

# Chesham Town Council

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9<sup>th</sup> October 2009

Dear Councillor

I hereby give you notice that a **meeting of the POLICY AND RESOURCES COMMITTEE** to be held in the Council Chamber, The Town Hall, Chesham, on

**MONDAY 19<sup>th</sup> OCTOBER 2009 AT APPROXIMATELY 8.00 PM**

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

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

## **AGENDA**

1. Apologies for absence.
2. Declarations of interest.
3. To receive and confirm the Minutes of the meeting of 14<sup>th</sup> September 2009.
4. To receive and consider the Minutes of:  
    'Chesham in Transition' Meeting of the 17<sup>th</sup> July 2009.  
    Town Centre Working Group of the 10<sup>th</sup> September 2009
5. Presentation from Buckinghamshire County Council Area Technician on 'Community Gang' works.
6. Market Update.
7. Bullying Policy.
8. Completion of External Audit 2008/09.
9. Emergency Planning.
10. Financial Report to 31<sup>st</sup> July 09.

Yours sincerely,

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

Bill Richards  
Town Clerk



# Chesham Town Council

continued . . .

## Circulation:

**Councillor V.M. Abraham**  
**Councillor A.K. Bacon**  
**Councillor Ms J. E. Bramwell**  
**Councillor M.E. Brand**  
**Councillor N.L. Brown**  
**Councillor M. Fayyaz**

**Councillor Mrs J.C. Fulford**  
**Councillor F.G. Holly**  
**Councillor M. Shaw**  
**Councillor C.H. Spruytenburg**  
**Councillor P.W. Yerrell**

*Publication Date 9.10.2009*



## CHESHAM TOWN COUNCIL TOWN CENTRE WORKING GROUP

Minutes of the meeting of the Town Centre Working Group held on Thursday  
10 September 2009.

### **PRESENT:**

Cllr Jane Bramwell (JEB), Chesham Town Council (Chair)  
Kathryn Graves (KG), Chesham Town Council (Minute taker)  
Cllr Noel Brown (NB), Bucks County Council (BCC)/Chiltern District Council (CDC)  
Mike Barber (MB), Transport for Buckinghamshire  
PC Mark Turner (MT), Thames Valley Police  
David Carter (DC), Chesham Society  
Andy Clarke (AC), Parking Manager, CDC

### **1. APOLOGIES FOR ABSENCE**

Apologies were received from PC James Benfield (Thames Valley Police), PCSO Mike Shepherd (Thames Valley Police), Chris Schwier (Transport for Buckinghamshire) and Rod Culverhouse (FastBreak Sports).

### **2. MINUTES AND MATTERS ARISING**

The notes of the meeting of the Town Centre Working Group held on Thursday 11th June 2009 were agreed as a correct record.

#### **(i) Street Trees**

Arising from *Minute 2(v)* KG reported that she was still to obtain an idea of cost of purchasing and planting per street tree to supply to the Chesham Society.

**Action: Kathryn**

#### **(ii) BBQs in Lowndes Park**

In relation to *Minute 3*, KG confirmed that there is no bye-law to prohibit BBQs in Lowndes Park and that the town council can only request that people ensure that BBQs are fully extinguished once finished with.

#### **(iii) Chesham in Bloom**

KG reported that the result for this year would not be known until the end of September.

**(iv) Church Street**

In relation to *Minute 7(iv)*, MB confirmed that the issue of restoring cobbles to areas with a temporary tarmac repair in Church Street was being followed up.

**Action: Mike Barber**

**(v) Boarded-Up Public Houses**

JEB informed the group that, arising from *Minute 8(ii)*, she had written to Punch Taverns concerning the Kings Arms and the window shutters have now been fixed internally rather than externally, resulting in a better appearance. It was noted that the George and Dragon will be re-opening imminently.

**3. COMMUNITY SAFETY**

MT reported that there had been a spate of non-dwelling burglaries in the town centre over the past week. There have been three recent arrests for shop-lifting and a further arrest for theft from motor vehicles. Public order in the town centre on Friday and Saturday nights has been improving and the Police are continuing to liaise with landlords and Pubwatch.

**(i) Chesham Police Station**

The Police Station is due to close in the near future for six to eight weeks for refurbishment. During this time Chesham officers will be based out of Amersham, but will be holding a number of street surgeries and surveys in Chesham during this time.

**(ii) Proposed Gaming Centre**

The planning application to open an adult gaming centre in the High Street was discussed. It is expected that children would be attracted to, and attempt to access, such a facility. It was noted that the Police do have the power to make recommendations on such applications. JEB informed the group that the application would be decided by CDC's Planning Committee in early October.

**(iii) Lowndes Park Play Area**

KG reported that young adults have been observed accessing the newly refurbished play area in Lowndes Park and abusing the equipment on Friday evenings. MT agreed to pass on this information.

**(iv) Meades Water Gardens**

KG reported that, despite the alcohol prohibition order in place, there appears to be an increasing number of people drinking alcohol in the gardens and leaving associated litter behind. MT responded that the Police are continuing to confiscate alcohol from people drinking in the prohibition zones in the town centre.

**(v) Youth Club**

A concern was raised that young people are loitering at the back of the Youth Club late at night and that drug dealing may be taking place. MT agreed to take this report back.

**Action: Mark Turner**

**4. HIGHWAYS**

**(i) Cycling in the High St and on Footpaths**

MT stated that cycling in the High Street was a priority for the Neighbourhood Action Group. Cyclists are stopped and advised that cycling is prohibited. If they are seen cycling in the High Street again, they are written to. MT agreed to investigate whether it would be possible to issue fines.

**Action: Mark Turner**

The difficulties of cycling safely on the town centre roads were discussed and the possibility of introducing a designated cycle route along The Backs and East Street was considered. Mike Barber agreed to look into contacting the Walking & Cycling Team at BCC.

**Action: Mike Barber**

KG informed the group that a request had been made from a member of the public at a recent council surgery to install a cycle lane along the footpath that runs north – south through the town, including that between Cameron Road to Eskdale Avenue and along The Backs. However, it was felt that this footpath was too narrow to be converted into a dual use footpath.

**(ii) St. Mary's Way Verge Maintenance**

MB reported that the BCC maintenance is only required to make the verge safe, but that BCC appreciate the value of co-ordinating their work to fit in with the annual Chesham in Bloom judging event (which occurs in July). MB suggested that BCC could work in conjunction with the town council's Parks and Premises Department so that horticultural maintenance could be carried out at the same time to improve the aesthetics of the area.

Conducting the work is difficult because it requires one lane of St. Mary's Way to be closed for the safety of the workers. It was queried whether removal of the railings would mean that a lane closure would not be necessary. However, MB expressed the view that it would still be required. There was some confusion over the ownership of the railings, which KG suggested belonged to BCC rather than the town council. It was agreed that ownership should be clarified.

**Action: Mike Barber**

**(iii) Parsonage Lane Wall**

There had been a recent suggestion by a town councillor to demolish Parsonage Lane Wall on the grounds of aesthetics and replace it with street trees to absorb car pollution. AC informed the group that the wall was in poor condition and in need of a lot of maintenance work. The wall had been built by BCC at the time of the creation

of St. Mary's Way, but the ownership is unknown. MB reported that Chris Schwier is currently trying to identify the owner.

NB said that the wall was important in reducing the amount of traffic noise heard on the ground floor of the Town Hall and in the car park. He suggested that the appearance of the wall could be softened by planting.

KG said that caution should be exercised in planting trees on busy roads, as a dense canopy can reduce air flow and prevent the dispersal of exhaust pollutants.

DC suggested that the Chesham Society's plans for the development of Star Yard should be taken into consideration when making plans for Parsonage Lane. After some discussion it was suggested that the Chesham Society approach CDC's Planning Department to suggest inclusion of their proposal in the Local Development Framework.

**(iv) Market Square Tree**

MB said that a number of complaints had been received from the public following the felling of the diseased tree in Market Square. Unfortunately, BCC has no funds to replace the tree and would be keen to hear of alternative sources of funding for a replacement.

NB suggested that it would be appropriate for the town council to see whether it would be assist in some way.

**Action: Kathryn Graves**

**(v) Gullies**

MB reported that there is currently a lot of gully emptying being conducted in the area. DC mentioned the blocked gully in Church Street outside Sun House and MB confirmed that this is one of the gullies that will be cleared. NB advised that the gullies in Germain Street require attention. KG confirmed that she had reported to Highways on Call the blocked drains on St Mary's Way in the vicinity of the Elgiva and the Waggon and Horses that had been reported at the last council surgery.

**(vi) Pavier Replacement**

KG queried the status of the High Street pavier replacement programme. NB stressed the importance of the continuation of the pavier replacement as complaints are still received from the public over the slippery surface of the older paviers. MB reported that BCC are currently looking to identify a budget that will enable a programme of works for next year.

**5. PARKING**

AC reported that the new restrictions are in place in Asheridge Road, Pond Park Road and Chalk Hill. There have been some complaints regarding the restriction in Pond Park Road. NB raised his concern that the absence of parked cars along Pond Park

Road may result in vehicles speeding along that stretch. These restrictions will be reviewed by BCC in April 2010.

The new on-street pay and display parking will be advertised imminently.

On 25<sup>th</sup> September, representatives from Carousel and BCC will be in the High Street to publicise the launch of a new bus route.

On 18<sup>th</sup> September, there will be an annual parade by the Sea Cadets. As a result, Albany Place car park will be closed throughout the morning until approximately 2 pm.

## **6. ANY OTHER BUSINESS**

### **(i) Berkhamstead Road**

A discussion was held on the road works near the site of the healthzone. MB explained that the road works had taken longer than expected due to the need to redirect electrical cables and dig inspection chambers into an old brick culvert. It is hoped that the road works will be finished before October.

The group expressed their concern over the condition of the rest of the surface of Berkhamstead Road. MB informed the group that the team at County Hall have been alerted to the need for major maintenance.

### **(ii) Germain Street Traffic Calming**

JEB explained the background to the attempts of Thomas Harding School to introduce a traffic-calming scheme along Germain Street. CDC would have helped to match-fund the project, but unfortunately funds were not available from BCC. JEB asked NB to contact the school as they are keen to speak to him.

**Action: Noel Brown**

### **(iii) Town Bridge**

DC raised the issue of the damage to Town Bridge following a vehicle collision and explained that a section of the bridge is still lying in the channel of the River Chess. MB offered to contact the BCC Bridges Team to stress the need for urgent attention.

**Action: Mike Barber**

### **(iv) St. Mary's Way Belisha Beacon**

MB reported that the missing Belisha beacon on St. Mary's Way will be replaced in the near future.

## **7. DATE OF NEXT MEETING**

The date of the next meeting was agreed as **Thursday 3rd December 2009** at 9.30 am in the Town Hall.

## **AGENDA ITEM NO: 6 - MARKETS UPDATE**

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

### **Summary**

1. To consider proposals to set up a local producers' market in Chesham.

### **Background Information**

2. At the Policy and Resources Committee meeting of the 14<sup>th</sup> September 2009, it was agreed that the Council should try to set up regular Farmers' Markets (Min No 28).

### **Financial Implications**

3. As outlined within the report.

### **Strategic Objectives**

4. Accords with strategic objective 2: *'To encourage and promote the economic and commercial vitality of the town.'*

### **Detailed Consideration**

5. Following the last Policy and Resources Committee meeting, a meeting was held on the 6<sup>th</sup> October involving Councillors Lacey, Mrs Littley, Mrs Walker; the Town Clerk; the Policy and Projects Officer and a representative of the 'Chesham in Transition' group, Ms Julia Brammer, to discuss the setting up of a local Farmers' Market.
6. The Clerk informed the group that, unfortunately, Thames Valley Farmers Market had told him that due to commitments, the company could not consider setting up such a market in Chesham for at least 6 months and probably not for a year or so. The group then discussed whether someone else could run this sort of market on the Council's behalf (it was noted that a Chesham resident organised the Farmers' Market in Berkhamsted) but it was agreed that it should be a totally local affair in accordance with the 'Chesham in Transition' aims.
7. In light of this, it was agreed that the group should attempt to run a local traders/producers market itself and a trial one should be set-up in the spring. It was felt that this should not just be for farmers but for small local producers local to the town. It was also agreed that the event should be either in the Market Square (now the road closure was in place) or Lowndes Park. It was accepted that it would not be in anyone's interests to work in conflict with Wendy Fairs so it was agreed that the company be approached to ascertain which would be its preferred choice of location.



8. Following the meeting, it was agreed that Ms Brammer and the three councillors and officers would visit two or three local Farmers Markets to get examples of good practice. Ms Brammer also agreed, through the Chesham in Transition group, to try and engage local interest and to ensure the event is as inclusive as possible. Councillor Mrs Littley agreed also to ascertain interest through listings compiled by Buckinghamshire County Council.
9. In respect of costs, Ms Brammer suggested that the event could perhaps be eligible for funding through the Local Food Lottery budget. The Clerk also suggested that such an event would appear a likely funding project through the Chesham Action Partnership.
10. The group stated the realistic aim that it would need to be cautious in promising to deliver regular such markets and it was accepted that sustainability would be an issue, particularly when deciding how much to charge stallholders. However it was agreed by all that this inaugural event would give an indication as to how much likely interest there would be for such a market and how best it could be delivered.

#### **Recommendation**

**That the Committee endorses the idea of a trial local Producers' Market to be held in Spring 2010 with a view to running future such events in the future.**

## **AGENDA ITEM NO: 7 - REVISED BULLYING AND HARASSMENT POLICY**

**Reporting Officer: Kathryn Graves (01494 583798)**

### **Summary**

1. To consider the Council's Bullying and Harassment Policy which has been revised in light of the newly-adopted Grievance Policy and Procedure.

### **Background Information**

2. Version One of the Bullying and Harassment Policy was adopted by the Policy and Resources Committee on the 16<sup>th</sup> October 2006, following recommendations by the National Association of Local Councils and the Society of Local Council Clerks that such a policy be adopted by town and parish councils.

### **Financial Implications**

3. None pertaining to this report.

### **Strategic Objectives**

4. None pertaining to this report.

### **Detailed Consideration**

5. The Grievance Policy that was in place when the Bullying and Harassment Policy was introduced in 2006 required an employee with a grievance to discuss the matter with their line manager in the first instance. Version One of the Bullying and Harassment Policy therefore included a section that recognised that this procedure would not be appropriate if an employee was being bullied or harassed by their line manager. This section referred to the use of specified Contact Officers as an alternative procedure in this situation.
6. The revised Grievance Policy adopted by the Policy and Resources Committee on the 14<sup>th</sup> September 2009 specifies that any grievance should be raised with a manager or Member who is not the subject of the grievance.
7. In light of this revision, the section of the Bullying and Harassment Policy that refers to the old Grievance Policy has been removed. However, the Policy continues to refer to the use of Contact Officers to provide informal advice and assistance, as this system will be beneficial for employees experiencing bullying or harassment. Also, it may be possible to resolve some issues by informal discussions with a Contact Officer without instituting the Grievance Procedure.
8. The revised policy is **attached**.

**Recommendation**

**That the revised Bullying and Harassment Policy be adopted subject to any amendments the committee may wish to make.**



## **CHESHAM TOWN COUNCIL**

### **BULLYING AND HARASSMENT POLICY**

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#### **STATEMENT OF COMMITMENT**

Chesham Town Council fully supports the right of all people to be treated with respect and dignity in the workplace. The Council recognises that bullying is not only unacceptable on moral grounds and harassment on legal grounds, but that either can have a negative affect on both individuals and operational efficiency. Under the *Health & Safety at Work Act 1974*, employers have a general duty of care to protect employees' health, safety and welfare whilst at work. Prolonged harassment or bullying can cause both serious psychological and physical health problems, such as stress and depression. Chesham Town Council is therefore committed to promoting a working environment free from any form of bullying or harassment.

All employees and Councillors will be made aware of Chesham Town Council's policy forbidding bullying and all employees and Councillors are expected to adhere to this policy. Bullying and harassment will not be tolerated by anyone at Chesham Town Council. Appropriate disciplinary action may be taken against employees who breach this policy. This policy applies to staff both on and off the premises, as well as Councillors.

All employees are required to help create a working environment in which bullying and harassment are unacceptable. Employees should in particular ensure that they do not collude with bullying or harassing behaviour and that they fully co-operate with any complaints procedure. Managers are responsible for raising awareness of the issue, responding constructively to any complaints, and challenging and stopping bullying and harassment at work.

Chesham Town Council also recognises that it has a responsibility to protect employees from bullying or harassment at work by members of the public. Bullying and harassment of staff by the public will be dealt with separate to this policy.

#### **DEFINITION OF BULLYING AND HARASSMENT**

Bullying and harassment may occur 'face-to-face', by written communications, email, phone and automatic supervision methods if these are not applied universally to all staff, e.g. recording of telephone conversations or computer recording of downtime from work.



## **Bullying**

Bullying is generally behaviour that is identified as a misuse of power. Bullying is primarily intimidating in nature, but may also be insulting, offensive or malicious. It is frequently recognised through the abuse or misuse of power through means intended to undermine, humiliate, denigrate or create a detriment for the employee. Bullying may occur as an isolated incident, but is commonly persistent.

Examples of bullying covered by this policy are:

- physical violence against a person
- damage or theft of personal belongings
- spreading malicious rumours
- ridiculing or demeaning someone
- exclusion or victimisation
- persistent, unnecessary criticism
- making inappropriate, personal comments
- blocking leave or training applications without valid reasons
- shouting at colleagues in public or in private
- overbearing supervision
- making threats or comments about job security without foundation

## **Harassment**

Harassment is generally described as conduct or behaviour that is unwelcome, unwarranted and is detrimental to the well-being and self-esteem of the person affected.

Harassment may be related to age, sex, race, disability, religion, ethnic origin, nationality or any personal characteristic of the individual. Harassment is normally unlawful, as it is commonly unwarranted behaviour covered by certain legislation. In addition to the *Protection from Harassment Act 1997*, specific types of harassment may be in breach of the *Sex Discrimination Act 1975*, *Race Relations Act 1976*, *Public Order and Criminal Justice Act 1994*, *Disability Discrimination Act 1995*, *Employment Equality (Religion or Belief) Regulations 2003*, *Employment Equality (Sexual Orientation) Regulations 2003* and *Age Discrimination Act 2006*.

## **PREVENTION OF BULLYING AND HARASSMENT**

### **Informal Approach**

A few people are not aware that their behaviour is unacceptable and an informal discussion can lead to greater understanding and an agreement that the behaviour will cease. It may be that the individual will choose to do this themselves, or they may obtain support from a colleague, or an external source in the case of a Councillor.



### **Contact Officers**

An employee may approach one of the council's designated Contact Officers/Member for advice and assistance. The Contact Officer/Member will be able to:

- provide sympathetic assistance to employees with complaints of bullying/harassment
- explain to the employee how the grievance procedure operates
- establish the main details of the complaint
- channel the complaint to the appropriate manager for action if the employee decides to take the matter further

The Contact Officer/Member will discuss cases in complete confidence and will not divulge information to any other person without the agreement of the employee. Any employee who talks to the Contact Officer/Member about bullying is not under any obligation to take further action.

The designated Contact Officers/Members are:

*The Town Mayor*

*The Town Clerk*

*The Policy and Projects Officer*

An employee may initiate the Council's Grievance Procedure with or without having approached a Contact Officer/Member.

### **Grievance Procedures**

In the event that an employee wishes to make a formal complaint, the Council's Grievance Procedure will be implemented immediately and complaints will be investigated swiftly in an objective and independent manner. If it has been proven through the Grievance Procedure that bullying or harassment has occurred, appropriate disciplinary action will be taken following the Council's Disciplinary Procedure.

### **Disciplinary Procedures**

All complaints of bullying and/or harassment, or information from staff relating to such complaints, will be taken seriously and dealt with fairly, sensitively and confidentially in line with the Council's Disciplinary Policy and Procedure.

### **Protection of Employees**

In the event of a case which appears to involve serious misconduct, the Council recognises that it has a duty to ensure that the complainant is safeguarded and arrangements must be put in place; generally this will be to ensure that the complainant is not left alone at any time so that the course of unacceptable conduct



cannot continue behind closed doors. Colleagues who witness another colleague being harassed or bullied will be able to report it to the appropriate manager, without fear of reprisal. Any victimisation arising from making a complaint (informal or formal) will not be tolerated.

#### **Bullying or Harassment by Councillors**

If the Grievance Procedure has proven that a Councillor has bullied or harassed an employee, the Council has sanctions within its power:

- admonishment and an undertaking not to repeat the conduct
- banning from all committees of the Council and representation on all outside bodies
- a formal complaint by the Council to the Standards Board, which is also the prerogative of the aggrieved employee

#### **Unfounded Allegations of Bullying or Harassment**

If an employee makes an unfounded allegation of bullying or harassment for malicious reasons, this will be investigated and dealt with fairly and objectively under Chesham Town Council's Disciplinary Procedure.

Whenever a case of bullying or harassment arises, Chesham Town Council will take the opportunity to examine its policy, procedures and working methods to see if they can be improved.

Version 2 Adopted:



## **AGENDA ITEM NO: 8 COMPLETION OF EXTERNAL AUDIT 2008/9.**

**Reporting Officer: Stephen Pearson (01494 583825)**

### **Summary**

1. Update on the external audit of the 2008/9 accounts.

### **Background**

2. The accounts were presented to the Council at its meeting held on Monday 22nd June 2009 and resolved '*that the Statement of Accounts for the year ended 31<sup>st</sup> March 2009, as presented, be adopted and signed by the Town Mayor and appropriate officers, subject to audit.*' (Min No. 22)

### **Financial Consideration**

3. Included within the detailed report below.

### **Strategic Objectives**

4. Non applicable.

### **Detailed Consideration**

5. The external Auditors have just completed their work on the accounts and a formal report is awaited.
6. This year saw a change in the appointed auditors with a more thorough audit appearing to have been carried out by the Audit Commission. Discussions with the auditors seem to have thrown up two main areas of concern:
  - The pension accounting/disclosure does not meet the Accounts and Audit Regulations Financial Reporting Standard 17 (FRS 17) requirements for Councils whose income or expenditure (whichever is the higher) exceeds £1m
  - The land and property values may be significantly overstated due to the unusual economic turndown (the Council normally re-values every five years with the last review having been undertaken in 2007)
7. Unless both of the above items are addressed, the Council may receive a qualified report which in turn could jeopardise future Quality Status re-accreditation.



8. Currently the pension fund meets the cost of providing the information to enable FRS17 to be complied with, although this may be reviewed should too many town and parish councils request this information in future. The actual cost of altering the Council's accounts is around £350 but there are other alterations which can be carried out at the same time and your officers recommend that this is carried out to comply with the Accounts and Audit Regulations. FRS 17 has been in force for a number of years and initial enquires at that time said the information was not available for individual town and parish councils but it now appears circumstances have changed.
9. With regard to the revaluing land and properties, enquiries with the Valuation Office have estimated the cost of this at £3,000. Your officers believe this would not be best value for money and instead, add a note in the accounts that the land and property values have not been adjusted to take into account the current economic downturn. This may not be accepted by the auditor and a qualified report may well be issued but your officers believe the reasons for this can be explained to the Accreditation Panel when the Council next reappplies for Quality Status re-accreditation, if the market has not recovered by then.
10. The full auditor's report will also contain other adjustments and recommended improvements and this will be made available to a future committee when received.

#### **Recommendation**

- 1. That accounts for the year ended 31<sup>st</sup> March 2009 be adjusted to meet the FRS17**
- 2. That no land and property revaluations be carried out at this time but a note be added within the accounts that the 2007 values have not been adjusted to reflect the current economic downturn.**

# **AGENDA ITEM NO: 9 - EMERGENCY PLANNING**

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

## **Summary**

1. To assess the Council's position on emergency planning.

## **Background Information**

2. Councillors Bamford and Councillor Mrs Pirouet are the Council's nominated Peacetime Emergency Planning Co-ordinators.

## **Financial Implications**

3. None pertaining to this report.

## **Strategic Objectives**

4. Non applicable.

## **Detailed Consideration**

5. Over the last two years both Councillor Bamford and Mrs Pirouet have enquired as to why they had not been contacted when emergencies or potential emergencies have occurred in town (the fire at the Royal British Legion being the most obvious example). The Clerk has spoken subsequently to Chiltern District Council about this. It now no longer has an emergency planning officer but uses the services of an officer from Aylesbury Vale District Council one day a week. Your Clerk finally got to speak to this officer who confirmed that it was not usual practice to directly involve town and parish councils unless emergency shelter was required such as the Town Hall.
6. Much of the role for emergency community planning appears to have been picked up by Buckinghamshire County Council. Its new Resilience team is keen to work closely with town and parish councils (see **attached** letter). The Clerk has let the team know that Councillors Bamford and Mrs Pirouet are the contactable Members and has signed up to severe weather warnings etc.
7. Additionally the Resilience team is encouraging town and parish councils to develop a 'Community Self Help' Plan. An example is given on its website at [http://www.buckscc.gov.uk/assets/content/bcc/docs/emergency\\_planning/Emergency\\_Self\\_Help\\_Plan\\_Guidance.pdf](http://www.buckscc.gov.uk/assets/content/bcc/docs/emergency_planning/Emergency_Self_Help_Plan_Guidance.pdf). The document runs to 26 pages so has not been reprinted but **attached** is the index to give an indication of its purpose and what should be included.
8. Officers' initial views are that this plan, while ideal for smaller parishes, would nevertheless be a major piece of work for a town of Chesham's size and difficult to include all those relevant. The Buckinghamshire County Council Resilience Manager concurs and suggests the Council devise a bespoke one, possibly highlighting potential risks, hazards, location of vulnerable people and key

responders within the community. The Clerk would be happy to proceed on this basis but would recommend Members' input in devising such a plan.

**Recommendation**

**That the current arrangements for emergency planning be noted and consideration be given to devising a 'Community Self-Help' Plan.**

## **AGENDA ITEM NO. 10 - FINANCIAL REPORT TO 31st JULY 2009**

**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 31<sup>st</sup> July 2009 shown against the Annual budget for 2009/10.

### **Background Information**

2. The Council's financial regulation 3.3 states: *The RFO shall periodically provide the Policy & Resources Committee with a statement of income and expenditure to date under each head of the approved annual revenue and capital budgets.*

### **Financial Implications**

3. Included within this report.

### **Strategic Objectives**

4. Financial control will assist with strategic aim 1 - *To enable residents to enjoy high-quality social, recreational and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents.*

### **Detailed Information**

5. Work on the phased budgets is still in progress and so the report **attached** shows individual cost centres' total expenditure and income to 31<sup>st</sup> July 2009 against the annual 2009/10 budget.
6. On page 2 you will see the total of all the cost centres, which shows an actual year-to-date expenditure total of £417,732 against an annual budget expenditure total of £1,507,685 and actual year-to-date total income of £599,945 against an annual budget income total of £1,448,140.
7. The actual net expenditure over income shows an actual income surplus of £182,214 against the annual budgeted deficit of £59,545. This is mainly due to half of the year's precept being received. A more detailed report will be available for the Committee once the phased budgets have been completed.
8. Income from investments is still low due to the current economic climate and low interest rates. Current investments are only achieving around 1%. Based on these rates there could be a shortfall against budget of around £20,000.

9. Work on considering and setting up a Company Limited by Guarantee to manage the Elgiva, Town Hall and Moor Swim & Gym is still on going and unlikely to be completed before the end of March 2010 which means that the full non domestic rates will be payable on these properties totalling £51,459 against a budget figure of £35,895; an additional £15,564
10. On a positive financial point, the £10,000 budgeted for this financial year for loan repayments for providing a new pavilion at Marston Field is unlikely to be required.
11. The National Joint Council for Local Government Services has recently confirmed the 2009/10 pay award has been settled at 1% with slightly more for the lower paid. The budgets had provided for a 2% increase and this should result in savings of around £6,500.
12. Taking into account items 8-11 above this would leave the Council with an over spend of around £19,000 but taking into account the current position on the Elgiva and Chesham Moor Swim & Gym and the fact the Council normally comes in under budget, there should be no reason for exceeding the overall budget set for the year but the improvement is likely to be a lot lower than last years £44,000.
13. The Renewal and Repairs is shown on pages 3-4 in the **attachment**. Schemes not completed in 2008/2009 have been carried over to this year.

**Recommendation**

**That the report be noted.**

Bill Richards  
Town Clerk

17:06

## Summary Income &amp; Expenditure by Budget Heading as at 31st July 2009

Month No : 4

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100	REPAIRS & RENEWALS FUND	Expenditure	107,840	0	111,615	111,615	111,615
101	CENTRAL SUPPORT SERVICES	Expenditure	1,052	516	0	-516	-516
		Income	1,051	515	0	515	
102	CIVIC ACTIVITIES	Expenditure	10,348	1,545	10,805	9,260	9,260
		Income	0	0	500	-500	
103	C C T V	Expenditure	140	93	260	167	167
		Income	260	0	260	-260	
104	CHESHAM CEMETERY	Expenditure	69,504	23,618	76,280	52,662	52,662
		Income	7,676	1,766	6,465	-4,700	
105	ST MARYS CLOSED CHURCHYD	Expenditure	2,555	971	1,865	894	894
106	INTEREST INCOME	Income	30,091	1,727	30,105	-28,378	
107	HOUSING	Expenditure	1,683	1,359	1,865	506	506
		Income	10,343	0	10,710	-10,710	
108	CORPORATE MANAGEMENT	Expenditure	89,381	1,119	107,775	106,656	106,656
109	DEMOCRATIC MANAGEMENT	Expenditure	74,197	25,373	75,585	50,212	50,212
117	SECTION 137 EXPENDITURE	Expenditure	10,229	1,727	7,900	6,173	6,173
		Income	1,124	0	0	0	
201	CHESHAM MOOR GYM & SWIM	Expenditure	202,038	78,152	214,830	136,678	136,678
		Income	131,606	75,563	132,805	-57,242	
202	CODMORE FOOTBALL	Expenditure	9,298	2,088	10,595	8,507	8,507
		Income	1,931	113	2,310	-2,197	
203	MARSTON FOOTBALL	Expenditure	2,965	621	12,105	11,484	11,484
		Income	705	120	785	-665	
204	COMMUNITY COLLEGE	Expenditure	1,368	86	0	-86	-86
206	AMENITIES	Expenditure	31,904	8,509	41,175	32,666	32,666
		Income	1,040	450	1,080	-630	
207	OPEN SPACES	Expenditure	94,169	29,098	85,945	56,847	56,847
		Income	12,356	2,689	2,485	204	
208	LOWNDES PARK TOILETS	Expenditure	15,356	2,217	16,895	14,678	14,678
209	AGENCY WORK	Expenditure	1,245	772	2,320	1,548	1,548
		Income	9,571	104	12,975	-12,871	
210	SKATEPARK NOISE ABATEMENT	Expenditure	2,690	956	2,930	1,975	1,975

## Summary Income &amp; Expenditure by Budget Heading as at 31st July 2009

Month No : 4

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
211 PARK	Expenditure	55,538	23,054	63,800	40,746		40,746
218 WORKS DEPOT	Expenditure	1,149	0	145	145		145
	Income	1,149	0	145	-145		
301 THE ELGIVA	Expenditure	517,202	165,939	540,405	374,466		374,466
	Income	395,230	106,785	403,095	-296,310		
303 TEMPERANCE HALL	Income	100	0	100	-100		
304 TOWN HALL	Expenditure	71,101	36,893	70,850	33,957		33,957
	Income	45,426	15,618	45,265	-29,647		
401 ASHERIDGE ROAD ALLOTMENTS	Expenditure	2,475	1,614	4,420	2,806		2,806
	Income	492	267	515	-248		
402 CAMERON ROAD ALLOTMENTS	Expenditure	9,993	3,665	9,910	6,245		6,245
	Income	2,259	1,193	2,175	-982		
403 AMERSHAM ROAD ALLOTMENTS	Expenditure	252	53	160	107		107
	Income	57	29	55	-26		
503 TOWN CENTRE REVITAL.	Expenditure	26,309	7,533	30,695	23,162		23,162
	Income	728	0	605	-605		
504 GC2C	Expenditure	5,781	160	6,555	6,395		6,395
	Income	5,781	-1,568	6,555	-8,123		
702 PRECEPT	Income	758,798	394,575	789,150	-394,575		
<b>INCOME - EXPENDITURE TOTALS</b>							
	Expenditure	<b>1,417,759</b>	<b>417,732</b>	<b>1,507,685</b>	<b>1,089,953</b>	<b>0</b>	<b>1,089,953</b>
	Income	<b>1,417,777</b>	<b>599,945</b>	<b>1,448,140</b>	<b>-848,195</b>		
	Net Expenditure over Income	<b>-18</b>	<b>-182,214</b>	<b>59,545</b>	<b>241,759</b>		

## Budget Detail - By Centre

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

Note : AS AT 31ST JULY 2009

	<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
<b>100 REPAIRS &amp; RENEWALS FUND</b>											
4033 ADVERTISEMENTS	0	181	0	0	0	0	0	0	0	0	0
4801 ELGIVA MAINTENANCE (301)	23,000	8,965	20,000	14,035	0	34,035	4,107	0	0	0	0
4802 TOWN HALL MAINT (304)	31,000	8,938	15,000	1,062	0	16,062	2,349	0	0	0	0
4805 FENCING (402)	1,000	0	500	0	0	500	0	0	0	0	0
4806 DEPOT MAIN BUILDING (218)	4,000	2,896	6,500	1,104	0	7,604	0	0	0	0	0
4807 CODMORE CAR PARK (202)	15,000	14,902	0	0	0	0	157	0	0	0	0
4812 SWING REPLACEMENT (206)	9,000	0	0	0	0	0	0	0	0	0	0
4815 CHRISTMAS LIGHTS (503)	12,000	0	2,000	12,000	0	14,000	0	0	0	0	0
4822 MOOR HARDSTANDING (207)	4,000	0	5,000	0	0	5,000	0	0	0	0	0
4827 COMP/OFFICE EQUIP (101)	3,500	1,697	5,000	3,803	0	8,803	1,349	0	0	0	0
4829 LITTER BINS (206)	3,100	0	1,500	3,100	0	4,600	0	0	0	0	0
4830 PLAY EQUIPMENT (206)	79,000	0	40,000	40,000	0	80,000	53,936	0	0	0	0
4831 VEHICLES & EQUIPMENT (218)	3,500	3,031	9,200	469	0	9,669	8,850	0	0	0	0
4832 PATHS (207)	35,500	4,782	0	30,718	0	30,718	0	0	0	0	0
4833 MARSTON PAVILION (203)	17,000	4,974	300,000	12,026	0	312,026	0	0	0	0	0
4834 SEATS (104/206)	2,800	0	1,500	2,800	0	4,300	0	0	0	0	0
4835 CODMORE PAVILION (202)	2,500	1,840	0	660	0	660	0	0	0	0	0
4836 NOTICE BOARDS (402)	1,970	0	1,000	1,970	0	2,970	0	0	0	0	0
4837 PARKS FENCING (207)	8,500	800	0	200	0	200	0	0	0	0	0

Continued on Page 2



## Budget Detail - By Centre

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

Note : AS AT 31ST JULY 2009

	<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
4838 PLAY EQUIP FENCING (206)	19,700	56	0	0	0	0	0	0	0	0	0
4841 CEMETERY LODGES (107)	5,000	0	0	0	0	0	0	0	0	0	0
4842 CEMETERY WALLS/HEARSE HSE	14,000	6,142	7,000	3,058	0	10,058	0	0	0	0	0
4843 ST MARY'S WALLS (105)	5,000	0	5,000	0	0	5,000	0	0	0	0	0
4844 CEMETERY CHAPEL (104)	6,200	0	6,500	0	0	6,500	0	0	0	0	0
4847 CEMETERY PATHS (104)	5,000	1,800	0	0	0	0	0	0	0	0	0
4848 WAR MEMORIAL (206)	0	0	700	0	0	700	0	0	0	0	0
4850 POOL (201)	10,000	7,068	10,000	17,932	0	27,932	15,300	0	0	0	0
4851 MULTI-COURTS (201)	50,000	45,750	0	4,070	0	4,070	3,948	0	0	0	0
4852 MOOR MARSH (207)	5,000	0	0	5,000	0	5,000	0	0	0	0	0
4853 CEMETERY HEARSE HOUSE (104)	0	289	0	0	0	0	0	0	0	0	0
4861 ELGIVA BOOKING SYS (301)	0	17,400	0	4,900	0	4,900	0	0	0	0	0
4900 TFR FR RENEWALS FUND	-376,270	-131,510	-436,400	-158,907	0	-595,307	-89,997	0	0	0	0
4901 TFR TO RENEWALS FUND	107,840	107,840	111,615	0	0	111,615	0	0	0	0	0
<b>OverHead Expenditure</b>	<b>107,840</b>	<b>107,840</b>	<b>111,615</b>	<b>0</b>	<b>0</b>	<b>111,615</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>100 Net Expenditure</b>	<b>107,840</b>	<b>107,840</b>	<b>111,615</b>	<b>0</b>	<b>0</b>	<b>111,615</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Budget Expenditure</b>	<b>107,840</b>	<b>107,840</b>	<b>111,615</b>	<b>0</b>	<b>0</b>	<b>111,615</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure</b>	<b>107,840</b>	<b>107,840</b>	<b>111,615</b>	<b>0</b>	<b>0</b>	<b>111,615</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>