

# Chesham Town Council

Bill Richards  
Town Clerk



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27th July 2018

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 6<sup>th</sup> AUGUST 2018 AT APPROXIMATELY 8.00PM**

(i.e. immediately following the close of the Planning Committee meeting which is due to commence at 7.30pm)

**A G E N D A**

1. Apologies for absence.
2. Declarations of Interest.
3. To receive and confirm the Minutes of the Committee meeting held on 11<sup>th</sup> June 2018.
4. To receive and consider the Minutes of:
  - a. *Environmental Group meeting of the 19<sup>th</sup> April and AGM of the 19<sup>th</sup> April.*
  - b. *Impress The Chess meetings of the 7<sup>th</sup> June 2018.*
  - c. *Allotment Group meeting of the 12<sup>th</sup> June 2018.*
  - d. *Elgiva Board of Management meeting of the 2<sup>nd</sup> July 2018.*
  - e. *Friends of Chesham Cemetery meeting of the 17<sup>th</sup> July 2018.*
5. Mayoral Charity Events.
6. Chesham Moor Gym and Swim update.
7. Chesham Cemetery.
8. Exclusion of the Public and the Press.
9. Air Conditioning at the Elgiva Theatre.

Yours sincerely,

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

Bill Richards  
Town Clerk



# Chesham Town Council

continued . . .



Publication date: 27<sup>th</sup> July 2018

<b><u>Councillor</u>   <u>Circulation</u></b>
Councillor Emily Culverhouse
Councillor Peter Hudson
<b>Councillor Jane MacBean – Chair</b>
Councillor Tony Franks
Councillor Diana Varley
Councillor Qaser Chaudhry
Councillor Mohammad Fayyaz
Councillor Mohammad Bhatti
Councillor Nick Southworth
<b>Councillor Roderick McCulloch – Vice Chair</b>

## Minutes of the Chesham Environmental group meeting 19<sup>th</sup> April 2018

**Present:** Phil Folly(Chair), Ken Austin(treasurer), Georgina Lomnitz(contact), Andrew Clark(website), Richard Berry, Kate Folly, Alastair Holland, Trevor Brawn, Jean Queripel, Hannah Webley, Peter Heathcote, Louise Cook

**1. Welcome:** Phil welcomed those present and asked if there were any apologies

**2. Apologies:** Cllr Jane MacBean, Sharon Morris, Jenny Pearson, Colette Littley

**3. Minutes from last ordinary meeting 23<sup>rd</sup> November 2017:** were approved

**4. Matters arising not on agenda:**

Station Gardeners AOB last paragraph Phil said that some of the group have put John Harrison and his colleagues up for the Chiltern District awards, for the excellent job they had done on the Chesham Station Garden. Those who didn't know John and his colleagues won the Healthy Living Award. Although Phil put them up for the Group Award.

**5. Financial Report:**

Balance at the 31<sup>st</sup> March 2018: £1623.06

Subsequently to the 31<sup>st</sup> March

We have paid;	£168.00	INSURANCE
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	£322.70	WEBSITE
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Balance now	£1132.36	
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**6. Data Protection:**

The GDPR forms part of the data protection regime in the UK, together with the new Data Protection Act 2018 (DPA 2018). The main provisions of this apply, like the GDPR, from 25 May 2018. We have sent those on our call up list a form asking them to sign if they still wish to be on our contact list return form to Georgina or Phil.

**7. Future Working Parties:**

Wed May 2<sup>nd</sup> Chesham Cemetery (wildflower plot)

Sun May 20<sup>th</sup> Vale Brook (Townsend Road)

Wed June 6<sup>th</sup> Trapps Lane and beyond

Sun June 17<sup>th</sup> Meades Water Gardens

Wed July 4<sup>th</sup> Himalayan Balsam

**8. Website**

We are now on line after 18 months, we are also on Facebook and Instagram. Andrew is asking that we take photos at our events and send them to him.

**9. Berkhamstead Field;**

Now known as Berkhamstead Field Community Meadow, Trevor gave the meeting details on the meadow and how it was to be looked after in the future.

## **10. Impress the Chess:**

Unfortunately, the next meeting of ItC, is next week. I was hoping to give a report to this meeting but will now have to wait till our June meeting.

## **11. AOB:**

Two litter related. Louise was concerned about the amount of litter she sees about town and wanted to know what happened to the campaign the Council had some years ago STOP THE DROP. And she would be willing to put posters around town and in areas that are known to collect litter if she was allowed to, at her own cost.

Peter also on litter, The Backs he says are awful someone spend all their time along The Backs clearing up. Phil said in the past we have asked London Transport if we could be able to clear on their side of the fence where most of the litter is found. It was put that the Transport Group Chesham and Amersham Transport Users Group (TUG) might have some sway as they know many of the top officers of the Met Line. ACTION Phil

### Diary Dates:

Local Produce Market 28<sup>th</sup> April  
26<sup>th</sup> May  
Water slide Lowndes Park 6<sup>th</sup> May Sunday  
Chesham In Bloom Plant sale 26<sup>th</sup> May  
Beer Festival Football Club 2<sup>nd</sup> June  
Schools Carnival 9<sup>th</sup> June  
Buryfields 16<sup>th</sup> June

Next meeting 14<sup>th</sup> June 2018

Meeting closed 8.55pm

Chesham Environmental Group's AGM minutes  
19<sup>th</sup> April 2018. 7.30pm Chesham Town Hall

**Present:** Phil Folly(Chair), Ken Austin(treasurer), Georgina Lomnitz(contact), Andrew Clark(website), Richard Berry, Kate Folly, Alastair Holland, Trevor Brawn, Jean Queripel, Hannah Webley, Peter ..., Louise Cook

1. **Welcome:** Phil welcomed those present and asked for any apologies
2. **Apologies:** Cllr Jane MacBean, Sharon Morris, Jenny Pearson Colette Littley.
3. **Minutes of previous AGM:** minutes approved.
4. **Chairs Report:** see attached
5. **Treasurer's Report:** see attached.
6. **Election of Officers:**  
All are will to stand again and no one else put themselves forward so the position remains the same:

Chair Phil Folly  
Treasurer Ken Austin  
Contact Georgina Lomnitz  
Minutes Colette Littley  
Website Andrew Clark

**Close of meeting 7.50pm**

## Chair's Report 2017/2018

Our working parties this year have been a bit disrupted with the winter weather and storms. This January we entered Meades Water Gardens to tidy up and found a large beech tree had fallen across the river bed, damaging part of the Southern bridge and blocking the far pathway. So, we had plenty of work to do cutting back the branches from the pathway. We had a similar situation at our Sunday work party in January cutting back fallen branches from the pathway at Canon Mill. We organised an extra work party to help the local council by clearing some unregistered land along the riverbank from Kitty Bridge to Lords Mill.

The river has returned through Chesham with the rain we have over the last month, late rain may not maintain our river through summer months as the growing vegetation takes it up, WE HOPE THIS NOT THE CASE. For the first-time since I have been Chair we had cancel one of our Sunday work party, in Mid-march it snowed that weekend, and we were due to litter pick Captains Wood. It was rescheduled to the following week.

### **INVASIVE SPECIES**

Last year we were given permission to clear the rubbish, junk, cut back brambles, weeds from Vale Brook before it goes under the town at Townsend Road. Jane MacBean organised Chiltern District to pick the Waste up from Topp tiles who allowed us to store it on their carpark, thanks also go to Wickes donated three jumbo builder's bags

Chesham Environmental Group will hold a spring working party at the Townsend Road section of the Vale Brook. This will provide an opportunity for a reminder to the landowner of the need to control the stand of knotweed

A number of us work with other groups, during the summer, Jenny, Colette and I have been helping with Water Vole survey two of the sections, I was doubled up with Rachel and Kathryn Graves River association secretary came along to help, we found plenty of signs, latrines, nest, and droppings. We are also into River fly monitoring, river flow. Jenny also checks the bird boxes put up by Chiltern Society, in Captains Wood. A 'Impress the Chess' initiative to put up bird boxes in the town, Water Meades Gardens. Euan Russell Chiltern Society attended an Impress the Chess meeting which agreed to put boxes up in Wrights Meadow.

We have been without a website since August 2016. Our website was setup by the then curator of Chesham Museum Sue Gordon, at the time Ian Freeman was the CEG Chair. Sue upgraded it in 2010. August 2016 the website was corrupted we did get it back a while only 4 days before it was corrupted again – someone didn't like us!

Andrew Clark met Wes Mehaffy at a Chesham Museum meeting last year, Wes had been working on the Chesham Museum website, and Andrew told him of our problem. He agrees to meet and help us with a new web site and last month we went live, with a new logo courtesy of Maryam, and Hattie who has setup Instagram and Facebook. Google Chesham Environmental Group

Finally, without the help of you the volunteers this group could not operate.

I would personally like to thank Georgina for her work in contacting volunteers and for passing on information, Ken, Andrew and Colette. I would also like to thank the Town Clerk, Bill Richards, and the councillors for supporting the group, Kathryn, Town Council projects manager, and Maria administration. Allen Beechey Chalk stream project manager Paul Jennings, Chair River Chess Association, and Paul Isom Parks Manager and his team of men for their help and advice. Thanks to CDC for taking away our black waste sacks. Sorry to anyone else I may have forgot to mention.

### **Chesham Environmental Group Treasurer's report**

income and Expenditure Account - Year Ending 31 March 2018

<b>Income</b>	2016/2017	2016 2017
CTC Grant	170.00	196.00
Donation	20.00	
<b>Expenditure</b>		
Tools	0.00	20.00
insurance + Admin Fee	165.00	164.25
BTCV Membership	0.00	38.00
Printing	0.00	0
Postage	0.00	0
Signs	0.00	192.00
	<b>165.00</b>	<b>414.25</b>
<b>Surplus (Shortfall)</b>	<b>25.00</b>	<b>(218.25)</b>
<b>Balance brought forward</b>	<b>1598.06</b>	<b>1816.31</b>
<b>Closing balance at 31. March</b>	<b>1623.06</b>	<b>1598.06</b>

I certify that the income and Expenditure Account of the Chesham Environmental Group set out above has been examined and in my opinion is a true and proper reflection of the financial affairs of the organisation.

**Signed:**

Date:

#### **Notes:**

Subsequent to 31 March we have paid

Insurance £168

Website Design £322.70

Subtotal £490.70

Leaving £1132.36 balance



## CHESHAM TOWN COUNCIL

**MINUTES** of the 'Impress the Chess' meeting  
held on Thursday 7<sup>th</sup> June 2018 at 2.30 pm at Chesham Town Hall

<b>PRESENT:</b>	Jane MacBean	Chesham Town Council (Chairing)
	Allen Beechey	Chilterns Chalk Streams Project
	Jon Croot	Chesham Flood Action Group
	Phil Folly	Chesham Environmental Group
	Kathryn Graves	Chesham Town Council
	Paul Jennings	River Chess Association
	David Tarn	Chesham Flood Action Group

### 1. **APOLOGIES AND WELCOME**

Apologies were received from Euan Russell (Chiltern Society), Alex Back (Bucks County Council), Tony Molesworth (Chesham Renaissance Community Interest Company), David Stowe (Chiltern District Council), Michael Browne (Meades Lane Resident) and Ken Austin (Chesham Environmental Group).

It was noted that there was no representation from the Environment Agency. Jane will email Adam Buckland to organise a meeting relating to flooding on Moor Road.

**Action: Jane**

### 2. **MINUTES OF 24<sup>th</sup> APRIL 2018 AND MATTERS ARISING**

#### **(i) Canada Mill**

There has been no progress with the naturalisation the river bank, despite the offer of volunteer help, Town Council manpower and chalk. The method statement said that naturalisation would be completed within 3 months, so if Neptune remain unresponsive, the Environment Agency would be able to contact them on the basis of the missed deadline.

#### **(ii) Littering at Meades Water Gardens**

The police patrols have been changed to include Meades Water Gardens. Jane will email Sgt Roy Evans to see what impact they have had.

**Action: Jane**

#### **(iii) Thames Water at Latimer Road and Hollow Way Lane**

Jane has not received a response from Huw Thomas about the removal of the laurel hedge. Ian Crump has now secured agreement to host people on the Thames Water site, so Allen and Paul will push for a site visit at Hollow Way Lane.

**Action: Allen and Paul**

#### **(iv) Trash Screens**

The maintenance of the trash screens at Hollow Way Lane and Bois Mill comes under the responsibility of the landowner. The verge that butts up to the trash screen at Hollow Way Lane is a county council verge, so responsibility might fall to the council. At Bois Mill, there are overlapping land registrations at the site of the trash screen, so it is not clear which of

the two neighbouring landowners has responsibility. It will be necessary to keep a watching brief on the screens to make sure they are being cleared.

**(v) Camera Investigation**

Jane will email Thames Water for an update on the CCTV investigation to identify leaks in the drainage system.

**Action: Jane**

**(vi) Drains**

Transport for Bucks (TfB) are carrying out an exercise to use a supersucker to clear every gully across Chesham. The Waterside gullies have been cleared, but are still not working after rain. Jane will talk to Keith Burns about this. A road closure would be required to clear main roads, such as St. Mary's Way and Amersham Road, where the drains are blocked.

**Action: Jane**

**(vii) HS2 Impact on the River Chess**

Paul will circulate the briefing paper on HS2 that he provided to our MP.

**Action: Paul**

**(viii) Town Bridge**

Town Bridge has suffered some structural damage. Jane will continue to request the details of the work to be carried out from the Local Area Technician.

**Action: Jane**

**(ix) Broadwater Bridge**

The retrospective planning application for use of the site as a car sales garage has been refused and legal notices issued for site clearance.

**(x) Meades Water Gardens**

Kathryn will organise a site meeting between Paul Jennings and Paul Isom to look at repairs to the footbridge.

**Action: Kathryn**

Allen has not received a reply from Rob Rees in answer to his request for the Environment Agency's view on silt inputs to the Chess from the Vale Brook.

**(xi) Smarter Water Catchment**

The River Chess Association has signed up to the Smarter Water Catchment approach. The RCA has provided Thames Water with its work programme. The catchment work is proposed to start in 2020. Steve Robertson, the CEO of Thames Water will be visiting the Chess in the near future and the head of Flooding and Water at DEFRA, Sarah Hendry, will be visiting local chalk streams (although not the Chess) soon. Representatives will be raising the problem of the Hawridge abstraction, which has seen a 78% increase between 2000 and 2016, and supplies Tring.

**(xii) Moor Road**

A resident reported some bank works near Lords Mill to the Environment Agency. Kathryn will find out whether there has been any update on the situation.

**Action: Kathryn**

**(xiii) School Visits to The Moor**

As of yet the Field Studies Council (FSC) have not taken Paul up on his offer to help provide other sites for school visits and four FSC visits had taken place at The Moor by 1pm yesterday. Kathryn will draw up a list of 'Dos and Don'ts' for visits and begin to write to schools and the FSC.

**Action: Kathryn**

**(xiv) Litter Blitz**

Thames21 held a litter blitz along the Chess around The Moor on the 6<sup>th</sup> June. The volunteers reported that the Chess was one of the least littered stretches of river they had worked on.

**3. CANON'S WOOD PROJECT**

Allen is working on the Environmental Permit application.

**Action: Allen**

**4. BIRD BOXES UPDATE**

Three of the four nest boxes in Wright's Meadow are being used. A number of the boxes in Meades Water Gardens are also in use, but some of the fronts are proving difficult to open and will need to be checked over when they are cleared out later in the year.

Kathryn has received some useful information from BBOWT about providing homes for swifts, which could form the basis of a project for next year.

**5. CHESHAM FLOOD ACTION GROUP**

Jane is updating the CFIAG action plan.

**Action: Jane**

**6. LORD'S MILL POOL**

Jane and Allen met on site with the developer to discuss a fish pass and management of the sluice gate. The next step is the creation of a detailed plan for the fish pass. The town council has slightly raised the sluice to enable a more continuous flow down the bypass to reduce the channel becoming choked with vegetation which poses a flooding risk after heavy rainfall events.

**7. INVASIVE SPECIES**

Phil has sent Kathryn photos of the Japanese knotweed infestation at Townsend Road. Two members of the town council's Parks Team are trained in stem injection, however, it was noted that if the council offered to control knotweed on other people's land, there could be liability implications if the knotweed was not fully eradicated and spread to surrounding land.

A small stand of Japanese Knotweed has recurred in Canons Wood. Kathryn has emailed the town council's contractor to ask whether the control is still under guarantee. Kathryn will talk to the Town Clerk about in-house control.

**Action: Kathryn**

Chesham Environmental Group will check the Himalayan Balsam stand at Millfields in July. Waterside Fisheries should be checked for Himalayan Balsam, as volunteers cleared a small infestation there in 2017. There is a lot of Orange Balsam at Broadwater Bridge, which volunteers are trying to clear. We need to identify the uppermost infestation of Orange Balsam, so that it can be cleared systematically.

8. **POLLUTION INCIDENTS**

Jane requested that people take photos and supply them to Impress the Chess if there is further evidence of a littering problem in the vicinity of the Latimer Road Household Recycling Centre.

**Action: All**

Littering and fly-tipping is common in the lay-by opposite the Latimer Road Household Recycling Centre and people should be encouraged to report this.

9. **FLOOD ACTION GROUP**

Berkhampstead Road has been okay after the recent rainfall. There was ponding in Vale Road, but this drained away overnight. There was flooding at the bottom of Pheasant Rise for two days, so this needs further investigation and Jane will set up a meeting with Keith Burn's team.

**Action: Jane**

Jane will also investigate whether there are plans to cut back the vegetation along Latimer Road, which is preventing access by the road sweeper and thus contributing to a flooding risk.

**Action: Jane**

Following the heavy rain, the Chess overtopped its banks near the Inland Waterways building on Moor Road and just downstream of the railway bridge. Allen and Paul cleared a path through the vegetation to assist flows, but the channel underneath the bridge providing access to the Inland Waterways is blocked with sediment and they were unable to remove all of it. Kathryn will check the landownership at this point to see who has riparian responsibilities, however, it was noted that the county council need to address the issue of silt inputs from the roads at the bottom of Amersham Hill. Jane will ask David Stowe for an update on the project in the vicinity of Kitty's Bridge.

**Action: Kathryn and Jane**

10. **ACTION PLAN UPDATES**

Jane has sent some updates to Kathryn, which she will incorporate.

**Action: Kathryn**

11. **DATE OF NEXT MEETING**

The next meeting will take place on the 19<sup>th</sup> July at 2.30pm at the Town Hall.

# Chesham Allotments Group

## Minutes of Meeting (Draft)

June 12th 2018

Town Hall 7:30 PM

### a. Welcome, attendance, introductions, and apologies for absences

- a. **Apologies:** Claire Malan (CMA), Jane McBean (JM) (Town Council representative)
- b. **Present:** Marshall Hall (MH) (Chair), Jim Abbott (JA), Tim Andrew (TA), Ray Williams (RW), Kate Hutchinson (KH), David Hall (DH), Beverly Mackay (BM), Chris Mackay (CM), Tony Muir (TM), Chris Spruytenberg (CS)
- c. **Absent:** Andrew Sinclair (AS)

### b. Approval of the previous meeting minutes (Claire)

- a. May 8<sup>th</sup> 2018 (Draft attached)

The minutes were approved with one clarification: item di, the person responsible for the radio show is Chris Spruytenburg not Chris Mackay (the minutes did not specify which Chris).

Proposed DH; seconded KH: unanimously agreed.

### c. Reports of Officers, Representatives, and Standing (permanently established) Committees

- a. Chairman (Marshall H.)
  - i. Website

Now up and running.

Second invoice paid

TM and MH to undergo training with Amanda from Studio Beam.

**Action point: MH to liaise with TM to arrange training**

**Action point: ALL to look at website and feed back changes and corrections needed to be made before the work is signed off.**

- b. Secretary (Claire)
- c. Vice Chair (Tim A.)
  - i. Upcoming allotment inspection on 15<sup>th</sup>

TA reported and commented on the previous inspection. The group was disappointed in some of the reported actions. It appeared that the process that had been agreed whereby, even between seasons, action moved on from the result of the last inspection was not consistently implemented.

The next inspection will take place on 15 June, as scheduled.

- d. Events Coordinator (Jane MacBean)
  - i. Report on F&C Night

Held over to next meeting

# Chesham Allotments Group

## Minutes of Meeting (Draft)

June 12th 2018

Town Hall 7:30 PM

- ii. Upcoming Summer social night – July 7<sup>th</sup>

Action points:

**KH** to put notices on gates

**MH** to invite Chesham in Bloom and Chesham Horticultural Society

**CM** to publicise via email

- e. Education & Orientation (Chris S.)

Action point: **MH** and **CS** to meet to finalise

- f. Treasurer's Report (Ray W.)

- i. Current bank and cash status

Figures for Fish and Chip Supper not yet finalised, but a reasonable profit (about £300) anticipated.

We are approaching the end of our financial year. We have had some exceptional items of expenditure, eg the website development and Focal Point fencing, but we will have just about balanced income and expenditure. We cannot, therefore, be complacent about our income.

Current cash balance: £3815.97

- ii. 2<sup>nd</sup> half of website invoice

Paid

- g. The Grower (Kate H.)

- i. Call for contributions – *Allotmenting Around the World*

KH circulated a list of headings for possible contributions.

Action point: **ALL** to consider what contribution they can make.

- ii. Next distribution date

Late July for Open Day

- h. Coffee Morning Coordinator (Beverly M.)

- i. Coffee Morning at Asheridge Rd June 23<sup>rd</sup>

Both MH and TA gave apologies. CM to borrow MH's Volvo to move tables and equipment

BM reported coffee mornings generally going well. CiB coffee morning raised £86.05 for their funds.

# Chesham Allotments Group

## Minutes of Meeting (Draft)

June 12th 2018

Town Hall 7:30 PM

i. Maintenance & Facilities (Dave H.)

i. Generator

A final check is to be made on Saturday 16 June using a different cable and urn to confirm that there are no wiring problems, but the generator is assumed to be past repair economic repair.

DH has undertaken research and sought advice. If we buy a new generator, the best option with enough power is a Champion inverter generator at a cost of just over £700

If thought it might serve a useful purpose, DH could take the Wolf generator to Chesham Garden Machinery to see if the can resurrect it.

Action point: the committee gave **DH** the authority to take whatever steps he thought appropriate to test the generator, wiring and urn and if necessary to purchase a replacement Champion model at a price of just over £700.

j. Database (Chris M.)

Action point: **CM** will send out the GDPR policy.

**d. Reports of Special (committees appointed to exist only until they have completed a specified task) Committees**

a. None

**e. Unfinished Business (matters previously introduced which have come over from preceding meetings)**

a. Request for a gate at the top of Cameron Rd. (Marshall H.)

The plotholder, told of the committee's decision at the last meeting, took the request to the Town Clerk. After some discussion, the committee agreed its position was unchanged: the gap in the hedge should be closed up rather than expanded into a gate, which would have implications for security, maintenance and signage. But, the committee agreed that the site would be looked at again during the next round of allotment inspections and the decision reviewed if that revealed grounds for doing so.

Afternote: Looking at the location of the gap in the hedge, I do not recommend we review our decision. TA

b. New CAG representative needed (any action on last meeting?)

The answer to the question was: No.

**f. New Business (matters initiated in the present meeting)**

a. Free compost from Council



# Chesham Allotments Group

## Minutes of Meeting (Draft)

June 12th 2018

Town Hall 7:30 PM

The Council has left piles of compost on a vacant plot at Cameron Road and on the hard standing at Bellingdon Road.

Note: this minute has been written after the inspection of Friday 15 June during which it was noted that a significant amount of the compost had been used at Cameron Road and one of our experienced tenants observed that 'while it needs a bit of sorting, it's good stuff.

The committee appreciated the thought that ploholders would welcome free compost, which indeed they do. Some observations for the future:

- There is a fair bit of detritus in the compost, including unrotted branches – some very thick. It would be helpful if these could be removed
- A better time of year for its delivery might be in the early autumn so that ploholders can dig it in;
- So much of the 'compost' has been put on the hard standing at Bellingdon Road, and little of it used, so that it has taken up so much space that it will make the coffee morning problematical.

Could the compost at Asheridge Road be moved to clear more of the hard standing?

b. CHS Best Allotment competition judging 1<sup>st</sup> visit

To take place in w/c 11 June.

c. Unruly tenants

There have been a number of new tenants take up plots in recent months and not all have understood their obligations to conform to the expectations of the letting agreement. In most cases a gentle reminder or a pointing out of the norms of conduct have been enough.

In one case on Cameron Road, however, there have been a number of incidents and complaints about one new tenant raised by a number of ploholders, with at least one report of verbal aggression. Problems include: bonfires during the daytime, using a hose for watering, unruly children running unsupervised over other plots and taking bamboo canes from another plot. Existing ploholders are very concerned.

**Action point: MH to write to the Town Clerk urging the firmest possible action and procedure to be put in place as quickly as possible.**

**g. Announcements (Open floor)**

# Chesham Allotments Group

## Minutes of Meeting (Draft)

June 12th 2018

Town Hall 7:30 PM

- a. Date of next meeting July 10<sup>th</sup>, 2018, 7:30pm Town Hall

JA delivered his wildlife report. We have a problem with Muntjak deer at Cameron Road. The Parks and Premises Manager has been informed.

### h. Program (if a program or a speaker is planned for the meeting)

- a. No programme scheduled

### i. Any Other Business (Open floor)

1. TM brought a request from Asheridge Road for their own Focal Point type hut. In the past the committee has said that if could support such a venture if there were evidence of a group that would take responsibility for its organisation and maintenance. No such evidence has been forthcoming and strong views were expressed that such a development would be divisive.

The committee therefore decided that it could not support the proposal at this time.

**Action point: TM to report back to Asheridge Road plotholders.**

2. Parking on the road to the main gate to the Asheridge Road site is causing access problems. The cars belong to local residents rather than allotment holders.

**Action Point: The Council to be asked to put a prominent notice on the gate asking that access be kept clear.**

3. KH and JM had met with Paul Isom at the site on Cameron Road where trees had been cleared. Tree roots will be plugged and the site levelled off. The situation will be discussed again at an appropriate time in the future. KH will keep under review.
4. It was suggested that we look into providing shade over the patio at the Focal Point at coffee mornings, etc, possibly using one of the 'sails' currently in vogue.

### j. Adjourned – 9.05

Ideas for fund raising to be discussed at next meeting.

**MINUTES OF MEETING OF  
THE ELGIVA BOARD OF MANAGEMENT  
at 10.30am on Monday 2<sup>nd</sup> July 2018 at Chesham Town Hall**

Present: Cllr. Peter Yerrell (Minute Secretary)

Cllr. Jane MacBean

Steve Cherry

Mick Carling

Yvonne Plester

Patricia Cherrill

Anthony Ogden

Officers: Bill Richards (Town Clerk)

David Cooper (Elgiva Theatre)

**1. Apologies:**

Fiona Kear

Lee Bright

**2. Minutes**

Minutes of the previous meeting were noted.

**3. Financial Update**

The Chairman, Steve Cherry, welcomed Anthony Ogden back onto the Committee.

A.O. had looked at figures with Steve Pearson. Some anomalies, functions with late bills. He presented a table showing the bottom line comparisons over 3 years. The adjusted comparison for 2018 was up due to recruitment costs for new management. Reduced cinema profit but higher hire fees. Fewer dark days leading to more shows. Live streaming is a massive success. Lower attendances occurring recently due to hot weather, therefore air conditioning an important consideration. S.C. queried where people, who are attending Live Streaming are coming from, and D.C. advised he was looking into this to establish the spread. D.C. added he considered Live Streaming will fall off as the novelty wears off, so cannot rely upon maintaining the current level of success.

J.M. commented that it was good to see these accounts which are simple to understand and expressed thanks to both A.O. & S.P.

#### **4. Manager's Update.**

Live Theatre doing well together with Live Screenings. World Cup has caused some slow down. Box Office Spectrix system working ok with training continuing. Box Office staff to support managers. A particular problem, at times, is a very late request for wheelchair accommodation, which entails taking out a seat (unbolting) to provide the space. However D.C. is happy to do this as people should be welcomed. There is new framework for staff list/structures. Tracey providing good support with her knowledge.

D.C. reminded members of the Elgiva's 20<sup>th</sup> anniversary. There will be an Open Day on 3<sup>rd</sup> November 2018. All organisations to be invited. There will be many events, exhibitions, master class, stories, face painting. These include:

- A timeline based on the Elgiva's history to celebrate the past.
- Workshops and a 15min event based on ' Daisy Pulls It Off ' being performed by CTC.
- A concert in the evening with the 'Real Thing ' combo from the seventies.
- 'Vox Pop' during the day. People will be able to walk-in, during the day, sign up and take part. This will be a way of making contact with groups. Will need good marketing. J.M. Suggested Chesham Museum may want to be involved re info panels and displays. P.C. queried if there was a Danny La Rue trust fund which could be tapped.

On other general matters, looking to increase opening times to be from 9.30am to 5.00pm. Possibility of bringing back Saturday Morning films. Need to extend the workload across the staff to better cover utilities and foyer. Need to look at many different activities. Getting Box Office right is a priority. Networking has been a boon, has set up more opportunities for volunteers, (archives for example). Key training will take place over summer, especially with regard to Front of House. Assessing whether to make booking fees inclusive rather than a single fee for one or several ticket purchases. D.C. to come back with a proposal such that the booking fee will at least cover costs.

Tender to be drawn up for Panto for a new contract to be determined Jan/Feb 2019. Finally D.C. thanked Tristan and Tracey for their support and hard work.

#### **5. Air Conditioning and Patio Building Extension Update.**

B.R. has received 3 quotes for Air Conditioning but all far apart, will need to get further quotes and probably a more detailed specification following further

advice on those quotes already received. Possibly delay for a year so that Air Con system could be such that it could possibly serve both the existing building and the extension. Cost could be absorbed into a PWL. J.M. advised brief issued for consultant to tender for provision of business plan. Looking to appoint end August, with green light by end of year. Members were reminded of the £1 million plus anticipated cost which raises the question of what additional income streams can be generated. A.O. stated that he believed a considerable extra income per annum would need to be achieved to justify the spend. Dependent upon business plan consultant's view on possible income, J.M. considered £7/10k not a large amount to establish the viability of the project. The construction of solid concrete floor and open space below will provide space for many different activities. Possible saving, within the community, by using local enterprises e.g. bricks / electrics.

M.C. queried is there a 'Plan B'. J.M. responded a possible use would be a conservatory, but would be relatively expensive as glass more expensive than brick. Could be an extension of the existing facilities e.g. extension of bar and seating area.

*Note: P.C. left meeting at 12.00 hours*

There followed a general discussion on provision of meals and the need to improve bar and restaurant areas. D.C/A.O/S.C. to look further into this possibly with the help of Hugo, re presentation to Arts Council/ possible lottery funding.

## **6. Possible Change of VAT Status.**

B.R. advised 20 year rule on the application of VAT is up for the theatre. We can opt to become VAT exempt. A consultant's view of the position was presented to Council, giving various options, and these will be referred to the Finance Committee meeting on 30<sup>th</sup> July to determine the way forward.

## **7. Any Other Business**

P.Y. wondered if more use could be made of the gateposts at the North End of the High Street for Banners promoting the Elgiva and its shows. There followed a general discussion on the use of the High Street and general advertising.

## **8. Date of Next Meeting**

Monday 24<sup>th</sup> September 2018 at 10.30 am

Friends of Chesham Cemetery  
Meeting  
7.30pm Town Hall  
17<sup>th</sup> July 2018

**Present:** Mora Walker (Vice Chair), Phil Folly (Secretary/Treasurer), Kate Folly, Jean Queripel, Ken Austin, Cllr Roderick McCulloch (Chair, phoned to say he would be late) arrived 7.55pm.

- 1. Apologies:** Maria Pontin, Sharon McEwan, Michael Bannister.

As Roderick will be late Mora will chair the meeting,

- 2. Minutes of last meeting:** Approved minutes of last meeting 17<sup>th</sup> April 2018. Minutes signed by Mora.
- 3. Matters Arising:** No matters arising
- 4. Treasurer's Report:** As of April 2018. 761.00 in Nationwide, and £32.50 Petty cash.
- 5. Thames Valley Police:** No update
- 6. Cemetery Update:** Maria Pontin sent email to Bill Richards Town clerk concerning some graves being overgrown with grass and weeds, sent photos, added Friends Group to the message and photos. Meeting discussed this matter not sure that this is part of grass cutters remit. Meeting noted the removal of the benches, and cutting of the hedge around the remembrance garden, for security reasons. The two new additions to the Cemetery a garden to sprinkling ashes and rose garden.  
Cllr McCulloch arrived just as we were discussing the need of a toilet, next to the exhibition centre and recommend next year that Town Council budget for the old toilet to be refurbished. Not only needed if we invite groups to the centre for educational purposes but would be useful for those who work in the cemetery and for funerals or weddings held in the chapel. Cllr McCulloch mentioned that he had spoken to the Town clerk on this matter. Wildflower bed was cut back with help from the Chesham Environmental Group arranged for the 2<sup>nd</sup> May but was cancelled to the following week due to downpour of heavy rain. Sowed wildflower seeds this year but what with the weather we have had lately not much of a response.  
Chesham in Bloom selected the cemetery as part of their judge's route. Thames and Chiltern in Bloom Judges Where met by Ken Austin, and Kathryn Graves CTC, Sharon had cleaned up the centre a couple days before and Phil put up photos of the cemetery WWI war graves, and how the centre looked before refurbishment with money from the Heritage fund.

**7. Exhibition for Heritage Open Day (9<sup>th</sup> Sept 2018 & Remembrance Sunday)**

Sharon was wanting to open up the centre at the end of July with sportsmen buried in our cemetery, but she isn't very well. On 9th September Heritage Day we will open the centre, the subject being medical personnel buried in the cemetery as it is the 70th anniversary of the NHS we thought this was appropriate, have informed John Graves of Chesham Society. Remembrance Sunday being on the 11<sup>th</sup> November the actual date that WWI ended 100 hundred years ago. Centre will be open.

**8. Working Party dates:** Some of the graves with wrought iron fencing have been undercoated some time ago and we need to give them a top coat. Dates agreed to meet are Friday 7<sup>th</sup> September at 6.30pm and Friday 14<sup>th</sup> September at 6.30pm  
We also agreed a date to cut back the wildflower bed. Meet 9.30, Saturday 22<sup>nd</sup> September.

**9. AOB:** Phil would like to thank those on behalf of Chesham in Bloom who helped on July 3<sup>rd</sup> Judging day and gave their time to the Cemetery.  
The day before Heritage Day, Saturday 8<sup>th</sup> September Chesham Society are organising a Chesham Litter pick and want the whole of Chesham to get involved.

**10. Date of next meeting:** Tuesday 9<sup>th</sup> October, 7.30pm Chesham Town Hall.

Meeting closed 8.15pm

Report of the Officers to a meeting of the **Recreation and Arts Committee**  
on Monday 6<sup>th</sup> August 2018

## **AGENDA ITEM NO: 5 – MAYORAL CHARITY EVENTS**

**Reporting Officer:** Bill Richards (01494 583824)

### **Summary**

1. To agree to Mayoral charitable events being classed as ‘Council’ events to allow for them to be covered by the Council insurance.

### **Background Information**

2. Mayoral fund-raising events have increasingly become integral to supporting the designated Mayoral charities over the last few years.

### **Financial Implications**

3. To date, the Mayor’s Charity Fund account, while administered by the Finance and Contracts Manager, has always been a separate account to the Council’s.

### **Strategic Objectives**

4. Accords with Strategic Objective 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.”*

### **Equality Act Implications**

5. None pertinent to this Report.

### **Detailed Consideration**

6. Mayoral events in size and complexity have increased exponentially over the years. Up to around five years ago, fundraising events involving the Mayor, were largely self-contained and were usually involved little more than charity dinners or quiz evenings. During his Mayoral year, Councillor Shaw undertook a rather more high-risk, sponsored parachute jump from a plane but this was well away from the town; had no officer involvement; was insured separately and therefore clearly not a ‘Council’ event.
7. Increasingly however, events have been initiated by the incumbent Mayor both to raise funds and to offer something different to the community. In recent years, these have included a sponsored zip wire down the High St; last year’s highly



successful 'Lowndeslide' in Lowndes Park and this year's outdoor film screenings at three locations.

8. Obviously these events are to be welcomed and recent Mayors are to be congratulated on their considerable efforts in bringing these to fruition. It should be said however that the question of who should insure these events becomes somewhat blurred, particularly when they take place on Council land. Understandably, past and present Mayor(s) have requested that the Council add their events to its (the Council's) insurance since separate Public Liability cover can be close to £200 per event. In light of this, the Council's Insurers have commented thus:

*'In regards to the events. You are covered for the events where the responsibility of the events falls to the council. With the Mayor's events, the council will need to be involved in the organisation of the event and will need to take on the responsibility for that event if they wish it to be covered under their Insurance. This would involve being part of the planning and risk assessments and make the council ultimately responsible if negligence occurred at the event.'*

*If the council were not involved and did not take on the events responsibility then we would be unable to cover the events under the council's insurance.*

*With any events if there are activities such as pony rides and moving vehicles then these should be supplied by an outside vendor/supplier who should have their own Public Liabilities Insurance cover. The council would need to check this before an event takes place.*

*With all events you should always follow any DTI guidelines as well as implementing any control measures to limit risk, your safeguarding policy should be in place.*

*If an event is cancelled due to bad weather or a similar situation the Policy will not cover the vendors/ticket refunds. You may be able to look into specialist events insurance to cover for this.*

*If the council didn't want to take on the responsibility for any events then specialist events insurance would need to be taken out to cover the events.'*

9. Officers are of the view that as Mayors are, undeniably, an integral part of the Council and it becomes a matter of conjecture and legalese as to whether indeed they could be deemed 'the Council' as organisers. Conversely if a serious accident did occur and 'the Council' was deemed liable for it when, in fact it was a Mayoral event and other Members/Committees were not aware of it, it may raise understandable questions.

10. It would seem simplest for the Council to agree that Mayoral events be considered as 'Council events' and insured accordingly (as other town councils do). This would mean officers being involved in checking the event, particularly in terms of health and safety, and having the authority to potentially halt it if it was felt to compromise the public's safety. However, with the Council having no Mayoral Secretary/P.A. (unlike other councils) and staff being stretched with their own core tasks, there needs to be an understanding from the incumbent Mayor that the event staffing and organisation needs to continue to be provided by volunteers and/or outside agencies funded by them rather than by officers. Ultimately officer input would need to be discussed and clarified between the Mayor and the Clerk and a clear understanding of responsibilities thereof well in advance of the event.

**Recommendation**

**That the Committee agrees that Mayoral events be classified as Council events under the terms of the Council's insurance policy on the understanding that the Mayor remains the primary organiser and administrator of said event and any potential officer input is agreed in advance between the Mayor and the Town Clerk**

Report of the Officers to a meeting of the **Recreation and Arts Committee**  
on Monday 6<sup>th</sup> August 2018

## **AGENDA ITEM NO: 6 - CHESHAM MOOR GYM AND SWIM CENTRE**

**Reporting Officers: Bill Richards (01494 583824) & Stephen Pearson (01494 583825)**

### **Summary**

1. To consider the financial report for the first quarter of 2018/19.

### **Background Information**

2. At the meeting of the Policy and Resources Committee held on the 17<sup>th</sup> December 2007, it was resolved that: *'the Officers, in consultation with the Friends of Chesham Moor Swim & Gym, produce a five year business plan and that there be regular monitoring reports to each Recreation and the Arts Committee Meetings.'* (Minute No.38).

### **Financial Implications**

3. As outlined within the report.

### **Equality Act Implications**

4. Non applicable.

### **Strategic Objectives**

5. Accords with the Council's strategic aim 1b – *'The Moor Gym & Swim, with its outdoor pool, ball courts and gym, is a unique facility which provides family friendly leisure and fitness opportunities in a rural setting. It will be maintained and enhanced wherever possible in an environmentally friendly way.'*

### **Detailed Consideration**

6. The membership takings (**excluding** VAT) are detailed in the table below. However it must be noted that the monthly and annual gym memberships include **free swimming and free tennis** and some members may take up membership purely for swimming.

	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
April	9,540	12,390	13,232	13,808	13,904
May	9,964	11,044	13,560	12,485	13,560
June	11,300	13,502	12,189	12,283	13,046
July	12,148	12,369	11,516	14,363	
August	8,620	11,166	12,006	12,546	
September	9,462	10,943	12,834	11,067	

	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
October	9,754	9,429	11,196	11,766	
November	9,366	10,350	11,947	10,913	
December	9,089	11,113	10,972	10,564	
January	12,509	12,106	14,834	14,720	
February	9,740	9,614	10,822	10,828	
March	11,574	12,054	12,202	12,657	
<b>TOTAL</b>	<b><u>122,866</u></b>	<b><u>136,080</u></b>	<b><u>147,310</u></b>	<b><u>148,000</u></b>	<b><u>40,510</u></b>

7. The above gym figures show a 5% increase of £1,934 when comparing the first three months of 2018/19 against that of 2017/18. In line with the Internal Auditor's report, the number of new Members and gym visits are being included within this report and are shown below:

	Annual	Monthly	Daily	10 gym	Total
January	1	52	6	3	62
February	1	31	10	2	44
March	1	42	12	0	55
April	3	50	17	1	71
May	3	64	3	2	72
June	4	67	5	1	77
Total	13	306	53	9	<b>381</b>

**Total gym visits: January 2,118 February 2,378 March 2,198 April 2,400 May 2,242 June 2,094**

8. The Marketing Manager and The Moor Gym & Swim Manager have been exploring opportunities for the cafe & vending and ground floor. In respect to the former the kitchen area has now been closed to free up staff time and a high quality coffee vending machine has been installed in the pool view room allowing the public to self serve which is proving very popular. The Lucozade vending machine contract is coming to an end and will be kept on a three month rolling contract. The snack vending machine is now operated by an outside contractor with the Moor Gym & Swim receiving a commission. This again saves the staff time ordering and refilling the machine. The ground floor area has been modernised in order to cater for the increasing usage of classes including the new spin classes which have just started with free taster sessions with the official launch planned for early September. The Centre Manager and Marketing Manager continue to investigate new ways to generate fresh revenue streams.
9. Income (excluding food & merchandise) for the three months ended 30<sup>th</sup> June 2018 was over £112k as opposed to £106k the same period the year before, an increase of nearly 6% mostly due to the good weather and swimming income. Gross food & merchandise income is down as some vending is now done on a commission only basis rather than in-house but the overall net profit is showing an improvement. Other associated income such as pool hires, classes, etc. was slightly down (£16.7k as against £17.2) but this will increase now the new spin classes have started.

10. Expenditure (excluding repairs/maintenance, food & merchandise and non-domestic rates) is up by nearly £2.5k mostly due to salaries & wages which includes annual staff increments and a slight increase in the employers' pension contribution rate from 23% to 24.1%. The annual pay award which was back dated to the 1<sup>st</sup> April will affect the July figures with rises of between 2% for the higher paid, rising to around 9% for the lower paid. Equipment, repairs and maintenance are currently lower than last year due to improvements carried out last year. The non-domestic rates have risen from £21,446 to £25,767 due to the new valuations that came in last year but an agency is still looking at the possibilities of any appeal.
11. Work on the new investment projects such as the possible building extension, the possibility of covering the multi-court with a 3G artificial surface and possible implementation of a new software package for bookings and accounting are still under investigation.
12. Tributes need to be paid to the Manager and Deputy Manager and all the staff for their efforts during the recent exceptional hot weather. The team has needed to instigate 'timed swims' sessions to accommodate the unusually high attendances and much tact and diplomacy has been required to placate customers keen to get into the pool. The Centre Manager and Deputy Manager have been putting in considerable extra hours to ensure the facility has been functioning to a high standard and that necessary management staffing has been in place in often stressful periods. Unfortunately the high volume of people both inside and outside the building has resulted in small acts of anti-social behaviour and the Manager has had to initiate a number of minor repairs. The Committee may wish to offer a vote of thanks for their on-going efforts.

**Recommendation**

**That the Gym and Swim financial position and other matters are noted.**

Report of the Officers to a meeting of the **Recreation and Arts Committee**  
on Monday 6<sup>th</sup> August 2018

## **AGENDA ITEM NO: 7 – CHESHAM CEMETERY UPDATE**

**Reporting Officers:** Maria McGwynn (01494 774842) and Bill Richards (01494 583824)

### **Summary**

1. To receive an update on developments with the Cemetery administration and the number of likely interments being able to be facilitated at the current cemetery.

### **Background Information**

2. The Committee last considered the matter of capacity over two years ago and it was agreed then to review the situation regularly (*3<sup>rd</sup> March 2016 - Minute No. 47*).

### **Financial Implications**

3. The Council currently sets aside £5,000 per annum to be utilised for the purchase of land for a new cemetery when required.

### **Strategic Objectives**

4. None specific to the Council's Strategic Objectives.

### **Equality Act Implications**

5. None pertinent to this Report.

### **Detailed Consideration**

6. Digitalisation of the cemetery is now complete, all data has been merged into the map with regards to the deceased. However officers still have half of the old sections of the cemetery to investigate with regards to the existence of plots. While they are showing available on the maps they may not actually exist on the ground. Once this is complete, officers can provide a very accurate picture of the life of the cemetery with regards to available grave spaces. As can be appreciated, this takes up considerable time for both the Administration Manager and the Parks and Premises Manager to complete, so this can only be done when the time can be spared and weather permitting – officers are hoping to have this complete by the end of summer.

7. The software is enabling officers to take each section and amend with their findings so the end result will be a whole new set of maps showing available spaces only.
8. The Administration Manager has produced the number of possible interments based on current findings:

**Cremated Remains:**

Garden Of Remembrance: – 23

Avenue of Remembrance: – Approx. 350 – (maybe more depending on the amount that could fit on each row)

Avenue of Yew & Limes: 112

**Muslim Section**

Adults – 115 Spaces

Children – 30 Spaces

**Unconsecrated Section.**

K – 57 Spaces & 1 Child Space & 1 Ashes Space

H – 176 Spaces

O – 207 Spaces

J – 200 Spaces

J Child – 14 Spaces

A – 1 Double Space

B – 1 Double Space

C – 1 Double Space

D – Full

E – Full

F – 4 Double Spaces

G – 16 all Doubles

**Total Grave spaces approx.: 679 - (921 when reported in March 2016)**

**Consecrated Section. – Church Of England**

This area still needs a lot of investigation. This area is lacking in space the most - especially **double plots.**

A – Full

B – Full

C – 3 Double plots we are aware of need investigations

D – 14 double & 2 single plots we are aware of need investigations

E – 4 Spaces

F – 18 double spaces & 7 single

G – 13 double spaces

M – 1 double spaces

N – 23 double & 1 single space

NN – 7 double & 7 single Spaces.

**Total Grave spaces approx.: 98**

9. As can be seen, the Council will soon not be able to offer consecrated plots, as once these are used, there are no other areas that can be utilised. Although section O in the Unconsecrated section still has space, the area will not be able to be blessed as consecrated as some of the deceased are already interred as Unconsecrated and people have bought future plots as Unconsecrated. There have also been discussions with the Mosque Committee that section O as being Unconsecrated may be able to be used as an overflow for the Muslim Section being so close by, if needed.
10. At the March 2016 meeting, it was believed that the Unconsecrated areas would still serve the Council for some 20 years and, to this end, it was noted that those of certain faiths wanting a consecrated grave could simply engage an ordained religious figure to undertake this procedure on the burial plot. As the digital and manual surveys paint a clearer picture, this figure may reduce. As can be seen above, the Unconsecrated assessment has dropped significantly from the 2016 figure. As previously, there are no imminent concerns about the Cemetery becoming 'full', but the 20 year scenario may be over-optimistic. The search for a new site remains problematic and, while it is intended to ensure that the Council's request for a new cemetery be included in the Local Plan at the next consultation phase, there is no guarantee this will form part of the plan. Members therefore may wish officers to be more proactive on this matter and directly approach landowners/farmers within the town boundary to ascertain possible sites for consideration and utilisation.
11. The Committee may also wish to recommend to the Finance Committee that it considers an uplift to the £5k annual contribution to the purchase and conversion of land for a possible new cemetery.
12. On a positive note, and following digitalisation, the Council is about to go live with 'Cemetery Searcher' <http://cemeterysearcher.co.uk/search/chesham> on its website which will allow the public to search for interred relatives on-line which will be of benefit to them and save officers time in helping with searches through the manual records.
13. Members may wish to congratulate the Administration Manager for her efforts in completing the arduous and monumental task of ensuring the records have all been transferred onto the digital system – a project which she commenced well over five years ago.

**Recommendation**

**That the Committee consider any changes to its medium and long term policy in respect to the Cemetery**