

Chesham Town Council

Bill Richards
Town Clerk



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4th December 2009

Dear Councillor

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

MONDAY 14th DECEMBER 2009 AT APPROXIMATELY 8.00 PM

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

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

AGENDA

1. Apologies for absence.
2. Declarations of interest.
3. To receive and confirm the Minutes of the meeting of 19th October 2009.
4. To receive and consider the Minutes of:
 - ‘Chesham in Transition’ Meeting of the 12th November 2009 (enclosed).
 - Chesham Action Partnership of 1st December 2009 (to follow).
 - Town Centre Working Group of the 3rd December 2009 (to follow)
5. Revised Estimates 2009/10 and Estimates 2010/11.
6. Devolved Services Update
7. Public Liability Cover
8. Mayoral Protocol
9. Internal Auditor’s Report
10. Update on Pond Park Community Centre
11. Girl Guides’ Centenary Sign
12. Financial Report to the 31st September 2009.
13. Exclusion of Public and Press.
14. Digital Mapping
15. Ice Cream Concession

Yours sincerely,

Bill Richards
Town Clerk

PTO



Chesham Town Council

continued . . .

Circulation

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

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

Publication Date 04.12.2009

Meeting Minutes: Chesham in Transition Steering Committee
 Meeting Date: 12th November, 2009
 Attendees: Phil Folly, Gill Walker, Rob Craig, Tabitha Neal, Julia
 Brammer, Gill Walker, Alison Phillips.
 Apologies: Sarah Rayfield, Donna Forbes, Sally Blackman, Henricus Peters,

ACTIONS

No.	Action	Owner	Due Date
1.	Rob to send out details for joining the Blue Wave in London to coincide with Copenhagen.	Rob	26 th Nov
2.	Tabitha & Alison to start a focus team to develop projects with local schools. Feedback at future Steering Group meetings.	Tabitha	3 rd Dec
3.	Rosie Mann at Ley Hill School has contacted Rob re carbon audit. (Note: Rob has proposed that Rosie comes to November Green Drinks to discuss)	Rob	3 rd Dec
4.	Go through the carbon auditing kit to understand how it works.	All	3 rd Dec
5.	Julia to lobby councillors re the importance of funding for CiT and Gill to support at council meetings when funding is discussed.	Julia / Gill	20 th Nov
6.	Julia to provide outline costs to Michael Brand to justify £500 for carbon auditing.	Julia	
7.	Phil to put in a submission for £500 of government funding for CiT.	Phil	Jan/Feb
8.	Community Event in the Town Hall	Gill	22nd Nov
9.	Julia to contact Mike Moxam to see how many times we can have a stall in the market.	Julia	3 rd Dec
10.	Alison to look at 10:10 website for ideas for leaflets e.g. top ten things you can do to reduce your carbon footprint.	Alison	3 rd Dec

DATES FOR YOUR DIARY

What	Where	When
Blue wave for Copenhagen	Grosvenor Square	5 th December
Green Drinks (last Thursday of the month)	The Drawing Room	26 th Nov 7.30 - 9.30pm
Next CiT meeting (first Thursday of the month)	Rob's House	3 rd Dec 8pm
Beds, Berks, Herts & Bucks – Regional Transition Towns get together. The Farmers Boy in St Albans.		19 th Jan

ITEMS DISCUSSED

1. Spreading the Word – Working with Schools

Rosie Mann from Ley Hill, would like Tabitha to go in and run projects. Tabitha and Alison would like to do more work with local schools as this is a good way to influence change at home.

Tabitha has the opportunity to work with Make Believe Arts, a drama group, and can apply under their name to get funding for arts projects and use their artists. TN would like to develop links with the schools in Chesham to propose that they work together to apply for funding.

Also discussed checking with Shed in the Park, Lyndsay Gonzalez, re whether they would like to be involved.

Alison has copies of Project Genie which was a plan to educate all 7 – 11 yr olds re climate change, developed by Dr Hugh Montgomery. The original project ran out of funding but the materials are very good.

Proposed that we have enough people interested in schools to get a group started to focus on schools. Including trying to get 10:10 onto curriculum.

Owl monitors, monitor usage, some communities place them in the local library so that people can borrow them. CiT planning to buy some to make available for hire.

2. Helping People Reduce Their Carbon Audit

Tabitha queried whether anyone else has signed up to 10:10 and whether they have calculated their carbon footprint in order to assess whether they do manage to cut their emissions by 10%. Everyone felt a bit daunted by how to do this and that it would be great to work together to calculate our footprints.

Rob mentioned that we have a kit for community auditing which is community led rather than paying experts to come in. The community who came up with this have reduced their energy use by 20% in the first period (year). Discussed going through the kit together at the next meeting in order to familiarise ourselves with the concepts. We could then work together to go through the audit for ourselves to calculate our carbon emissions. We can then evaluate whether we could run an open meeting where we take others through the kit. This could be a great way to get people interested...as well as reducing their emissions it would also be an opportunity to save money, which is more likely to get them interested.

To help with auditing, owl monitors, can be installed to monitor usage, some communities place them in the local library so that people can borrow them. CiT planning to buy some to make available for hire.

Rosie Mann has also contacted Rob re carbon auditing Ley Hill. She is going to come to Green Drinks to discuss.

3. Funding

Apparently some members of the council are recommending that we get £400 of the £1000 requested. Julia offered to lobby councillors re supporting CiT. Gill will represent our interests during our discussion.

Michael Brand from Bucks CC has offered £500 towards carbon auditing. Julia needs to provide rough outline of cost and what we are going to do with it. Julia has a quote from a carbon auditing expert to audit Chesham is a town, we could use this as the outline for the cost. We can then decide on the most effective way to use the money for auditing.

The government are offering funding but bids need to be in by 26th November. ChAPs exist to support small groups to apply for funding from government bodies etc. Phil to put in a submission for £500 for CiT.

4. Energy Group

Would be good to have an event where people who have been focusing on saving energy, e.g. green builds, wind or solar sources. People who have actually done this and can talk about their experience. The cheapest thing you can do is to insulate, plug drafts etc.

Carbon Clinic – how to assess you usage and then tips on how to reduce it. Need to find out how to do this. One of biggest is the house...Alison to have a look at the 10:10 website to see what else we could add in e.g. the top 10 things you can do.

5. Strategy

Plan for unleashing May 2011.

Discussed whether we have enough people involved. People in the Steering Group are committed but everyone has other responsibilities so difficult to find enough time. Consensus was that there are enough people in the Steering Committee but need more people involved in Working Groups focusing on specific areas, like Schools & Energy. It was felt that it might be easier to get people involved in smaller groups.

Ideas about how to get more people involved. Tring found the best way was to appeal to people's desire to save money but putting ££ signs on their marketing.

Bearing in mind the make up of the population of Chesham, we need to make contacts with other communities e.g. Mosque. Community event on 22nd Sunday evening in the Town Hall. Networking event for community leaders will tie in with carnival next year, re multicultural. Mohammed Bahti initiated the event funded by Michael Brand. Gill attending, others to join her if they can.

We felt it would be easier to develop cross-cultural links from each of the smaller groups, e.g. schools groups, local produce group. Groups to be mindful of trying to involve other communities.

Can we get leaders of faiths involved e.g. by holding a cross-faith Transition Meeting. Build on Patrick Holden's idea of Faith in Food. Is Colin Cartwright from Fair Trade interested in joining us? Would showing films in different schools mean that we would reach different people? Chesham Park have got a film club.

6. Local Produce Market

Could we use the Local Produce Market to raise awareness? The first one is in May 2010, which would give us time to get organised and would be a year before the planned unleashing.

Proposal to host a local produce market with the Town Council...if enough interest could become a regular thing...either Town Centre (market square) or the Park. Most producers want it in the town centre. Producers will get a free stall for the first event, planned for May 2010. It is not planned to be a Farmers' Market where food may come from some distance away, but rather a local food market, it

is about reducing food miles and Transition Issues. CiT can have a stall, good opportunity to get the message out.

Planning a Saturday in May. So time to get funding and get organised. Radius of 10 miles?? Should we stick to ideals versus need to be pragmatic and have enough range of food to get people interested? There would need to be enough stalls / traders present for people to be interested and for the event to gain momentum and continue running.

**Chesham Action Partnership
Management Committee Meeting
Tuesday 1st December 2009 at Chesham Town Hall**

M-12.09-1

In attendance:

Dr Tom Gorsuch (Chairman)	Chesham Society
Mr David Carter (Treasurer)	Chesham Society
Ms Kathryn Graves (Secretary)	Chesham Town Council (CTC)
Mr Bill Richards	CTC
Mr Fred Wilson	Chesham Chamber of Trade and Commerce
Ms Barbara Richardson	COPAG
Mr Phil Folly	COPAG/Chesham Environmental Group (CEG)
Mr Cecil Sinclair	Chiltern District Council (CDC)
Mr Umar Hayat	Chesham Asian Welfare Society (CAWS)
Mr Masud Ahmed	CAWS
Mr Ken Austin	Chesham Community Vision/CEG
Mr Hugh Wilson	Chesham Resident
Mr Malcolm Godwin	Buckinghamshire County Council (BCC)
Mr Rod Culverhouse	FastBreak Sports
Mr David Gardner	CDC
PCSO Anish Sharma	Thames Valley Police (TVP)
PS Mel Mutch	TVP
Ms Deborah Taylor	Bucks PCT
Cllr Merrin Molesworth	CTC
Cllr Noel Brown	CTC, CDC, BCC
Dr Siobhan Bygate	Chesham High School
Ms Pei Harper	BCC Adult Learning and Libraries

Apologies:

Management Committee: Cllr Gill Walker – CTC, Ms Alison Derrick – BCC, Ms Rachael Tomkins – BCC Community and Youth Engagement.

Ms Irene Perrin – Shed@ThePark, Ms Moira Hamer – Amersham & Wycombe College, Mr Mark Young – Nexus, Mr Kevin Patrick – Chesham Park Community College, Ms Rachael Tomkins – BCC Community and Youth Engagement, Mr Ed Fraser – Compuhealth, Ms Angela Martin – BCC Adult Learning and Libraries, Dr Alan Morris – Rotary Club of Chesham, Ms Julie Murdoch – Business Link.

Apologies for lateness were received from Cllr Noel Brown.

1. Minutes of the Meeting of 20th October 2009

The minutes of the meeting of the 20th October 2009 were agreed as a correct record.

2. Matters Arising

(i) Profile of Chesham

Dr Tom Gorsuch reported that the Profile of Chesham had been distributed to Chiltern District councillors.

Mr Rod Culverhouse, Mr Masud Ahmed, Mr Hugh Wilson and Ms Pei Harper arrived at 2.08 pm.

3. Proposed New Projects

(i) Fairtrade Town Award Celebrations

Ms Kathryn Graves (KG) explained that Chesham was the first town in Buckinghamshire to achieve Fairtrade Town status and that a community celebration was being held in the Town Hall during March 2010 to celebrate five years of maintaining Fairtrade status and to raise awareness further. The event will include presentations, activities for children, food tasting and will feature local producer stalls to promote local trade as well as Fairtrade. The Chesham4Fairtrade group made an application for £250 to assist with the cost of the event.

TG opined that this application was peripheral to the objectives of the Chesham Community Vision (CCV). Mr Ken Austin said that part of the CCV is to preserve the unique identity of Chesham and that Fairtrade Town status is one of the characteristics that distinguish the town from its neighbours. There was a consensus that this project was worth supporting and it was agreed to provide a grant of £250.

Cllr Noel Brown and Dr Siobhan Bygate arrived at 2.11 pm.

(ii) CAWS Education Event

CAWS submitted a funding application to assist with the costs of an education event held in October 2009 to raise awareness of education attainment issues and concerns in the Asian community.

Some people raised the concern that the event appeared to be exclusive in that it was aimed specifically at the Asian community, and it was suggested that this project could also have targeted white, working class boys who are also known to suffer from educational under-achievement. However, Cllr Merrin Molesworth said that she had attended the event and found it well-attended and open to the whole community.

TG explained that he had received an email from Chiltern Racial Equality Council (CREC) stating that educational under-achievement in British-Pakistani pupils is a substantial part of their five-year strategy and that CREC is looking to work with CAWS. Mr Masud Ahmed (MA) responded that it was not the intention of CAWS to duplicate CREC's work and that CAWS would be happy to hold discussions with CREC.

Cllr Noel Brown (NB) felt that the group should support CAWS because it has been active in getting the British-Pakistani community more involved in education and

wider activities in Chesham. NB suggested that CREC should be encouraged to link in with CAWS, rather than vice versa. NB opined that he was in support of the bottom-up, community-led approach of CAWS.

Mr Fred Wilson (FW) noted that there had been limited funding support from local businesses for the October event and suggested that CAWS contact CCTC for assistance.

Following some discussion, the group agreed that it would be permissible to provide a grant to cover the funding gap for the October event. As the exact funding gap was not known at this time it was agreed that, subject to the provision of the accounts, a figure of up to £400 would be granted to cover the funding shortfall.

TG said that the Management Committee would welcome an application in 2010 for further, inclusive activities.

(iii) Pond Park Community Building

A project form was distributed and Mr David Gardner (DG) updated the group on the work being done to assess the need for a community building in Pond Park. The Pond Park Community Association (PPCA) intends to present the findings of its research after Easter 2010.

(iv) Shelley Gardens

Copies of the grant application from PPCA for £1100 were distributed to the group. The purpose of the project is to provide professional support to write a bid for a £50,000 grant from Changing Spaces to fund fencing, tree work, planting, signage and sculpture in Shelley Gardens, with the possibility of additional work in Batchelors Way. This would be a continuation of the successful £10,000 project conducted to regenerate Shelley Gardens during 2008-09.

It was noted that Mr Peter Yerrell will be standing down from the chairmanship of PPCA and concern was expressed that the project may flounder in the absence of a chairman. DG explained that a new chairman will be in place shortly and that the working group is comprised of many partners, so he is confident that the project will be able to continue.

There was widespread support for the objectives of the project and the committee agreed to provide £300, to match the funding provided by Chiltern District Council. Mr Malcolm Godwin (MG) offered to investigate whether he can release any funds to assist with this project.

4. Chesham Sign

KA outlined his idea to identify and define Chesham using signage at the entry points to the town. The aim of the project is to encourage people to stop in Chesham and explore the town rather than just driving through. KA also said that we needed to

generate greater civic pride within Chesham, as the town's residents will be its most effective ambassadors.

Concern was expressed that signage alone would not be effective and could be an ineffective use of money. NB said that traffic surveys indicated that only 30% of traffic comprises vehicles travelling through the town, so signs at the town's periphery may not be the best location. However, the age of these data sets was queried in terms of their relevance to the current situation.

During further discussion, the opinion emerged that this project was unlikely to have much impact in isolation, but could be successful if combined with other projects that celebrate and promote a sense of place in Chesham. DG said that projects such as this should be considered as part of revisiting the Visitor Strategy. This could be done by a small sub-group that reported back to ChAP. FW said that the Chamber would be interested in contributing to this work. KA and DG will work together on revisiting the Visitor Strategy.

An ancillary proposal for a four-sided display in the town centre, carrying information about Chesham itself and about each of its three twin towns was considered interesting but that it should be forwarded to the Twinning Association for progression.

Dr Siobhan Bygate left the meeting at 2.59 pm.

5. Reappraisal of the Chesham Community Vision

Mr Bill Richards (BR) outlined the discussions held by a sub-group to re-appraise the CCV. The group had agreed that the basic aims had not changed, although many members of the group were comfortable with the idea that the town's global responsibilities should be acknowledged within the vision. TG was keen to emphasise that he did not believe that this should be a prime objective.

As a next step, the sub-group members are identifying projects relevant to the vision which have been completed and those which are outstanding. The group identified six priorities with a lead member for each. The priorities were: Education, Pond Park Community Centre Development, the Built Environment, Business Services, the Sustainable Environment and the Visitor Strategy.

FW stated that the group were very keen to receive feedback from other members of the group on these priorities and that any information should be provided to TG or KG.

BR said that the sub-group would welcome the input of Thames Valley Police in relation to any particular priorities relating to crime and anti-social behaviour. PS Melvin Mutch agreed to feedback to BR.

Action: PS Mel Mutch

Mr Umar Hayat, Cllr Noel Brown and Ms Pei Harper left at 3.10 pm.

6. Any Other Business

(i) Flooding

Cllr Hugh Wilson (HW) queried whether one organisation had been designated as the lead organisation responsible for dealing with flooding. HW opined that many landowners and tenants in Chesham, particularly in the High Street, are not aware of the flooding risks, or what their responsibilities are. HW also informed the group that the county council has been allocated £200,000 to investigate flood risks, with High Wycombe and Chesham being the priority areas. It was agreed that this issue should be raised at the next Local Area Forum (LAF) meeting.

(ii) Victorian Shopping Evening

FW provided feedback on the Victorian Shopping Evening event which was held on the 27th November. The event was well attended and the Chamber is currently collecting feedback from the groups who held stalls to find out how successful their fundraising was. FW thanked all of those who had been involved in the organisation of the event.

DG said that some small groups may have been unable to participate in the event because of the prohibitive cost of public liability insurance required. FW agreed to feed this back to the Chamber.

Action: Mr Fred Wilson

MG suggested that if ChAP held the appropriate insurance and the event was held under ChAP's auspices, it could be possible for the groups to come under ChAP's insurance.

(iii) Local Area Forum

DG reported that Chiltern District Council and Nexus have made an application to the LAF for money to fund diversionary activities for young people.

BR reported that representatives from the county council had consulted with the town council on the format of the LAF. Whilst the town council's preferred option for representation was to have three town councillors and two ChAP representatives, they agreed to two town councillors and one ChAP representative. This will be fed back to the LAF.

(iv) Chesham Methodist Church

DG informed the group that the Chesham Methodist Church would like to bring some informal proposals to ChAP and suggested that ChAP should extend an invitation to the church to become a member of ChAP. DG offered to contact the church on behalf of ChAP.

Action: Mr David Gardner

(v) Walkers Are Welcome

Mr Phil Folly (PF) reported that the Walkers Are Welcome campaign has achieved more than the 500 required signatures for its petition and has now set up a steering group, which includes two town councillors, one of whom is also a district councillor.

The steering group are now actively looking for a business representative. FW asked (PF) to forward the details on to him, so that he can approach the Chamber for assistance.

Action: Mr Phil Folly

7. Date of Next Meeting

The group agreed to hold future meetings at two-monthly intervals. The date of the next meeting will be circulated with the minutes.

[Post-meeting note: The date of the next meeting is Tuesday 2nd February at 2 pm.]

The meeting closed at 3.28 pm.



CHESHAM TOWN COUNCIL TOWN CENTRE WORKING GROUP

Minutes of the meeting of the Town Centre Working Group held on Thursday
3 December 2009.

PRESENT:

Cllr Jane Bramwell (JEB), Chesham Town Council (Chair)
Kathryn Graves (KG), Chesham Town Council (Minute taker)
Cllr Noel Brown (NB), Bucks County Council (BCC)/Chiltern District Council (CDC)
Chris Schwier (CS), Transport for Buckinghamshire
PS James Benfield (JB), Thames Valley Police
David Carter (DC), Chesham Society
Andy Clarke (AC), Parking Manager, CDC
Jed Elverson (JE), My Chesham/Potter and Ford
Rod Culverhouse (RC), FastBreak

1. MINUTES AND MATTERS ARISING

The notes of the meeting of the Town Centre Working Group held on Thursday 10th
September 2009 were agreed as a correct record.

(i) Street Trees

Arising from *Minute 2(i)* KG reported that she has supplied an idea of the cost of
purchasing and planting per street tree to the Chesham Society. DC informed the
group that the Chesham Society is hoping to use some existing funding to re-plant
trees in some of Chesham's avenues.

(ii) Church Street Cobbles

In relation to *Minute 2(iv)*, DC reported that the cobbles have not yet been restored
to areas with temporary tarmac repairs in Church Street. CS will follow this up.

Action: Chris Schwier

(iii) Youth Club

Arising from *Minute 3(v)*, JB informed the group that the main issue in this area is
underage smoking. Thames Valley Police have been working with the Youth Club to
focus on the problem, and will continue to support the Youth Club in getting the
appropriate messages across to young people.

(iv) Cycling in the High Street

In relation to *Minute 4(i)*, JB said that very few calls had been received in relation to this. No-one had been caught more than once, and there have been no prosecutions. There was a general consensus in the group that people cycling dangerously or irresponsibly are the main concern and it was agreed that it would be helpful for the police to provide education on the issue to those people caught cycling. RC said that he was more concerned by people skateboarding at speed down the High Street.

It was not known whether the revised Traffic Regulation Order for the High Street had been finalised. CS will investigate.

Action: Chris Schwier

(v) St. Mary's Way Verge Maintenance

In relation to *Minute 4(ii)*, CS confirmed that the St. Mary's Way verge and fencing on the park side was the property of the county council.

(vi) Parsonage Lane Wall

Relating to *Minute 4(iii)*, JEB explained that the town council had discussed the possibility of demolishing Parsonage Lane wall (running along the Star Yard side of St. Mary's Way) with a view to replacing it with something more attractive that will enable a view across Star Yard to encourage people driving through to stop in Chesham. CS reported that it is still unresolved as to whether the wall is the property of the county or district councils. CS said that the wall was built on highway safety grounds and that it would be expensive to replace it with some other structure.

JEB agreed to refer the matter back to Chesham Town Council to see if the council wishes to take the project forward.

Action: Jane Bramwell

(vii) Market Square Tree

Arising from *Minute 4(iv)*, KG reported that the town council was looking to plant a tree in Market Square to replace the false acacia tree which had died. The Town Clerk had been on a site visit with a contractor this week to discuss appropriate specimens for Market Square and to replace a dead tree at the junction of Lower Church Street and St. Mary's Way. JEB asked whether NB would consider making a contribution in his capacity as county councillor for the area.

(viii) Germain Street Traffic Calming

Relating to *Minute 6(ii)*, NB stated that the traffic calming scheme has been submitted as a bid to the county council's delegated budget.

(ix) Town Bridge

DC confirmed that the bridge, referred to under *Minute 6(iii)*, has been repaired.

(x) Gullies

Arising from *Minute 4(v)*, DC reported that all of the gullies in Church Street are blocked and that the junction with St. Mary's Way has been flooded for the past few days. CS explained that there is a programme to ensure that all of the county's gullies have been cleared by July 2010. CS will find out where Church Street is on the schedule.

Action: Chris Schwier

NB reported that the county council has successfully bid for funds from the Environment Agency in relation to surface water flooding. However, it may be that the funding will be used to investigate flooding, rather than implementing measures to prevent or alleviate it.

RC reported that the gully near Waitrose has been re-laid and the flooding problem has been resolved.

2. COMMUNITY SAFETY

(i) Victorian Shopping Evening

JB reported that there was a lot less disorder at this year's event, compared to 2008 and that there was a good atmosphere, with no major policing issues.

(ii) Crime Trends

JB informed the group that there had been a significant reduction in criminal activity over the last few months, including the amount of non-dwelling burglaries. There is still a drug dealing problem outside of the town centre, however, JB is confident that the new police commander, Chief Inspector Ian Hunter, will focus on the drugs problem in Chesham.

3. HIGHWAYS

(i) Culvert

CS reported that barriers had been erected around the frontages of properties on one side of Market Square to prevent vehicles accessing these areas. A recent survey has identified a structural problem with the culvert and until the issue is resolved, the amount of weight loaded on top of the culvert will be restricted in this manner. Chesham Building Society is liaising with the county council's Bridges team to resolve the issue, but there is no known timescale for a solution, although it is expected that it may take some months to solve. As part of his Getting Closer to Communities work, John Hemmings will monitor the barriers daily to ensure that they are not moved.

The group discussed the ownership of the culvert. CS explained that when the Environment Agency enmained the culvert in 2008 they only took over responsibility for the river bed and the culvert structure remains the responsibility of the riparian owner.

(ii) Moor Road

CS informed the group that the water-leak on Moor Road is not scheduled for repair at this time. It is intended to drain the water off into the drainage system, but it is not known when this will be done. It is believed that the water stems from a spring. Until the work is carried out, barriers will remain in place. It was suggested that the barriers should be moved closer to the entrance to the Moor hard-standing, as this is where the water is now collecting. It was also suggested that illumination would be helpful as the barriers are difficult to see at night. CS will ask Mike Barber to investigate.

Action: Chris Schwier

(iii) Winter Maintenance

Winter Maintenance has begun and the brochures will be distributed to parishes in the near future. Salt bins should have been filled, but the county council should be informed if any bins are empty. Pre-wetted salt is now being used instead of the molasses-coated salt used last year.

(iv) St. Mary's Way Verge

Maintenance was conducted on the hedge this summer, and will be conducted in 2010 prior to Britain in Bloom judging.

(v) Nashleigh Hill

The road works on Nashleigh Hill will be completed imminently.

(vi) High Street Paviors

It is not known when the next section of High Street paviors will be replaced. However, specific trip hazards should be reported to Highways On Call. KG said that she had reported some raised paviors near the trees outside British Heart Foundation, but no action had been taken other than erecting a barrier around the tree which has now been moved by members of the public. CS will investigate.

Action: Chris Schwier

(vii) St. Mary's Way Belisha Beacon

CS is continuing to pursue the replacement of the Belisha beacon on St. Mary's Way and has been told that it will be replaced in the next fortnight.

4. PARKING

(i) Parking Proposals

AC reported that the consultation on proposed new parking restrictions had closed and a decision on the proposals will be taken by the county council's portfolio holder in the next few weeks.

(ii) Free Parking Days

AC reminded the group that the Chesham Chamber of Trade and Commerce can choose five Saturdays per year to have free parking in Water Meadow car park and emphasised that it is not possible to carry over days from one year to the next.

The Chamber has decided to allocate the days to the remaining Saturdays of 2009. It was agreed that this should be publicised and it was noted that the dates have been included within the first edition of My Chesham magazine. KG will put together a flier to advertise the dates at the Council Surgery on the 5th December.

Action: Kathryn Graves

AC asked KG to consult with the Chamber whether they would prefer the Station or Albany Place Car car parks for the free parking days.

Action: Kathryn Graves

5. EVENTS, PROJECTS AND POLICIES

(i) Chesham in Bloom

KG reported the disappointing Silver result achieved this year, but said that the increased organisation of the group should place it in a position to do better in 2010. It was noted that the RHS judges had raised some highways issues, including the displays on the roundabouts and the presence of weeds in the roads. JEB queried whether it would be possible for Chesham in Bloom to take over the management of the roundabouts. CS said that this would not be possible as the roundabouts are part of a county-wide sponsorship scheme and that there are safety issues connected to carrying out work on roundabouts. However, CS will continue to liaise with the contractor with the aim of improving the standard of the roundabouts.

Whilst CS expressed his willingness to liaise with the Chesham in Bloom group, it was noted that cosmetic works cannot be a priority for Transport for Buckinghamshire. CS suggested that the town council investigates using the Probation Service to carry out physical weed control in the High Street, and also confirmed that some of John Hemmings' hours and the Community Gang could be used to carry out works to improve the appearance of the highways.

(ii) Meades Water Gardens Award

KG informed the group that the Meades Water Gardens regeneration project had won one of the Wild Trout Trust's Conservation Awards for 2009. These national awards are given to recognise excellence in conservation work that benefits all river life.

6. ANY OTHER BUSINESS

(i) My Chesham

JE introduced My Chesham, a new community magazine bringing news and views to the HP5 area on a monthly basis. JE said the he would be happy to highlight and support any issues relevant to the town. Those members of the group who had read a copy of the first issue congratulated JE on the publication.

7. DATE OF NEXT MEETING

The date of the next meeting was agreed as **Thursday 4th March 2010** at 9.30 am in the Town Hall.

**AGENDA ITEM NO: 5 – REVISED ESTIMATES 2009/10
AND ESTIMATES 2010/11**

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. To consider the amount of the precept to be levied on the District Council for 2010/2011 and to make a recommendation to Council for its meeting on the 11th January 2010.

Strategic Objectives

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

Financial Implications

3. As detailed in the report

Background Information

4. Full details of the estimates were made available and reported to the Recreation & the Arts Committee at its meeting held on 23rd November 2009 and Members are requested to bring any relevant papers to the Policy & Resources meeting. Copies of the estimates can, if needed, be provided in advance to any Member on request.
5. The Recreation & the Arts Committee considered the 2010/11 proposed budget with a possible a precept figure of £809,667 which represented an increase of 2.6%.

Detailed Consideration

6. The Council is scheduled to meet on the 11th January to set the precept. If this Committee requires more information or time to consider its position then it is suggested that a further report be brought to the Council meeting on the 11th January. The District Council is scheduled to meet on the 23rd February to set the Council Tax for the area but in order to make the relevant calculations and issue the Council Tax resolution report to their Members ahead of the meeting, the information is required by the 12th February. Legislation requires this council to issue a precept before 1st March..
7. A simple summary version of the individual cost centres as presented to the Recreation and Arts Committee is **attached**, together with the Renewal & Repairs Fund, Estimated Fund Balances and prioritised list of schemes.

8. There are two amendments required to the 2009/10 figures as presented, in that the £3,000 grant due to be received from Bucks Sport towards the 2009 October swimming or the £1,000 provision for professional fees for possible alterations to the downstairs changing rooms at the gym were not shown in the print out and therefore not included in the figures.

9. A possible 2010/11 precept to be considered is as follows:

	£	£
Total Net Expenditure required as per summary sheet		774,845
<u>Add</u> :Annual contribution to Renewal & Repairs Reserve		<u>113,815</u>
		888,660
Less: Appropriation from the General Reserve Fund		<u>82,270</u>
Precept Requirement (2.2% increase)		<u>806,390</u>

10. A precept of £806,667 represents a band 'D' annual property charge of £96.02 for 2010/11, an increase of **1.5%** .Each one per cent increase/decrease on the precept is the equivalent of £7,945 or 95pence per annum on a band 'D' property.

11. **Other options to be considered:**

OPTION 1

Increase the appropriation from reserves by the required reduction.

OPTION 2.

Look for savings or efficiency improvements to the core budget. Whilst probably being the most popular with council tax payers and acceptable to Members it could lead to lower standards. The following alternatives are put forward for the 2010/11 council tax:

(i) **0% increase** – requires a further reduction of £11,919 on the precept figure £806,390 shown in item 8 above.

Reduce the Parks and Premises contractors' fees.

(ii) **1% increase** – requires a further reduction of £3,973 on the above precept figure £806,390 shown in item 8 above.

Reduce the Parks and Premises wages/contractors' fees.

OPTION 3.

Add 3% to any annual increase over the next five years. This would achieve the balanced budget but again would likely to be unpopular with the council tax payers.

OPTION 4.

Increase the precept to £888,660, an increase of 12.6%. This achieves the balanced budget but would likely to be extremely unpopular with the council tax payers.

12. It **must** be noted that any reduction on the proposed precept makes the task of setting a balanced budget in the future that more difficult for both officers and Members and caution should be exercised before going down this route. It should be noted that using the figures in the table below, **savings of £98,925** would still have to be found to set a balanced budget for 2011/12.
13. Based on the total Budget Summary for next year (2010/11), shown on Page 7 **attached**, and using this summary as a standard basis for future years, a possible future projection for the Council might be:

	2010/11 £	2011/12 £	2012/13 £	2013/14 £	2014/15 £
Total per summary	774,845	774,845	774,845	774,845	774,845
Add:					
Inflationary Increase	-	15,500	31,300	47,500	63,900
Annual salary increments (subject to future appraisals)	-	15,000	30,000	45,000	60,000
Renewal & Repairs contribution.	113,815	116,100	118,400	120,780	123,200
TOTAL	888,660	921,445	954,545	988,125	1,021,945
LESS USE OF RESERVES	82,270	98,925	115,575	132,375	149,085
PRECEPT	806,390	822,520	838,970	855,750	872,860
Percentage Increase		2%	2%	2%	2%
General Reserve Balance (end of year)	211,388	112,463	(3,112)	(135,487)	(284,572)

Notes: 1. The above table assumes an annual inflation rate of 2% for 2011/12 and there after.

14. It can be seen from the above that the general fund balance becomes overdrawn by 2012/13, whereas a minimum balance of around £150,000 is required. This balance is required to maintain the Council's cash flow until the first precept instalment is received in May each year and to act as a contingency for any unforeseen expenditure.

15. The Council has consistently come in under budget over the last four years as detailed below and may well do so in the future but not to the same levels

	2005/6	2006/7	2007/8	2008/9
	£	£	£	£
Interest Income	6,000	4,680	11,745	-
Election costs	-	-	1,000	-
Chesham Moor Swim & Gym	-	-	14,000	10,614
Elgiva	29,000	15,000	14,500	7,643
Town Hall	7,600	-	4,000	4,585
Various	<u>20,160</u>	<u>15,767</u>	<u>12,096</u>	<u>21,451</u>
TOTAL SAVINGS	<u>62,760</u>	<u>35,447</u>	<u>57,341</u>	<u>44,293</u>

16. The Council has lost the government Best Value grant (£30,000) and faced additional costs due to the management change at the Moor Pool/Gym over recent years.
17. The Council has set up a small working group consisting of Councillors Abraham, Bacon, Bamford, Mrs Fulford, Mrs Michael and Yerrell plus officers to review future budgets and policies with the aim of setting a balanced budget by no later than 2011/12.
18. The working party is investigating the setting up of sole custodian trusts to run certain Council services with a view to saving on the non domestic council tax total of £50,000 plus possible VAT savings on The Elgiva, Town Hall and Moor Swimming Pool & Gym. The Council is also considering the possibility of taking on the Chesham Market management directly after 2010/11 as opposed to the monitoring currently undertaken.
19. The Executive Committee have also asked for a report on general conditions of service to be brought to a future Executive Committee in the near future.
20. It should be noted that the above budgets and projections **do not** include:
- any provision for Marston Pavilion-either capital (£10,000 loan repayments) or annual revenue costs (£4,000)
 - any tree management scheme
 - the provision of a new electronic mapping device (see report item no.14)
21. With regard to including any further items of the prioritised schemes in next year's budget, it is recommended that none be added at this time but the position be reviewed in twelve months time.

22. It should also be noted that the estimates do not take into account notional capital charges which are included in the production of the year end final accounts as these are reversed in the Asset Management Account so as not to impact on the precept.
23. If a Member has specific detailed questions, it would be helpful if they would telephone the office in advance of the meeting.

Recommendation

- 1. That the 2009/10 and 2010/11 estimates be agreed subject to the adjustment for the £3,000 expected October 2009 swimming grant and £1,000 professional fees.**
- 2. That the Committee give consideration to the precept that should be levied on the Chiltern District Council for the financial year 2010/11.**
- 3. That the Renewal and Repairs Programme and Estimated Fund Balances be agreed and the officers be permitted to continue to progress any scheme, or item within a scheme, costing up to £5,000 without further referral to Committee or Council.**
- 4. That the small working group set up to review future budgets and policies be instructed to devise a proposed balanced budget by no later than 2011/12 and bring its initial proposals to this Committee at the earliest opportunity but, at the latest, for its meeting on the 29th June 2010.**

Note AS AT 30TH SEPTEMBER 2010

	Last Year		Current Year							Next Year	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Retirement	Revised Budget	Actual	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
1.1 CENTRAL SUPPORT SERVICES											
Overhead Expenditure	0	1,052	0	0	0	0	1,808	0	0	0	0
Total Income	0	1,051	0	0	0	0	932	0	0	0	0
1.1 Net Expenditure	0	0	0	0	0	0	876	0	0	0	0
1.2 CIVIC ACTIVITIES											
Overhead Expenditure	10,880	10,348	10,805	0	0	10,805	15,129	0	16,895	16,785	0
Total Income	0	0	500	0	0	500	0	0	0	250	0
1.2 Net Expenditure	10,880	10,348	10,305	0	0	10,305	15,129	0	16,895	16,535	0
1.3 CCT											
Overhead Expenditure	0	140	260	0	0	260	140	0	260	260	0
Total Income	0	260	260	0	0	260	260	0	260	260	0
1.3 Net Expenditure	0	-120	0	0	0	0	-120	0	0	0	0
1.4 CHESHAM CEMETERY											
Overhead Expenditure	58,098	69,504	76,280	0	0	76,280	40,297	0	71,660	72,960	0
Total Income	9,230	7,676	6,465	0	0	6,465	3,900	0	6,670	6,800	0
1.4 Net Expenditure	48,868	61,828	69,815	0	0	69,815	36,397	0	64,990	66,160	0

Note AS AT 30TH SEPTEMBER 2010

	Last Year		Current Year							Next Year	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Netirement	Revised Budget	Actual	Committed Exp. TD	Projected Actual	Next Year Budget	C/Fwd Budget
105 ST MARYS CLOSED CHURCHYD											
Overhead Expenditure	2,520	2,555	1,865	0	0	1,865	1,696	0	2,135	2,180	0
Net Expenditure	2,520	2,555	1,865	0	0	1,865	1,696	0	2,135	2,180	0
106 INTEREST INCOME											
Total Income	30,000	30,091	30,105	0	0	30,105	3,807	0	7,605	10,105	0
Net Expenditure	-30,000	-30,091	-30,105	0	0	-30,105	-3,807	0	-7,605	-10,105	0
100 HOUSING											
Overhead Expenditure	2,285	1,683	1,865	500	0	2,365	1,359	0	2,325	1,865	0
Total Income	10,325	10,343	10,710	0	0	10,710	0	0	10,965	11,185	0
Net Expenditure	-8,040	-8,660	-8,845	500	0	-8,345	1,359	0	-8,640	-9,320	0
100 CORPORATE MANAGEMENT											
Overhead Expenditure	99,910	89,381	107,775	550	0	108,325	33,219	0	105,250	109,995	0
Total Income	0	0	0	0	0	0	0	0	0	0	0
Net Expenditure	99,910	89,381	107,775	550	0	108,325	33,219	0	105,250	109,995	0
100 DEMOCRATIC MANAGEMENT											
Overhead Expenditure	76,010	74,197	75,585	0	0	75,585	43,803	0	81,855	83,680	0
Net Expenditure	76,010	74,197	75,585	0	0	75,585	43,803	0	81,855	83,680	0

Note AS AT 30TH SEPTEMBER 2010

	Last Year		Current Year							Next Year	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Netirement	Revised Budget	Actual	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
11 SECTION 13 EXPENDITURE											
Overhead Expenditure	7,270	10,229	7,900	0	0	7,900	2,314	0	3,075	3,080	0
Total Income	0	1,124	0	0	0	0	38	0	40	0	0
11 Net Expenditure	7,270	9,106	7,900	0	0	7,900	2,276	0	3,035	3,080	0
21 CHESHAM MOOR GYM SWIM											
Overhead Expenditure	196,710	197,068	210,835	2,358	0	213,193	139,899	0	217,260	225,270	0
Direct Expenditure	4,500	4,970	3,995	0	0	3,995	4,714	0	4,980	4,980	0
Total Income	135,115	131,606	132,805	0	0	132,805	119,032	0	155,425	149,395	0
21 Net Expenditure	66,095	70,431	82,025	2,358	0	84,383	25,581	0	66,815	80,855	0
22 CODMORE FOOTBALL											
Overhead Expenditure	9,550	9,298	10,595	250	0	10,845	4,502	0	8,470	8,600	0
Total Income	1,955	1,931	2,310	0	0	2,310	557	0	1,155	1,155	0
22 Net Expenditure	7,595	7,366	8,285	250	0	8,535	3,945	0	7,315	7,445	0
23 MARSTON FOOTBALL											
Overhead Expenditure	11,635	2,965	12,105	0	0	12,105	1,322	0	2,780	2,835	0
Total Income	395	705	785	0	0	785	120	0	1,155	1,155	0
23 Net Expenditure	11,240	2,260	11,320	0	0	11,320	1,202	0	1,625	1,680	0

Note AS AT 30TH SEPTEMBER 2010

	Last Year		Current Year							Next Year	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Netirement	Revised Budget	Actual	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
204 COMMUNITY COLLEGE											
Overhead Expenditure	1,717	1,368	0	349	0	349	366	0	345	0	0
Total Income	0	0	0	0	0	0	0	0	0	0	0
Net Expenditure	1,717	1,368	0	349	0	349	366	0	345	0	0
206 AMENITIES											
Overhead Expenditure	39,040	31,904	41,175	4,815	0	45,990	17,862	0	41,590	40,915	0
Total Income	1,050	1,040	1,080	0	0	1,080	450	0	720	1,080	0
Net Expenditure	37,990	30,864	40,095	4,815	0	44,910	17,412	0	40,870	39,835	0
2000 OPERATIONAL SPACES											
Overhead Expenditure	89,977	94,169	85,945	14,028	0	99,973	49,882	0	97,245	98,310	0
Total Income	2,630	12,356	2,485	0	0	2,485	3,141	0	3,135	2,535	0
Net Expenditure	87,347	81,813	83,460	14,028	0	97,488	46,741	0	94,110	95,775	0
2000 LOW INCOME PARASITIC TOILETS											
Overhead Expenditure	16,760	15,356	16,895	0	0	16,895	8,934	0	16,870	16,270	0
Net Expenditure	16,760	15,356	16,895	0	0	16,895	8,934	0	16,870	16,270	0
2000 AGENCY WORK											
Overhead Expenditure	1,965	1,245	2,320	0	0	2,320	1,170	0	2,095	2,145	0

Note AS AT 30TH SEPTEMBER 2010

	Last Year		Current Year							Next Year	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Retirement	Revised Budget	Actual	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
Total Income	4,805	9,571	12,975	0	0	12,975	104	0	13,310	13,420	0
2000 Net Expenditure	-2,840	-8,326	-10,655	0	0	-10,655	1,066	0	-11,215	-11,275	0
2100 STATEPARADISE AREA											
Overhead Expenditure	2,925	2,690	2,930	0	0	2,930	1,598	0	2,720	2,750	0
2100 Net Expenditure	2,925	2,690	2,930	0	0	2,930	1,598	0	2,720	2,750	0
2110 PARADISE											
Overhead Expenditure	71,885	55,538	63,800	3,200	0	67,000	37,323	0	65,925	67,540	0
2110 Net Expenditure	71,885	55,538	63,800	3,200	0	67,000	37,323	0	65,925	67,540	0
2120 WORKS DEPOT											
Overhead Expenditure	140	1,149	145	0	0	145	3,465	0	160	165	0
Total Income	140	1,149	145	0	0	145	815	0	160	165	0
2120 Net Expenditure	0	0	0	0	0	0	2,651	0	0	0	0
3000 THE ELGIAM											
Overhead Expenditure	487,160	483,852	505,890	0	0	505,890	305,931	0	516,460	527,060	0
Direct Expenditure	30,750	33,351	34,515	0	0	34,515	19,317	0	31,860	32,175	0
Total Income	382,720	395,230	403,095	0	0	403,095	202,504	0	412,945	418,765	0
3000 Net Expenditure	135,190	121,972	137,310	0	0	137,310	122,744	0	135,375	140,470	0

Note AS AT 30TH SEPTEMBER 2010

	Last Year		Current Year							Next Year	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Retirement	Revised Budget	Actual	Committed Exp. TD	Projected Actual	Next Year Budget	C/Fwd Budget
33 TEMPERANCE HALL											
Overhead Expenditure	0	0	0	0	0	0	0	0	0	0	0
Total Income	100	100	100	0	0	100	100	0	100	100	0
33 Net Expenditure	-100	-100	-100	0	0	-100	-100	0	-100	-100	0
34 TOWN HALL											
Overhead Expenditure	69,250	71,101	70,850	500	0	71,350	52,342	0	78,990	82,785	0
Total Income	38,095	45,426	45,265	0	0	45,265	28,230	0	50,035	50,420	0
34 Net Expenditure	31,155	25,675	25,585	500	0	26,085	24,112	0	28,955	32,365	0
41 ASHERIDGE ROAD ALLOTMENTS											
Overhead Expenditure	3,240	2,475	4,420	0	0	4,420	1,984	0	4,430	4,675	0
Total Income	500	492	515	0	0	515	621	0	550	600	0
41 Net Expenditure	2,740	1,982	3,905	0	0	3,905	1,364	0	3,880	4,075	0
42 CAMERON ROAD ALLOTMENTS											
Overhead Expenditure	16,035	9,993	9,910	0	0	9,910	6,773	0	11,410	11,380	0
Total Income	2,120	2,259	2,175	0	0	2,175	3,007	0	2,470	2,745	0
42 Net Expenditure	13,915	7,734	7,735	0	0	7,735	3,767	0	8,940	8,635	0

Note AS AT 30TH SEPTEMBER 2010

	Last Year		Current Year							Next Year	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Retirement	Revised Budget	Actual	Committed Exp. TD	Projected Actual	Next Year Budget	C/Fwd Budget
4.3 AMERSHAM ROAD ALLOTMENTS											
Overhead Expenditure	410	252	160	0	0	160	89	0	155	160	0
Total Income	55	57	55	0	0	55	78	0	55	65	0
4.3 Net Expenditure	355	195	105	0	0	105	10	0	100	95	0
5.3 TOWN CENTRE RETAIL											
Overhead Expenditure	35,887	26,309	30,695	7,045	0	37,740	21,400	0	33,033	26,815	0
Total Income	585	728	605	0	0	605	200	0	580	590	0
5.3 Net Expenditure	35,302	25,580	30,090	7,045	0	37,135	21,200	0	32,453	26,225	0
5.4 GC2C											
Overhead Expenditure	5,000	5,781	6,555	0	0	6,555	545	0	6,000	6,000	0
Total Income	5,000	5,781	6,555	0	0	6,555	2,328	0	6,000	6,000	0
5.4 Net Expenditure	0	0	0	0	0	0	-1,782	0	0	0	0
Total Budget Expenditure	1,351,509	1,309,919	1,396,070	33,595	0	1,429,665	819,183	0	1,426,233	1,451,635	0
Income	624,820	658,979	658,990	0	0	658,990	370,222	0	673,335	676,790	0
Net Expenditure	726,689	650,940	737,080	33,595	0	770,675	448,960	0	752,898	774,845	0

RENEWAL AND REPAIRS PROGRAMME

	2009/10 *	2009/10	2010/11	2011/12
	ESTIMATE	REVISED	ESTIMATE	ESTIMATE]
	£	£	£	£
EXPENDITURE				
Allotments fence	500	500	500	500
Computer/office equipment	7,303	3,000	1,500	1,500
Franking Machine	1,500	1,500	-	-
Elgiva	38,935	26,000	22,000	22,000
Town Hall	16,062	16,062	20,000	20,000
Play Equipment-Lowndes Park Play Area	-	54,192	-	-
Play Equipment -General	80,000	76,000	40,000	40,000
Skate park Resurface (5 years 2010)	-	-	15,000	-
Seats	4,300	4,300	1,500	1,500
Litter bins	4,600	4,600	700	700
Paths – Lowndes Park pond	30,000	30,000	-	-
Paths – Red Lion Street Gardens	718	718	-	-
Moor Hard standings	5,000	5,000	500	-
General fencing (Meades/Bury Lane/Lowndes Park/Codmore)	200	200	2,000	2,000
Information Boards – Allots/Cemetery/Station Rd/roads	2,970	2,970	2,000	2,000
Bus shelters	-	-	-	-
Depot main building-doors/ driveway	7,604	17,000	4,500	2,000
Water Bowser	-	-	4,500	-
Tractor/Trailers/vehicles	9,669	9,669	15,000	60,000
Marston pavilion-total costs	312,026	1,000	-	311,026
Codmore Pavilion – redecoration,etc	660	660	2,000	-
Cemetery Lodges 2011	-	-	-	-
Cemetery walls/fences	6,058	-	7,000	7,000
Cemetery Chapel – chairs	-	-	-	-
Cemetery Chapel – renovation	6,500	6,500	-	-
Cemetery roads	-	-	-	-
Cemetery paths	-	-	10,000	-
Cemetery Hearse House/toilets	4,000	2,320	-	4,000
St. Mary's Walls / trees	5,000	5,000	-	-
Christmas lights	14,000	14,000	-	8,000
Swimming Pool	27,932	27,932	15,000	10,000
Multi-Courts	4,070	4,070	-	-
War Memorial Path	700	700	-	-
Moor Marsh	5,000	5,000	-	-
TOTAL EXPENDITURE	595,307	318,893	163,700	492,226

	2009/10 ESTIMATE £	2009/10 REVISED £	2010/11 ESTIMATE £	2011/12 ESTIMATE £
BALANCES BROUGHT FORWARD:				
Capital –Marston Pavilion	17,000	16,000	16,000	16,000
Renewal & Repairs	269,840	269,840	114,562	64,677
INCOME:				
Precept contributions	111,615	111,615	113,815	114,405
Christmas Lighting –Town Centre Consortium	1,000	1,000	-	1,000
P.W.L.B/Grants -(Split 50/50)	300,000	-	-	300,000
B.C.C. Grant-Play area	-	50,000	-	-
Friends Chesham Cemetery	-	1,000	-	-
TOTAL	699,455	449,455	244,377	496,082
LESS EXPENDITURE SHOWN ABOVE	595,307	318,893	163,700	492,226
BALANCE CARRIED FORWARD	104,148	130,562	80,677	3,856

*Includes schemes and balances carried over from 2008/09

Policy & Resources 14th December 2009

CHESHAM TOWN COUNCIL

ESTIMATED FUND BALANCES

FUND	ACTUAL 31.03.2009 £	REVISED ESTIMATE 31.03.2010 £	ESTIMATE 31.03.2011 £
CAPITAL			
Grave maintenance	2,672	2,672	2,672
REVENUE			
Election	3,000	3,800	6,800
Marston Fees	17,000	16,000	16,000
Renewal and Repairs	269,840	130,562	80,677
General Reserve	366,021	292,658*	210,388*
Long Term Staff Absences	14,000	14,000**	14,000**
Asset Valuation Reserve	2,500	3,500	3,500
Elgiva	10,713	10,713	10,713
Green Flag Reserve	4,038	3,648	3,468
Pool Hanging Baskets	3,338	2,760	2,170
TOTAL	693,122	480,313	375,860

* Balance after taking into account estimate alterations

** Subject to any long term sickness

Policy 14.12.09.

UPDATED REVISED PRIORITISED SCHEMES 2009/10

	CATEGORY	£
<i>No provision has been made for the following:</i>		
Disabled Access:		
Allotments Asheridge Road – path and raised bed	1	1,500
Allotments car parking	1	?
Various sites e.g. Cemetery Chapel	2	2,000
Other Schemes		
Town Centre –8 additional hanging baskets Market Sq.	1	1,000
Allotments – Water pipes	1	1,000
Allotments Terracing	1	2,000
Allotments Security	1	Provision for hedge included within budgets
New cemetery site-5-10 years left on current site	2	?
Skottowes Pond desilt/reline	2	?
Land mapping software/equipment	2	2,000
Cemetery Best Value Service Review/computerisation	2	2,000
Elgiva-window blinds	2	?
Elgiva-additional table and chairs	2	3,000
Elgiva-External Lighting	2	?
Elgiva-air conditioning auditorium	2	?
Town Hall -air conditioning (chamber)	2	8,000
Town Hall –air conditioning (offices)	2	6,500
Town Hall- air conditioning (Lowndes Suite)	2	4,500
Fencing Co-op Field	2	1,000
Vehicle Activated Sign	2	3,800
Cemetery Chapel-heating and non urgent repairs	2	10,000
Lowndes Park-concrete path top entrance	2	3,500
Allotments – 3 wooden shelters	3	600
War Memorial – replace low hedge with wall	3	1,000
Skatepark –Willow acoustic bund £15,000	3	Youth Council project
Extension to The Elgiva	3	?
<i>Category 1 = Recommended</i>		
<i>Category 2 = Desirable</i>		
<i>Category 3 = Optional</i>		

Policy 14.12.09.

AGENDA ITEM NO: 6 – DEVOLVED SERVICES UPDATE

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To note the current position on the devolved services initiative emanating from Buckinghamshire County Council

Background Information

2. The Council was the first town or parish council in Buckinghamshire to take on devolved services from the County Council.

Financial Implications

3. Buckinghamshire County Council currently provides a budget of up to £10,000 per annum for the Council to undertake some services upon its behalf.

Strategic Objectives

4. Accords with the Council's strategic aim 4 – *'...to ensure an improving standard of service that meets with local needs'*.

Detailed Consideration

5. The Council's Town Hall Caretaker and the Town Hall Administration Manager have been, since January 2006, undertaking certain functions on behalf of Buckinghamshire County Council. These functions include: removal of fly posters and other illegal signs; approval of charity event advertising signage; cleaning of traffic signs; minor traffic sign repairs (e.g. fixing loose clips); trimming vegetation obstructing pavements and footpaths; serving hedge notices of frontages; checking for obstructions to pavements and footpaths and liaise with Buckinghamshire County Council's Local Area Technician on highway related issues that require County Council advice and/or action.
6. The list of works undertaken which is sent to Buckinghamshire County Council along with an invoice for the last quarter is duly **attached**. Following requests from Members, this list will be regularly reported to the Policy and Resources Committee.
7. As previously requested by Council, your Clerk approached officers at Buckinghamshire County Council in regard to the Caretaker gritting the High Street in icy conditions. The County Council has now kindly supplied a wheelbarrow grit spreader (stored at the Town Hall) and four tons of appropriate grit (mostly stored at the Depot) to allow this to be undertaken early in the morning by the Caretaker before he sets up the Town Hall for the day.

8. As currently considerably less than the full budget is utilised by the Council, your Clerk has had recent discussions with the Buckinghamshire County Council officers about extending the scheme along the lines of the Amersham Town Council model where a van is leased and an extra operative employed for one or two days a week on a fixed term, rolling contract to undertake additional work across town. County officers are happy for this to be considered and this will be the basis of a future report.

Recommendation

That the report be noted.

John Hemmings Technician Hours for GC2C				
		170.5	TOTAL HOURS FOR PERIOD ENDED 31/08/09	
Sep-09				
14	POSTER REMOVAL	2.5	END TO END WALK	Cleared Subway & barriers in road
15	GRAFFITI REMOVAL	2	TOWN ROUTE	
16	GRAFFITI REMOVAL	1.5	TOWN ROUTE	Dip in pavement Near Ultimeyrs - 27 high Street
18	GRAFFITI REMOVAL	2.5	END TO END WALK	
21	POSTER REMOVAL	2	END TO END WALK	cleared boards / posters in subway
23	POSTER REMOVAL	1.5	TOWN ROUTE	Removes flyers & posters
25	POSTER REMOVAL	2	END TO END WALK	
28	POSTER REMOVAL	2.5	END TO END WALK	Poster removal and cleared subway
30	GRAFFITI REMOVAL	2.5	TOWN ROUTE	Graffiti & Poster removal
		18.5	TOTAL HOURS	
Oct-09				
1	GRAFFITI REMOVAL	2	END TO END WALK	
2	OBSERVATION	2.5	END TO END WALK	Nil to report
5	LITTER & SUBWAY CLEARNACE	2	END TO END WALK	Crossing at White Hill Corncrete Breaking up - 261832
7	GRAFFITI REMOVAL	2	END TO END WALK	Baines Walk
8	GRAFFITI REMOVAL	1.5	END TO END WALK	
9	FLY POSTER REMOVAL/ GRAFFITI REMOVAL	2.5	END TO END WALK	
12	POSTER REMOVAL	2	END TO END WALK	
13	GRAFFITI REMOVAL	1	TOWN ROUTE	
14	GRAFFITI REMOVAL	2	TOWN ROUTE	Graffiti Cleared on signs
16	LITTER & SUBWAY CLEARNACE	2.5	END TO END WALK	Subway check & cleared rubbish & Wood
19	POSTER REMOVAL	2	END TO END WALK	
21	FLY POSTER REMOVAL/ GRAFFITI REMOVAL	2	TOWN ROUTE	Removed Graffiti near Waitrose
23	FLY POSTER REMOVAL/ GRAFFITI REMOVAL	2.5	END TO END WALK	
26	FLY POSTER REMOVAL/ GRAFFITI REMOVAL	2.5	END TO END WALK	
28	FLY POSTER REMOVAL/ GRAFFITI REMOVAL	2	TOWN ROUTE	
30	RUBBISH REMOVAL	2	END TO END WALK	
		33	TOTAL HOURS	
Nov-09				
2	POSTER REMOVAL	2	END TO END WALK	Kerb stone opposite salvation Army loose - 259202
3	GRAFFITI REMOVAL	1.5		
4	POSTER REMOVAL	2	TOWN ROUTE	Flooding at Zebra Crossing along back of Waitrose 259203
6	POSTER REMOVAL	2.5	END TO END WALK	
9	FLY POSTER REMOVAL/ GRAFFITI REMOVAL	2.5	END TO END WALK	
11	TOWN ROUTE	2	TOWN ROUTE	
13	REMOVAL OF POSTERS & BANNERS	2.5	END TO END WALK	Flooding stilll at Church Street
16	POSTER REMOVAL	2.5	END TO END WALK	
18	POSTER REMOVAL& SIGN CLEANING	2.5	TOWN ROUTE	Trolly's reported to sainsbury's that were left in Car Park.
20	Nil	2	END TO END WALK	Still same areas flooded.
			TOTAL HOURS	
	Awaiting time sheets for remainder of November			

AGENDA ITEM NO 7: - PUBLIC LIABILITY COVER

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. To consider the Public Liability cover for third parties using the Council's facilities.

Background Information

2. The Council changed its insurers on 1st April 2008 and the standard policy covers 'not for profit' organisations using the Council's facilities for Public Liability up to £1m.

Financial Implications

3. Included within the report.

Strategic Objectives

4. None pertaining to this report.

Detailed Consideration

5. Hirers of the Elgiva need to have cover for £2m and therefore the cover is of no benefit. The additional cost of increasing the level of cover from £1m to £2m is around £270. The Elgiva Manager is of the view that most organisations and amateur theatre companies have their own cover of up to £2m or more and, even if the Council was to make a charge for using the Council's policy, it would not cover the additional premium.
6. Sometimes the Mayor of the Council likes to use the Elgiva for events and although the event would be covered under the Council's policy if it is accepted as a Council event, it is normally regarded as an outside hire as Council events normally attract VAT on ticket sales and it may not be financially beneficial. In order to potentially assist the Mayor and other limited community events where a group may not have the £2m cover, it has been suggested that the Council pay the extra premium of £270 but recharge a proportion of the cost to the hirer thus keeping their insurance costs to a reasonable level but as indicated above, there may be little demand for this service.
7. As an alternative the Committee may want to revisit the £2m level although this is well below the Council's own £10m level and £5m for major hirers of the public open spaces, e.g. fairs.

Report of the Officers to a meeting of the **POLICY & RESOURCES**
Committee on Monday 14th December 2009

Recommendation

The Committee's further consideration of this matter is requested.

AGENDA ITEM NO: 8 – MAYORAL PROTOCOL

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To receive a paper on Mayoral expectations and principles for adoption.

Financial Implications

2. None pertinent to the report.

Strategic Objectives

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

Detailed Consideration

4. While the role of Mayor has always been integral to the promotion of the town through its ceremonial role, there have been occasions when the Mayor's actual duties have been somewhat ambiguous. To clarify matters, the current Mayor, Deputy Mayor and the Town Clerk sat down to produce a paper listing all that was expected of both the Mayor and Deputy Mayor during their respective years of office and making clear the relationship between them. This Mayoral Expectations and Principles paper is duly **attached**.
5. Much of the paper merely puts down in writing what the Mayor and Deputy Mayor currently does and what is expected of them in their roles. However, the paper proposes that, in the interests of continuity, it be confirmed that *'Except in an election year (or due to exceptional circumstances), the Deputy Mayor will become the next Mayor and can be described as the Mayor Elect when appropriate'*. While there have been no examples in recent years (other than at an election year) of the Deputy Mayor not becoming Mayor, such protocol is not enshrined in the Standing Orders and therefore they would need to be amended if the Committee wish to confirm such a proposal.
6. Also **attached** is a proposed 'Mayoral Engagements Booking Form' and 'Mayoral Notes for Guidance' form to be sent to groups and organisations who have provisionally requested that the Mayor attend a function.

Recommendation

That the Mayoral Expectations and Principles Paper be noted and approved, subject to any amendments the Committee may wish to make.

CHESHAM TOWN COUNCIL

THE OFFICE OF TOWN MAYOR: EXPECTATIONS AND PRINCIPLES

INTRODUCTION

The Town Council regards the Mayoralty as a key element in cementing the Town's civic and community identity and an influential resource to be devoted to furthering the Town's interests over a wide range of issues and concerns.

This Paper establishes a set of principles and expectations concerning how the role of the Town Mayor should be conducted to ensure clarity and consistency for the benefit of the Town and the Town Council as well as the Office holder.

ROLE OF TOWN MAYOR

This is defined as:

- (i) Chairman of Town Council
- (ii) Representative of Town at civic functions
- (iii) Spokesperson for the Council and the Town on civic matters

In carrying out these roles, the Mayor must be mindful of the dignity of the Office and ensure due protocol and precedence is applied.

THE COUNCIL'S EXPECTATIONS ON THE TOWN MAYOR

The following expectations are applied to the manner in which the Town Mayor conducts his/her role.

- (i) The Mayor needs to exhibit a keen and genuine interest in people he/she meets, and act with dignity but sociability.
- (ii) The Mayor must show enthusiasm and a genuine commitment to the role at all times.
- (iii) The Mayor is non-Party political.
- (iv) The Mayor should speak up for the Town's interests, reflecting the policy of the Town Council at all times rather than individual views on any issues.
- (v) The Mayor should seek to use the opportunities and influence of the Office proactively to promote the improvement of the community and community spirit.

CIVIC FUNCTIONS

The core role of the Mayor is to attend engagements. These can be classed as follows:

1. *Ceremonial.* These are obligatory on the Mayor. Remembrance Sunday and the Christmas Church Service (at St Mary's Church). The Mayor will have a Civic Service shortly after the commencement of the year of office but can determine the venue. It is also expected that (subject to invitation) the Mayor shall attend the Schools of Chesham Carnival; the Victorian Evening/Christmas Lights Switch-On; The Lions Club's 'Donkey Derby' and press night for the Elgiva Pantomime. The Deputy Mayor is usually asked to judge the floats taking part in the Schools of Chesham Carnival.
2. *Supporting Town Activities.* This covers the bulk of engagements and includes visits to schools, local businesses, societies and arts events. The Mayor should accept as many engagements of this type as possible. The Mayor shall use his or her discretion to decide whether a town event takes precedent over a Council meeting if it takes place at the same time.
3. *Chairing Meetings.* The Mayor should chair the Annual Town Meeting and any other public meetings held by the Council. The Mayor should also be available to Chair full Council meetings, subject to point 2 (above).
4. *Representing the Town in Europe.* The Council supports strong European links. The Mayor plays a key role in maintaining these and should try and lead at least one visit to the Twin Towns
5. *Attending External AGMs.* The Mayor will be asked to attend various County AGMs of organisations outside the Town, such as the BALC. Attendance gives an opportunity to give visible support to local efforts by the organisation in question.
6. *Promoting a local Charity.* The Mayor may nominate a local Charity at the start of his/her year of office and seek to raise money for this. The Council has set up a separate Mayor's Charity Event overseen by the Finance and Contracts Manager.
7. *Reporting on Civic Year.* The Mayor presents the Annual Report to the Annual Town Meeting. As it covers Council activities, it should reflect Council policy throughout and not the personal views of the Mayor and the issues covered. The Mayor is also expected to contribute to the Annual Town Guide and the two annual Council Newsletters.
8. *Ex Officio Membership.* The Mayor is appointed *ex officio* to the Ken Denham Trust; Town Twinning Association; Chiltern Racial Equality

Council and the Christmas Day Party for the Elderly. The Deputy Mayor is appointed to the Chesham in Bloom Committee.

The Mayor is expected to keep his/her own diary by Town Hall officers will offer administrative support where possible. The Mayor should always assume that he/she will be required to speak at any function, even if this has not been previously stated by the organisers.

Both the Mayor and Deputy Mayor are authorised cheque signatories and are required to visit the Town Hall at least once a week to sign cheques.

ROLE OF CONSORT

When the Town Mayor has a Consort, he/she must be both sympathetic and supportive to the expectations of the Town Mayor as his/her role is important and complementary to the success of the Mayor's role. The Consort should be given equivalent respect and dignity as that given to the Mayor by the Town Council whenever he/she accompanies the Mayor on civic engagements.

When there is no Consort, or the Consort is unavailable, the Mayor may ask a Councillor to act as his/her escort.

COUNCILLOR SUPPORT FOR THE TOWN MAYOR

The Mayor is entitled to receive the support of Councillors at important functions where he/she considers the Town's reputation would benefit from such support. The Mayor should ensure as much notice is given as possible for these occasions in recognition of the demands on Councillors' time.

ALLOWANCE

The Mayor receives an allowance of £2,485 (2009/2010). This covers the cost of any discretionary Mayor Making function; cost of travel including overseas and direct postage costs that the Mayor incurs other than that sent out by the Town Clerk; hosting receptions with organisations, public and other groups and for hosting events after a civic church service (if held); the Christmas Carol Service with reception; donations to charities and any costs incurred directly as a Mayoral duty which are agreed between the Town Mayor and Town Clerk as being constituted under the civic banner.

The allowance should be reviewed at the start of each new Council's term of office. While the Inland Revenue has agreed this is an allowance and therefore not taxable, the Mayor is encouraged at all times to keep receipts where possible. Moreover it is expected that the Mayor will present his or her list of spending during the administrative year at the Annual Town Meeting and have this list displayed on the Council's website.

THE ROLE OF THE DEPUTY TOWN MAYOR

The Deputy Town Mayor should support the Town Mayor by attending functions at the Town Mayor's request. At all times when the Deputy Town Mayor is deputising for the Town Mayor s(he) assumes the full roles and responsibilities as laid out for the Town Mayor and the Council's expectations for the Deputy Town Mayor will be identical in all regards to those required of the Town Mayor.

Except in an election year (or due to exceptional circumstances), the Deputy Mayor will become the next Mayor and can be described as the Mayor Elect when appropriate.

WEARING OF CHAINS

The Mayor is expected to wear his or her chain at special and public functions connected with the business of the Council; civic dinners; civic receptions; non-civic functions within the town; charity meetings, fetes, bazaars etc in the town or any function outside the town as requested by the organisers **and agreed by the Mayor of the town (or Borough/District) where the function is held.**

If the chain is intended to be worn at a funeral, it is important to inform the church and defer to the wishes of the family on whether they consider it appropriate.

The Deputy Mayor will usually wear his/her chain when representing the Mayor and will only wear the chain at Full Council if chairing the meeting instead of the Mayor.

Invitations to a function should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not attend functions in his or her own right but only when *deputising* for the Mayor. On the rare occasions when the Deputy Mayor is invited to a function in his or her own right, there should be a clear procedure whereby the invitation is shown to the Mayor in order that there is no misunderstanding.

MAYORAL ENGAGEMENT FORM

Please complete this form and return it to the Town Hall, Chesham HP5 1DS **at least two weeks prior to the engagement.**

Organisation: _____

Event: _____

Venue: _____ Tel.No. of Venue: _____

Venue Address: _____

Date and Day of Event: _____ Arrival Time: _____

Approx. Finishing Time: _____ Parking Available for Mayoral Car: YES/NO

Invitation to Mayor only/and Escort _____

Name of Person receiving the Mayor: _____

Name of other VIPs expected to be present: _____

Dress: Please indicate type of dress.

Gentlemen: Morning Dress/Black Tie/Lounge Suit/Casual

Ladies: Evening Dress (Long or Short)/Cocktail Dress/Day Dress/Hat/Informal

Please indicate if refreshments are to be provided: YES/NO. If "Yes", please indicate type of refreshment: Tea and Coffee/Buffer/Lunch/Dinner: _____

Do you wish the Mayor to make a speech; propose a toast; unveil plaques etc?
(Please enclose background notes on organisation if speech is required):

Organiser's Name: _____

Address: _____

_____ Tel.No: _____

NOTES FOR GUIDANCE

THE MAYOR/DEPUTY MAYOR HAS PRECEDENCE IN ALL PLACES WITHIN THE TOWN OF CHESHAM.

PLEASE ENCLOSE WITH THE FORM ANY ADDITIONAL RELEVANT INFORMATION WHICH MAY ASSIST THE MAYOR/DEPUTY MAYOR EG ANNUAL REPORT, CONSTITUTION, PROGRAMME, AGENDA, ORDER OF SERVICE, LESSON TO BE READ, TOAST LIST, GUEST LIST ETC.

ARRIVAL

Please ensure a responsible person is delegated to greet the Mayor/Deputy Mayor on arrival and that they are then accompanied (not necessarily by the same person) for the whole of the event.

SEATING

At events within Chesham precedence requires that he/she should be seated to the immediate right of the President, Chairman or Host. The Escort should be seated either on the right of the Mayor or on the left of the President, Chairman or Host.

TOAST/SPEECHES

If you wish the Mayor to make a speech or to propose or respond to a toast, relevant details including background notes on the organisation should be submitted with the engagement form not later than 7 days before the event.

CHURCH SERVICES

The Mayoral party should be met at the entrance to the Church and conducted, usually, to the front right hand pew. (At funeral services, it is normal for family mourners to occupy the front right hand pew and for the Mayoral party to take the left). The Congregation should rise on the Mayor/Deputy Mayor's entry and departure.

VISIT TO SCHOOLS, CONCERTS, MEETINGS

Where appropriate, the assembly should rise upon the Mayor/Deputy Mayor's entrance and again in his/her departure.

MODE OF ADDRESS

Formally the announcement of the Mayor/Deputy Mayor should be: "The Mayor/Deputy Mayor of Chesham"

PARKING

Please reserve a parking space for the Mayoral car or Deputy Mayor's car as near to the reception entrance as possible. Please indicate arrival point (ie main entrance) and supply map of venue/local area.

AGENDA ITEM NO: 9 - INTERNAL AUDITOR'S REPORT

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. To consider the internal auditor's report.

Background Information

2. The Accounts and Audit Arrangements, introduced with effect from the financial year commencing 1 April 2001, required all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually.

Financial Implications

3. The internal audit costs for 2009/10 are budgeted at £2,175.

Strategic Objectives

4. None pertaining to this report.

Detailed Consideration

5. A copy of the internal auditor's first interim report on the 2009/10 financial year is **attached** and I am pleased to report that no major issues have been identified.

Recommendation

That the report be noted.

Chesham Town Council

Internal Audit Report 2009-10 (First Interim)

Prepared by Nigel Archer

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background and Scope

The revised Accounts and Audit Regulations introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council has complied with the requirements in terms of independence from the Council decision making process appointing Auditing Solutions Ltd to provide an internal audit function to the Council, following the retirement of their former appointed contractor.

This report sets out those areas examined during the course of the recently completed interim visit for 2009-10, which took place on 2nd and 3rd November 2009.

Internal Audit Approach

In commencing our interim review for 2009-10, we have continued examination of the Council's fundamental central financial control and corporate governance functions in order to provide assurance to members and electors that the systems continue to operate in accordance with best practice and approved Council procedures: we have also continued to have regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts.

As in previous years, we have assessed the risks associated with each financial system, based on previous experience of the extent of potential for those risks coming to fruition. That assessment has been undertaken in conjunction with the update of our analytical review of income and expenditure levels based on transactions in 2008-09.

We consider it neither essential, nor cost effective, to examine every financial system annually. Consequently, we prepared, in conjunction with the Council's RFO, a five-year strategic plan which targets each system for review at least once during the period or, where the risk level is assessed as higher, systems have been designated as requiring more frequent review. Additionally, in order to assist the external audit process and reduce the extent of testing that should be required by the external auditors in order to gain sufficient assurance as to the soundness of the fundamental financial systems' controls, such as creditor payments, payroll and financial ledger data recording, we have undertaken selective sampling of a number of transactions on those systems. In each of these areas we select a sample of high value transactions processed throughout the year for testing and agreement to supporting documentation.

Overall Conclusion

We are pleased to conclude that, in the areas examined to date, the Council continues to have effective systems in place to ensure that transactions are free from material misstatement: we are also pleased to record that issues arising from our previous reports have been considered and acted upon appropriately.

Detailed Report

Review of Accounting Arrangements & Bank reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Ensured that the current trading ledgers remain in balance in the Omega software;
- Verified that the closing balances reported in the 2008-09 Statement of Accounts and closing Trial Balance for the year have been correctly rolled forward as the opening balances for 2009-10;
- Checked to ensure that a comprehensive, meaningful and appropriate nominal coding schedule, together with cost centres is in place;
- Checked and agreed transactions (both receipts and payments) in the Council's two Omega bank account cashbooks to the relevant four Lloyds TSB bank account statements for April and September 2009;
- We have checked and agreed detail of inter-account transactions on all accounts for the same sample months; and
- Checked detail on the bank reconciliations for those accounts as at the end of April and September 2009 to ensure that no long-standing uncleared cheques or other anomalous entries exist.

Conclusions

We are pleased to report that no significant issues have been identified in this area of our review to date.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation and processes in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that no actions of a potentially unlawful nature have been or are being considered for implementation. We have therefore undertaken the following work to date in this area: -

- The full Town Council and all its Standing Committee minutes (with the exception of Development Control) to early October 2009 have been examined to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no legal issues are in existence whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred;
- We have previously reported that the Standing Orders and Financial Regulations were reviewed and re-adopted during 2006-07 and also now note that this exercise was repeated in February 2009: we have been provided with electronic copies of the same, but have not examined their content in depth at this first interim stage for 2009-10; and

- We have also previously been pleased to note that the Council has produced substantial written policies and procedures across a wide range of its working practices such as Health & Safety, Complaints, Grievance, IT Strategy and so on: examination of the current year's minutes to date indicate that this work has continued in areas such as Play Area provision, Bullying and Discipline.

Conclusions

No significant issues have been identified in this area of our review process. We note from conversation with officers that the possibility of the establishment of Custodial Trusts for the Pool and Theatre has "stalled" somewhat: we shall follow up any further progress in this area at a subsequent audit visit.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures;
- Funds are expended in accordance with approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised for all purchases and service delivery where one would be expected;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have examined a test sample of higher value payments, those individually in excess of £2,000, for the period to end September 2009, which totalled £388,500 and represented 67% of all non-pay related payments for the year to date.

Conclusions

We are pleased to record that no issues have been identified from our testing in this area to date and we note that, unlike during 2008-09, the Council has not had to undertake any formal tender processes for high value contracts of works.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks

identified in order to minimise the opportunity for their coming to fruition. We have therefore undertaken the following tests: -

- We note that further work on the utilisation of the LCRS software has taken place and are pleased to note the completion of the annual testing across most of the potential fifty areas applying to the Council by the Policy and Projects Officer in June 2009. We consider the extent of detail set out in the Overall Summary and resultant Action Plan to be appropriate for the Council's needs at present;
- We also noted in our previous report that a revised Risk Management Policy and Strategy had been formally adopted in December 2008 and do consider it necessary to comment further in this area at present; and
- We have been provided with a copy of the current year's (to April 2010) insurance policy, cover continuing to be provided by Allianz following the previous transfer from Zurich Municipal in a bid to reduce the premiums payable. We note that Loss of Revenue and Fidelity Guarantee cover remains at more than acceptable levels of £558,000 and £700,000 respectively.

Conclusions

No specific action is required at present: we shall examine more detail of the insurance cover afforded to physical assets as part of our comparison work with the Asset Register and Statement of Accounts as part of our final audit work in due course.

Budgetary Control and Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the District Council, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. To meet this objective, we:

The Council had, as we note from discussion with officers during the course of the recent visit, just commenced its consideration of the budgets and precept for 2010-11 and our first interim visit was too early for any formal conclusions to have been reached or documented. We shall follow up this area at the next visit.

We continue to note that the Finance Officer produces sound management accounts on a monthly basis, including a brief commentary on the budget variance positions where appropriate, and that members formally consider these at the Finance and General Purposes meetings, the minutes of which are subsequently approved by Full Council.

Conclusions

No matters have arisen warranting formal comment at this stage of the audit process: we shall examine the conclusions of the forthcoming year's precept deliberations at our next visit.

We shall also consider the level of year-end balances in the General and Earmarked Reserves, to assess whether they are appropriate for the Council's ongoing routine expenditure and development aspirations, and the closing budget outturn at our final audit.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources, to ensure that the income is invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council. We note that, in addition to the precept, there are a variety of sources of income, including that arising from the Elgiva Theatre, Moor Road swimming pool, Town Hall hire, burial and associated fees, allotments, travel tokens and bank interest and have undertaken the following:-

- We have previously reviewed, at our initial visit in August 2008, detail of the income and other control processes involved with the activity at the Theatre and at the Pool; issuing a separate report of the work undertaken and findings arising and are pleased to acknowledge the resulting actions taken to address the points raised at that time. Consequently, no further work has been undertaken in this area at this recent first interim for 2009-10;
- With regard to burial and associated fees, the hire of the Town Hall and other facilities we are pleased to note that appropriate reviews of the scales of fees and charges were undertaken as part of the budget work for 2009-10 and that these were amended accordingly following the temporary reduction in the rate of VAT;
- We have, by initial reference to the file of burial requests for the year to date, checked to ensure that the Registers had been appropriately written up and "signed off", that Exclusive Rights Certificates had been issued where necessary, that the fees charged were in accord with the published scales for each relevant activity, that they had been paid and an appropriate receipt issued and that the Omega income account reflected the entries in full. We are pleased to note that there were no issues arising;
- We have undertaken a visual review of the nominal ledger transaction reports for all income codes as part of the recent visit work to ensure that there were no obvious mispostings or "gaps", e.g. in regular rentals, and no such errors or omissions were identified; and
- Finally, we are pleased to note that officers and members continue to closely manage the position with regard to unpaid sales invoices and that, as at 30th September 2009, there were no issues worthy of note.

Conclusions

We are pleased to report that no issues have been identified in our examination of incomes at this current interim stage and shall continue testing in those areas considered necessary as part of the strategic audit plan at subsequent visits.

Review of Petty Cash

Our aim in this area is to ensure that appropriate controls are in place, that all expenditure incurred is adequately supported by trade invoices or till receipts, that the expenditure is appropriate for the Council's needs, that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks are properly recorded.

Petty cash is held at the Moor Road Pool, Elgiva Theatre and the Town Hall office and we have tested the operation of these holdings to ensure that the criteria above have been met. A sample month's summary sheets for September 2009 and accompanying documentation has been checked for each entry and all items were appropriately supported and accounted for, with the correct accounting treatment also being applied to any VAT forming part of the payments processed.

Conclusions

No matters arising in this area have been identified at this interim visit.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenue and Customs (HMRC) in the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme. To meet that objective, we have examined the payroll procedures in place and the physical payments made to staff to date in 2009-10, as detailed below, by reference to the October 2009 payroll documentation produced on the bespoke payroll software in use by the Council. This work included: -

- Ensuring that the Council had approved employee pay rates for the financial year and that these have been duly and accurately applied;
- Checking to ensure that appropriate tax codes are being applied in 2009-10 following the annual increase in personal allowances effective from April 2009;
- Checking to ensure that national insurance deductions were being computed accurately depending on whether the employee was a member of the pension scheme or not;
- Checking that the revised scales of superannuation deductions, based on the LGPS salary bandings as updated in April 2009, were being applied where appropriate;
- Checking to ensure that all hourly paid staff had been paid in accordance with their timesheets and that these had been approved as necessary by the appropriate line manager; and
- Checking that the payment of the tax, NIC and superannuation deductions being made to HMRC and the County Council was being done in a timely and accurate manner.

Conclusions

Our testing in this area has resulted in no significant matters arising for formal recommendation, although we understand, but have not yet confirmed, that contracts of employment may be in need of review and update for those members who have been in post for some time. NALC has produced revised model documents in this area recently and we suggest that these be considered if necessary. We shall follow up this observation and report more fully, if appropriate, at our next interim audit visit.

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place and that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records.

We are pleased to note that the Council’s annual investment strategy was appropriately re-considered and adopted for 2009-10 by the Policy and Resources Committee at its meeting in February 2009.

We have checked and agreed the transactions for the financial year to date on the short term “investments” placed in Treasury deposits each month by reference to the Lloyds TSB transaction notifications, also verifying the appropriate and timely receipt of interest earned on the deposits by reference to the relevant receiving bank account statements.

We have also checked and agreed detail of the first loan instalment repayment in September 2009 to the cashbooks and the PWLB notification “demand”.

Conclusion

No issues have arisen: we shall check and agree the closing balances and disclosures of the investments and loans in the Annual Accounts as part of the final audit work.

AGENDA ITEM NO: 10 – POND PARK COMMUNITY CENTRE UPDATE

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To consider the current position in regard to the possible development of a community facility in the Pond Park area.

Background Information

2. At the Policy and Resources Committee on the 29th June 2009, it was resolved that *‘Councillor Brand be requested to join the Marston Pavilion working group and that a further report be brought before the appropriate Committee following a re-assessment of the scheme’* (Minute no. 9).

Financial Implications

3. As outlined within the report.

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. With the acceptance that obtaining significant amounts of external funding for a re-build of Marston Pavilion was unlikely, the working party which had been looking at the pavilion decided, after its first meeting, to invite a number of different representatives from the Pond Park area to understand what spare capacity existed and to look at possible alternative venues.
6. Minutes of all three meetings held since the Performance Review Committee are duly **attached**. As can be seen from the meeting held on 6th October 2009, those participating included representatives of both the Belmont Club and Hivings Free Church. While unable to attend that meeting, both the head teachers at Chesham Park Community College and Little Spring School have also expressed a willingness to be involved. A number of options were explored and at this early stage, it appears that an extension to Hivings Free Church looks as if it is the most practical of suggested venues for a new community hub.

7. At the meeting held on the 11th November 2009, the matter of consultation with residents was focussed upon and an agreed timetable was confirmed for undertaking this through a mixture of questionnaires; door-to-door interviews and focus groups.

Recommendation

That the progress in regard to the Pond Park Community Centre be noted.

POND PARK COMMUNITY CENTRE DEVELOPMENT GROUP

Notes of meeting held at Town Council Offices on 6th October 2009 re Pond Park Community Centre Development

Present: Bill Richards (BRi) – Clerk, Chesham Town Council (CTC).
Peter Yerrell (PY)- Chmn., Pond Park Community Association (PPCA) and CTC Councillor.
Derek Lacey (DL) - Vice Chmn., PPCA and CTC & Chiltern District Council (CDC) Councillor.
Michael Brand (MB) – CTC & Buckinghamshire County Council (BCC) Councillor.
Sandy Coyle (SC) – Paradigm Housing
Michael Fletcher (MF) - PPCA
David Gardner (DG) – Community Projects and Revitalisation Officer, CDC
Bill Reynolds (BRe)–Hivings Park Free Church
Rev Sam Owoo (SA) - Hivings Park Free Church
Phillip Shipp (PS) – Belmont Club
Phyllis Shipp (PhyS) – Belmont Club

Apologies for absence were received by Kevin Patrick, Head Teacher, Chesham Park Community College

Purpose of Meeting

1. PY gave a brief background as to why a community centre could not realistically be built on Marston Field for the foreseeable future and explained that the Council and other partners had expressed a wish to explore other avenues to develop community facilities in the area.

Possible Venues

2. PY firstly gave feedback on a separate meeting he and BRi had held with Kevin Patrick. PY advised that Chesham Park Community College was considering a bid to receive monies to develop a sizable community building and, if successful, would be happy to try and accommodate the needs of Pond Park residents, especially with 10% of its students coming from that area. However it was accepted by KP that it would be preferable to have a community facility in the heart of the ward.
3. PY then threw the meeting open to the attendees and requested that ideas for possible venues for either a new build or extension to an existing building were put forward. SG reminded the group that a number of facilities (albeit small) already existed such as the Belmont Club, Little Spring School, Hivings Park Church and Tom Scott House and she suggested it would be sensible to have an audit of usage and spare capacity of these facilities before proceeding with capital works. This was duly agreed but there was general consensus that in the long term, a new or extended facility was required.

4. A number of sites were then considered and discussed. SO argued Marston Field was too far away, had accessibility problems and he didn't think people, particularly young people, would garner a 'sense of ownership'. PhyS suggested that the Belmont Club was not a good venue due to the smell of beer that put community hirers off. DL also said the venue was hampered by the lack of a kitchen and storage. He opined that making the church larger appeared the most sensible and realistic option. SO confirmed that discussions had already taken place on this and BRe advised that the Trustees from the Baptist Union of Great Britain had investigated and confirmed the building would be sound enough to take a second floor. All agreed this should be pursued further

The Way Forward

5. DG stated that he felt utilisation of existing facilities was the most appropriate way forward as he doubted there would be large amounts of capital funding available to build and/or extend a building. While setting up a 'federation of buildings' register was agreed to be justifiable in the short term, both MB and BRe agreed there should be the commitment and aspiration to develop something bigger and better for the community.
6. It was agreed that the all important next step would be consult with local residents. DG circulated a draft questionnaire that he had compiled with MB in trying to ascertain need within the Pond Park area. It was well received though SG opined that she would like to see it combined with a focus group event since many people were not inclined to return forms. PS and PhyS said they would be happy to host such an event at the Belmont Club. SC suggested she contact Angela Martin of Bucks Adult Learning so focus group training could be facilitated.
7. The group set a timetable for the circulation and collection. It was agreed, to obtain the best level of response, it would be better to have the forms delivered by volunteers. MF opined that it was important not to be too restrictive as to where they were delivered and to have a wide a range as replies as possible. It was agreed that such delivery was better done in warmer, lighter periods and therefore in early spring. BRi enquired as to who would be financing the survey as there was no budget to his knowledge. DG stated CDC could pick up the printing costs while SG said that Paradigm could supply pre-paid reply envelopes though obviously they would need to be sorted when returned to Paradigm's offices. MB suggested he might have limited County Councillor monies to contribute if someone needed to be paid to analyse the survey returns.
8. PY summed up by confirming that, in the short term, the group should undertake an audit of existing facilities and usage. While this was being done, BRe would progress the church extension option and the group

itself begin the process of compiling a list of consultees and residents ready for questionnaire distribution in spring.

Date of Next Meeting

9. It was proposed to hold the next meeting at **Lt Spring School** on the **11th November** at **4.00pm**

Bill Richards
Town Clerk

POND PARK COMMUNITY CENTRE DEVELOPMENT GROUP

Notes of meeting held at Town Council Offices on 11th November 2009 re Pond Park Community Centre Development

Present: Bill Richards (BR) – Clerk, Chesham Town Council (CTC).
Michael Brand (MB) – CTC & Buckinghamshire County Council Councillor.
Kevin Patrick (KP), Head Teacher, Chesham Park Community College
Sandy Coyle (SC) – Paradigm Housing
David Gardner (DG) – Community Projects and Revitalisation Officer, Chiltern District Council

Apologies for absence were received from Peter Yerrell, Derek Lacey, Michael Fletcher, Sam Owoo and Mary Paton.

Purpose of Meeting

1. Due to lack of numbers in attendance, it was agreed that the meeting simply focus on the consultation process and timetable.

Questionnaire

2. DG advised that the questionnaire was now in its third draft and was based on the original Bucks Community Action 'needs' survey with a couple of extra questions about open spaces. DG to print 1500 to go door-to-door. Paradigm to supply 'Freepost' envelopes. MB confirmed to be delivered by volunteers before Christmas. It is proposed that the volunteers undertake as many door-to-door interviews as possible and leave questionnaires and envelopes with those who are not in or have not got the time to answer. A gift voucher to be offered in a draw to encourage returns. Results to be analysed by February.

Focus Groups


3. SG advised that Bucks Learning was unable to assist with training 'facilitators' so the focus groups would have to be facilitated by DG and her. DG reported that SC and he would be targeting about 10 different focus groups in the Pond Park area. Training and delivery by the beginning of March.
4. KP stated he could help with the focus group process by holding a lunchtime meeting for students from the Pond Park area if this would be helpful.

Funding

5. DG opined that it would cost about £1,500 to deliver the whole consultation process (not including Paradigm's generous contribution to supply the 'Freepost' envelopes and CDC to undertake the printing). MB reported that District and County Councillors had already pledged a

cumulative amount of £1,000 and it was agreed that the Pond Park Community Association (PPCA) should apply to the Chesham Action Partnership for the remaining £500. KP said he could supply someone to input survey data but at a cost and, regrettably, he did not feel it appropriate for his students to undertake this work. MB suggested that Bucks Community Action be invited to re-join the group to advise on funding opportunities

Date of Next Meeting

6. No date was set for another meeting due to the lack of attendees. However MB opined that this group  has taken the project forward to a position where he felt that the PPCA should now be leading on the search for a new facility.

*Bill Richards
Town Clerk*

AGENDA ITEM NO: 11 – GIRL GUIDE SIGNAGE

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To consider a request from the Girl Guides to erect a sign behind the Red Lion flower-bed.

Background Information

2. Girl-Guiding UK will be celebrating its centenary in 2010.

Financial Implications

3. The sign will be financed entirely by the Girl Guides.

Strategic Objectives

4. Accords with the Council's strategic aim 6 – *'To represent the views and wishes of the citizens of Chesham'*.

Detailed Consideration

5. The Parks and Premises Manager and the Town Clerk have been approached by the Guides' Chesham North District Commissioner in regard to helping recognise the centenary of the organisation. In their initial approach to the Council, the Guides were proposing a floral display. However the Parks and Premises Manager made preliminary investigations on the cost of purchasing bulbs for this purpose and the estimated cost was nearly £2,000. This proved prohibitive for the organisation so the Chesham North District Commissioner returned to the officers with an alternative proposal to mount a sign behind the raised flower-bed in Red Lion Street which would be in place from mid-May to the end of the centenary celebrations on the 20th October.
6. The sign design is duly **attached**. It is proposed to be 8ft x 3ft in size and to be set at the back of the flower bed. The Parks and Premises Manager's recommendation is to mount it in the bed and be tilted up at a slight angle with appropriate supports. The rest of the bed (overall approx size 18ft x 7ft) would be planted with summer bedding in colours complimenting the sign. The Guides will be also seeking sponsors, the names of whom will be displayed in the bottom right hand corner of the sign.
7. Officers are very happy to support this initiative but are seeking approval from the Committee since reservations have been raised by some Members about a perceived proliferation of signs within the town.

Recommendation

That the request by the local Girl Guides to have a centenary sign mounted behind Red Lion Street flower-bed for the summer of 2010 be agreed.



1910

Girlguiding UK



CENTENARY



2010

AGENDA ITEM NO. 12 - FINANCIAL REPORT TO 30th SEPTEMBER 2009

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. **Attached** is a simple summary of the Actual Income and Expenditure of the Council for the six months ended 30th September 2009 shown against the Annual budget for 2009/10.

Background Information

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

Financial Implications

3. Included within this report.

Strategic Objectives

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

Detailed Information

5. The report **attached** shows individual cost centres' total expenditure and income to 30th September 2009 against the annual 2009/10 budget.
6. On page 2 you will see the total of all the cost centres, which shows an actual year-to-date expenditure total of £622,189 against an annual budget expenditure total of £1,541,280 and actual year-to-date total income of £1,009,710 against an annual budget income total of £1,448,140.
7. The actual net expenditure over income shows an actual income surplus of £387,521 against the annual budgeted deficit of £93,140. This is mainly due to most of the year's precept being received. The recently produced revised budgets for the year estimate the net under spend for 2009/10 will be £20,777 when compared against the sum of the original budget plus those items carried over from last year.

Report of the Officers to a meeting of the **POLICY & RESOURCES**
Committee on Monday 14th December 2009

8. Income from investments remains low due to the current economic climate and low interest rates. Current investments are only achieving around 1%. Based on these rates there could be a shortfall against budget of around £20,000.
9. The working group set up to consider the setting up of a Company Limited by Guarantee to manage the Elgiva, Town Hall and Moor Swim & Gym is due to meet on Monday 7th December.
10. The latest Renewal and Repairs programme is included under the Revised Estimates report under agenda item 5 to this Committee.

Recommendation

That the report be noted.

Bill Richards
Town Clerk

16:43
 Summary Income Expenditure by Budget Heading as at 30th September 2009

Month 06 Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Committed Expenditure	Funds Available
100 REPAIRS & RENEWALS FUND	Expenditure	107,840	0	111,615	111,615		111,615
101 CENTRAL SUPPORT SERVICES	Expenditure	1,052	828	0	-828		-828
	Income	1,051	828	0	828		
102 CLERICAL ACTIVITIES	Expenditure	10,348	2,123	10,805	8,682		8,682
	Income	0	0	500	-500		
103 CCCT	Expenditure	140	93	260	167		167
	Income	260	0	260	-260		
104 CHESHAM CEMETERY	Expenditure	69,504	34,511	76,280	41,769		41,769
	Income	7,676	3,016	6,465	-3,449		
105 ST MARCS CLOSED CHURCH	Expenditure	2,555	1,265	1,865	600		600
106 INTEREST INCOME	Income	30,091	3,798	30,105	-26,307		
107 HOUSING	Expenditure	1,683	1,359	2,365	1,006		1,006
	Income	10,343	0	10,710	-10,710		
108 CORPORATE MANAGEMENT	Expenditure	89,381	25,867	108,325	82,458		82,458
109 DEMOCRATIC MANAGEMENT	Expenditure	74,197	35,141	75,585	40,444		40,444
117 SECTION 137 EXPENDITURE	Expenditure	10,229	1,778	7,900	6,122		6,122
	Income	1,124	38	0	38		
201 CHESHAM MOOR GOLF & SWIM	Expenditure	202,038	119,615	217,188	97,573		97,573
	Income	131,606	107,896	132,805	-24,909		
202 CODMORE FOOTBALL	Expenditure	9,298	3,368	10,845	7,477		7,477
	Income	1,931	336	2,310	-1,974		
203 MARSTON FOOTBALL	Expenditure	2,965	1,177	12,105	10,928		10,928
	Income	705	120	785	-665		
204 COMMUNITARY COLLEGE	Expenditure	1,368	342	349	7		7
206 AMENITIES	Expenditure	31,904	12,139	45,990	33,851		33,851
	Income	1,040	450	1,080	-630		
207 OPEN SPACES	Expenditure	94,169	43,872	99,973	56,101		56,101
	Income	12,356	2,920	2,485	435		
208 LOWNDES PARK TOILETS	Expenditure	15,356	7,035	16,895	9,860		9,860
209 AGENCY WORK	Expenditure	1,245	998	2,320	1,322		1,322
	Income	9,571	104	12,975	-12,871		
210 SATEPAR NOISE ABATEMENT	Expenditure	2,690	1,334	2,930	1,597		1,597

16:43

Summary Income Expenditure by Budget Heading as at 30th September 2009

Month 06

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Committed Expenditure	Funds Available
211 PAR	Expenditure	55,538	31,827	67,000	35,173		35,173
218 WORKS DEPOT	Expenditure	1,149	0	145	145		145
	Income	1,149	0	145	-145		
301 THE ELGI	Expenditure	517,202	233,213	540,405	307,192		307,192
	Income	395,230	150,069	403,095	-253,026		
303 TEMPERANCE HALL	Income	100	0	100	-100		
304 TOWN HALL	Expenditure	71,101	46,412	71,350	24,938		24,938
	Income	45,426	15,505	45,265	-29,760		
401 ASHERIDGE ROAD ALLOTMENTS	Expenditure	2,475	1,874	4,420	2,546		2,546
	Income	492	331	515	-184		
402 CAMERON ROAD ALLOTMENTS	Expenditure	9,993	5,431	9,910	4,479		4,479
	Income	2,259	1,511	2,175	-664		
403 AMERSHAM ROAD ALLOTMENTS	Expenditure	252	76	160	84		84
	Income	57	65	55	10		
503 TOWN CENTRE REITAL	Expenditure	26,309	10,283	37,740	27,457		27,457
	Income	728	200	605	-405		
504 GC2C	Expenditure	5,781	229	6,555	6,326		6,326
	Income	5,781	-1,568	6,555	-8,123		
702 PRECEPT	Income	758,798	724,090	789,150	-65,060		

INCOME	EXPENDITURE TOTALS	Expenditure	1,415,622	1,541,200	1,100,100		1,100,100
		Income	1,415,622	1,441,140	43,482		
		Net Expenditure over Income	0	3,521	3,140		4,661

Note AS AT 30TH SEPTEMBER 2010

	Last Year		Current Year							Next Year	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Retirement	Revised Budget	Actual	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
1000 REPAIRS & REPAIRS FUNDS											
4033 ADVERTISEMENTS	0	181	0	0	0	0	0	0	0	0	0
4801 ELGIA MAINTENANCE (301)	23,000	8,965	20,000	14,035	0	34,035	11,892	0	0	0	0
4802 TOWN HALL MAINT (304)	31,000	8,938	15,000	1,062	0	16,062	2,349	0	0	0	0
4805 FENCING (402)	1,000	0	500	0	0	500	173	0	0	0	0
4806 DEPOT MAIN BUILDING (218)	4,000	2,896	6,500	1,104	0	7,604	0	0	0	0	0
4807 CODMORE CAR PARK (202)	15,000	14,902	0	0	0	0	157	0	0	0	0
4812 SWING REPLACEMENT (206)	9,000	0	0	0	0	0	0	0	0	0	0
4815 CHRISTMAS LIGHTS (503)	12,000	0	2,000	12,000	0	14,000	0	0	0	0	0
4822 MOOR HARDSTANDING (207)	4,000	0	5,000	0	0	5,000	0	0	0	0	0
4827 COMP/OFFICE EQUIP (101)	3,500	1,697	5,000	3,803	0	8,803	1,349	0	0	0	0
4829 LITTER BINS (206)	3,100	0	1,500	3,100	0	4,600	0	0	0	0	0
4830 PLAY EQUIPMENT (206)	79,000	0	40,000	40,000	0	80,000	54,192	0	0	0	0
4831 VEHICLES & EQUIPMENT (218)	3,500	3,031	9,200	469	0	9,669	8,850	0	0	0	0
4832 PATHS (207)	35,500	4,782	0	30,718	0	30,718	0	0	0	0	0
4833 MARSTON PAVILION (203)	17,000	4,974	300,000	12,026	0	312,026	0	0	0	0	0
4834 SEATS (104/206)	2,800	0	1,500	2,800	0	4,300	675	0	0	0	0
4835 CODMORE PAVILION (202)	2,500	1,840	0	660	0	660	0	0	0	0	0
4836 NOTICE BOARDS (402)	1,970	0	1,000	1,970	0	2,970	0	0	0	0	0
4837 PARKS FENCING (207)	8,500	800	0	200	0	200	0	0	0	0	0

At 17:26

Budget Detail by Centre

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

Note AS AT 30TH SEPTEMBER 2010

	Last Year		Current Year							Next Year		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Retirement	Revised Budget	Actual	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
4838 PLA EIP FENCING (206)	19,700	56	0	0	0	0	0	0	0	0	0	0
4841 CEMETER LODGES (107)	5,000	0	0	0	0	0	0	0	0	0	0	0
4842 CEMETER WALLS/HEARSE HSE	14,000	6,142	7,000	3,058	0	10,058	94	0	0	0	0	0
4843 ST MAR'S WALLS (105)	5,000	0	5,000	0	0	5,000	0	0	0	0	0	0
4844 CEMETER CHAPEL (104)	6,200	0	6,500	0	0	6,500	0	0	0	0	0	0
4847 CEMETER PATHS (104)	5,000	1,800	0	0	0	0	0	0	0	0	0	0
4848 WAR MEMORIAL (206)	0	0	700	0	0	700	0	0	0	0	0	0
4850 POOL (201)	10,000	7,068	10,000	17,932	0	27,932	15,300	0	0	0	0	0
4851 MULTI-COURTS (201)	50,000	45,750	0	4,070	0	4,070	3,948	0	0	0	0	0
4852 MOOR MARSH (207)	5,000	0	0	5,000	0	5,000	0	0	0	0	0	0
4853 CEMETER HEARSE HOUSE (104)	0	289	0	0	0	0	0	0	0	0	0	0
4861 ELGI A BOOING S (301)	0	17,400	0	4,900	0	4,900	0	0	0	0	0	0
4900 TFR FR RENEWALS FND	-376,270	-131,510	-436,400	-158,907	0	-595,307	-98,981	0	0	0	0	0
4901 TFR TO RENEWALS FND	107,840	107,840	111,615	0	0	111,615	0	0	111,615	113,815	0	0
OverHead Expenditure	107,840	107,840	111,615	0	0	111,615	0	0	111,615	113,815	0	0
Total Income	0	0	0	0	0	0	0	0	0	0	0	0
1 Net Expenditure	107,840	107,840	111,615	0	0	111,615	0	0	111,615	113,815	0	0
Total Budget Expenditure	107,840	107,840	111,615	0	0	111,615	0	0	111,615	113,815	0	0
Income	0	0	0	0	0	0	0	0	0	0	0	0
Net Expenditure	107,840	107,840	111,615	0	0	111,615	0	0	111,615	113,815	0	0