

# Chesham Town Council

Bill Richards  
Town Clerk



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26<sup>th</sup> May 2020

Dear Councillor ,

I hereby give notice of a meeting of the **COMMUNITY, ASSETS AND ENVIRONMENT COMMITTEE** to be held remotely in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, on

**MONDAY 1<sup>st</sup> JUNE 2020 AT 6.30 PM**

## AGENDA

1. Election of Chairman and Vice Chairman for the Administrative Year 2020/21.
2. Apologies for absence.
3. Declarations of Interest.
4. To receive and confirm the Minutes of the Recreation and the Arts Committee meeting held on 17<sup>th</sup> February 2020
5. Covid 19 and 'Return to Work' Strategy
6. Climate Emergency & Environmental Update Verbal Update.
7. Town Guide 2020

Yours sincerely,

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

Bill Richards  
Town Clerk

Publication date: 27 May 2020



# Chesham Town Council

continued . . .



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

## **AGENDA ITEM NO: 5 – COVID 19 AND RETURN TO WORK STRATEGY**

**Reporting Officer: Bill Richards (01494 582824)**

### **Summary**

1. To consider a Return to Work strategy through a phased approach during the current Covid -19 virus.

### **Background Information**

2. The Council's three main facilities – the Elgiva, Town Hall and Gym and Swim Centre – have been closed since the government decreed on the closure of all public buildings from the 16<sup>th</sup> March.

### **Financial Implications**

3. As outlined within the report

### **Strategic Objectives**

4. Accords with all the Council's strategic objectives.

### **Environmental Implications**

5. Non applicable

### **Equality Act Implications**

6. Non applicable.

### **Detailed Consideration**

7. In respect to reopening any public building, the Council is of course beholden to government legislation first and foremost as to when they can reopen. It is likely this is done in 'waves' and appears likely that the Town Hall may be earlier to open than the theatre or open-air pool.
8. Members who were present at the last special Finance meeting, will have received the excellent presentations – both verbal and written - from the two respective managers of the Elgiva and Gym and Swim Centre and their plans are **attached**. Not a great deal has changed at the time of writing but with government advice and legislation changing on a weekly basis, any developments will be duly brought to this Committee for consideration
9. It could be argued that the Town Hall is the most important facility to reopen in terms of serving the most vulnerable members of the community and continuing

to operate the essential democratic service side of the Council's operation. Accordingly, officers have been preparing a Return to Work policy which should mean the Town Hall is accessible to the public once the government gives the all-clear to do so.

10. The draft document is also duly **attached** for the Committee's consideration. As can be seen, the Parks and Premises team is already beginning a system for social distancing and safety measures in terms of the Council's staff, the most obvious being the installation of a Perspex screen at the reception area. The most significant proposal is to have a phased re-opening to the public. With two Town Hall staff highlighted by the government as being vulnerable to Covid-19, it is planned to have them to continue to work from home and open on Wednesdays and Fridays (hours to be decided) to the public since these are the days the Administration Assistant works. Having these two members of staff still working from home and dealing with phone calls and emails, social distancing in the office can be more easily achieved in the staff areas.
11. The Parks and Premises team have been working throughout the virus outbreak but initially on a two team shift system to avoid infection amongst the whole workforce. Now however they are working a full 37-hour week, albeit still in two teams with staggered start times to reduce the risk of general infection. Services have gradually reopened and, this week, vehicular access to the cemetery has been restarted. With the Parks and Premises team in work during Covid-19 a comprehensive Risk Assessment was undertaken and is duly **attached** for Members' information. Such Risk Assessments are now being undertaken for the other services in preparation for reopening.
12. With the recent news that open-air markets can recommence, the Policy and Projects Officer is looking at the financial viability and the logistics of social distancing before decided whether the Local Produce Market could and should be reopened.
13. The Clerk has agreed certain low level spends to ensure health and safety is maintained for both public and staff during this difficult period. However, it is officers' intention to invest in a sanitising electric sprayer which, with the disinfectant, costs around a £1,000. It will be used by the Parks and Premises team and caretakers to disinfect all our buildings and is believed to be a better and more economic option than asking an outside company to deep clean all our buildings.

**Recommendation**

**That the Return to Work policy for the Town Hall be noted and agreed and the purchase of a sanitising electric sprayer be noted.**

## COVID 19 REPORT – ELGIVA MANAGER

### Elgiva Theatre Re Opening - Financial & Operational Implications

There are numerous unknown factors that make it very difficult to give an accurate financial impact projection relating to the COVID-19 enforced closure.

These are just some of the factors:

1. There is no date given by the Government for the re-opening of theatres. It is likely that hospitality and entertainment venues will remain closed even after the current lock down measures are relaxed
2. Government may initially impose restrictions on venues to retain a measure of social distancing reducing venue capacity and bar/ice cream sales
3. Availability of continued government funding: staff furloughing, business interruption etc
4. Customer confidence regarding attending events, at least initially, will be negatively affected especially among older audiences.
5. The date and manner in which schools are re-opened. Many of the events in our summer programme are hires from schools and colleges or dance and drama schools. If the schools are not reopened then they, and the dance schools will not be able to stage their event. Even if schools reopen prior to the event the groups may not have been able to prepare or rehearse for it.
6. Limited availability of viable events to programme which means the replacement programming will be reliant on classic film and older satellite screenings where available.
  - a. Live screenings have been cancelled or rescheduled in line with the host venues closure e.g. National Theatre and Glyndebourne
  - b. Cinema releases have been rescheduled by distributors or release on digital and satellite platforms
  - c. Almost all touring companies have cancelled their summer tours
7. Customers have developed new sources of entertainment e.g. Netflix, whose subscriptions have massively increased.
8. August is already a difficult period to sell tickets for theatre events

### Current position

In June and July, all films and live screenings have cancelled or are looking to reschedule. The remaining three touring shows all wish to cancel or reschedule to the Autumn or Spring. Over 50% of the programme is made up of Educational or dance/drama school hires. Our summer school is still planned to go ahead with the remainder of August allocated to maintenance. The Autumn season will open slightly earlier than normal on August to accommodate the various rescheduled events.

### Operational Considerations

It is likely that the government will require additional safeguards to be installed prior to re-opening for both customers and staff.

- Potential social distancing within the auditorium which would significantly reduce the theatre's capacity. The total seating would drop from 300 to 87 by seating in alternate rows and providing a suitable gap between customer groups. This would require all bookings to be made via the box office rather than online. This would seriously impact the financial viability of the events especially for the schools and dance schools. With this capacity it is unlikely that they could cover show costs.
- Additional management of queues and access for toilets and points of sale would be required. This would require additional ushers and extend service times.

- It may be difficult to attract sufficient volunteer ushers to cover these additional requirements. Many of our volunteers are 60+ and therefore in a higher risk category. Some have already expressed their concerns about returning in the immediate future
- PPE for staff specifically Front of House and bar staff. Masks, visors, hand sanitisers and installation of screens at all point of sale. Costs are currently being examined.
- Our cleaning regime will need to be enhanced with regular deep cleans of public areas increasing the requirement of the cleaning contractor.
- Marketing and promotion would be needed ideally at least 6 weeks, but minimum 4 weeks in advance of the first event. Marketing will need to be strengthened to combat the factors outlined earlier. An emergency 'brochure' would be required which would probably take the form of a flyer similar those currently produced for cinema.
- Front of house staff will require additional training to cover PPE measures and to refresh existing knowledge

### **Staffing**

Requirements will vary slightly depending on when the reopening occurs and the level of programming to be supported at that time. Although the capacity of the venue maybe reduced there would be little impact on the number of staff required. If the re-opening were to be beginning of August, then this timetable could be reduced. A guide timetable would be:

#### **Six weeks prior to opening:**

Marketing Officer to be brought back six weeks prior to the opening to enable them to contact companies and draft, agree and implement individual marketing plans. The first task would be to produce an interim brochure to promote the programme. The summer What's On was halted due to the closure.

Four weeks prior

Technical Manager and Senior Technician to be brought back to contact and meet various hirers

Two weeks prior

Front of House staff who are all part time and the majority being casual workers. To receive training regarding new procedures and refresher training to include emergency procedures, till systems etc

### **Financial Implications**

The best case, financially, requires the government to lift the closure requirement for theatres by the end of this month and schools re open fully in the near future. If that occurs, then we may retain the existing school and community programme which represents 50% of the remaining summer programme. A reduced programme of 'classic themed cinema', old live screening titles and community focused activities such as our open day could be added to supplement this.

More realistically I feel:

- Theatres will remain closed after other social distancing measures are relaxed
- Social distancing measures will be required on reopening
- Schools may look for a phased return making it difficult for them, and therefore dance schools etc to prepare for a theatre show.
- Customer confidence initially will be low, and many people will be nervous about mixing with others. This would be especially true for our cinema and live screening demographic who have an older age profile
- The increased popularity of Netflix etc coupled with low customer confidence will have some impact on the programme initially

If this is true, we will lose most if not all of the existing programme. If opening in June or July, we will need to create a new, limited programme, as described in the best-case scenario. We will also need to allow enough time to promote and sell tickets once a reopening date has been confirmed. This programme, whilst keeping the theatre active, would not be financially viable,

especially if social distancing measures are required. Social distancing protocols would limit both audience and equally significantly, performer numbers.

I would therefore suggest that, from a financial point of view, a September reopening is the most likely outcome. This is assuming the government's job retention scheme funding is extended beyond the end of June. If the closure extends through into August, then the position would need to be re-assessed.

## **GYM AND SWIM MANAGER'S REPORT**

### **PREPARATION FOR REOPENING**

For us it's going to be very straightforward to carry out a deep clean. We already have sufficient amounts of cleaning product and a bank of staff desperate to get back to do something once furloughing has ceased.

The new Town Hall evening caretaker (who could not be furloughed due to the date he commenced) has been (along with the Centre Manager), over the past few weeks spray bleaching all door handles, push plates and commonly used areas etc knowing that there will be a point of reopening although possibly with restrictions. The Centre Manager has also been undertaking routine essential maintenance such as checking boiler operation, state of pool cover etc to ensure no major systemic breakdowns at the facility.

Selecting services for a staged reopening.

It is difficult to know how and when the Centre will be reopened but it appears Leisure Centres will be lower in the government's priorities than other more economically driven services. If, in the unlikely event of the government lifting social distancing entirely in one go, I am confident that the Centre will be up to capacity in usage almost immediately due to the public's desire to exercise both in pools and the gym. Indeed, my main concern would be the facility getting swamped by potential clientele and certainly I am not envisaging any need to advertise.

However, I am expecting that there will be staged reopening and this is unique to each business. I have already put thought to the use of outdoor areas we manage and maintain in order to 'spread equipment out' in order to maintain some level of social distancing. Fitness classes for instance with appropriate social distancing. Although a good idea in principle, it may pose health and safety and security issues to be further considered.

The options open to us as to a staged reopening of the main building are as follows:

- booked and time limited gym sessions (time limited easy to monitor but a booking system could be problematic)
- preferential access granted to members who have continued to pay membership throughout the shut-down (could create a security/safety/gym access issue for staff)
- lane swimming introduced for all adult swim times and bather numbers limited whilst control measures are in place.
- general swimming times will be more difficult to manage if we are intending to 'manage some kind of controlled social distancing', the most we can do is to display appropriate signage requesting swimmers adhere to the guidelines
- pool hires will need to be either postponed or managed access implemented should the inflatable be in use/already paid for

Our problem will arise in the changing rooms.

It is possible that individual changing tents be placed onto poolside as an alternative to group changing. These are readily available on Ebay from £20, showering will not be possible considering any restrictions imposed/suggested.

The gym goers tend less to access changing rooms, this is due mainly to no separate dry changing area, but should a gym member require a shower/change facility, then it is possible that a designated shower area be provided.

With all measures there will need to be a structured, timed review either led by government guidelines or our own with the intention of relaxing controls.

## 1<sup>st</sup> Phase re-opening of Town Hall

- One member of staff already onsite dealing with daily incoming/outgoing post and taking deliveries for Depot.
- Signage to be out outside Town Hall with entry rules and queuing rules.
- Signage redirecting all queries to Buckinghamshire Council and a contact telephone number for their services to avoid unnecessary queuing.
- Signage explaining no toilets available at the front of the building to avoid unnecessary queuing.
- Gloves/masks/5l hand gel/specialist cleaning spray to disinfect all areas has been **purchased.**

### Reception

- First phase to open 2 days a week on Wednesdays and Fridays to deal with Town Council queries such as Allotments/complaints etc.....
- Perspex screen to be installed by depot with a small opening at the bottom to allow card payments. **Purchased**
- 'One in One out' at reception at all times
- Card payments only no cash handling.
- Tape at reception respecting the 2m distancing rule from the hatch.
- Hand Gel machine upon entry.
- Masks and gloves for all staff.

### Queuing

- 'One in one out' system.
- Queuing down the side of the building near the Community Hall doors clearly marked with tape 2m apart.
- This will ensure that people queuing will not come in contact with those leaving the building.

### Cleaning

**Dependent on Caretaker no longer being furloughed, may need be Evening Caretaker and possibly hire outside cleaner.**

- Caretakers to come in for 2 days prior to opening and to each tackle ground floor/first floor separately while closed to the public with specialist sprays and carpet cleaning. Possibly may also need to employ outside cleaner for a couple of days also.

- Possible purchase of deep clean steam sprayer with specialist disinfectant for all rooms, office and reception designed to reach all areas of the room, operated by the depot for all properties to use.
- Gloves and masks purchased.

## Office

- Hand Gel pump for office staff
- Hand washing facilities for staff only (Community Hall Kitchen)
- All Deliveries to be left in reception so no contact with drivers.
- Staff to wear gloves/masks where appropriate.
- Staff to stick to distancing rules where possible. Minimal staff to be onsite to just deal with enquires on the nominated days.
- Vulnerable staff and staff with vulnerable family members to be the last to return to work and will continue with home working this will also help with social distancing within the office.

*Issues: Town Hall will have empty rooms should staff be able to work but there are no facilities to plug in PC's or printing and VPN will not work when you are in the same building as your computer.*

## Toilets

- Toilets to be closed to the general public
- To be deep cleaned daily by caretaker with specialist spray for the safety of the staff

## Bookings – Possible Phase 2 – Initial Thoughts

- This will have to be looked at once we have an idea of which group bookings will be coming back. There will be the issue of decreased numbers allowed for the groups due to the size of the rooms respecting social distancing which may require free upgrades to larger rooms or the possibility of cancellations if this can't be done. Rooms will be set respecting social distancing as opposed to requests.
- Very dependent on central government guidelines.
- Groups/bookings to ensure and take responsibility with a designated “responsible person” to ensure that social distancing is respected during their time in the Town Hall

- Caretakers to have minimal contact with the general public and this may require a larger time gap between bookings to allow the caretaker to access the room and clean down tables, door handles in-between hires wearing PPE.

## Coronavirus Risk Assessment

Location/Dept: Parks & Premises Team		Date Assessed: 13 May 2020			Assessed by: Kathryn Graves, Paul Isom, Bill Richards		
Task/Activity: P&P work (coronavirus)		Review Date: <b>Every day after 2pm</b>					
Activity/Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/Priority	Additional Controls Required
Working in the Depot buildings	Contact with persons suffering from coronavirus	Employees Contractors Visitors	<p>If an employee or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>• All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Working in the Depot buildings	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Employees who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to self-isolate.</p> <p>Employees who have returned from overseas should review the latest guidance from the Foreign and Commonwealth Office (FCO). Depending on which country they have returned from, they may need to self-isolate, even if they do not show any symptoms.</p> <p>Employees who have returned from other countries should self-isolate if they start showing symptoms of coronavirus.</p>	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
	Contact with packages or items handled by persons who may have been exposed to coronavirus		<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p> <p>Sharing of equipment kept to absolute minimum and all equipment is cleaned at the start of each shift.</p>	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>
	Disposal of waste that may be contaminated by a coronavirus sufferer		<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p>	5	1	5	<p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

			Should the person tests positive, the Health Protection Team will provide instructions about what to do with the waste.				
Working in the Depot	Contracting and spreading of infection		<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straight away.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently touched objects and surfaces.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>• Social distancing being adhered to at break times</li> </ul> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p><i>Where eligible, employees are strongly recommended to take part in the government’s testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan</i></p>	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p>

			<i>and a decision will be made on when they can return to work.</i>				
Parking at the Depot	Contracting and spreading of infection	Employees	<ul style="list-style-type: none"> <li>Number of vehicles being parked in the Depot has been minimised to ensure social distancing can be maintained for staff when arriving and leaving work at the Depot.</li> <li>Staggered start times are being employed</li> </ul>	5	1	5	
Working out on site	Contracting and spreading of infection	Employees	<ul style="list-style-type: none"> <li>All tasks that can be performed with social distancing are being carried out in a socially distant manner</li> <li>Fixed teams of two have been created so that tasks can be carried out safely, with the minimum number of people possible.</li> <li>Staggered start times are used to minimise contact with other employees.</li> </ul>	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p>
Carrying out tasks where social distancing is not possible	Contracting and spreading of infection	Employees	<ul style="list-style-type: none"> <li>The number of these tasks have been minimised as much as possible</li> <li>Employees living with clinically vulnerable people are not carrying out these tasks</li> <li>None of these tasks involve face-to-face working</li> <li>Activity times kept as short as possible to minimise contact</li> <li>Where people are required to share a vehicle, the driver is fixed, masks and</li> </ul>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

			<p>hand sanitiser have been provided. Staff are advised to open windows to maximise ventilation.</p> <ul style="list-style-type: none"><li>• Waste and belongings to be removed from works vehicle at the end of each shift</li><li>• Works vehicles have a strict cleansing regime</li></ul>				<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p>
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## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

## Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government	Y	Kathryn Graves	
Reviewed and updated the risk assessment to incorporate any changes to the guidance	Y	Kathryn Graves	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available	Y	Paul Isom	
Identified and implemented the (new) recommended control measures	Y	Paul Isom	

## **AGENDA ITEM NO: 7 – TOWN GUIDE UPDATE**

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

### **Summary**

1. To consider a proposal to reduce the print run for the 2020-21 Town Guide and to encourage people to use the online version of the Guide.

### **Background Information**

2. The Town Guide is an annual, printed Council publication, containing information on town events, the Council, tourist attractions, local education, sporting, recreational and leisure amenities, clubs and societies, other useful local information and a directory of local businesses.
3. Each year, the Guide is distributed door-to-door, with additional copies made available at the Town Hall, Chesham Library, through the Chiltern Chamber and on-line.

### **Financial Implications**

4. The Town Guide is to be produced at no cost to the Council, other than officer time.

### **Strategic Objectives**

5. Accords with the Council's strategic objective four, '*To consult with, understand and represent the views and wishes of Chesham.*'

### **Environmental Implications**

6. A reduction in the print run of the Town Guide would reduce the Council's carbon footprint.

### **Equality Act Implications**

7. Large print excerpts of the Town Guide can be produced upon request at the Town Hall office. The online version of the Town Guide can be more accessible to people with visual impairments, thanks to assistive technology.

### **Detailed Consideration**

8. The production of the 2020/21 Chesham Town Guide has been delayed by the COVID-19 pandemic. The publication is funded through advertising income. As the majority of local businesses have been closed for many weeks, it has not been possible for the publisher to sell the advertising space as usual.

9. For this year, the publisher is proposing to produce a limited print run of 4,000 copies (compared to the usual 11,000 copies). The physical copies would be available from community venues (once they have re-opened), rather than the normal door-to-door delivery throughout the town. There would be widespread publicity for an online, downloadable version. This would enable the publisher to offer cheaper advertising for local businesses at this difficult time.
10. The volume of printed paper the Town Council generates per year was highlighted in the recent eco-audit as an area where significant improvements could be made. This proposal provides an opportunity to trial a reduction in the number of physical copies printed. This would enable us to see whether a reduced print-run of the Town Guide is commercially feasible for the publisher and how this change is received by the residents and local businesses.

**Recommendations**

**That a reduced print run of the 2020/21 Town Guide is agreed.**



Bill Richards  
Town Clerk