Income	13,300	13,045	12,955	0	0	12,955	0	0	0	0	0
107 Net Expenditure	-8,845	-11,317	-8,500	0	0	-8,500	1,454	0	0	0	0
108 CORPORATE MANAGEMENT											
OverHead Expenditure	81,132	39,782	47,000	0	0	47,000	22,169	0	0	0	0
108 Net Expenditure	81,132	39,782	47,000	0	0	47,000	22,169	0	0	0	0
109 DEMOCRATIC MANAGEMENT											
OverHead Expenditure	7,690	6,532	7,700	0	0	7,700	2,509	0	0	0	0
109 Net Expenditure	7,690	6,532	7,700	0	0	7,700	2,509	0	0	0	0
201 CHESHAM MOOR GYM & SWIM											
OverHead Expenditure	371,000	403,538	417,405	0	0	417,405	128,943	0	0	0	0
Direct Expenditure	27,000	24,116	24,620	0	0	24,620	12,151	0	0	0	0
Total Income	308,000	309,548	330,000	0	0	330,000	177,540	0	0	0	0
201 Net Expenditure	90,000	118,106	112,025	0	0	112,025	-36,447	0	0	0	0
202 CODMORE PAVILION											
OverHead Expenditure	6,330	8,634	6,500	0	0	6,500	-103	0	0	0	0

Continued on Page 3

Budget Summary - By Centre

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

Note : 31ST JULY 2018

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
Total Income	20	9,998	0	0	0	0	0	0	0	0	0
202 Net Expenditure	6,310	-1,364	6,500	0	0	6,500	-103	0	0	0	0
<u>203 FOOTBALL PITCHES</u>											
OverHead Expenditure	2,480	1,226	2,480	0	0	2,480	140	0	0	0	0
Total Income	3,000	971	3,000	0	0	3,000	366	0	0	0	0
203 Net Expenditure	-520	255	-520	0	0	-520	-227	0	0	0	0
<u>206 AMENITIES</u>											
OverHead Expenditure	31,425	25,299	21,845	0	0	21,845	-920	0	0	0	0
Total Income	1,750	3,021	1,750	0	0	1,750	1,965	0	0	0	0
206 Net Expenditure	29,675	22,278	20,095	0	0	20,095	-2,885	0	0	0	0
<u>207 OPEN SPACES</u>											
OverHead Expenditure	14,575	10,300	29,615	0	0	29,615	8,661	0	0	0	0
Total Income	4,750	5,741	5,000	0	0	5,000	4,732	0	0	0	0
207 Net Expenditure	9,825	4,559	24,615	0	0	24,615	3,929	0	0	0	0
<u>208 LOWNDES PARK TOILETS</u>											
OverHead Expenditure	17,710	17,956	18,000	0	0	18,000	-929	0	0	0	0
Total Income	0	1,630	0	0	0	0	0	0	0	0	0
208 Net Expenditure	17,710	16,325	18,000	0	0	18,000	-929	0	0	0	0

Continued on Page 4

Budget Summary - By Centre

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

Note : 31ST JULY 2018

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
209	<u>AGENCY WORK</u>											
	OverHead Expenditure	0	1,072	500	0	0	500	86	0	0	0	0
	Total Income	23,660	31,424	26,000	0	0	26,000	4,575	0	0	0	0
	209	Net Expenditure	-23,660	-30,352	-25,500	0	0	-25,500	-4,488	0	0	0
218	<u>WORKS DEPOT</u>											
	OverHead Expenditure	245,770	254,467	249,840	0	0	249,840	79,355	0	0	0	0
	Total Income	235	2,012	240	0	0	240	119	0	0	0	0
	218	Net Expenditure	245,535	252,455	249,600	0	0	249,600	79,236	0	0	0
301	<u>THE ELGIVA</u>											
	OverHead Expenditure	553,080	558,930	529,610	0	0	529,610	174,580	0	0	0	0
	Direct Expenditure	43,700	42,444	40,500	0	0	40,500	12,378	0	0	0	0
	Total Income	506,780	491,040	473,000	0	0	473,000	174,622	0	0	0	0
	301	Net Expenditure	90,000	110,334	97,110	0	0	97,110	12,336	0	0	0
303	<u>TEMPERANCE HALL</u>											
	Total Income	100	100	100	0	0	100	0	0	0	0	0
	303	Net Expenditure	-100	-100	-100	0	0	-100	0	0	0	0

Continued on Page 5

Budget Summary - By Centre

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

Note : 31ST JULY 2018

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
304	<u>TOWN HALL</u>											
	OverHead Expenditure	87,155	88,197	97,400	0	0	97,400	31,972	0	0	0	0
	Total Income	41,900	39,318	40,000	0	0	40,000	11,485	0	0	0	0
	304	Net Expenditure	45,255	48,880	57,400	0	0	57,400	20,487	0	0	0
402	<u>ALLOTMENTS</u>											
	OverHead Expenditure	2,905	2,210	2,210	0	0	2,210	74	0	0	0	0
	Total Income	4,110	4,167	4,110	0	0	4,110	2,161	0	0	0	0
	402	Net Expenditure	-1,205	-1,958	-1,900	0	0	-1,900	-2,087	0	0	0
503	<u>TOWN CENTRE</u>											
	OverHead Expenditure	20,245	17,152	18,620	0	0	18,620	4,862	0	0	0	0
	Total Income	3,100	2,974	3,100	0	0	3,100	612	0	0	0	0
	503	Net Expenditure	17,145	14,177	15,520	0	0	15,520	4,250	0	0	0
504	<u>DEVOLVED SERVICES</u>											
	OverHead Expenditure	2,300	3,274	2,370	0	0	2,370	2,221	0	0	0	0
	Total Income	20,850	20,851	22,370	0	0	22,370	20,851	0	0	0	0
	504	Net Expenditure	-18,550	-17,577	-20,000	0	0	-20,000	-18,630	0	0	0

Continued on Page 6

Budget Summary - By Centre

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

Note : 31ST JULY 2018

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
599 ASSET MANAGEMENT											
OverHead Expenditure	200	930	200	0	0	200	0	0	0	0	0
Total Income	3,100	1,624	3,100	0	0	3,100	1,271	0	0	0	0
599 Net Expenditure	-2,900	-694	-2,900	0	0	-2,900	-1,271	0	0	0	0
601 INVESTMENT											
OverHead Expenditure	20,000	83,410	50,000	0	0	50,000	9,676	0	0	0	0
601 Net Expenditure	20,000	83,410	50,000	0	0	50,000	9,676	0	0	0	0
702 PRECEPT AND GRANT											
Total Income	887,012	887,012	930,000	0	0	930,000	310,000	0	0	0	0
702 Net Expenditure	-887,012	-887,012	-930,000	0	0	-930,000	-310,000	0	0	0	0
Total Budget Expenditure	1,838,237	1,887,274	1,894,115	0	0	1,894,115	595,116	0	0	0	0
Income	1,838,237	1,849,942	1,881,725	0	0	1,881,725	716,524	0	0	0	0
Net Expenditure	0	37,332	12,390	0	0	12,390	-121,408	0	0	0	0

CHESHAM MOOR GYM & SWIM

	ACTUAL	ACTUAL	ACTUAL	ACTUAL
	TO 31/07/2015	TO 31/07/2016	TO 31/7/17	To 31/7/18
INCOME				
SWIMMING	45456	32811	51435	70133
GYM	61233	62751	64484	67271
FOOD, MERCHANDISE, ETC.	15539	12000	18413	18764
LESSONS, CLUB, ETC.	16857	11892	20026	20014
OTHER	937	1298	1386	1360
TOTAL REVENUE	140022	120752	155744	177542
EXPENDITURE				
STAFF AND ASSOCIATED COSTS	55170	56797	64030	70011
UTILITIES (EXC RATES)	9210	7677	3691*	3190*
EQUIPMENT AND MAINT.	25839	32159	19150	20028
FOOD/MERCHANDISE ,ETC.	11484	9331	13804	12151
OTHER	7523	8925	10111	7800
RENEWAL & REPAIRS	8535	36133	5976	2146
EXPENDITURE	117761	151022	116762	115326
PROFIT/LOSS BEFORE COUNCIL CHARGES	-22261	30270	-38982	-62216
BUSINESS RATES	18241	18389	21446	25767
INTEREST/ADMIN CHARGES	6794	0		
PROFIT/LOSS AFTER COUNCIL CHARGES	2774	48659	-17536	-36449
ADJUSTMENT FOR CHANGE IN ACCOUNTING FORMAT				
ADMIN	-6794			
INSURANCE	0			
PENSION		1933		
ADJUSTED COMPARISON	9568	50592	-17536	-36449
EXCLUDING REPAIRS/MAINT	34374	42334	22245	22174
ADJUSTED COMPARISON	-24806	8258	-39781	-58623

*NOTE UTILITIES OUTSTANDING £6k

THE ELGIVA

	ACTUAL TO 30/06/2016 £	ACTUAL TO 30/06/2017 £	ACTUAL TO 31/07/2016	ACTUAL TO 31/07/2017	ACTUAL to 31/7/18
INCOME					
COUNCIL SHOWS-PROFIT	7226*	11309*	15321*	16328*	14754
PANTO-PROFIT	51950	14350	51950	14600	21000
CINEMA-PROFIT	6427*	9048*	5657*	10016*	5659
LIVE STREAMING PROFIT	4035*	5225*	8970*	6667*	9206
HIRE FEES	13242	15458	18113	20660	18534
HIRERS/SHOW EXTRAS	7566	7821	10027	10094	10959
BAR GROSS PROFIT ex WAGES	10390	11494	13182	14500	14171
ICE CREAM PROFIT	1964	2401	2809	3161	3732
CATERING CONCESSION	2000	1999	2755	2755	2677
CARD CHARGES	2566	3052	3229	3847	3088
OTHER	553	919	724	1038	557
TOTAL REVENUE	107919	83076	132737	103666	104337
EXPENDITURE					
STAFF AND ASSOCIATED COSTS	48907	50949	66015	69391	69356
UTILITIES (EXC RATES)	3556	-168	4950	6199	6626 *
EQUIPMENT AND MAINT.	16831	14426	18327	21893	12677 Change to monthly maint contract
PUBLICITY	8000	8309	15454	15783	16040 *
POSTAGE	57	20	4004	4341	4508 *
CARD CHARGES	1865	1596	2026	2385	1747
OTHER	1957	4369	2855	5357	7151 Includes £5.5k fees re new manager
RENEWAL & REPAIRS	5096	2873	9321	1323	1934
EXPENDITURE	86269	82374	122952	126672	120039
PROFIT/LOSS BEFORE COUNCIL CHARGES	-21650	-702	-9785	23006	15702
BUSINESS RATES	11183	12496	11183	12496	13920
INTEREST/ADMIN CHARGES			0		
PROFIT/LOSS AFTER COUNCIL CHARGES	-10467	11794	1398	35502	29622
ADJUSTMENT FOR ACCOUNTING CHANGES FORMAT:					
PENSION DEFICIT CONTRIB.	1553	0	2092		
PANTO ADVANCE INCOME	51950	14350	51950	14600	21000
ADJUSTED COMPARISON	43036	26144	55440	50102	50622

* ADJUSTED FOR ACCRUALS

	A	B	C	D	E	F	G	H	I
1	BALANCE SHEET		2017		2018		2018		2018
2			31-03-2017		31-03-2018		30-06-2018		31 07-2018
3	Fixed Assets								
4	Tangible Fixed Assets		4,920,442		4,821,853		4,821,853		4,821,853
5									
6	Current Assets								
7	Stock	5,712		4,574		4,574		4,574	
8	Debtors and prepayments	66,050		88,791		25,216		45,510	
9	Investments	1,001,536		915,534		772,277		1,180,504	
10	Cash at bank & in hand	22,420		18,518		470,277		4,686	
11		1,095,718		1,027,417		1,272,344		1,235,274	
12	CURRENT LIABILITIES								
13	Current Portion of Long Term Borrowings	-13,885		-13,885		-13,885		-13,885	
14	Current Portion of Deferred Liabilities	-14,749							
15	Creditors and income & precept in advance	-265,806		-234,855		-408,956		-315,711	
16	Net Current Assets		801,278		778,677		849,503		905,678
17	Total Assets Less Current Liabilities		5,721,720		5,600,530		5,671,356		5,727,531
18									
19	Long Term Liabilities								
20	Long-term borrowing		-82,338		-75,519		-75,519		-75,519
21	Deferred grants		-152,264		-135,273		-135,273		-135,273
22									
23	Less Assets Less Liabilities		5,487,118		5,389,738		5,460,564		5,516,739
24									
25	Capital and Reserves								
26	Capital Financing Reserve		4,667,204		4,597,176		4,597,176		4,597,176
27	Usable Capital Receipts Reserve		17,000		125,000		125,000		125,000
28	Earmarked Reserves		276,857		98,972		104,563		104,563
29	Emergency reserve		0		25,000		25,000		25,000
30	General Reserves		526,057		543,590		608,825		665,000
31	TOTAL		5,487,118		5,389,738		5,460,564		5,516,739

Outstanding Balances by Due Date as at : 31/07/2018

A/C Code	Customer Name	Balance	Current	Up To 30 Days	Up To 60 Days	Up To 90 Days	On A/c Pymnts
A20	ADOPTION UK	34.40	34.40	0.00	0.00	0.00	0.00
B01C	ADOPTION	118.04	118.04	0.00	0.00	0.00	0.00
B01Z	BCC	576.00	576.00	0.00	0.00	0.00	0.00
B21	DRUGFAM	129.00	129.00	0.00	0.00	0.00	0.00
B37	BUCKS HEALTHCARE	68.80	68.80	0.00	0.00	0.00	0.00
B41	ADULT LEARNING	90.30	90.30	0.00	0.00	0.00	0.00
C09	CHESHAM TOWNSWOMENS	12.90	12.90	0.00	0.00	0.00	0.00
C10	CHESHAM BRIDGE CLUB	301.00	301.00	0.00	0.00	0.00	0.00
C11	CHESHAM W.I.	21.50	21.50	0.00	0.00	0.00	0.00
C12	COPAG	50.24	50.24	0.00	0.00	0.00	0.00
C40	CAB	60.20	60.20	0.00	0.00	0.00	0.00
C56	CHAMBER T & C	25.80	25.80	0.00	0.00	0.00	0.00
C57	CARERS BUCKS	25.80	25.80	0.00	0.00	0.00	0.00
C84	CHESHAM INTERIM LTD	154.80	25.80	0.00	0.00	129.00	0.00
C85	CHARTRIDGE	771.96	771.96	0.00	0.00	0.00	0.00
C91	CAFE ENCORE	988.60	988.60	0.00	0.00	0.00	0.00
D05	DEMENTIA	64.50	64.50	0.00	0.00	0.00	0.00
E04	EVANS	88.80	88.80	0.00	0.00	0.00	0.00
H07	NCT	266.60	266.60	0.00	0.00	0.00	0.00
I01	INNER WHEEL	25.80	25.80	0.00	0.00	0.00	0.00
L01	LOCKWOOD	51.60	51.60	0.00	0.00	0.00	0.00
L11	LITTLE MISSENDEN PC	1,087.74	1,087.74	0.00	0.00	0.00	0.00
M15	MS SOCIETY	103.20	103.20	0.00	0.00	0.00	0.00
M20	MENCAP	25.80	25.80	0.00	0.00	0.00	0.00
P08	PILATES	223.60	223.60	0.00	0.00	0.00	0.00
P14	PPCA	24.00	24.00	0.00	0.00	0.00	0.00
R01	REDDING	258.00	137.60	120.40	0.00	0.00	0.00
R11	RARE	24,000.00	24,000.00	0.00	0.00	0.00	0.00
R13	BUCKS HEALTHCARE	172.00	103.20	68.80	0.00	0.00	0.00
S28	SLIMMING WORLD	309.60	309.60	0.00	0.00	0.00	0.00
S35	STAY STEADY	77.40	38.70	0.00	38.70	0.00	0.00
S38	STOKE MANDEVILLE PC	210.00	210.00	0.00	0.00	0.00	0.00
T11	TINA-LOUISE	51.60	51.60	0.00	0.00	0.00	0.00
T18	TINY TALK	77.40	77.40	0.00	0.00	0.00	0.00
U02	U3A	96.74	96.74	0.00	0.00	0.00	0.00
W12	WEIGHT	447.20	447.20	0.00	0.00	0.00	0.00
W17	WAITROSE PLC	103.20	103.20	0.00	0.00	0.00	0.00
Y04	YOGA	103.20	103.20	0.00	0.00	0.00	0.00
Z04	ZUMBA	68.80	68.80	0.00	0.00	0.00	0.00

Total Sales Ledger No 1

31,366.12

31,009.22

189.20

38.70

129.00

0.00

TOTAL SALES LEDGER BALANCES

31,366.12


31,009.22

189.20

38.70

129.00

0.00


 A. BIGNELL
 07.08.2018

AGENDA ITEM NO: 5 - CAPITAL PROJECTS- PROGRESS REPORT

Reporting Officers: Bill Richards (01494 583824) and Steve Pearson (01494 583825)

Summary

1. To consider the update on projects and any future proposals.

Background Information

2. At the informal meeting of the former Members of the Finance Working Group on the 14th June 2017, it was proposed that officers pull together a list of works required along with costs and timescales to be set aside Members' suggestions for projects which accorded with the Council's Strategic Objectives. These works and projects to be prioritised for consideration by this Committee. The current schedule for 2018/19 is **attached** and projects as listed were presented as part of the budget setting process. Projects under £5k are approved by the service managers, projects between £5k and £10k by the Town Clerk in liaison with the Chairman of the Council or appropriate Committee, £10k to £30k by a duly delegated Committee and over £30k by the Council.

Financial Implications

3. As indicated within the report.

Strategic Objectives

4. Accords with Strategic Objective 6. *'Chesham Town Council will ensure that the money entrusted to it by the residents of Chesham is securely managed and spent effectively on achieving the above strategic objectives.'*

Equality Act Implications

5. None pertaining to this report

Detailed Consideration

6. Attached is the list of Capital and Repairs & Renewals Investment Programme which were considered as part of the budget process which have been updated with a progress report.

7. **Update on Major Investment/Community Projects**

Below is an update on the current position of the more significant projects:

Extension to Gym and Swim Centre and Elgiva Extension and ‘Courtyard’.

As indicated in Agenda Item 8, the Business Plan consultants have now been appointed by the Council and it is hoped both plans will be completed well before the end of 2018.

Resurfacing Gym and Swim Multi-Sports Area

Business plan for this still to be developed for 3G pitch (and will presumably be part of the consultant’s business plan document) and if it is decided to proceed with will form part of the 2019/20 budget making process.

Creation of a masterplan for the development of Chesham in cooperation with the Chesham Renaissance CIC.

Members will be aware that the Masterplan consultation has now been launched. Your Clerk and the Deputy CRCIC representative, Councillor Mrs MacBean, met with two CRCIC representatives on the 18th July. Discussions with various parties are still ongoing but, dependent on successful negotiations, CRCIC is likely to be approaching the Council for significant financial support to advance the Masterplan at the Council meeting in October.

Repair of St Mary’s Wall

Following agreement by this Committee, an order has been placed by officers, through the agreed QS by officers and St Marys, to repair the wall and it is commencing imminently. The insurers of the driver who hit the wall last winter are now, regrettably, reducing their offer of compensation which may mean a slight over-budget spend on this project but this will be clarified once the contesting of the final figure is resolved.

Air Conditioning at the Elgiva

At the last Recreation and Arts Committee it was agreed to delay the project until August 2109 so a proper specification could be drawn up and a company commissioned to oversee installation. It was agreed to defer this recruitment of said company for a few months until the Elgiva Extension plan was more advanced.

Town Hall Doors

Following agreement at the last meeting, an order has placed with an installation date of 1st October.

Recommendation

That the update priority list for works outstanding and completed as presented be noted.

Report of the Officers to a meeting of the **Finance Committee**
on Monday 17th September 2018

**AGENDA ITEM NO: 6 – UPDATE ON COMMISSIONED
CONSULTANT FOR FINANCIAL SOFTWARE AND
OPERATION REVIEW**

Reporting Officers: Bill Richards (01494 774842) and Steve Pearson (01494 583825).

Summary

1. To receive an update on the company commissioned to provide appropriate software for, and a review of, financial systems within the Council.

Background Information

2. At the Finance Committee of the 30th April 2018, it was resolved that ‘*a Financial Project Manager be provisionally commissioned to review and make recommendations of the Council’s financial systems and software, subject to agreement on level of fees charged.*’ (Minute No. 61)
3. At the Finance Committee of the 30th July 2018, it was resolved ‘*that TIAA Ltd be contracted by the Council to undertake the (financial software) review at the price reported at the meeting based on its defined two stage approach to the project.*’ (Minute No. 9)

Financial Implications

5. As outlined within the Report.

Strategic Objectives

6. Accords with Strategic Objective 6 - *Chesham Town Council will ensure that the money entrusted to it by the residents of Chesham is securely managed and spent effectively on achieving the above strategic objectives.*

Equality Act Implications

7. Non applicable.

Detailed Consideration

8. Members will recall this Committee selected TIAA to undertake the financial

software and financial operation review on a two stage approach. Its first stage being to assess financial viability of the software upgrade project within a month. This of course gives the Council an option of assessing the financial viability of a new system first before committing further for which the work and this cost is approximately £8,250.

9. The Chairman of this Committee, Councillor MacBean, and the Finance and Contracts Manager met with the consultant from TIAA on the 15th August. The latter agreed to produce his interim report within 4-6 weeks so the Council can consider its budgets in the Autumn to prepare for spending on software from April 1st if it so recommended to proceed in this manner (indicative costs with the purchase of software and consultants' fees are estimated to be around £50k – though this need not necessarily be a one-off payment). The Chairman is of the view that it might be appropriate to call a special meeting of this Committee simply to discuss the interim report before the next scheduled meeting of the Committee on the 12th November.
10. In the interim, TIAA's lead consultant, Mr Chris Harries, will be attending the meeting to give the Committee an update on his findings to date.

Recommendation

That the Committee agrees in principle to the possible scheduling of an additional meeting in consider the stage one report from TIAA if necessary and note the verbal report from its consultant at the meeting.

Report of the Officers to a meeting of the **Finance Committee**
on Monday 17th September 2018

AGENDA ITEM NO: 7 – UPDATE ON COMMISSIONED CONSULTANTS FOR POSSIBLE EXTENSIONS FOR ELGIVA AND GYM AND SWIM CENTRE

Reporting Officer: Bill Richards (01494 774842)

Summary

1. To receive an update on the companies commissioned to develop business plans for possible extensions to the Elgiva and Gym and Swim Centre.

Background Information

2. At the Council meeting of the 18th June 2018, it was resolved '*that the concept of commissioning consultants to undertake Business Plans for the possible extensions and the tenders and final costs be agreed and final costs be delegated to the Elgiva Extension Working Group and the Gym and Swim Working Group for determination.*' (Minute No. 23)

Financial Implications

3. As outlined within the Report.

Strategic Objectives

4. Accords with Strategic Objective 6 - *Chesham Town Council will ensure that the money entrusted to it by the residents of Chesham is securely managed and spent effectively on achieving the above strategic objectives.*

Equality Act Implications

5. Non applicable.

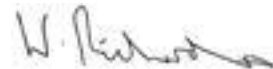
Detailed Consideration

6. **Elgiva and Gym and Swim Business Plan Consultants**
Five companies were shortlisted (3 for the Gym and Swim Centre and 2 for the Elgiva) and were duly interviewed by various members of the respective working parties on the 22nd August. Duly selected were FMG consultants for the Gym and Swim Centre and ACL Consultants for the Elgiva. Combined consultancy fees for the reviews is £19,175.

7. While the two consultants will ordinarily report to the Recreation and Arts Committee, it would be advantageous for this Committee, or at least representatives of it, to be listed as 'stakeholders' for the consultation exercise due to the very significant finances involved with both possible projects. The Committee may wish to nominate one or more of its Members to be part of the consultation exercise as well, of course, to consider the financial implications listed in the report upon completion as a Committee.
8. The Committee is reminded that none of the consultants' fees (including the Financial Consultant's interim fee of £8,250) were budgeted for during this 2108/19 financial year so the total of £27,425 will need to be financed from the General Reserve.

Recommendations

- 1. That the Committee nominates one or more Members to represent the Committee to liaise and consult with the Business Plan Consultants for the Elgiva and Gym and Swim possible capital works.**
- 2. That the consultants' combined fees be noted and financed through the General Reserve.**



Bill Richards
Town Clerk