

Chesham Town Council

Bill Richards
Town Clerk



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12th February 2010

Dear Councillor,

You are **SUMMONED** to attend a meeting of the **CHESHAM TOWN COUNCIL** to be held in the Council Chamber, The Town Hall, Chesham, on

MONDAY 22nd FEBRUARY 2010 AT 7.30PM

AGENDA

1. Apologies for absence.
2. To confirm Minutes of the Meeting of the Council held on 11th January 2010.
3. Declarations of Interest.
4. Public Question Time: A period of up to 15 minutes or less, as the case may be, will be allowed for members of the public present, who are electors or residents in the parish of Chesham, to ask questions primarily in respect of items on the agenda of this Town Council meeting but also in the interests of wider public discussion.
5. To receive the Mayoral engagements and any other announcements as the Town Mayor may wish to lay before the Council.
6. To receive the minutes from the Youth Council meeting on the 20th January 2010.
7. To receive and consider the Minutes of the under mentioned Committees.
 - **Development Control** of 18th January 2010 and 8th February 2010
 - **Recreation and the Arts** of 18th January 2010
 - **Performance Review** of 25th January 2010
 - **Policy and Resources** of 8th February 2010
 - **Executive Meeting** of 22nd February 2010 (reported verbally)
8. Tree Management Policy.
9. Completion of External Audit 2008/09.
10. Replacement Tree in Market Square.
11. To receive and consider Pay Schedule No: 6.
12. Information Items.
13. Late report – Pow Wow Water; Goods Vehicle Operator’s Licence Application.

Yours sincerely

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

Bill Richards
Town Clerk

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The Mayoral engagements from 12th January to 22nd February 2010

JANUARY

Wednesday 20th Public Meeting re: Post Office – Chesham Town Hall

Saturday 30th Chesham Town Twinning AGM

FEBRUARY

Thursday 4th Senior Awards Evening – Chesham Park School

Sunday 7th Shed @ The Park Colour the World – Wycombe Swan

Monday 8th Bucks County Council Chairman's Reception

Saturday 20th Guiding Association Thinking Day Radio Event – Hivings Free Church

Sunday 21st Chesham Festival Prize Giving – Elgiva Theatre



Chesham Youth Council
Minutes of the meeting held on
Wednesday 20th January 2010

Present: Taisha Egan (Vice Chair), Johanna Osborne (Secretary 1), Rebecca Pirouet (left at 4:45pm), Abigail Redway-Beach, Whitney Lemon, Ruth Taylor, Callum Brackley, Amy Nash.

Also in attendance: Bill Richards.

Apologies for absence: Cllr Alison Pirouet, Simran Sharry, Rachel Tomkins, Charlie Dutton, Thomas Pirouet, David Pirouet (Chair)

1. **Minutes of last meeting:**

Abi was here on Wednesday 18th November 2009, otherwise the Minutes were agreed as a correct record.

2. **Matters Arising:**

Need to re-schedule party and bag-packing, possible ideas:

- Have the party at Easter time and Bag-packing at half-term.
- People can dress up in bunny costumes and see who the best bunny is in a competition.
- Entrance same as last time - free to CYC, £3.00 for others.
- Bag Packing - about 3 weeks before half-term.

3. **Peer pressure project:**

To be discussed in detail on Wednesday 3rd February 2010 at working meeting.

4. **Any Other Business:**

- Matt Sims has left Youth Council, and we welcome a new member Callum Brackley.
- Bill reported Buckinghamshire County Council had agreed £1,000 grant for spray-painting designs over the graffiti, which will also help fund also consultation with skaters in the skate park as to future developments. It was noted this needed to be completed by the end of March so it needed major consideration at the next meeting to put into action.
- The protocol of speaking through the Chair during the Youth Council meetings needs to be addressed at the next meeting.

Date of the next meeting: Wednesday 24th February 2010 in the Chesham Town Hall at 4:30pm.

Meeting finished at 5:07pm

AGENDA ITEM NO : 8 - TREE MANAGEMENT POLICY

Reporting Officer: Kathryn Graves (01494 583798)

Summary

1. To confirm the adoption of a Tree Management Policy following the decision taken by the Policy and Resources Committee to purchase the appropriate digital mapping software.

Background Information

2. Chesham Town Council owns or manages multiple sites with trees. There are hundreds of trees that are the council's responsibility. The tree population needs to be managed for safety, its aesthetic qualities, historic value and for the conservation and promotion of biodiversity. It is best practice for local councils to have tree management policies in place to demonstrate how they are managing their tree stocks.
3. At the Council meeting of the 11th January 2010, it was resolved '*that the proposed Tree Management policy be deferred until the Council had determined its position in respect of investment into digital mapping*' (Minute No. 88).
4. At the Policy and Resources Committee meeting of the 8th February 2010, it was resolved '*that the digital mapping software package as demonstrated by Pear Technology be purchased at the price indicated within the report, subject to final agreement from the Chairman of the Policy and Resources Committee.*' (Minute No. 69).

Financial Implications

5. The full financial implications cannot be known at this stage, as essential tree safety works may be identified by the initial tree inspection and the scale of these cannot be predicted. Currently there is approximately £1,000 remaining in the tree budget for 2009-10 (following the remainder of the unutilised budget being vired for the purchase of the digital software package) and £8,065 proposed for 2010-11.

Strategic Objectives

6. Accords with the Council's strategic aims 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.*' and 3 – '*To preserve the unique identity of Chesham and promote its heritage.*'

The adoption of a Tree Management Policy also accords with the council's Environmental Policy.

Detailed Consideration

7. The **attached** Tree Management Policy (**Appendix 1**) is intended to provide a consistent and structured approach to the council's management of its trees. The Chesham and District Natural History Society, the Friends of Lowndes Park, the town's Tree Warden, the Chesham Society and the Chilterns Woodlands Officer were given the opportunity to comment on the policy and amendments have been made in light of the feedback received.
8. The policy is intended to ensure that the council's trees are managed with due regard to the following issues:
9. **Safety**
In our urban environment, it would not be appropriate to allow the trees to follow their natural life cycle and die or fall down in situ without assessment or intervention as this poses a potential risk to human health and property. The town council's tree population, therefore, requires management for safety. The council needs to be proactive in managing tree safety to satisfy its duty of care obligations to the public in its role as a landowner.
10. Whilst there have been high profile cases where trees have failed resulting in injuries or deaths, the risks posed by trees must be kept in perspective. The average number of fatalities in the UK resulting from trees or parts of trees failing between 1998 and 2004 was six per year. The annual risk to any one individual of being killed by a tree whilst being in a public open space has been calculated as 1:20,000,000.
11. The level of tree management should be proportional to the likelihood of death, injury and damage. The risks posed by trees must be weighed up against the tremendous benefits they bring to both the environment and human health and it is important to avoid the large-scale, unnecessary tree felling that can result from an overly-cautious approach. This can be achieved by proactive safety management.
12. The safety element of the policy is underpinned by regular, prioritised inspections of tree safety. This systematic assessment and management of risks will enable council officers to manage the tree population in an organised, time-efficient and cost-effective manner. It is proposed that the first inspections will be undertaken by a qualified contractor, whilst the Parks and Premises Leading Hand, Kevin Caudery, will be trained so that following inspections can be carried out in-house.
13. The inspections must be recorded and a system is needed to link the tree data to its geographic location to enable trees to be easily identifiable. The Pear Technology mapping software does this, providing a facility to link a tree database to geographic data, enabling tree inspections to be conducted in-house in future.
14. **Tree Health**
Implementing a proactive, rather than reactive, system of inspections will help to achieve a healthier tree stock, as it will enable some defects to be identified and dealt with before they become irreversible.

15. Regular inspections will enable the arrival of new pests and diseases to be identified earlier, providing time to develop suitable strategies of control and management.

16. **Biodiversity and Sustainability**

The policy specifies that the majority of trees planted in the future will be native species, sourced from local stock wherever possible, to be of maximum benefit to biodiversity. The policy also sets out how waste from tree management will be disposed of in an environmentally-friendly manner.

17. **Perpetuity of Tree Cover**

The policy commits the council to tree planting to ensure a healthy age profile of our tree stock and to guarantee perpetuity of tree cover on the council's land. Tree planting has the additional benefit of helping to lock up carbon dioxide emissions and therefore combat climate change.

18. **Maintenance Standards**

The policy sets out the standards to which trees will be planted, established and maintained, to ensure a high standard of tree care.

19. **Communication**

A lack of communication regarding tree works can cause considerable upset to members of the public. The policy clearly explains:

- the system by which tree management will be prioritised
- when maintenance will and will not be undertaken
- when felling will be undertaken

The policy also stipulates that notices will be erected on site to provide advance warning of major tree works. The relevant Ward councillors will also be notified.

20. **Site Specific Characters**

Whilst the policy sets out overall guidance and standards for tree management, it is acknowledged that individual sites have specific characteristics that require protection and development. For this reason, site-specific supplements will be produced for particular sites. To date, a supplement has been produced for Lowndes Park, to assist with management of this site to regain Green Flag status. This supplement is **attached as Appendix 2**. Such supplements will deal with specific issues relevant to the site. The Lowndes Park supplement was developed following guidance received from the Chilterns Woodlands Officer and sets out a system for commemorative tree planting, identifies locations for planting and sets out the management of trees in specific areas of the park. The Friends of Lowndes Park have contributed to the development of this supplement.

Recommendation

That the Tree Management Policy be adopted, subject to any changes that the Council wishes to make.



CHESHAM TOWN COUNCIL

TREE MANAGEMENT POLICY

STATEMENT OF PURPOSE

This policy defines the Council's approach to tree management on its land. It is intended to be a point of reference for the public, Councillors and Officers to ensure a consistent and structured approach to the management of our trees. This policy sets out a proactive and systematic method of management that will both conserve and enhance our tree population and the amenity value of our land.

For sites of special character, or that have trees of particular significance, this general policy will be supplemented with a site specific policy that addresses the site's particular management needs.

LEGAL REQUIREMENTS AND GUIDANCE

The main pieces of relevant legislation and guidance are:

The Occupiers Liability Acts (1957 & 1984) requires occupiers of land to have a common duty of care to all visitors. The occupiers must take reasonable care to maintain their land such that it does not harm any person or damage any property.

The Health & Safety at Work, etc. Act (1974) and *Management of Health & Safety at Work Regulations (1999)* require the Council to manage trees and undertake work on trees with regard to the health and safety of employees and the public.

Natural Environment and Rural Communities Act (2006) requires every public authority, in exercising its functions, to have regard, so far as it is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity.

Circular Roads No 52/75 issued by the Department of Environment in 1975 requires local authorities to regularly inspect trees adjacent to highways.

Trees in Towns II (2008) produced by the Department for Communities and Local Government recommends that local authorities should check their tree stock in a systematic way.



The Highways Act (1980) requires the Highway Authority to prevent the obstruction of the highway, which includes ensuring that land owners properly manage the growth of trees and hedges adjacent to the highway.

THE VALUE OF TREES

Trees have many positive impacts on the environment:

- reduce air pollution
- combat climate change
- promote biodiversity
- stabilise soil
- noise reduction
- shade
- wind shelter

Trees are also known to have beneficial impacts on human diseases, including asthma, and stress. The presence of trees has a significant and positive impact on the aesthetic and amenity value of the Council's land.

The Council acknowledges the importance of maintaining a healthy tree population that is appropriate to the character of each of its sites and will allocate sufficient resources to ensure that it is able to manage the trees that it owns.

TREE PLANTING

We are committed to a scheme of tree planting to ensure a healthy age profile of our tree stock. It is accepted that there will be mortalities of newly-planted trees, in some cases owing to vandalism, but this will not prevent the continuation of the planting scheme.

The majority of trees planted will be native, to maximise indigenous flora and fauna, however, this will be site-dependent. For native trees, wherever possible, specimens grown from British seed will be planted, preferably from local stock to preserve the native genetic make-up of the tree population. However, it is acknowledged that exotic species may be planted at sites with a formal, ornamental character, e.g. the Lower Lowndes Park.

Species will be planted that are appropriate to the specific conditions of each site and will take into consideration the problems that trees or certain species may cause in certain locations, e.g. falling leaves blocking drains and aggressive root growth damaging paths. We are committed to choosing species that are likely to be able to cope with our changing climate. We will aim to plant a diversity of species to avoid species-specific diseases and pests having a major impact on our tree stock.



New tree planting, including establishment and maintenance will be undertaken to comply with *British Standard 3998 (1989): Recommendations for Tree Work*. We are committed to undertaking systematic post-planting maintenance until trees have become established.

TREE PROTECTION

Due care will be taken by Parks and Premises Officers to ensure that damage to trees by mowing and strimming is prevented. Longer grass margins around trees may be left.

Protection will be provided for newly planted or young trees where appropriate, e.g. timber-sided planting boxes and strimmer guards.

TREE INSPECTIONS

The Council's trees will be regularly inspected for condition and health, with priority given to those trees which may potentially be hazardous (e.g. over-mature trees or those with signs of disease) and those which are located in the most highly visited areas of the Council's land (e.g. adjacent to major footpaths or in play areas). All trees will have been inspected and the results recorded in a database by 2014. In line with best practice, the trees will be categorised according to the risk they represent. The period of re-inspection will depend on the level of risk associated with a tree: those rated as high-risk may be inspected annually, whereas a low-risk tree will be inspected once every 5 or more years.

We will also consider requests to conduct tree work on the Council's land from members of the public. If the request concerns a potentially dangerous tree, the tree will be inspected on the same or next day. If the request is of a non-urgent nature, an inspection will be undertaken within 30 days. In all cases, the member of the public will be informed of this inspection policy and will be informed of any action to be taken resulting from the inspection.

We recognise the importance of mature and ancient trees and will balance safety with our duty to protect the environment. Higher levels of risk will be acceptable in areas of lower footfall (e.g. the middle of a woodland site) as opposed to highly visited areas (e.g. play areas). This will allow us to keep veteran trees to encourage biodiversity without creating undue risk.

MAINTENANCE

Tree work will be prioritised and carried out according to identified hazard and risk. After investigation and inspection we will produce a programme of works informed



by our available budgets. The emphasis will be on planned, rather than reactive, tree maintenance.

The following categories will be used to categorise our tree works:

- **Emergency:** Dangerous trees requiring immediate attention
Timescale for works: Same day or next day wherever possible
- **Category One:** Essential works to mitigate hazard
Target timescale for works: Within 12 weeks of identification
- **Category Two:** Desirable works, e.g. to improve tree health, loosening/removing tree ties as the trees grow.
Target timescale for works: Within 6 months of identification
- **Category Three:** Non-essential works, e.g. thinning out, formative pruning
Target timescale for works: Within 12 months of identification

Tree maintenance will be conducted by trained Council Officers, or by contractors, subject to the nature of the work. All tree works will be conducted to comply with *British Standard 3998 (1989): Recommendations for Tree Work*.

Tree pruning will be carried out when deemed necessary following an assessment. Pruning will be carried out:

- for health and safety reasons
e.g. to remove some of the lower branches of a tree located near a road to enable traffic to pass safely
- where it benefits the health of the tree
e.g. pollarding will be conducted regularly on species such as crack willow, where it extends the lifespan of the tree and prevents splitting
- where it is in-line with site-specific management plans
e.g. to improve light levels

There may be times when the tree maintenance we conduct does not meet the expectations of members of the public requesting works. In this situation, members of the public are advised to follow our *Complaints Policy and Procedure*.

There are circumstances when we will not undertake maintenance:

When we will not undertake maintenance:

- We will not undertake any tree pruning or removal in response to natural
o



occurrences that do not pose a health and safety risk, such as falling nuts, bird droppings, falling leaves, or sap exudation.

- We will not undertake tree pruning or removal where trees have a negative impact on television reception, where the canopy is blocking lighting (with the exception of street lighting), or where the tree is blocking views from a residence.
- Tree works will not be conducted during the nesting season (March to August), unless the work is for urgent health and safety reasons. It is an offence to intentionally damage or destroy the nest of any wild bird while it is in use or being built; therefore our tree works will avoid this.
- Tree works will not be conducted if a tree contains roosting bats (it is a criminal offence to recklessly or intentionally disturb bats, or to damage or destroy a roost). If work is required for health and safety reasons, the advice of English Nature will be sought.
- We will not usually prune back trees overhanging an adjacent property unless it poses a health and safety risk.
- We will not remove dead branches (conduct crown cleaning) from trees located in relatively quiet locations due to their ecological value. However, if the dead or diseased branches pose a health and safety risk, or are felt to be impacting upon the tree's health, crown cleaning will be conducted.

TREE FELLING

We will avoid felling trees unless it is necessary. This will usually be for health and safety purposes, or to prevent the spread of serious tree diseases and pests. However, we reserve the right to fell trees to prevent overcrowding, to improve habitats or restore landscapes in line with site management plans (e.g. the Lowndes Park Management Plan), or where a tree is inappropriate to its location and has a significantly detrimental impact on the appearance or amenity of a site. We will keep records of tree removals.

If a tree dies, or is felled, a tree will usually be planted to replace it, although not necessarily in the same location.

COMMUNICATION

The Council will inform the Tree Warden and Ward Councillors of any major tree works in their ward before these works are carried out. We will erect notices on site



to inform the public of major proposed works. Notification in this manner will not take place in the event of emergency works due to time constraints.

ARISINGS – NATURAL AND FROM MAINTENANCE

The Council is committed to disposing of waste from its activities in an environmentally-friendly manner, in accordance with its Environmental Policy.

(i) Woody Debris

Subject to a safety assessment and if appropriate to the specific site, large woody debris will be left in situ for the creation of wildlife habitats. Where possible, the trunks will be left standing, or lying on the ground in habitat piles. Tree stumps will also be left in situ where it is safe to do so as they provide a valuable wildlife habitat whilst they rot down. Hardwood loggery features may be created around tree stumps to encourage organisms such as stag beetles, whilst ensuring the stump is not a trip hazard. Small woody debris will be chipped and applied to gateways and footpaths on Council land.

(ii) Leaves

Leaves will be supplied to Council allotment tenants for use as mulch. However, horse chestnut leaves will not be disposed of in this manner, due to the risk of transferring horse chestnut leaf miner (*Cameraria ohridella*) around town. As many infested leaves will be collected as is feasible during each autumn and winter period. The leaves will be stored and covered with a thick layer of soil until the end of May, thus preventing adult emergence in the spring.

HEDGES

We acknowledge that hedges are an attractive feature on our sites and provide an important habitat for a wide range of species, offering food, shelter, protection from predators, wintering and nesting sites, and act as transit corridors. It is recognised that trimming hedges too severely can have a detrimental impact on their wildlife value. Where there is no negative impact on health and safety (e.g. visibility for motorists), we aim to have taller, bushier hedges. However, we will ensure that hedge growth does not impair the safety of highway users nor impede their access.

For long hedges, we aim to cut only one section of hedge in any year, leaving the remainder of the hedge uncut. Any given section of hedge will be cut every other year, or on a three year cycle for slow-growing thorn hedges. Unless for urgent health and safety reasons, cutting will not be conducted between April and August. Cutting times will be varied between autumn (September) and later winter (January to February), as cutting at these times has different effects on wildlife.

Gaps will be filled using a mixture of hedgerow species. The new plants will be of



local provenance wherever possible.

Grass buffer strips will be developed next to hedges where feasible and appropriate to the particular site, e.g. Lowndes Park, to promote a diverse hedge-base flora. Cutting of hedge-base vegetation, particularly in autumn, will be avoided where possible. If necessary, a rotational approach will be adopted to ensure undisturbed habitat refuges remain.

Policy Adopted:



Glossary

Crown Cleaning – the removal of dead or diseased branches.

Exotic trees – trees which do not naturally grow in Britain and have been brought into the country by humans.

Hedge/Hedgerow - a row of shrubs or bushes which form a boundary and may or may not contain trees.

Loggery – logs 10 to 50 cm in diameter, with bark, are sunk 60 cm into the ground in a group to form a wildlife habitat feature.

Native trees – trees which naturally occur in Britain and have not been introduced by humans.

Pollarding – branches are pruned back to the same point on a regular cycle.

Pruning – the cutting away of unwanted parts of a tree.





CHESHAM TOWN COUNCIL

LOWNDES PARK TREE MANAGEMENT

A supplement to the Tree Management Policy

STATEMENT OF PURPOSE

This is a supplement to the town council's Tree Management Policy that outlines tree management issues specific to Lowndes Park. This supplement should be read in conjunction with the main Tree Management Policy.

THE IMPORTANCE OF TREES TO LOWNDES PARK

Historically, trees were a feature of the land that now forms Lowndes Park, as can be seen in the Town Painting dating from c.1760 and early photographs of the Avenue of Elms. A substantial number of memorial trees were planted in the park in the 20th Century and these trees contribute to the heritage of both the park and Chesham's community. The Sovereign Coppice was planted in 1992 to celebrate the 40th anniversary of the Queen's Accession, and its cultural importance has been recognised by its inclusion in the Special Trees and Woods of the Chilterns scheme.

The current tree population is very significant for the park's appearance and amenity value. We acknowledge the importance of maintaining a healthy tree population that is appropriate to the park's character and of protecting the culturally and historically valuable trees that grow there.

TREE PLANTING

We acknowledge that a significant proportion of the park's existing tree stock is mature, or over-mature. We are committed to a scheme of tree planting to create a more balanced age profile of the tree stock and ensure perpetuity of tree cover for the future.

The majority of trees planted will be native, to maximise indigenous flora and fauna. Wherever possible, specimens grown from British seed will be planted, preferably from local stock to preserve the native genetic make-up of the tree population. However, exotic species may be planted in the Lower Park, as this is in keeping with its more ornamental character and will help to provide year round interest.



The following locations have been identified as areas appropriate for new planting:

- The path running roughly parallel above the Rue de Houilles
- On the east-facing slope of the Upper Park above the existing plantings (whilst ensuring that views are not blocked)
- The path that runs from the south-western end of Skottowes Pond up towards the Rue de Houilles.

COMMEMORATIVE TREES

There is a history of planting commemorative trees in Lowndes Park and the council is pleased to receive requests for planting such trees as long as there is available space. The sponsors will be given a choice of species appropriate to the park and will be consulted regarding suitable locations for planting; however, planting will only take place in areas identified as suitable for new planting, or where a tree requires replacement. The planting will be carried out by the council.

The sponsors would be required to cover the cost of the tree and any desired plaque. Plaques will be in the house style of engraving on a plaque and will be fixed into the ground.

LOWNDES PARK FEATURES

(i) The Upper Park

The Upper Park meadow area has been left uncut for a number of years, allowing a large number of self-seeded oak whips to develop. It has been agreed not to allow the whips to develop into oak woodland as this would fundamentally change the nature of this area. However, the council are happy to allow some trees to develop in this area as oaks provide habitat for many species and are thought to be more likely to cope with climate change compared to some other native species, e.g. beech.

In consultation with the Friends of Lowndes Park, the Parks and Premises Manager selected a number of whips to remain in situ to create small copses and specimen trees without blocking the key views from the Upper Park. The remaining whips have been removed and donated to British Flora. A new mowing regime will be implemented from 2010 to prevent large numbers of self-sown trees establishing in the future.

(ii) The Bowl Barrow (Rolling Pin)

A ring of ornamental trees was planted around the barrow structure in the 1970s, the number of trees representing the number of sails on the mythical windmill that some residents believe once stood on the barrow. The trees were planted to replace



earlier trees that had once formed a ring around the barrow. When in the leaf, the trees obscure the view of the town from the barrow. The root systems of the trees may have damaged the barrow when growing. As the majority of trees are ornamental cherries, when the trees die they will be allowed to decay in situ which will cause minimal soil disturbance. Once the existing trees have died and decayed there will be no replacement planting in the area of the barrow.

(iii) The Park Road Hedge

Sections of the hawthorn-dominated hedge will be cut in a three-year rotation to ensure continuous habitat provision. A longer grass margin is maintained on the park side of the hedge to provide a further wildlife habitat. The Park Road side of the hedge will be maintained to ensure that the footpath is not obstructed. If gaps arise that require re-planting, we will look to introducing other species, such as blackthorn and field maple, to provide a more diverse mix of planting.

(iv) The Rue de Houilles

The Rue de Houilles is the site of the original avenue, planted with a double row of elm trees in the mid-18th Century. This was replanted in the mid-19th Century with a single row of elms. These elms were cut down in the 1950s in response to fears of Dutch Elm disease. The avenue is currently lined with a mixture of species of significantly differing heights and shapes.

Considerable consultation was undertaken from 2003-07 to decide whether a uniform avenue of trees should be re-planted along the Rue de Houilles. Whilst there was some support for this idea, the consensus was that it would not be appropriate to fell a large number of healthy trees, as would be required to recreate an avenue. It was decided by the Recreation and the Arts Committee on the 3rd September 2007 that the proposal to recreate the avenue would be rejected.

As trees along the avenue die, replacement specimens will be chosen that will help to create a more uniform appearance. This is likely to include limes and walnuts.

We will investigate the feasibility and desirability of crown lifting the trees surrounding the Scented Garden as this area is heavily shaded. There are a number of birch trees and a diseased rowan tree along the northern half of the avenue which are not aesthetically pleasing. Subject to the tree inspection and available budgets, these trees may be felled and replaced with more suitable species.

(v) The Sovereign Coppice

Forty trees of native species were planted in 1992 at the western end of the Upper Park. The planting was intended to create the shape of a crown visible from the air once the trees had matured. Whilst only a few of the trees have failed to establish, the crown shape is not apparent from aerial photos. The planting is not a true coppice, as it is not cut regularly for wood.

Whilst tree management will be guided by the results of the first tree survey, it is



expected that we will thin out the weaker trees and conduct formative pruning to improve the shape of the remaining trees. In line with the main Tree Management Policy, replacement trees will be planted and, if possible, it will be attempted to restore the coppice to 40 trees, as the planting was undertaken to celebrate 40 years of the Queen's reign.

We will plant a mixed hedge to hide the unattractive fencing along the far western boundary at the end of the coppice.

(vi) Chesham Park Community College Boundary

The existing boundary is a mixture of trees and hedging with substantial gaps exposing unsightly fencing. These gaps will be filled in with mixed hedging.

(vii) St. Mary's Way Northern Entrance

The entrance has a confused series of footpaths with no clear view into the park. To improve the structure of the entrance, the conifers will be felled to enable the large beech to be viewed from the entrance, creating a focal point.

(viii) Archena Gardens

Archena Gardens also provides an unclear entrance way into the park and can appear dark and gloomy. Along with improvements to the planting and footpaths, the conifers will be removed and replaced with more appropriate species.

(ix) Western Edge of Skottowes Pond

When the rowan tree flanking the pond has died, it will be replaced by alternative species, which will result in larger, more impressive specimens more suited to this location.

(x) The Wildlife Area

The Wildlife Area is under the management of the Friends of Lowndes Park. In December 2009, a cherry and a rowan were planted in this area. It is intended to fell the conifer, as it is not in keeping with the Wildlife Area. A more suitable, replacement species will be provided by the Friends of Lowndes Park.

(xi) Family Tree Planting Scheme

Over 120 trees were planted between 1983 and 1993 to commemorate or celebrate family events. Many of these were planted on the east-facing slope in the Upper Park. The majority of trees belong to native species. There is no central point of focus to these plantings, but this has provided sufficient space to enable the trees to fill out, and successfully forms a break between the open section at the top of the park and the rest of the park. The new mowing regime, implemented in 2009, has left a longer grass border around these groups of trees, to prevent mowing/strimming damage and to provide wildlife-friendly undergrowth. There is room for additional planting in this area, although care will be taken to consider the impact on the views from the top of the park.



(xii) Hudson's Dell

Hudson's Dell is now outside the park border, in Park Road, but was historically part of the park and will be considered as such for the purposes of this supplement. Although small, it is heavily wooded, hence its name. It is intended that this high level of tree cover will be maintained.

Policy Adopted:



AGENDA ITEM NO: 9 COMPLETION OF AUDIT 2008/9

Reporting Officer: Stephen Pearson (01494 583825)

Summary

1. To receive the external auditors annual governance report for 2008/09.

Background

2. The accounts were presented to the Council at its meeting held on Monday 22nd June 2009 and it was resolved '*that the Statement of Accounts for the year ended 31st March 2009, as presented, be adopted and signed by the Town Mayor and appropriate officers, subject to audit and the transfer of the pool fund balance of £30,249 to the Renewal and Repairs Fund.*'

Financial Consideration

3. Non applicable.

Strategic Objectives

4. Non applicable.

Detailed Consideration

5. The external auditors have issued their annual governance report (copy **attached**) for consideration by the Council.
6. The report sets out the key issues that should be considered before the audit is completed and signed off, namely:
 - consider the matters raised in the report
 - take note of the adjustments to the financial statements which are set out in the report (Appendix 2)
 - take note of the value for money conclusion
 - approve the letter of representation attached to the report on behalf of the Council
 - agree a response to the action plan attached to the report as Appendix 5
7. The report is substantially complete with one issue currently outstanding which concerns the internal apportionment of central services. Your officers are currently looking at this and provided this can be resolved the Council will receive an unqualified report.

8. The adjustments referred to in Appendix 2 consist of two tables:

- Table 1 Adjustments not amended and which can be left un-amended as not considered material- note the Council needs to agree to the non amendment
- Table 2 Adjustments amended since the Statement of accounts was presented to the Council in June 2009

9. **Adjustments not amended relate to:**

(a) the revaluation of land and buildings

This was reported to the Policy and Resources Committee 19th October 2009 where it was resolved “*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*”. A copy of the District Valuer’s letter that considers any change is unlikely to be significant is also **attached**.

(b) Civic Expenses

This has been raised because it is not a recognised heading within the Accounting Code. The figure of £5,738 is shown in the accounts and this includes the Town Mayor’s Allowance, Civic and Carol Service expenses and the contribution to Community Policing. This heading will be deleted in the 2009/10 accounts.

10. **Adjustments amended:**

These alterations have been made and include certain additional disclosures not originally included in the accounts presented to the Council in June 2009, notably the pensions disclosure (FRS 17). The pension disclosure was also considered at the Policy and Resources Committee on the 19th October whereupon it was decided to amend the accounts accordingly.

11. The Council is also asked to note the value for money unqualified conclusion and approve the draft letter of representation (subject to incorporating a note about the un-amended adjustments). In order to facilitate the conclusion of the audit the Council is asked to delegate the Town Mayor to sign the letter of representation and final Statement of Accounts once the outstanding issue has been agreed with the auditor.

12. Appendix 5 highlights areas of internal control weakness and these have, or will be, addressed at the earliest opportunity.

Recommendation

That the annual governance letter be approved and

(i.) That the un-amended adjustments be left un-amended

(ii.) That the amended adjustments and value for money conclusion be noted

**(iii.) That the draft letter of representation be agreed
(subject to incorporating a note on the un-amended misstatements)
and that the Town Mayor be delegated to sign the letter and
final amended Statement of Accounts once agreed with the auditor**

**(iv.) That the Action Plan be noted and the recommendations
be implemented**

Annual Governance Report

Chesham Town Council

Audit 2008/09

February 2010

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Status of our reports

The Statement of Responsibilities of Auditors and Audited Bodies issued by the Audit Commission explains the respective responsibilities of auditors and of the audited body. Reports prepared by appointed auditors are addressed to non-executive directors members or officers. They are prepared for the sole use of the audited body. Auditors accept no responsibility to:

- any director/member or officer in their individual capacity; or
 - any third party.
-

Ladies and Gentlemen

2008/09 Annual Governance Report

I am pleased to present the final version of my report on the results of my audit work for 2008/09.

A draft of the report was discussed and agreed with the Town Clerk on 11 February 2010 and will be updated as the audit is finalised and issues are resolved.

The report sets out the key issues that you should consider before I complete the audit.

It asks you to:

- consider the matters raised in the report before approving the financial statements;
- take note of the adjustments to the financial statements which are set out in this report (Appendix 2);
- take note of the value for money conclusion;
- approve the letter of representation on behalf of the Council before I issue my opinion and conclusion (Appendix 3); and
- agree your response to the proposed action plan (Appendix 5).

Yours sincerely

Mick West
District Auditor
12 February 2010

Key messages

This report summarises the findings from the 2008/09 audit which is substantially complete. It includes the messages arising from my audit of your financial statements and the results of the work we have undertaken to assess how well you use and manage your resources to deliver value for money and better and sustainable outcomes for local people.

Financial Statements	Results	Page
Unqualified audit opinion	Yes	6
Financial statements free from material error	Yes	6
Adequate internal control environment	Yes	6
Use of resources	Results	Page
Unqualified value for money conclusion	Yes	8

Audit opinion

- 1 My work on your financial statements is substantially complete, and I anticipate giving an unqualified opinion. Appendix 1 contains a copy of my draft auditor's report.

Financial statements

- 2 There were errors in the statements which have been amended (details of these amendments are included in Appendix 2). The only outstanding item is the potential misclassification of expenditure on the allocation of overheads. The Council is currently providing information to support the apportionment of overheads over service headings and central services. When we are satisfied that this has been correctly treated, we will be in a position to issue our opinion.
- 3 We identified weaknesses in internal control which are included in more detail in the body of this report along with recommendations for improvements. None of the issues raised has impacted on our opinion or value for money conclusion.

Use of resources

- 4 We reviewed the your progress against the following key lines of enquiry: Financial planning; ;Understanding costs and achieving efficiencies; Financial reporting; and Risk management and internal control.
- 5 Our work on your use of resources is complete. There are no areas where you do not meet expected standards and I propose to issue an unqualified value for money conclusion.

Next steps

This report identifies the key messages that you should consider before I issue my financial statements opinion, value for money conclusion, and audit closure certificate. It includes only matters of governance interest that have come to our attention in performing our audit. Our audit is not designed to identify all matters that might be relevant to you.

6 I ask you to:

- consider the matters raised in the report before approving the financial statements;
- take note of the adjustments to the financial statements which are set out in this report (Appendix 2);
- take note of the value for money conclusion;
- approve the letter of representation on behalf of the Council before I issue my opinion and conclusion (Appendix 3); and
- agree your response to the proposed action plan (Appendix 5).

Financial statements

The Town Council's financial statements and annual governance statement are important means by which it accounts for its stewardship of public funds. As Town Council members you have final responsibility for these statements. It is important that you consider our findings before you adopt the financial statements and the annual governance statement.

Opinion on the financial statements

- 7** Subject to satisfactory clearance of outstanding matters, I plan to issue an audit report including an unqualified opinion on the financial statements. Appendix 1 contains a copy of my draft audit report.

Errors in the financial statements

- 8** We identified no material errors in the financial statements. However, we identified significant errors (other than those of a trivial nature) and reported these to management. Management has agreed to adjust the financial statements for the errors identified. Because of the nature of these errors and the impact on the financial statements, we are reporting the most significant errors to you. These are included in Appendix 2.

Weaknesses in internal control

- 9** We found no material weakness in internal control but identified the following weaknesses:
- 10** You did not have a co-ordinated system in place to physically verify the existence and condition of your assets.
- 11** Cash receipts recorded on the daily collection sheets were not being entered into the financial system on a prompt basis. As a result there is a risk that deposits not received by the bank will not be identified.
- 12** There is a lack of segregation in the processing of payroll as the Responsible Financial Officer undertakes most of the processes involved. Whilst other officers and Members authorise the overall monthly payment they do not routinely review the breakdown of the payment.
- 13** The daily till summary from the gym and swimming pool was not evidenced to show an independent check to ensure that the amount banked is consistent with the total on the till receipts. Whilst the Finance and Contracts Manager indicated that he carried out this check, it was not documented.

Financial statements

Recommendation

- R1** Put in place arrangements to verify the existence and condition of assets on a regular basis. As a minimum, managers should be provided with a list of assets under their responsibility and asked for positive confirmation of their existence and usability.
- R2** Ensure that figures from the daily collection sheets are promptly entered onto Omega.
- R3** Members and officers authorising the payment of the monthly payroll should review the breakdown of the payment and evidence this review.
- R4** Document the independent check to ensure that the amount banked is consistent with till receipts from the gym and swimming pool.

Letter of representation

Before I issue my opinion, auditing standards require me to obtain appropriate written representations from you and management about your financial statements and governance arrangements. Appendix 3 contains the draft letter of representation I seek to obtain from you.

Use of resources

I am required to conclude whether the Council put in place adequate corporate arrangements for securing economy, efficiency and effectiveness in its use of resources. This is known as the value for money conclusion.

Value for money conclusion

- 14** I assess your arrangements to secure economy, efficiency and effectiveness in your use of resources against criteria specified by the Audit Commission. From 2008/09, the Audit Commission will specify each year, which of the use of resources key lines of enquiry (KLOE) are the relevant criteria for the value for money conclusion at each type of audited body. My conclusions on each of the areas are set out in Appendix 5.
- 15** We reviewed the your progress against the following criteria:
- Financial planning;
 - Understanding costs and achieving efficiencies;
 - Financial reporting; and
 - Risk management and internal control.
- 16** Our work on your use of resources is complete, and we are pleased to confirm that there are no areas where you do not meet expected standards.
- 17** I intend to issue an unqualified conclusion stating that the Council had adequate arrangements to secure economy, efficiency and effectiveness in the use of resources. Appendix 1 contains the wording of my draft auditor's report.

Appendix 1 – Independent auditor’s report to Members of Chesham Town Council

Opinion on the financial statements

I have audited the Authority accounting statements and related notes of Chesham Town Council for the year ended 31 March 2009 under the Audit Commission Act 1998. The accounting statements comprise the Income and Expenditure Account, the Statement of Movement on the General Fund Balance, the Balance Sheet, the Statement of Total Recognised Gains and Losses, the Cash Flow Statement and the related notes. These accounting statements have been prepared under the accounting policies set out in the Statement of Accounting Policies.

This report is made solely to the Members of Chesham Town Council in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 49 of the Statement of Responsibilities of Auditors and of Audited Bodies prepared by the Audit Commission.

Respective responsibilities of the Responsible Finance Officer and auditor

The Responsible Finance Officer’s responsibilities for preparing the financial statements in accordance with relevant legal and regulatory requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2008 are set out in the Statement of Responsibilities for the Statement of Accounts.

My responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

I report to you my opinion as to whether the accounting statements present fairly, in accordance with relevant legal and regulatory requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2008 the financial position of the Authority and its income and expenditure for the year.

I review whether the governance statement reflects compliance with ‘Delivering Good Governance in Local Government: A Framework’ published by CIPFA/SOLACE in June 2007. I report if it does not comply with proper practices specified by CIPFA/SOLACE or if the statement is misleading or inconsistent with other information I am aware of from my audit of the financial statements. I am not required to consider, nor have I considered, whether the governance statement covers all risks and controls. Neither am I required to form an opinion on the effectiveness of the Authority’s corporate governance procedures or its risk and control procedures

I read other information published with the accounting statements, and consider whether it is consistent with the audited accounting statements. This other information comprises the Explanatory Foreword. I consider the implications for my report if I become aware of any

Appendix 1 – Independent auditor’s report to Members of Chesham Town Council

apparent misstatements or material inconsistencies with the accounting statements. My responsibilities do not extend to any other information.

Basis of audit opinion

I conducted my audit in accordance with the Audit Commission Act 1998, the Code of Audit Practice issued by the Audit Commission and International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounting statements and related notes. It also includes an assessment of the significant estimates and judgments made by the Authority in the preparation of the accounting statements and related notes, and of whether the accounting policies are appropriate to the Authority’s circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the accounting statements and related notes are free from material misstatement, whether caused by fraud or other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the accounting statements and related notes.

Opinion

In my opinion the Authority financial statements present fairly, in accordance with relevant legal and regulatory requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2008, the financial position of the Authority as at 31 March 2009 and its income and expenditure for the year then ended.

Conclusion on arrangements for securing economy, efficiency and effectiveness in the use of resources

Authority’s Responsibilities

The Authority is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance and regularly to review the adequacy and effectiveness of these arrangements.

Auditor’s Responsibilities

I am required by the Audit Commission Act 1998 to be satisfied that proper arrangements have been made by the Authority for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires me to report to you my conclusion in relation to proper arrangements, having regard to relevant criteria specified by the Audit Commission for other local government bodies. I report if significant matters have come to my attention which prevent me from concluding that the Authority has made such proper arrangements. I am not required to consider, nor have I considered, whether all aspects of the Authority’s arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Appendix 1 – Independent auditor’s report to Members of Chesham Town Council

Conclusion

I have undertaken my audit in accordance with the Code of Audit Practice and having regard to the criteria for other local authorities specified by the Audit Commission and published in May 2008 and updated in February 2009, and the supporting guidance. I am satisfied that, in all significant respects, Chesham Town Council made proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2009.

Certificate

I certify that I have completed the audit of the accounts in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission.

Mick West
District Auditor

Unit 5, Isis Business Centre
Horspath Road, Cowley

Oxford, OX4 2RD

February 2010

Appendix 2 – Misstatements in the accounts

The following misstatements were identified during the course of my audit and the financial statements have not been adjusted by management. I bring them to your attention to assist you in fulfilling your governance responsibilities. If you decide not to do so, please tell us why in the representation letter. If you believe the effect of the uncorrected errors, individually and collectively, is immaterial, please reflect this in the representation letter. Please attach a schedule of the uncorrected errors to the representation letter.

Table 1 Misstatements not amended

Item	Nature of misstatement	Statement affected
Valuation of land and buildings: there has been no consideration of impairment due to economic conditions. There is a significant uncertainty over the value of fixed assets	The Statement of Recommended Practice (SoRP) states: A review for impairment of a fixed asset should be carried out ... if events or changes in circumstances indicate that the carrying amount of the fixed asset may not be recoverable e.g. a significant decline in a fixed asset's market value during the period The Council needs to satisfy itself that there has not been a significant decline in the value of its assets.	Fixed Assets Income and Expenditure Accounts
Civic Expenses	The Income and Expenditure Account includes a line for Civic Expenses (£5,738). This is not in line with the Best Value Accounting Code of Practice (BVACoP).	Income and Expenditure Account

The following misstatements and disclosure issues were identified during the course of our audit and the financial statements have been adjusted by management. We bring them to your attention to assist you in fulfilling your governance responsibilities.

Table 2 Misstatements and disclosures amended

Item	Issue	Statement affected
Compliance with the accounting and reporting requirements of Financial Reporting Standard 17, Retirement Benefits (FRS17)	No disclosure of the information regarding the Council's share of the pension scheme assets and liabilities.	FRS17 Disclosure Note

Appendix 2 – Misstatements in the accounts

Financial Instruments	Details of business activities not consistent with the working papers to support the Council's business income.	Financial Instruments Disclosure Note
Explanatory Foreword wording	This did not provide the reader with the information suggested by the SoRP ie an understandable guide to the most significant matters reported in the accounts	Explanatory Foreword
Staff remuneration	Staff emoluments not disclosed for all staff earning over £50,000	Staff Emoluments Disclosure Note
Additions to the Elgiva booking system have not been included in the fixed asset register.	Computer equipment £4,500 not capitalised.	Balance Sheet: Fixed asset additions
Opening balances	Within the cashflow statement £4,662 was not consistent with supporting working papers	Cashflow statement: adjustment between Other Operating Payments and Cash Received for Services
Short term investments	Cash and bank misclassification - investments of £635,000 incorrectly disclosed as cash	Balance Sheet
Debtors	Bad debt provision of £873 netted off against debtors - should be separately disclosed	Debtor Disclosure Note

Appendix 3 – Draft letter of representation

To:

Mick West

Audit Commission
Unit 5 ISIS Business Centre
Horspath Road
Oxford
OX4 2RD

Chesham Town Council - Audit for the year ended 31st March 2009

I confirm to the best of my knowledge and belief, having made appropriate enquiries of other councillors of Chesham Town Council, the following representations given to you in connection with your audit of the Town Council's financial statements for the year ended 31st March 2009.

Compliance with the statutory authorities

I acknowledge my responsibility under the relevant statutory authorities for preparing the financial statements in accordance with the Code of Practice for Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice which present fairly the financial position and financial performance of the Town Council and for making accurate representations to you.

Supporting records

All the accounting records have been made available to you for the purpose of your audit and all the transactions undertaken by the Town Council have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all Council and Committee meetings, have been made available to you.

Irregularities

I acknowledge my responsibility for the design and implementation of internal control systems to prevent and detect fraud or error.

There have been no:

- irregularities involving management or employees who have significant roles in the system of internal accounting control;
- irregularities involving other employees that could have a material effect on the financial statements; or
- communications from regulatory agencies concerning non-compliance with, or deficiencies on, financial reporting practices which could have a material effect on the financial statements.

I also confirm that I have disclosed:

Appendix 3 – Draft letter of representation

- my knowledge of fraud, or suspected fraud, involving either management, employees who have significant roles in internal control or others where fraud could have a material effect on the financial statements; and
- my knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.

Law, regulations, contractual arrangements and codes of practice

There are no instances of non-compliance with laws, regulations and codes of practice, likely to have a significant effect on the finances or operations of the Town Council.

The Town Council complied with all aspects of contractual arrangements that could have a material effect on the financial statements in the event of non-compliance. There has been no non-compliance with requirements of regulatory authorities that could have a material effect on the financial statements in the event of non-compliance.

Fair values

I confirm that the presentation and disclosure of fair values measurements of material assets, liabilities and components of equity are in accordance with the financial reporting framework. The measurement methods and significant assumptions used in determining fair value have been applied on a consistent basis, are reasonable and appropriately reflect the best estimate of fair value of assets and liabilities required to be disclosed by these standards.

Assets

The following have been properly recorded and, where appropriate, adequately disclosed in the financial statements:

- losses arising from sale & purchase commitments;
- agreements & options to buy back assets previously sold; and
- assets pledged as collateral.

Compensating arrangements

There are no formal or informal compensating balancing arrangements with any of our cash and investment accounts. We have no other lines of credit arrangements.

Contingent liabilities

There are no other contingent liabilities, other than those that have been properly recorded and disclosed in the financial statements. In particular:

- there is no significant pending or threatened litigation, other than those already disclosed in the financial statements;
- there are no material commitments or contractual issues, other than those already disclosed in the financial statements; and
- no financial guarantees have been given to third parties.

Related party transactions

I confirm the completeness of the information disclosed regarding the identification of related parties. The identity of, and balances and transactions with, related parties have been properly recorded and where appropriate, adequately disclosed in the financial statements

Post balance sheet events

Since the date of approval of the financial statements by the Council, no additional significant post balance sheet events that have occurred which would require additional adjustment or disclosure in the financial statements.

Signed on behalf of Chesham Town Council

I confirm that the this letter has been discussed and agreed by the
[Council/Authority/Board/Trustees] on [date]

Signed

Name

Position

Date

Appendix 4 – Value for money conclusion

The following tables summarise the key findings and conclusions for each of the three use of resources themes.

Managing finances

KLOE 1.1 (financial planning) VFM criterion met	Yes
Key findings and conclusions	
No issues	
KLOE 1.2 (understanding costs and achieving efficiencies) VFM criterion met	Yes
Key findings and conclusions	
No issues	
KLOE 1.3 (financial reporting) VFM criterion met	Yes
Key findings and conclusions	
Whilst the accounts approved by the body were not free from material misstatement, the adjustments required will be made.	

Governing the business

KLOE 2.4 (risk management and internal control) VFM criterion met	Yes
Key findings and conclusions	
No issues	

Appendix 5 – Action plan

Page no.	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date
Annual Governance Report 2008/09 - Recommendations						
	R1 Put in place arrangements to verify the existence/condition of assets on a regular basis. As a minimum, managers should be provided with a list of assets under their responsibility and asked for positive confirmation of their existence and usability.					
	R2 Ensure that figures from the Daily Collection Sheets are promptly entered onto Omega.					
	R3 Members / officers authorising the payment of the monthly payroll should review the breakdown of the payment (and evidence this review).					
	R4 Document the check to ensure that the amount banked is consistent with till receipts from the gym and swimming pool.					

The Audit Commission

The Audit Commission is an independent watchdog, driving economy, efficiency and effectiveness in local public services to deliver better outcomes for everyone.

Our work across local government, health, housing, community safety and fire and rescue services means that we have a unique perspective. We promote value for money for taxpayers, auditing the £200 billion spent by 11,000 local public bodies.

As a force for improvement, we work in partnership to assess local public services and make practical recommendations for promoting a better quality of life for local people.

Copies of this report

If you require further copies of this report, or a copy in large print, in Braille, on tape, or in a language other than English, please call 0844 798 7070.

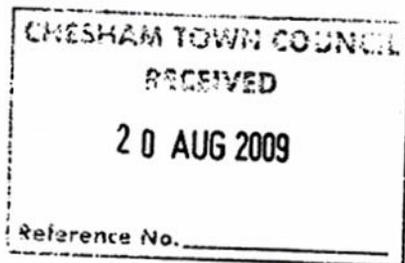
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For further information on the work of the Commission please contact:

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Tel: 0844 798 1212 Fax: 0844 798 2945 Textphone (minicom): 0844 798 2946

www.audit-commission.gov.uk



DVS Property Specialists for the Public Sector

Aylesbury Valuation Office
49 Buckingham Street
Aylesbury
Bucks HP20 2NQ

Our Reference : 1104355/RJ
Your Reference :

Mr S Pearson
Chesham Town Council
Town Hall
High Street
CHESHAM
Bucks
HP5 1DS

Please ask for : Mr R Jennings
Tel : 01296 550339
Fax : 01296 550399
Mobile : 07717 868507
E Mail : ray.jennings@voa.gsi.gov.uk

Date : 19th August 2009

Dear Steve

CHESHAM TOWN COUNCIL ASSET VALUATION : 30 APRIL 2007

I refer to our telephone conversation of 7th August 2009 in which we discussed whether an 'impairment review' was required of the asset valuations carried out in 2007. I understand that the question of a review has been raised by your auditors, who are concerned that values may have been affected by the economic downturn and subsequent decline in property values.

When considering whether a review is required, it is necessary to identify the properties which are at most risk of having been affected. These are generally the high value properties. In this case I have identified the following three properties.

The Chess Valley Centre
The Town Hall
Elgiva Theatre

These properties are all classed as specialist properties and as such are valued on a depreciated replacement cost basis. This means that the main part of the value is based on building costs. I understand from my specialist building surveyor colleagues that the change in overall build cost figures over the period since 30 April 2007 is unlikely to have had much impact on the previous values reported. Whilst the land values may have declined to some extent the values reported are relatively low and so any change is unlikely to be significant.

Whilst I would of course be pleased to carry out a review, my opinion is that any change in value is likely to be relatively minor and so I would consider that a review is not necessary at this time.

I trust the above is sufficient for your purposes, but if you require anything further please do not hesitate to contact me.

Yours sincerely


RAY JENNINGS MRICS
For District Valuer Services

AGENDA ITEM NO: 10 – REPLACEMENT TREE IN MARKET SQUARE

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To decide upon the planting of a new tree in the Market Square.

Background Information

2. At the Recreation and the Arts Committee meeting of the 5th October 2009, it was resolved that *‘the Committee agree to finance and maintain a replacement tree in the Market Square but the type, and amount to be spent, be determined at full Council.’* (Min No. 49).

Financial Consideration

3. It is proposed that the tree be funded through a combination of the Mayoral Allowance, Buckinghamshire County Council Member’s Community Leaders’ fund, private sponsorship and Council monies if required.

Strategic Objectives

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

Detailed Consideration

5. Officers have obtained two quotations for the removal of the dead Robinia, the purchase of a size 12/14 London Plane tree and its planting.
6. The first quote was from a specialised tree company in London and is £850 plus VAT. The second is from a tree company known by the Tree Warden and is £470. This quote also includes for the purchase and planting of a Flowering Cherry Tree in Lower Church Street, the installation of which has been approved by Buckinghamshire County Council officers.
7. Concerns have been raised about the effect of the tree’s roots lifting the pavers in Market Square. However the Tree Warden comments that the London Tree is recognised as the best sort of ‘street’ tree and is recommended by many local authorities as the most suitable. The tree specialist from London also comments that in regard to a London

Plane, roots can be cut where needed and the upper crown can be effectively reduced to compensate.

8. Concerns have also been raised about the effect of the branches on nearby buildings and the possible obstruction to the incoming lorries. However the Parks and Premises Manager has suggested that, while the tree would be checked at least annually to arrest cross-over of branches, sucker growth, etc., he does not feel that serious pollarding would be required for at least ten years on the tree during its growth period.
9. A suggestion has been received that, rather than planting a tree, a piece of public art be commissioned, possibly through a town competition. This idea obviously has merit but it is questionable whether the cost of materials alone could be contained within the £470 budget required for the tree.
10. Members are reminded that if they wished to proceed with the tree, it does need to be planted in the dormant late winter season when free of frost so the decision does need to be determined at Council if it is to be planted in 2010.

Recommendation

That that London Plane Tree be planted in Market Square and Flowering Japanese Cherry Tree be planted in Lower Church St at the cost of £470 and this to be funded through a combination of the Mayoral Allowance, Buckinghamshire County Council Member's Community Leaders' fund, private sponsorship and Council monies if required.



Bill Richards
Town Clerk

AGENDA ITEM NO. 11

CHESHAM TOWN COUNCIL

PAY SCHEDULE NO. 6

MONDAY 22nd FEBRUARY 2010

	£	p
December 2009	138,003.60	
January 2010	<u>118,041.66</u>	
	<u>256,045.26</u>	

PETTY CASH ITEMS OVER £50

5.12.09 Argos Ltd. Tassimo Coffee Maker	116.99
---	--------

At : 17:00

LLOYDS CUR/CALL A/CS

List of Payments made between 01/12/2009 and 31/12/2009

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2009	CHILTERN DISTRICT	D/D	75.00		NON DOMESTIC RATES
01/12/2009	CHILTERN DISTRICT	D/DA	679.00		NON DOMESTIC RATES
01/12/2009	CHILTERN DISTRICT	D/DB	1,436.00		NON DOMESTIC RATES
01/12/2009	CHILTERN DISTRICT	D/DC	2,546.00		NON DOMESTIC RATES
03/12/2009	BRITISH	D/D	52.57		ALARM LINE RENTAL
03/12/2009	BRITISH	D/DA	52.57		INTERNET LINE CHARGES
03/12/2009	BRITISH	D/DB	52.57		TELEPHONE CHARGES
03/12/2009	BRITISH	D/DC	52.63		ALARM LINE RENTAL
03/12/2009	ING LEASE (UK) LIMITED	D/DD	1,552.50		RENTAL GYM EQUIPMENT
04/12/2009	MIX 96	18426	172.50		PETER PAN RADIO ADVERTISING
04/12/2009	UNISON	18437	182.70		UNISON SUBSCRIPTIONS
04/12/2009	MARIA McGWYNN	18453	20.00		EYE TEST FEE
04/12/2009	CORONA ENERGY RETAIL 2	18427	1,803.99		GAS CHARGES
04/12/2009	G & MB MANNING	18428	46.47		TIMBER
04/12/2009	CHESHAM TOOL HIRE	18429	396.49		SANDER & BELTS
04/12/2009	NTL GROUP LIMITED	18430	247.98		TELEPHONE CHARGES
04/12/2009	SONY PICTURES RELEASING	18431	230.64		JULIE & JULIA
04/12/2009	GOCOLD LIMITED	18432	114.35		SUPPLIES
04/12/2009	P A HAWKES	18433	431.25		TOWN CRIER ISSUE 13
04/12/2009	ORBITPRESS LTD	18434	108.00		OVERPRINYING RAINBOW
04/12/2009	CITY SERVICING LIMITED	18435	259.30		CALL OUT & REPAIRS
04/12/2009	BUCKINGHAMSHIRE	18436	2,850.00		PCO 2009/2010 CONTRIBUTION
04/12/2009	LYRECO UK LIMITED	18438	994.77		MISC STATIONERY
04/12/2009	MAINTENANCE SUPPLIES	18439	1,193.70		LIQUID REPELLENCY
04/12/2009	SIGN & DESIGN	18440	120.00		REFURBISH 'HOURS' NOTICE
04/12/2009	STORMFLAME LIMITED	18441	119.59		ANTI GRAFFITI PAINT
04/12/2009	BRADY CORPORATION	18442	98.61		SLIPPERY FLOOR & SWING BINS
04/12/2009	KOMPUTER CONSULTANCY	18443	1,056.80		CR FOR INVOICE 9425
04/12/2009	NISBETS	18444	110.49		PAVEMENT BOARD
04/12/2009	PHYSICAL COMPANY	18445	96.26		GYM EQUIPMENT
04/12/2009	CHILTERN DISTRICT	18446	598.79		CONTRACT CLEAN NOV 2009
04/12/2009	P & T INDUSTRIAL	18447	130.18		WINDOW CLEANING
04/12/2009	H2O COOLER RENTALS LTD	18448	47.50		WATER COOLER SERVICE
04/12/2009	NEWPALM PRODUCTIONS	18449	10,350.00		ADVANCE SETTLEMENT NO 2
04/12/2009	SIMON COLLINS	18450	1,554.80		HANGING BASKETS OCT 2009
04/12/2009	SANDERSON WEATHERALL	18451	1,125.33		2009 RATING APPEAL
04/12/2009	ALLIANZ INSURANCE PLC	18452	38.39		ADDITIONAL INSURANCE PREMIUM
07/12/2009	LONDON PRO ARTE	18454	332.96		LONDON PRO ARTE BAROQUE
08/12/2009	NTL GROUP LIMITED	D/DE	18.40		PAYPHONE CHARGES
10/12/2009	BARCLAYS MERCHANT	D/D	453.39		MERCHANT CHARGES
11/12/2009	TRAID AID	18455	30.00		COFFEE & SUGAR
11/12/2009	MR C E H WATTAM	18457	100.00		TOWN CRIER HONARARIUM
11/12/2009	COLIN WHEELER	18458	380.00		DISTRIBUTION WHATS ON
11/12/2009	CASH	18461	63.71		POOL PETTY CASH

At : 17:00

LLOYDS CUR/CALL A/CS

List of Payments made between 01/12/2009 and 31/12/2009

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/12/2009	INLAND REVENUE	18467	12,028.38		PAYE & NHI
11/12/2009	LEE JAMES ASSOCIATES LTD	18472	3,149.29		VOULEZ VOUS 20/11/2009
11/12/2009	WARNER	18456	117.90		GRAN TORINO
11/12/2009	NEOPOST LIMITED	18459	1,000.00		FRANKING MACHINE TOP-UP
11/12/2009	TRINITY MIRROR	18460	210.68		NOVEMBER GYM ADVERT
11/12/2009	P A HAWKES	18462	1,710.56		DESIGN JAN-APRIL WHATS ON
11/12/2009	RECOGNITION EXPRESS	18463	188.03		UNO FABRIC PANEL KIT
11/12/2009	SUMMIT HYGIENE	18464	535.58		CLEANING SUPPLIES
11/12/2009	COMPLETE POOL	18465	708.35		CHEMICALS
11/12/2009	CHILTERN WATER	18466	138.00		SHOWER HEAD CLEANING
11/12/2009	NEWPALM PRODUCTIONS	18468	10,350.00		ADVANCE SETTLEMENT 5
11/12/2009	THREE VALLEYS WATER	18469	1,375.36		WATER CHARGES HARRIES CLOSE
11/12/2009	REXEL UK LIMITED	18470	342.69		STAFF CLOTHING
11/12/2009	CAROL WILES	18471	835.00		CONTRACT CLEANING
11/12/2009	GEO BROWNS IMPLEMENTS	18473	930.44		PARTS & SUPPLIES
14/12/2009	TOTAL UK LTD	D/DA	279.15		PETROL & DIESEL
15/12/2009	TELEPAY WAGES/SALARIES	D/D	34,611.71		SALARIES DECEMBER 2009
18/12/2009	DR M J OFFSIDE	18490	20.00		PROFESSIONAL OPINION
18/12/2009	CHESHAM BOIS VILLAGE	18491	65.00		BOIS OWN WINTER 2009 ISSUE
18/12/2009	CORONA ENERGY RETAIL 2	18474	96.24		GAS CHARGES
18/12/2009	OUTSIDE INN DISTRIBUTION	18475	272.98		GAS CYLINDER
18/12/2009	MRS S J TAYLOR	18476	200.00		CAROL SERVICE CATERING
18/12/2009	NEWPALM PRODUCTIONS	18477	10,350.00		ADVANCE SETTLEMENT 3
18/12/2009	DAYLA LIMITED	18478	1,876.49		SUPPLIES
18/12/2009	THE HOUSE OF COFFEE	18479	155.20		SUPPLIES
18/12/2009	GOCOLD LIMITED	18480	462.15		SUPPLIES
18/12/2009	BFS GROUP LIMITED	18481	868.92		SUPPLIES
18/12/2009	ORBITPRESS LTD	18482	183.20		CAROL SERVICE POSTERS
18/12/2009	VISTA PRODUCTIONS	18483	200.00		HIRE OF MOVING LIGHTS
18/12/2009	A C ENTERTAINMENT	18484	227.56		GAFFA TAPE
18/12/2009	WELD - FAB STAGE	18485	479.90		REPAIR FAULT WITH PIT LIFT
18/12/2009	DOMESTIC SERVICES	18486	117.30		PAVILION CLEANING
18/12/2009	CHILTERN DISTRICT	18487	598.79		CLEANSING DECEMBER 2009
18/12/2009	TS.COM LIMITED	18488	203.71		VENUE TRANSACTION CHARGES
18/12/2009	DHL EXPRESS (UK) LTD	18489	122.61		TRANSPORT CHARGES
18/12/2009	A R DARVELL LTD	18492	279.81		REPLACE LAMPS & TUBES
18/12/2009	LEN VOCKINS GARDEN	18493	1,368.50		CUTTING OF YEW TREES
18/12/2009	HAWES SKIP HIRE LIMITED	18494	278.30		SKIP EXCHANGE
18/12/2009	BRITISH GAS BUSINESS	18495	1,879.88		GAS CHARGES
18/12/2009	NEWPALM PRODUCTIONS	18496	10,350.00		4TH ADVANCE SETTLEMENT
18/12/2009	GEO BROWNS IMPLEMENTS	18497	676.94		SERVICE TRACTORS
18/12/2009	CHURCHES FIRE SECURITY	18498	442.82		FIRE EXTINGUISHER SERVICE
18/12/2009	WYCOMBE DISTRICT	18499	135.00		BUCKS VISITOR GUIDE
18/12/2009	SYSTEMAX EUROPE LTD	18500	335.79		OFFICE PROFESSIONAL 2007

At : 17:00

LLOYDS CUR/CALL A/CS

List of Payments made between 01/12/2009 and 31/12/2009

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/12/2009	A C ENTERTAINMENT	18501	163.15		TWO WAY SPLITTER
18/12/2009	PREMIER FARNELL UK LTD	18502	91.89		MICROPHONE
18/12/2009	KONE PLC	18503	303.60		LIFT SERVICE CONTRACT
18/12/2009	LYRECO UK LIMITED	18504	65.33		MISC STATIONERY
18/12/2009	H2O COOLER RENTALS LTD	18505	47.50		WATER COOLER SERVICE
18/12/2009	SOUTHERN ELECTRIC	18506	3,269.69		ELECTRICITY CHARGES
18/12/2009	G S PRINT LIMITED	18507	593.80		DRAWSTRING BAGS
29/12/2009	VEOLIA ENVIRONMENTAL	D/D	179.00		CONTAINER EXCHANGE
29/12/2009	BRITISH	D/D	155.25		INTERNET SERVICES

Total Payments 138,003.60

At : 12:03

LLOYDS CUR/CALL A/CS

List of Payments made between 01/01/2010 and 31/01/2010

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2010	CHILTERN DISTRICT	D/D	75.00		NON DOMESTIC RATES
04/01/2010	CHILTERN DISTRICT	D/DA	679.00		NON DOMESTIC RATES
04/01/2010	CHILTERN DISTRICT	D/DB	1,436.00		NON DOMESTIC RATES
04/01/2010	CHILTERN DISTRICT	D/DC	2,546.00		NON DOMESTIC RATES
04/01/2010	ING LEASE (UK) LIMITED	D/DD	1,586.25		GYM EQUIPMENT RENTAL
08/01/2010	CASH	18509	194.83		POOL PETTY CASH
08/01/2010	BUCKS COUNTY COUNCIL	18510	8,271.41		SUPERANNUATION DECEMBER 09
08/01/2010	SOUTH HEATH GARDEN	18508	46.53		MEMBRANE
08/01/2010	SHAW & SONS LIMITED	18511	316.25		BURIAL REGISTER
08/01/2010	BRITISH RED CROSS	18512	109.25		FIRST AID AT WORK M McGWYNN
08/01/2010	K C & CO (AMERSHAM) LTD.	18513	2,668.00		REFURBISHMENT HEARSE HOUSE
08/01/2010	CORONA ENERGY RETAIL 2	18514	1,126.92		GAS CHARGES
08/01/2010	NTL GROUP LIMITED	18515	219.19		TELEPHONE CHARGES
08/01/2010	ASPECT	18516	258.75		ASBESTOS SURVEY PAVILION
08/01/2010	LYRECO UK LIMITED	18517	302.38		MILK SUPPLIES
08/01/2010	NTL GROUP LIMITED	D/D	18.40		PAYPHONE CHARGES
11/01/2010	BARCLAYS MERCHANT	D/DA	540.61		MERCHANT CHARGES
14/01/2010	TOTAL UK LTD	D/D	138.98		DIESEL
15/01/2010	JAYN LEE MILLER	18528	1,220.28		THE ROLLIN STONED 09/01/2010
15/01/2010	CHILTERN DISTRICT	18529	21.00		BAR EXTENSION 20/03/2010
15/01/2010	INLAND REVENUE	18530	11,573.90		PAYE & NHI
15/01/2010	CASH	18531	392.85		ELGIVA PETTY CASH
15/01/2010	DACORUM BOROUGH	18518	1,787.10		WINTER 2010 BEDDING
15/01/2010	WICKSTEED LEISURE	18520	279.88		PLAY EQUIPMENT SEATS
15/01/2010	TOTAL BUTLER	18521	1,117.23		WHITE ROAD DIESEL
15/01/2010	SIMON COLLINS	18522	157.32		HANGING BASKETS NOVEMBER 09
15/01/2010	TRINITY MIRROR	18523	210.68		GYM ADVERT
15/01/2010	P A HAWKES	18524	57.50		ARTWORK AMERSHAM T/GUIDE
15/01/2010	LIFETIME	18525	150.00		CORE STABILITY COURSES
15/01/2010	SUMMIT HYGIENE	18526	620.77		CLEANING SUPPLIES
15/01/2010	BFS GROUP LIMITED	18527	484.24		CR OUT OF DATE MALTESERS
15/01/2010	NANTMOR BLINDS LTD	18532	232.14		ROLLER BLINDS
15/01/2010	ORBITPRESS LTD	18533	197.00		SUMMER WORKSHOP LEAFLETS
15/01/2010	CAROL WILES	18534	1,065.00		CONTRACT CLEANING
15/01/2010	GOCOLD LIMITED	18535	1,313.21		SUPPLIES
15/01/2010	DAYLA LIMITED	18536	1,366.61		SUPPLIES
15/01/2010	GEO BROWNS IMPLEMENTS	18519	2,415.26		SERICE & SUPPLIES
15/01/2010	TELEPAY WAGES/SALARIES	D/D	36,905.62		SALARIES JANUARY 2010
20/01/2010	BRITISH	D/DA	54.59		ALARM LINE RENTAL
22/01/2010	CASH	18537	185.84		OFFICE PETTY CASH
22/01/2010	GT ORMOND STREET	18547	250.00		DONATIONS COLLECTED ELGIVA
22/01/2010	CPRE	18548	29.00		SUBSCRIPTION 2010/2011
22/01/2010	LEN VOCKINS GARDEN	18538	2,846.25		CUT CENTRAL HEDGE
22/01/2010	HAWES SKIP HIRE LIMITED	18539	278.30		SKIP EXCHANGE

At : 12:03

LLOYDS CUR/CALL A/CS

List of Payments made between 01/01/2010 and 31/01/2010

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/01/2010	SPALDINGS (UK) LIMITED	18540	40.02		HAND POWER PULLER WINCH
22/01/2010	A & G TREE SERVICE	18541	150.00		CHRISTMAS TREES
22/01/2010	A WEATHERHEAD EFF.	18542	391.00		EMPTY SEPTIC TANK BUNGALOW
22/01/2010	AMERSHAM TOWN COUNCIL	18543	90.85		CLEANING TOWN HALL GUTTERS
22/01/2010	LYRECO UK LIMITED	18544	275.23		MILK JIGGERS
22/01/2010	MULBERRY & CO	18545	310.50		ADVICE RE MOOR GYM & SWIM
22/01/2010	PHONOGRAPHIC	18549	113.86		PUBLIC PERFORMANCE FEES
22/01/2010	TS.COM LIMITED	18550	281.04		VENUE TRANSACTION CHARGES
22/01/2010	E.ON ENERGY	18551	52.84		ELECTRICITY CHARGE
22/01/2010	BUSINESS PUBLICATIONS	18552	411.25		GYM & SWIM TOWN GUIDE 2009
22/01/2010	LAMPS & TUBES LTD	18554	3,661.00		REMOVE & REPLACE TREE LIGHTS
22/01/2010	BROADWAY NEWS	18555	53.77		NEWSPAPERS
22/01/2010	CHURCHES FIRE SECURITY	18556	282.13		FIRE EXTINGUISHER SERVICE
22/01/2010	BRITISH GAS BUSINESS	18546	1,248.41		GAS CHARGES
22/01/2010	HM REVENUE & CUSTOMS	18553	6,638.44		VAT PAYMENT AT 31/12/2009
28/01/2010	VEOLIA ENVIRONMENTAL	D/D	307.86		CONTAINER EXCHANGE
29/01/2010	FIRST FLOOR CARPETS	18557	2,021.00		REPLACEMENT FLOORING
29/01/2010	IRIS PAYROLL SOLUTIONS	18560	64.62		EARNIE STATIONERY
29/01/2010	SLCC ENTERPRISES	18562	305.00		MEMBERSHIP 2010
29/01/2010	CHILTERN DISTRICT	18563	611.81		CLEANSING JANUARY 2010
29/01/2010	NTL GROUP LIMITED	18564	260.23		TELEPHONE CHARGES
29/01/2010	PANASONIC UK LTD	18565	448.22		RENTAL & COPY CHARGES
29/01/2010	P & T INDUSTRIAL	18566	133.01		WINDOW CLEANING
29/01/2010	THE HOUSE OF COFFEE	18568	39.60		WHITENER
29/01/2010	HAWES SKIP HIRE LIMITED	18569	284.35		SKIP EXCHANGE
29/01/2010	PLASTIC BOX COMPANY	18570	24.22		EXTRA LARGE PLASTIC TIDIES
29/01/2010	K C & CO (AMERSHAM) LTD.	18571	185.65		WATER LEAK & REAFFIX BASINS
29/01/2010	LAMPS & TUBES LTD	18572	501.73		CREDIT 2ND CHARGE FOR BULBS
29/01/2010	OUTSIDE INN DISTRIBUTION	18573	563.39		GAS CYLINDER & WINE GLASSES
29/01/2010	SAMUEL FRENCH LTD	18558	3,957.93		PROFESSIONAL ROYALTY FEES
29/01/2010	MR S PEARSON	18559	107.13		PCI DSS SUBSCRIPTION
29/01/2010	CHESHAM ASIAN WELFARE	18561	288.00		DONATION 2009/2010
29/01/2010	BUCKS COUNTY COUNCIL	18567	8,192.25		SUPERANNUATION JANUARY 10
Total Payments			118,041.66		

CHESHAM TOWN COUNCIL

INFORMATION SHEET FOR COUNCILLORS TO THE COUNCIL MEETING OF

OF 22nd FEBRUARY 2010

List 18 of 2009/10

34. **Post Office – 79 – 81 High Street, Chesham. HP5 1DE.**

Attached is a letter from the Post Office regarding the Re-Opening of Chesham Post Office.



Mr W Richards, Town Clerk
Chesham Town Council
The Town Hall
CHESHAM
HP5 1DS

10 February 2010

Dear Mr Richards

Post Office[®], Chesham branch
79-81 High Street, Chesham, HP5 1DE

Branch Re-opening

I am pleased to inform you that we will be restoring Post Office services to Chesham, on 22 February 2010.

As you may recall from my letter dated 18 November 2009, Post Office Chesham branch closed on a temporary basis on 13 November 2009. I would like to apologise for any inconvenience the ongoing closure of this branch may be causing to our customers in Chesham.

I can assure you that it has remained our intention to provide a Post Office service to our customers in this area of Chesham. Unfortunately, we have not, as yet, identified a permanent solution to providing services in the local community, in the longer term. However, I can confirm that a temporary agent has been appointed to operate the branch at the above premises, while we continue to work towards a longer term solution.

This interim service will be operated from the same location as the former branch, and will offer the same wide range of Post Office products and services.

Details of the new service, including the range of facilities and opening hours, are provided at the end of this letter. If you have any questions you wish to raise about the new service, please feel free to contact our National Consultation Team at the address shown below, who will co-ordinate all responses on my behalf. You may wish to share this information with those people within your organisation who you feel would have an active interest in this matter. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them "In Confidence".



This change to the Post Office network is being carried out in accordance with the Code of Practice for changes to the network, as agreed with Consumer Focus, the national consumer organisation. A full copy of the Code of Practice is available on our website at www.postoffice.co.uk/networkchange, and selecting FAQs, or by contacting us at the address provided at the end of this letter.

I would like to thank you for your patience during the time taken to resolve this situation. We hope that you and our customers support your local Post Office service.

Yours sincerely



Peter Wilkinson
Field Change Advisor

How to contact us:

✉ Post Office Limited
c/o National Consultation Team
PO Box 2060
WATFORD
WD18 8ZW

✉ consultation@postoffice.co.uk

For further information contact:

☎ Customer Helpline: 08457 22 33 44
Textphone: 08457 22 33 55

🌐 www.postoffice.co.uk

Details of the service:

Chesham branch
79-81 High Street
Chesham
HP5 1DE



Opening times

DAY	HOURS
Mon to Fri	09:00 - 17:30
Sat	09:00 - 12:30



Services

The same range of services will continue to be available. Customers can still collect benefits in cash using our everyday banking services or Post Office card account.



Parking

Parking facilities will be as before.



Access and facilities

Access and facilities will remain as before.

Post Office Limited can provide information and receive comments (where appropriate) in alternative formats, for example, to assist the visually impaired. To obtain further specific information, please contact the customer helpline on 08457 22 33 44 or textphone 08457 22 33 55.