

Chesham Town Council

Bill Richards
Town Clerk



This Meeting is open to the Public and Press

Tel: 01494 774842

Fax: 01494 582908

www.chesham.gov.uk

Email: admin@chesham.gov.uk

Our ref: A.8

Date : 11th May 2018

To: **ALL MEMBERS OF THE COUNCIL**

You are **summoned** to attend the **ANNUAL MEETING OF THE CHESHAM TOWN COUNCIL**
TO BE HELD IN THE COUNCIL CHAMBER, THE TOWN HALL, CHESHAM, ON

MONDAY 21 MAY 2018 AT 7.30 PM (SEVEN THIRTY PM)

A G E N D A

1. **Mayoral Charity 2017/2018**

The retiring Town Mayor, Councillor Ms. Emily Culverhouse will update the meeting in relation to fundraising for her nominated Mayoral Charities, **Bank Farm, Riding for the Disabled and Theatre Shed.**

2. **Election of Town Mayor for the ensuing year:**

- (a) The retiring Town Mayor calls for nominations.
Councillor _____ will move and Councillor _____ will second
that Councillor _____ be elected Town Mayor of the Council of the Town of
Chesham for the ensuing local government year.

Any other nominations will similarly be moved and seconded. Here may be made any other speeches in support of the election.

- (b) The election of the Town Mayor will be put to the vote.
- (c) The retiring Town Mayor will declare Councillor _____ duly
elected Town Mayor for the local government year 2018/2019
- (d) After signifying acceptance, the retiring Town Mayor will invest the new Town Mayor and will withdraw to the Deputy Mayor's chair.
- (e) The new Town Mayor signs Declaration of Office.
- (f) The new Town Mayor takes the Chair and gives a vote of thanks for his/her election.



continued . . .

- (g) The new Town Mayor will present his/her Escort with the Escort's Badge.
3. **Vote of thanks to retiring Town Mayor.**
- (a) Councillor _____ will move and Councillor _____ will second that the thanks of the Council be recorded to Councillor Emily Culverhouse for her Chairmanship during the past year.
- (b) The retiring Town Mayor will respond to the Council's resolution and then resume her seat in the Council Chamber.
4. **To receive apologies for absence.**
5. **Appointment of Deputy Town Mayor for the ensuing year.**
- (a) The Town Mayor will call for nominations.
Councillor _____ will move and Councillor _____ will second that Councillor _____ be appointed Deputy Town Mayor of the Council for the ensuing local government year.
- Any other nominations will similarly be moved and seconded. Here may be made any other speeches in support of the election.*
- (b) The election of the Deputy Town Mayor will be put to the vote.
- (c) The Town Mayor will declare Councillor _____ duly appointed Deputy Town Mayor for the local government year 2018/2019
- (d) The Town Mayor will invest the Deputy Town Mayor with his/her chain of office.
- (e) The new Deputy Town Mayor gives a vote of thanks for his/her appointment.
6. **To approve as a correct record and to sign the Minutes of the Meeting of the Town Council held on 16th April 2018 and receive and consider the Minutes of the Finance Committee of the 30th April 2018 and Planning Committee of the 14th May 2018.**
7. **Mayoral Engagements/Announcements.**
- To receive the retiring Town Mayor's list of engagements from the 16th April 2018 to the 21st May 2018.



8. **To receive and approve the amendments made to the Calendar of Meetings 2018/2019 :**
- a) Council Meeting on 9th July 2018 moved to 18th June 2018(*to accord with legal confirmation of Annual Accounts by the end of June 2018*)
 - b) Cancellation of Finance Committee on 22nd April 2019

9. **Appointment of Committees.**

To appoint Standing Committees, and the membership thereof, for the ensuing year:
(Proposed memberships **attached**)

**PLANNING COMMITTEE
STAFFING COMMITTEE
RECREATION AND THE ARTS COMMITTEE
FINANCE COMMITTEE**

and any others that the Council may wish to appoint.

(Note: The various parties should, so far as agreement can be reached, make nominations to fill the allocation on Committees)

10. **To appoint one member of the Staffing Committee to review the annual appraisals of the Town Clerk and Line Managers** (pursuant to the new Appraisal Policy received and adopted by the Council 17th October 2016 – Min No. 52).
11. **To appoint representatives on Outside Bodies – proposed representatives attached.**
12. **To appoint representatives on Charitable Bodies – agree nomination for Rachel Johnson Eleemosynary.**

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

Bill Richards
Town Clerk

Chesham Town Council

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Agenda Item No: 7 – Mayoral Engagements

The Mayoral Engagements: 16th April 2018 – 21st May 2018.

April 2018

- 21st Queen's Birthday Celebrations at Chesham Bois Manor House
- 22nd Annual Scout Parade
- 26th Opening of Neptune
Bucks County Council Annual Reception
- 29th Wycombe Civic Service & Beating of the Bounds

May 2018

- 5th Visit to Bank Farm RDA
- 6th Lowndes-Slide
- 7th Pednor 5 (Chiltern Harriers)
- 10th Visit to Cardiomyopathy UK
Annual Town Meeting
- 11th Wheels to Houilles (Ride Chartridge)
- 12th Spring Fun Day (incl. pool jump at midday)
Wycombe Mayor Making – Deputy
- 13th Girl Guiding Annual Banner Service
- 17th Visit to Chiltern CAB
- 18th Rotary Lunch
- 19th Elmtree School Fayre
Visit to Chesham Leys Nursing Home
The Theatre Shed
Snow What
- 20th Ride Chartridge
Town Twinning Reception
Town Twinning Dinner

Visit to Chesham Mosque (TBC)
Opening of new Barbers (TBC)

CHESHAM TOWN COUNCIL

Calendar of Meetings of the Council and Committees

May 2018 to May 2019

All meetings commence at 7.30pm except where indicated and are held in the Council Chamber

<u>May 2018</u>		<u>October 2018</u>		<u>February 2019</u>	
10	Annual Town Meeting (Thursday)	1	Planning Committee	11	Planning Committee
14	Planning Committee	22	COUNCIL	11	Staffing Committee
21	ANNUAL COUNCIL (New Mayor)	29	Planning Committee	18	Recreation & Arts Committee
		29	Recreation & Arts Committee	25	COUNCIL
<u>June 2018</u>		<u>November 2018</u>		<u>March 2019</u>	
11	Planning Committee	12	Finance Committee	4	Finance Committee
11	Recreation & Arts Committee	19	Planning Committee	18	Planning Committee
18	COUNCIL	19	Staffing Committee	18	Recreation & Arts Committee
<u>July 2018</u>		<u>December 2018</u>		<u>April 2019</u>	
9	Planning Committee	3	COUNCIL	15	Planning Committee
23	Finance Committee	10	Finance Committee	15	COUNCIL
		17	Planning Committee		
		17	Recreation & Arts Committee		
<u>August 2018</u>		<u>January 2019</u>		<u>May 2019</u>	
6	Planning Committee	7	Finance Committee	9	Annual Town Meeting (Thursday)
6	Recreation & Arts Committee	14	Planning Committee	13	Planning Committee
		14	COUNCIL	13	Recreation & Arts Committee
				20	ANNUAL COUNCIL (New Mayor)
<u>Sept 2018</u>					
3	Planning Committee				
3	COUNCIL				
17	Finance Committee				

NEW COMMITTEES

RECREATION AND THE ARTS COMMITTEE

Councillor	Party
Emily Culverhouse	Con
Peter Hudson	Con
Jane MacBean	Con
Tony Franks	Con
Diana Varley	Con
Qaser Chaudhry	Con
Mohammad Fayyaz	Lib Dem
Mohammad Bhatti	Lab
Nick Southworth	Con

PLANNING COMMITTEE

Councillor	Party
Emily Culverhouse	Con
Peter Hudson	Con
Tony Franks	Con
Noel Brown	Con
Roderick McCulloch	Con
Jane MacBean	Con
Diana Varley	Con
Alan Bacon	Lib Dem
Nick Southworth	Con

FINANCE COMMITTEE

Councillor	Party
Emily Culverhouse	Con
Fred Wilson	Con
David MacBean	Con
Roderick McCulloch	Con
Peter Hudson	Con
Mark Shaw	Con
Noel Brown	Con
Alan Bacon	Lib Dem
Peter Yerrell	Ind

STAFFING

Councillor	Party
Emily Culverhouse	Con
Jane MacBean	Con
David MacBean	Con
Peter Hudson	Con
Fred Wilson	Con
Noel Brown	Con
Mohammad Fayyaz	Lib Dem
Mohammad Bhatti	Lab
Peter Yerrell	Ind

PROPOSED REPRESENTATIVES ON OUTSIDE BODIES AND WORKING PARTIES
2018/2019

ORGANISATION

PROPOSED REPRESENTATIVE

Allotments Group	Councillor Mrs J MacBean
Central Chiltern Group (HS2 lead)	Councillor T Franks
Chesham in Bloom	Proposed Deputy Mayor – (ex officio)
Chalk Streams Project	Mr. K. Austin
Chesham Action Volunteers	Councillor P Hudson
Chiltern Chamber	Councillor F Wilson
Chesham & District Community Association	Councillor R McCulloch
Chesham & District Transport Users' Group	Councillor R McCulloch
Chesham Community Interest Company	Councillor F. Wilson (Deputy – Councillor D. MacBean)
Chesham Environmental Group	Councillor Mrs J MacBean
Chesham4Fairtrade Committee	Councillor R McCulloch
Chesham Museum (Town Partner)	Councillor Mrs J MacBean
Chesham Society	Councillor Ms E Culverhouse
Chesham and Villages Local Area Forum	Councillor Mrs J MacBean (Deputy – Councillor P J Hudson)
Chesham Theatre Company	Councillor Ms E Culverhouse
Chesham Town Twinning Association Committee (2 representatives)	Proposed Town Mayor - (ex officio) Councillor T Franks
Chesham Youth Centre	Councillor Q Chaudhry
Citizens Advice Chiltern	Councillor Ms E Culverhouse
Chiltern Dial-a-Ride Limited	Councillor P Hudson
Christmas Day Party for the Elderly (2 representatives)	Proposed Town Mayor - (ex officio) Councillor Q Chaudhry
Christmas in Chesham (Town Partner)	Councillor P Hudson
Chesham over 50's Positive Action Group (COPAG)	Councillor N Brown

Community Resilience Response Group
(2 representatives)

Councillor M Shaw
Councillor P Hudson

Elgiva Board of Management
(Councillor & Board Members)

Councillor Mrs J MacBean
Mrs. P. Cherrill *Mrs. Y. Plester*
Mrs M. Harker *Mr A. Ogden*
Mr.M. Carling *Mr. L. Bright*
Mrs. F. Kear *Mr.D.Cooper*

Friends of Chesham Cemetery

Councillor R McCulloch

Impress the Chess

Councillor Mrs J MacBean

Ranfurlly Charitable Services

Councillor M Bhatti

Transition Town Chesham

Councillor M Fayyaz

The Theatre Shed (Town Partner)

Councillor P Hudson

Walkers Are Welcome (Chesham)

Councillor P Hudson

Parking Review Working Party
(5 representatives)

Councillor N Brown
Councillor Mrs J MacBean
Councillor P Hudson
Councillor Ms E Culverhouse
Councillor A Bacon

Local Plan Working Party
(5 representatives)

Councillor N Brown
Councillor Mrs J MacBean
Councillor R McCulloch
Councillor F Wilson
Councillor M Fayyaz
(plus representatives from CRCIC)

Staffing and Strategy Working Party

Councillor A Bacon
Councillor Mrs J MacBean
Councillor F Wilson

Gym and Swim Working Group

Councillor A. Bacon
Councillor T. Franks
Councillor Mrs J MacBean
Councillor P Hudson

Lowndes Park Working Party

Councillor M Fayyaz
Councillor P Hudson
Councillor Mrs J MacBean

Elgiva Extension Working Party

Councillor Ms E Culverhouse
Councillor Mrs J MacBean
Councillor F Wilson
Councillor P Yerrell
(plus Chairman of Elgiva Board of Management)

CHESHAM TOWN COUNCIL

PROPOSED REPRESENTATION ON CHARITABLE BODIES 2018/2019

NAME OF BODY	REPRESENTATIVE	PERIOD		NOTES
DUKE OF BEDFORD'S TRUST	Justine Fulford	2015/2019	Appointed 18.05.2015	Secretary: Mr P Hawkes
RACHEL JOHNSON'S ELEEMOSYNARY	Mrs D J Brackley Councillor P J Hudson VACANCY Mr D Cross	2017/2021 2015/2019 2018/2022 2016 /2019	Appointed 15.05.2017 Appointed 18.05.2015 Appointed 16.05.2016	Secretary: Mr P Ward (also clerk of Prior's Charity & Chesham Students & Apprentices Fund)
WEEDONS CHARITY	Councillor P J Hudson Mrs M.Molesworth Mrs V.J.Miles Mrs D J Brackley	2017/2021 2016 /2019 2017/2021 2015/2019	Appointed 15.05.2017 Appointed 16.05.2016 Appointed 15.05.2017 Appointed 18.05.2015	Chairman: Mrs V Miles
CHESHAM TOWN PICTURE FUND FRANCIS TRUST	Mrs Liz Payne	2017/2021	Appointed 15.05.2017	Mrs L Payne
KEN DENHAM TRUST	Town Mayor	2018/2019		Term of office - 1 Year