

Chesham Town Council

Bill Richards
Town Clerk



Tel: 01494 774842

Fax: 01494 582908

www.chesham.gov.uk

Email: admin@chesham.gov.uk

18th June 2010

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 28th JUNE 2010 AT 7.30 PM

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

AGENDA

1. Election of Chairman and Vice-Chairman for the administrative year 2010/11.
2. Apologies for absence.
3. Declarations of interest.
4. To receive and confirm the Minutes of the meeting of 22nd March 2010.
5. To receive and consider the Minutes of:
 - Town Centre Working Group of 11th March and 10th June 2010 (enclosed).
 - Chesham Action Partnership Management Committee meeting of 13th April (enclosed).
6. Devolved Services Update.
7. Town Charities.
8. Digital Technology and Cemetery Update.
9. Financial Report Out-turn 2009/10 and Report from Finances Working Party.
10. Standing Orders Review.
11. Exclusion of Public and Press.
12. Outstanding Debts.

Yours sincerely,

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

Bill Richards
Town Clerk



Chesham Town Council

continued . . .

Circulation:

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

Councillor Mrs J.C. Fulford
Councillor F.G. Holly
Councillor Mrs C.M. Michael
Councillor Mr M.W. Shaw
Councillor P.W. Yerrell

Publication Date 18.06.2010



CHESHAM TOWN COUNCIL TOWN CENTRE WORKING GROUP

Minutes of the meeting of the Town Centre Working Group held on Thursday
11 March 2010.

PRESENT:

Cllr Jane Bramwell (JEB), Chesham Town Council (Chair)
Kathryn Graves (KG), Chesham Town Council (Minute taker)
David Carter (DC), Chesham Society
Andy Clarke (AC), Parking Manager, Chiltern District Council (CDC)
Jed Elverson (JE), My Chesham/Potter and Ford
Rod Culverhouse (RC), FastBreak
Mike Barber (MB), Transport for Buckinghamshire

1. APOLOGIES

Apologies were received from Cllr Noel Brown (BCC/CDC) and Chris Schwier
(Transport for Buckinghamshire).

2. MINUTES AND MATTERS ARISING

The notes of the meeting of the Town Centre Working Group held on Thursday 3rd
December 2009 were agreed as a correct record.

(i) Church Street Cobbles

In relation to *Minute 1(ii)*, MB acknowledged that the replacement of cobbles is
outstanding and will follow it up.

Action: Mike Barber

(ii) High Street Temporary Traffic Regulation Order

In *Minute 1(iv)* it had been queried whether the revised TTRO for the High Street on
Market days had been put in place. KG reported back that the TTRO had not been
finalised by BCC, despite CDC paying for the order over two years ago. The town
council has been working with CDC and BCC to resolve this matter, but it is still in
progress.

(iii) Parsonage Lane Wall

Arising from *Minute 1(vi)*, AC informed the group that CDC's research had failed to
identify the owner of the wall. If the town council wishes to take the project forward
to replace the wall, the council would need to approach both CDC and BCC.

Furthermore, AC advised that any works would require a safety audit. JB expressed the view that there was little support at the town council for this project, particularly because of the likely level of cost. AC said that the wall is starting to deteriorate and that as the town council did not wish to pursue any work itself, BCC and CDC would need to join forces to repair the wall.

(iv) Gullies

In relation to *Minute 1(x)*, DC reported that all of the drains along Church Street are still blocked. MB explained that BCC's resources have recently been focused on potholes, but he is hoping that resources will be freed up in the near future.

(v) Moor Road

The safety of the barriers surrounding the Moor Road leak had been queried in *Minute 3(ii)*. MB informed the group that BCC are hoping to carry out works on the Moor Road leak in the new financial year. As the days are getting longer, the lack of illumination on the barriers is no longer such an issue.

(vi) High Street Paviers

Arising from *Minute 3(vi)*, Kathryn reported that she has asked the Market Manager to ensure that the barriers surrounding the uneven paviers outside the British Heart Foundation shop are replaced after every market. This is now being done, although the manager explained that the barriers are often redistributed down the High Street by members of the public on Friday nights. Mike Barber agreed to investigate when these paviers will be dealt with. He also reported that the next phase of High Street pavier replacement has been put forward to go into the programme of works for the next financial year, but the outcome of this is not yet known.

Action: Mike Barber

(vii) Free Parking Days

In respect of *Minute 4(ii)*, KG confirmed that the free parking days for 2009 had been publicised at the December Council Surgery. So far, Chesham Chamber of Trade and Commerce and the town council have allocated one of their five days for 2010. Parking in the Water Meadow car park will be free on Saturday 22nd May to coincide with a local producers' market event being held in Market Square. Beyond this, the Chamber is considering whether to consult with High Street traders to find out how they would like the remaining days used.

3. HIGHWAYS

(i) Culvert

MB explained that the culvert has been temporarily made safe with barriers to prevent vehicular access.

(ii) Potholes

MB reported that six gangs have been working full time on pothole repairs since before Christmas. In response to a query on the criteria for a category one pothole,

MB explained that they must be c.40mm deep and 300mm in diameter. DC queried why the large pothole in Church Street has not been treated as a category one pothole. MB said that the pothole may not be deep enough to be classed as category one, but even if it is, it may be that it could not be repaired without closing Church Street. MB will investigate.

Action: Mike Barber

MB did inform the group that it is hoped that the stretch of Church Street as you enter Chesham will be resurfaced this year.

JE asked how BCC become aware of potholes. MB explained that BCC conducted regular inspections (A and B roads inspected once a month, C roads are inspected every 3 months and unclassified roads every 6 months) and also received reports from the public via Highways On Call (0845 230 2882).

RC said that pothole repairs had only begun in Chesham over the last week and queried whether Chesham had been left until last. MB said this would not have been the case, as potholes are repaired by category, not location.

RC queried the best way to identify the location of a pothole when reporting it. MB said that it was normal for people to associate a pothole with a nearby house number.

RC said that some serious potholes had developed along the edges of roads, resulting in the road edges becoming badly broken up. MB said that when required BCC will undertake major reconstruction of road edges.

(iii) Lowndes Park Lighting

KG said that several months ago a street lamp along the main bridleway in Lowndes Park had been partially removed following vandalism. The base of the column has been wrapped in 'hazard' tape and left in situ. KG has reported this via Highways on Call on a number of occasions but nothing has been done. KG expressed her concern that this could be damaging to the park's chances of being awarded a Green Flag if it has not been resolved by the judges' visit, which usually takes place in early May. MB agreed to look into this.

Action: Mike Barber

(iv) Snow Clearance and Snow Committee

JB reported that, following the disruption caused by the extreme winter conditions, a number of organisations are looking at improving how the community deals with such events. JB is leading on the Snow Go committee set up by Chesham Chamber of Trade and Commerce. The committee has been looking at how to get the roads to the schools and the school car parks cleared of snow using volunteers. The issue of public liability insurance is currently being investigated. Another issue being considered is an alert system for older, vulnerable people. JB said that it has been extremely useful having the schools on board as a community resource.

4. PARKING

(i) Lighting

AC reported that the work currently taking place in Star Yard car park is to install a new LED lighting system. The work will take about one week. Initially trialled in Amersham's multi-storey car park, the new white lighting is very cost effective and has saved £10,000 in energy bills since December. There has been no feedback from the public, which would suggest that there are no significant problems with it. If the Star Yard trial is successful, the system will be rolled out across the district.

AC informed the group that some large steel ramps had been dumped in Star Yard car park recently, but CDC has now removed these.

(ii) Future of On-Street Parking

AC said that the five-year parking agreement between BCC and CDC ends in 2010. It is not known whether CDC will retain on-street parking enforcement after the contract has finished or whether this will be contracted out by BCC to a parking enforcement company. Currently the plans to install Pay and Display units for on-street parking in Punchbowl Lane, Germain Street and Red Lion Street are on hold, pending a decision on the 22nd March.

RC queried whether there are plans for limited waiting bays in East Street. AC confirmed that this will still go ahead, although the date for implementation is currently unknown. AC will pass this information on to KG in due course.

Action: Andy Clarke

(iii) Long Stay Car Parks

A discussion was held on the lack of long-stay car parks in the town centre. AC explained that East Street car park will become a long-stay car park from the 1st April 2010, although it only has 13 spaces. If people want to suggest other central car parks as long-stay car parks, they will have to wait two years for the next round of consultation.

(iv) Recent Police & DVLA Activities

AC reported on a recent successful operation by the Metropolitan Police and Thames Valley Police to target the sale of stolen cars abroad from Chesham. At AC's request, the DVLA have been removing untaxed vehicles. AC provides the details of untaxed cars to the DVLA on a monthly basis.

5. COMMUNITY SAFETY

The group asked whether the Police had been invited to the meeting and queried whether any apologies had been sent. KG confirmed that Sgt Benfield and PCSO Shepherd are on the email distribution list, but she did not have any apologies. AC explained that Sgt Benfield is no longer covering the Chesham area and that Sgt Richard Timms is now back in Chesham, so the distribution list will need to be changed.

KG said that a complaint had been received from a Lye Green Road resident at the December Council Surgery to the effect that he did not believe that police patrols were taking place outside the town centre. The group felt that this was likely to be the resident's perception rather than the actual case.

It was noted that the Police Station has re-opened following its refurbishment.

6. DATE OF NEXT MEETING

The next meeting will take place in June and KG will circulate a proposed date with the minutes.

Action: Kathryn Graves



CHESHAM TOWN COUNCIL TOWN CENTRE WORKING GROUP

Minutes of the meeting of the Town Centre Working Group held on Thursday
10 June 2010.

PRESENT:

Cllr Jane Bramwell (JB), Chesham Town Council (Chair)
Kathryn Graves (KG), Chesham Town Council (Minute taker)
Cllr Noel Brown (NB), Buckinghamshire County Council/Chiltern District Council
David Carter (DC), Chesham Society
Rod Culverhouse (RC), FastBreak
Mike Barber (MB), Transport for Buckinghamshire

1. APOLOGIES

Apologies were received from Chris Schwier (Transport for Buckinghamshire) and Andy Clarke (Chiltern District Council).

2. MINUTES AND MATTERS ARISING

The notes of the meeting of the Town Centre Working Group held on Thursday 11th March 2010 were agreed as a correct record.

(i) Church Street Cobbles

In relation to *Minute 2(i)*, MB said that this work should be completed within the next couple of weeks.

(ii) Moor Road Leak

MB reported that the Moor Road leak referred to in *Minute 2(v)* has now hopefully been fixed. A filter drain has been installed in the roadside verge that will channel water into a pipe that runs into the drainage system. NB said that the two sections of road that had been affected by the leak needed repair. MB said that these sections are not currently on the patching list, but he will see if these sections can be repaired by a road fixing gang which will be coming to Chesham.

Action: Mike Barber

(iii) Church Street Pothole

Arising from *Minute 3(ii)*, it was confirmed that the pothole in Church Street has now been patched.

(iv) Lowndes Park Lighting

In relation to *Minute 3(iii)*, KG said that it was disappointing that the broken lamp column along the Rue de Houilles had not been fixed in time for the Green Flag judging in late May. MB said that he would chase this outstanding issue up.

Action: Mike Barber

(v) East Street Parking

NB reported that the parking order for the limited waiting bays in East Street, as referred to in *Minute 4(ii)*, has been approved.

3. HIGHWAYS

(i) St. Mary's Underpass

MB said that the underpass is currently shut due to flooding and that the pumps are being inspected today, although they may not be the cause of the flooding. MB queried what impact the closure of the underpass would have on the Schools of Chesham Carnival which is taking place on the 12th June. The group felt that, while it will not be the main route used by participants, it would be beneficial if it could be open due to the increased footfall in the town centre. As more rain is forecast towards the end of the week, MB said he would try to get a drainage gang in to look at the underpass.

Action: Mike Barber

(ii) St. Mary's Way

Using a lane closure, new road markings and weed clearance along the park-side verge were conducted in time for the RHS judges' visit on the 8th July. MB queried whether the Town Council's Parks and Premises staff had been involved in assisting with the horticultural work in the verge. KG said that she had passed on the request for assistance, but was not aware of the outcome.

(iii) Berkhamstead Road

RC asked whether Berkhamstead Road would be resurfaced as it is in a parlous condition. MB responded that Berkhamstead Road is on the plane and patch programme for this financial year, but that both Berkhamstead Road and Broad Street should also have a lot of resurfacing work done.

(iv) Grass-Cutting

KG asked for an update on grass-cutting as Town Council officers were beginning to receive complaints about verges not being cut. JB said that Park Road and the lower end of Chartridge Lane have not been cut recently. MB explained that grass-cutting that had previously been done by Chiltern District Council's (CDC) contractors was now being carried out directly by Buckinghamshire County Council. It is likely that some areas are being missed as the teams familiarise themselves with the areas they have responsibility for.

(v) Drains

NB said that a drain appears to be shrinking in the vicinity of the War Memorial. MB said that he will take a report of this back.

Action: Mike Barber

DC asked what will be done about the sunken drain in Church Street near the Queens Head, which currently has a bollard on it. MB said that this would require a road closure for a full repair. To minimise disturbance to drivers, this repair will be scheduled to take place when the road is closed for plane and patch works on a stretch of the Missenden Road.

MB reported that the sunken drain outside Stead and Simpson in the High Street will be repaired over the next couple of weeks.

(vi) Culvert

NB asked whether there had been any progress with the fragile culvert in Market Square. KG said that the Town Council, as a riparian owner, had received a letter regarding it some time ago, but had heard nothing since. KG agreed to obtain an update on the situation.

Action: Kathryn Graves

4. PARKING

(i) Taxi Ranks

The group considered a letter sent by a member of the public suggesting a number of changes to the current taxi rank system. The changes were proposed in order to alleviate air pollution and noise disturbance. It was noted that a major reason why the resident was suggesting the changes was that she believed that taxi drivers left their engines running whilst parked at the rank, but the group said that from their observations this was not the case the majority of the time.

The group considered whether to support the individual proposals:

(i) The positions of the taxi rank and the disabled bays are swapped over. The group did not support this, as they were not convinced that it would benefit users of the disabled bays.

(ii) Two taxi spaces to be provided at the bottom of Station Road. The group agreed that this was feasible, but NB highlighted that these spaces could be used for free casual parking, of which there is a paucity in the town centre.

(iii) Spaces for taxis to be provided in the old section of the Backs near Waitrose. The group were not sure of the benefit of this, as customers can currently phone from the store for a taxi. Furthermore, this is a difficult area to access. It was agreed that the opinion of the Waitrose management should be sought.

Action: Kathryn Graves

(iv) A taxi rank to be provided outside Sainsbury's.

The group felt this would lead to more congestion in the car park, which is already congested.

(v) Provision of a taxi rank in Star Yard Car Park

The group felt that it would not be helpful to have the taxis dispersed across the town centre in this way. In general, having so many ranks would be confusing for customers and it would be a system that would be difficult to monitor and enforce.

(vi) Provision of a disabled bay in Lower Church Street

NB said that this would not be necessary, as a Blue Badge holder would be able to park in this area anyway, providing they are not causing an obstruction.

The resident had suggested in her letter that many of the taxis operating in the Broadway are from High Wycombe and the surrounding area. NB said that taxis that are licensed outside of the Chiltern District should not be picking up fares here. The group requested that KG check with CDC Licensing how this is monitored and enforced.

Action: Kathryn Graves

5. ANY OTHER BUSINESS

(i) Chesham Action Volunteers

JB explained that the Chesham Chamber of Trade and Commerce had established a small working group to look at how local volunteers could be co-ordinated to assist with helping the town to function more effectively in the event of severe weather conditions, or other emergencies. It has been decided to form a group comprised of a small executive group with a much wider body of volunteers that can be co-ordinated from a control centre at Chesham Town Hall. A meeting is being held at the Town Hall at 7.30 pm on Monday 14th June to launch the group, the Chesham Action Volunteers.

(ii) Local Produce Market

KG said that the local produce market held on the 22nd May and organised by Chesham Town Council and Transition Town Chesham had been highly successful, with very positive feedback from both the traders and the public. Furthermore, local shop owners had reported an increase in footfall and sales on the day, as well as new customers. As a result, Transition Town Chesham and the Town Council are now setting up a regular market on the fourth Sunday of each month, with the next market taking place on the 26th June. KG explained that if local producers were interested in taking part in the markets, they should contact her.

(iii) The Global building

RC asked that, should a licence application be made for the former Global site, whether it could be restricted to 11 pm in light of the nuisance that previously occurred when The Global was operating. JB said that it would be important to get the support of the Police and CDC's Environmental Health department for such a

restriction. JB also suggested that the Chamber of Trade and Commerce might want to get involved.

(iv) Meeting Attendance

It was noted that attendance at this meeting has been dwindling. JB requested that if people are unable to attend they should supply a written update to keep the meeting as informative as possible.

6. DATE OF NEXT MEETING

The next meeting will take place in September and KG will circulate a proposed date with the minutes.

Action: Kathryn Graves

The meeting closed at 10.09 am.

**Chesham Action Partnership
Management Committee Meeting
Tuesday 13th April 2010 at Chesham Town Hall**

M-04.10-1

In attendance:

Dr Tom Gorsuch (Chairman)	Chesham Society
Mr David Carter (Treasurer)	Chesham Society
Ms Kathryn Graves (Secretary)	Chesham Town Council (CTC)
Ms Mora Walker	Chesham Museum
Mr Phil Folly	COPAG/Chesham Environmental Group (CEG)
Mr Hugh Wilson	Chesham Resident
Ms Irene Perrin	Shed@ThePark
Mr Malcolm Godwin	Buckinghamshire County Council (BCC)
Ms Alison Derrick	BCC
Mr Mark Young	Nexus Community
Mr Jed Elverson	YourChesham
Mr Tony White	Chesham Town Twinning Association
Ms Jan Longhurst	Chesham Methodist Church
Cllr Gill Walker	CTC, Chiltern District Council (CDC)
Mr Brian McCullom	Chesham Park Community College
PCSO Anish Sharma	Thames Valley Police (TVP)
PCSO Mike Shepherd	TVP
Ms Beverley Trevitt	Bucks Community Foundation
Ms Angela Martin	BCC Adult Learning and Libraries
Cllr Roy Abraham	Chiltern Racial Equality Council
Mr Richard Hoyle	Chesham Museum
Cllr Merrin Molesworth	CTC
Mr Lee Marshall	Buckinghamshire Wider Family Learning
Cllr Noel Brown	CTC, CDC, BCC

Apologies:

Management Committee: Mr Bill Richards – CTC, Mr Fred Wilson – Chesham Chamber of Trade and Commerce, Mr Ken Austin - Chesham Community Vision/CEG, Ms Rachael Tomkins – BCC Community and Youth Engagement, Ms Barbara Richardson – COPAG, Mr Geoff Gigg- Paradigm Housing and Mr David Gardner – CDC.

Ms Deborah Taylor – NHS Bucks, Cllr Mark Shaw – Pond Park Community Association, Ms Lesley Perry – Chesham Museum, Dr Alan Morris – Rotary Club of Chesham, Mr Ed Fraser – Compuhealth, Mr Kevin Patrick – Chesham Park Community College.

1. Minutes of the Meeting of 2nd February 2010

The minutes of the meeting of the 2nd February 2010 were agreed as a correct record.

2. Matters Arising

(i) Insurance

Arising from *Minute 5(iii)*, Dr Tom Gorsuch (TG) asked the group to note that ChAP will be taking out officers' insurance.

Cllr Noel Brown and Ms Jan Longhurst arrived at 2.02 pm.

(ii) Town Twinning Sign

In relation to *Minute 2(ii)*, Mr Tony White (TW) from the Chesham Town Twinning Association reported that the association is keen to progress with the idea of creating a twinning sign. However, the association has some concerns regarding the project: the association itself has limited funds, the project is likely to involve a lot of work, the sign would need to be vandal-resistant and an appropriate sign for the site would need to be identified. Mr Malcolm Godwin (MG) advised that it is easier to work up the project, find out the costs and then look for funding, rather than trying to raise funds initially. Cllr Merrin Molesworth (MM) suggested that the need for planning permission should be investigated early in the project as obtaining any necessary permission could take some time. TG asked whether the association would consider a local appeal for fundraising. TW said that the association would look into this and is also intending to make an application to civic authorities.

Ms Alison Derrick and Mr Brian McCollum arrived at 2.06 pm.

3. Finances

Mr David Carter (DC) gave a summary of ChAP's accounts from the 1st November 2009, which included the provision of eight donations to local organisations. As a copy of the accounts had previously been circulated to the Management Committee members, TG advised that spare copies were available at the meeting for any other interested parties.

4. Local Development Framework Core Strategy Consultation

TG explained that the Core Strategy is open to consultation until the 23rd April 2010 and urged as many individuals and organisations as possible to let CDC know their views on the proposal to build 650 new dwellings in Chesham by 2026. The full document is available on line for people to view. TG asked the group for their comments.

Cllr Noel Brown (NB) said that the strategy is intended to protect the Green Belt. He stressed that it was important that CDC can demonstrate that there are sufficient sites available for a five-year housing supply; otherwise it makes it easier for the Planning Inspectorate to uphold appeals for development in the Green Belt. Furthermore, NB said that most of the new housing is expected to be located on windfall sites, but that it was important to identify large development sites because these will enable affordable housing to be built and for developer contributions to help alleviate some of the problems created by development.

DC referred to the submission by the Chesham Society which had been circulated to the group. He explained that the society is concerned that there are several infrastructure problems specific to Chesham, e.g. air pollution and the pressure on the River Chess, which will be severely exacerbated by additional housing.

TG raised a concern regarding the suggestion within the strategy that whilst increased supermarket space is needed for Chesham, it is unlikely to be found and could be relocated to Amersham instead. TG said that this would increase car journeys and associated pollution. Cllr Gill Walker (GW) said that such a move would go against the objective of Chesham having a vibrant and sustainable commercial centre. NB said that he interpreted the strategy to mean that the town's population demographics may mean that Chesham cannot support as much retail space as it once did.

TG asked for a volunteer to develop a submission on behalf of ChAP. MM offered to do so.

Action: Cllr Merrin Molesworth

5. High Speed 2

TG explained that the favoured route for High Speed 2 passes between Great Missenden and Chesham and that Chesham is likely to face severe problems if Chesham is used as an access route to the construction site. TG urged that Chesham Town Council should be encouraged to consider this problem at a very early stage. NB reported that each household will be getting a copy of the proposed route and that information is already available at the library.

MM said that whilst ChAP is predominantly focused on with urban issues, ChAP should be concerned at the threat to the local countryside. Objections are being led by the Chiltern Society and the Chilterns Conservation Board and MM urged people to lodge their objections to prevent the route going ahead by default. NB said that a formal consultation should take place in November 2010.

Cllr Noel Brown left the meeting at 2.35 pm.

6. Church2Community

Ms Jan Longhurst introduced Church2Community, a new project being launched by Chesham Methodist Church. The objective of the project is to work with other organisations to reach out to vulnerable and isolated people in the community. Aspects of the project include the provision of a regular coffee shop and a lunch club for older and vulnerable people combined with activities and learning opportunities. A weekly discussion group will be held in the Misty Moon and on Sunday evenings a cafe style church will be held to reach out to young singles. Opportunities will also be provided for families and young people to watch the World Cup in an alcohol-free environment. It is hoped to increase the frequency of the existing youth club meetings and provide minibus transport. Jan explained that the church has committed to funding a lay worker, but that additional funding is required for other elements of the project.

In response to a query, Jan explained that the Methodist Church is liaising with other churches during the development of the project to ensure that the services provided by Chesham's churches are complementary rather than duplicating effort. In addition, they have also spoken to representatives of the Mosque and Chiltern Racial Equality Council. GW applauded the holistic approach of the project but raised her concern that there could be a duplication of effort because of the successful Youth Club already operating in town. TG stressed the importance of providing services to people within their own area, as many people are unable or unwilling to access services elsewhere, and to provide a platform for other agencies to bring outreach services to the area. Jan said this would be a focus of the project as it develops.

Jan said that anybody interested in the project could contact her via ChAP's secretary.

7. Funding Application from Thames Valley Police

PCSO Anish Sharma (AS) outlined the Shopwatch scheme which is being established by TVP to enable the town centre PCSOs to communicate with four of the major High Street businesses to pass on information about crime.

Whilst the group were supportive of the project, there was a consensus that it is not within ChAP's remit to provide funding to the police and for this reason the funding application was declined.

8. Bucks Community Foundation

Ms Beverley Trevitt (BT), the outreach officer for the foundation, explained that the foundation is an independent, registered charity that specialises in making grant awards to voluntary community organisations dedicated to improving the quality of life in Buckinghamshire. In addition to providing funding from an endowment, the foundation also looks to bring external grants into Buckinghamshire and will support groups in making external applications. BT said that the foundation is particularly keen to support older people in the Chilterns and is looking for feedback from ChAP to help identify the needs in Chesham.

PCSOs Sharma & Shepherd left the meeting at 2.57 pm and Ms Irene Perrin left at 3 pm.

9. Local Area Forum Consultation

TG explained that a consultation event had been held with representatives from local organisations to look at the priorities for the Local Area Forum (LAF). Ms Alison Derrick (AD) said that the results of the exercise are still being analysed, but will be used to guide the LAF agenda and how money allocated to the LAF will be spent. When the analysis has been finalised, AD will circulate the results.

10. Chiltern Police Area Commander's Review

TG drew the group's attention to the review which had been circulated prior to the meeting.

11. Any Other Business

(i) Election Forum

TG advised that the Churches on the Hill, Amersham, are holding a public election forum on the 29th April at 8 pm at Drake Hall, Amersham Community Centre. All the local parliamentary candidates will be in attendance to give brief presentations and answer questions from the public. MM reported that Chesham High School is holding a similar hustings event on the 19th April.

(ii) Club Sports Facility Development Workshop

Chiltern District Council, South Bucks District Council, Wycombe District Council and Bucks Sport are running a free Club Sports Facility Development Workshop on the 29th April to help local clubs develop their facilities.

(iii) Play Builder Fund

TG informed the group that the deadline for applications to CDC for Play Builder funding for play facilities has been extended until 4th May 2010.

(iv) Walkers Are Welcome

Mr Phil Folly (PF) reported that Chesham has now been accredited as a Walkers Are Welcome (WaW) town and advised people to look at the WaW section of www.chesham.gov.uk to find out more. He stressed the need for local shops and businesses to support the WaW campaign.

PF said that WaW had spent £100 of ChAP funding on the campaign to date, but asked whether it would be possible to draw on the additional £150 that was agreed at the committee meeting of the 1st September 2009 (*Minute 6*) despite the ending of the financial year. The committee agreed to this, providing the Walkers Are Welcome group provided up to date information on their funding requirement.

12. Date of Next Meeting

The date of the next meeting will be circulated with the minutes.

The meeting closed at 3.10 pm.

Committee on Monday 28th June 2010

Agenda Item: - 6

Devolved Services Update

G2C2

Closer To Communitites Worksheet

Mar-10

1	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Barrier check & poster removal - previous potholes reported still not repaired at Station Road.
2	BARRIER CHECK		MARKET SQUARE	
3	BARRIER CHECK & TOWN ROUTE	2	TOWN ROUTE	Poster & Graffiti removal . Numerous loose paving stones loose previously reported
4	BARRIER CHECK		MARKET SQUARE	
5	BARRIER CHECK & END TO END WALK	3	END TO END WALK	End to end walk & leared subway of cans & bottles
6	BARRIER CHECK - Saturday	1	MARKET SQUARE	
7	BARRIER CHECK- Sunday	1	MARKET SQUARE	
8	BARRIER CHECK & END TO END WALK	3	END TO END WALK	Potholes still at station road near Taxi Rank - Previously reported
9	BARRIER CHECK	1.5		Graffiti removal from signs
10	BARRIER CHECK& TOWN ROUTE	2.5	TOWN ROUTE	Poster removal
11	BARRIER CHECK		MARKET SQUARE	
12	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Poholes on White Hill previously reported
13	BARRIER CHECK - Saturday	1	MARKET SQUARE	
14	BARRIER CHECK- Sunday	1	MARKET SQUARE	
15	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Barrier check & Poster removal
16	BARRIER CHECK		MARKET SQUARE	
17	BARRIER CHECK & TOWN AND BACKS	2.5		
18	HOLIDAY			
19	HOLIDAY			
20	BARRIER CHECK - Saturday	1	MARKET SQUARE	
21	BARRIER CHECK- Sunday	1	MARKET SQUARE	
22	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Poster Removal
23	BARRIER CHECK		MARKET SQUARE	
24	BARRIER CHECK & TOWN AND BACKS	2	TOWN ROUTE	Nothing to report
25	BARRIER CHECK		MARKET SQUARE	
26	BARRIER CHECK & END TO END WALK	3	END TO END WALK	Subway cleared & cleaned off graffiti off signs. Pothole@white hill roundabout.
27	BARRIER CHECK - Saturday	1	MARKET SQUARE	
28	BARRIER CHECK- Sunday	1	MARKET SQUARE	
29	BARRIER CHECK & END TO END WALK	3	END TO END WALK	Offensice graffitti removed along with posters
30	BARRIER CHECK & TOWN AND BACKS	2.5	TOWN ROUTE	Loose stones in the High Street
31	BARRIER CHECK & END TO END WALK	3	END TO END WALK	Deep pot holes on roundabout at the bottom of Nashleigh Hill
Total Hours		46		

Apr-10				
1	BARRIER CHECK & END TO END WALK	2	END TO END WALK	Pot Holes outside Queens Head Pub
2	BARRIER CHECK	1	MARKET SQUARE	
3	BARRIER CHECK	1	MARKET SQUARE	
4	BARRIER CHECK	1	MARKET SQUARE	
5	BARRIER CHECK	1	MARKET SQUARE	
6	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Poster removal , broken kern nr Red Lion St.
7	BARRIER CHECK & TOWN AND BACKS	2.5	TOWN ROUTE	Barrier check & Poster removal & A boards are quite a way from shops in the middle of walkway.
8	BARRIER CHECK			
9		1		
10	BARRIER CHECK - Saturday	1	MARKET SQUARE	
11	BARRIER CHECK- Sunday		MARKET SQUARE	
12	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Poster removal & barriers put back into position
13	BARRIER CHECK	1	MARKET SQUARE	also cleared subway of rubbish
14	TOWN ROUTE & BACKS	2	TOWN ROUTE	put barriers back in place - pothole still at the bottom of station road
15	BARRIER CHECK & END TO END WALK	2.5	TOWN ROUTE	Barrier check and end to end walk. Kerb still loose opposite Salvation Army.
16	Holiday			
17	Holiday			
18	Holiday			
19	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Poster removal
20	BARRIER CHECK	1	MARKET SQUARE	Cleared subway of rubbish & bottles
21	BARRIER CHECK & TOWN AND BACKS	2.5	TOWN ROUTE	A boards blocking Emergency Exits when market day is on - KG reported to county . Cleared Graffiti
22	BARRIER CHECK	0.5	MARKET SQUARE	
23	BARRIER CHECK & END TO END WALK	3	END TO END WALK	Poster removal and also kerb Stones on White Hill roundabout loose and also on St Mary's Way.
24	BARRIER CHECK	1	MARKET SQUARE	
25	BARRIER CHECK	1	MARKET SQUARE	
26	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Removed posters & cleared subway
27	BARRIER CHECK		MARKET SQUARE	
28	BARRIER CHECK & TOWN AND BACKS	2	TOWN ROUTE	Nil to report
29	BARRIER CHECK		MARKET SQUARE	
30	BARRIER CHECK & END TO END WALK	3	END TO END WALK	Poster Removal
	Total Hours	40		
May-10				

1	BARRIER CHECK - Saturday	1	MARKET SQUARE	
2	BARRIER CHECK- Sunday	1	MARKET SQUARE	
3	Bank Holiday - Barrier Check	1	MARKET SQUARE	
4	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Fixed sign hanging down cleared subway and posters and trolley's took back to Sainsbury's
5	BARRIER CHECK & TOWN AND BACKS	2.5	TOWN ROUTE	Nil to report
6	BARRIER CHECK	1	MARKET SQUARE	
7	BARRIER CHECK & END TO END WALK	3	END TO END WALK	Poster removal - Potholes along Church St opposite Bury Entrance - Previously Reported
8	BARRIER CHECK - Saturday	1	MARKET SQUARE	
9	BARRIER CHECK- Sunday	1	MARKET SQUARE	
10	BARRIER CHECK & END TO END WALK	3	END TO END WALK	Poster removal - Pot holes still on Chirch Street
11	BARRIER CHECK & GRAFFITI Removal	1.5	END TO END WALK	Graffiti removal from 2 signs
12	BARRIER CHECK & TOWN AND BACKS	2.5	TOWN ROUTE	Poster Removal
13	BARRIER CHECK		MARKET SQUARE	
14	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	
15	BARRIER CHECK - Saturday	1	MARKET SQUARE	
16	BARRIER CHECK- Sunday	1	MARKET SQUARE	
17	BARRIER CHECK & END TO END WALK	3	END TO END WALK	Poster Removal
18	BARRIER CHECK		MARKET SQUARE	
19	BARRIER CHECK & TOWN AND BACKS	2.5	TOWN ROUTE	Poster & Graffiti removal
20	BARRIER CHECK		MARKET SQUARE	
21	BARRIER CHECK & END TO END WALK	3	END TO END WALK	Cleared subway of bottles and posters and also removed wood debris
22	BARRIER CHECK - Saturday	1	MARKET SQUARE	
23	BARRIER CHECK- Sunday	1	MARKET SQUARE	
24	BARRIER CHECK & END TO END WALK	3	END TO END WALK	Poster Removal & pot holes still on Church Street
25	BARRIER CHECK & END TO END WALK	2	END TO END WALK	Graffiti removal from backs - Fencing
26	BARRIER CHECK & TOWN AND BACKS	2	TOWN ROUTE	Town centre route poster removal & backs
27	BARRIER CHECK		MARKET SQUARE	
28	BARRIER CHECK & SUBWAY	2.5	END TO END WALK	cleared subway and end to end walk . Poster Removal
29	BARRIER CHECK - Saturday	1	MARKET SQUARE	
30	BARRIER CHECK- Sunday	1	MARKET SQUARE	
31	BARRIER CHECK	1	MARKET SQUARE	
	Total Hours	48.5		

Jun-10

1	BARRIER CHECK & END TO END WALK	2.5	END TO END WALK	Poster & Graffiti removal
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BARRIER CHECK MARKET SQUARE		
DATE	Time	DESCRIPTION
Mar-10		
1st	9.45am	1 Barrier moved outside of Lucia's - Tables & Chairs from the restaurant put in plac
2nd	9.45am	1 Barrier moved outside of Lucia's - Tables & Chairs from the restaurant put in plac
3rd	9.45am	1 Barrier moved outside of Lucia's - Tables & Chairs from the restaurant put in plac
4th	9.15am	1 Barrier moved outside of Lucia's - Tables & Chairs from the restaurant put in plac
5th	9.45am	1 Barrier moved outside of Lucia's - Tables & Chairs from the restaurant put in plac
6th	8.40am	3 barriers & Sand bags put back in place as been knocked ov
7th	9.45am	All Ok
8th	9.45am	1 Barrier moved outside of Lucia's - Tables & Chairs from the restaurant put in plac
9th	9.45am	1 Barrier moved outside of Lucia's - Tables & Chairs from the restaurant put in plac
10th	9.45am	1 Barrier moved outside of Lucia's - Tables & Chairs from the restaurant put in plac
11th	9.15am	1 Barrier moved outside of Lucia's - Tables & Chairs from the restaurant put in plac
12th	9.45am	1 Barrier moved outside of Lucia's - Tables & Chairs from the restaurant put in plac
13th	9.40am	All Ok
14th	10.40am	All Ok
15th	9.45am	1 Barrier moved outside of Lucia's - Tables & Chairs from the restaurant put in plac
16th	9.45am	1 Barrier moved outside of Lucia's - Tables & Chairs from the restaurant put in plac
17th	9.45am	1 Barrier moved outside of Lucia's - Tables & Chairs from the restaurant put in plac
18th		Holiday Day - Barrier not checker
19th		Holiday Day - Barrier not checker
20th	10.05am	Two barriers knocked over - Put back into plac
21st	11.10am	All Ok
22nd	9.45am	All Ok
23rd	9.45am	All Ok
24th	9.45am	All Ok
25th	9.45am	All Ok
26th	9.45am	All Ok
27th	9.45am	All Ok
28th	8.10am	All Ok
29th	9.45am	All Ok
30th	9.15am	All Ok
31st	9.15am	2 barriers locked back into plac
April		
1st	9.45am	All Ok
2nd	9.10am	All Ok
3rd	10.05am	All Ok
4th	10.20 am	3 sandbags put back into plac
5th	10.05am	All Ok
6th	9.45am	All Ok
7th	9.45am	All Ok
8th	9.15am	All Ok
9th	9.15am	All Ok
10th	08.35am	1 barrier put back into place along with 2 sandbag
11th	10.10am	All Ok
12th	9.45am	All Ok
13th	9.45am	All Ok
14th	9.45am	All Ok
15th	9.45am	All Ok
16th	Holiday	Holiday
17th	Holiday	Holiday
18th	Holiday	Holiday
19th	10.45am	2 Sandbags split
20th	9.45am	All Ok
21st	9.45am	All Ok
22nd	9.45am	All Ok
23rd	9.45am	All Ok
24th	8.30am	Barriers put back into
25th	9.50am	2 Split sandbags

26th	9.45am	All Ok
27th	9.45am	All Ok
28th	9.45am	All Ok
29th	9.15am	All Ok
30th	9.45am	1 barrier put back into place
May		
1st	9.20am	All Ok
2nd	10.05am	3 Sandbags put back or
3rd	8.40am	All Ok
4th	9.45am	All Ok
5th	9.45am	All Ok
6th	2.30pm	All Ok
7th	9.15am	All Ok
8th	7.45am	3 barriers moved - put back into place outside Chinese Restaura
9th	8.45am	All Ok
10th	9.45am	All Ok
11th	9.45am	All Ok
12th	9.45am	All Ok
13th	9.45am	All Ok
14th	9.45am	All Ok
15th	9.10am	All Ok
16th	10am	All Ok
17th	9.45am	All Ok
18th	10am	All Ok
19th	9.45am	All Ok
20th	9.45am	All Ok
21st	9.45am	All Ok
22nd	8.20am	All Ok
23rd	9.15am	3 barriers on ground. All put back into place
24th	9.45am	All Ok
25th	9.45am	All Ok
26th	9.45am	All Ok
27th	9.45am	All Ok
28th	9.45am	All Ok
29th	8.25am	All Ok
30th	9.40am	All Ok
31st	9.40am	2 barriers had been moved - Put back into plac
June		
1st	9.45am	All Ok
2nd	9.45am	All Ok
3rd	9.45am	All Ok
4th	9.45am	All Ok
5th	8.20am	2 barriers had been moved - Put back into plac
6th	9.05am	All Ok

AGENDA ITEM NO: 7 – CHARITIES AND TRUSTS

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To review the Council's support for the charities within town.

Background Information

2. The Council nominates a number of representatives at the Annual Meeting of the Council to sit on local charities.

Financial Implications

3. As outlined within the report.

Strategic Objectives

4. Accords with the Council's strategic aim 7 – *'To help create a socially inclusive and caring community, which embraces all its residents equally, which seeks to develop their well-being, knowledge, understanding, and mutual co-operation.'*
5. At the Council meeting of the 16th November 2009, it was minuted that *'Members then discussed the number of very small local charitable grant requests requesting less than a £100. After some debate it was agreed to award a donation this year but to write to the secretary of each charity to say they would be unlikely to receive a donation next year unless they merged'*. (Minute no. 66).

Detailed Consideration

6. The Council currently nominates representatives to sit on the following charities: Duke of Bedford's Trust; John Cheney's Charity; Devonshire Charity; Rachel Johnson's Eleemosynary; Milk Hall (John Gaudrey's Charity); Weedons Charity; Chesham Town Picture Fund, Francis Trust; Ken Denham Trust.
7. A number of representatives on these charities have increasingly complained to the Town Clerk that the charities never met. Accordingly, the Clerk undertook some research on the Charity Commission's website on Chesham's charities and the results are below:

Name	Purpose	Council rep?	Council Donation Awarded?	Income (last 3 years)	Spend (last 3 years)
Devonshire	Poverty relief	Yes	No	£108	£0
Rachel Johnson Education	Education	Yes	Yes (£130 '09)	£541	£456
Milk Hall (John Gawdrey)	Poverty relief	Yes	No	£23	£0
John Cheney's	Poverty relief	Yes	No	£48	£0
Duke of Bedford's	Allotments & poverty	Yes	No	£2,991	£1,329
Weedons	Housing for poor	Yes	No	£74,211	£77,970
Francis Trust	Maintain Town Picture	Yes	No	£35	£0
Ken Denham Trust	Education & Sports	Yes	No	£916	£150
Students & Apprentices	Education	No	Yes (£60 '09)	£855	£775
Priors	Education	No	Yes (£40 '09)	£270	£236
Chesham Sick Poor Fund	Poverty relief	No	Yes (£150 '09)	£4,816	£7,146
W. J Standring Bequest	Education	No	Yes (£40 '09)	Unknown	Unknown
Rachel Johnson Coal Fund	Poverty relief	No	No	£364	£330

8. Members can draw their own conclusions from the list. However it is evident that Weedons and the Duke of Bedford's Charities are vibrant and active. So too is the Chesham Sick Poor Fund. The three main 'educational' charities are clearly helping out students to the amount of around £500 per year. However three of the four educational charities request less than £100 p.a. from the Council so are unlikely to get donations next year unless they request more individually or merge in some way. The Francis Trust presumably only needs to meet as and when the Town Picture requires some sort of restoration but nevertheless someone is required to undertake to submit annual returns to the Charity Commission. The Devonshire, Cheney's and Milk Hall Charities appear moribund and serve little or no purpose.
9. Following this research, the Town Clerk accordingly invited all the secretaries (minus the clearly active Weedons and Duke of Bedford's representatives) to a meeting on Thursday 10th June to discuss the rationalising of the charities and trusts and particularly the questions of whether:
- the Devonshire, Cheney's and Milk Hall Charities should be wound up.
 - the educational trusts can be in some way be merged and can they function without a Council donation.
 - the monies the Ken Denham Trust receives can be properly allocated.

10. Disappointingly, only two representatives turned up to the meeting though Mr Peter Ward is secretary of the Rachel Johnson Eleemosynary; Chesham Student and Apprentices; Prior's; W. J. Standring Bequest and the Rachel Johnson Coal Fund. The other representative was Mrs Liz Payne who has taken over the secretariat of the Francis Trust. Apologies were also received from the secretary of the Devonshire Charity.
11. Mr Ward gave a very useful history to some of the charities and how the Council became involved during the time of Chesham Urban District Council. He explained that the number of charities he oversaw were interlinked but it would be almost impossible to 'merge' due to their different constitutions and different trustees. He said he understood why the Council may not want give out cheques for less than £100 but he emphasised the importance of these charities to the local community and stated that the charities did not apply for more monies than they spent and therefore he would feel it wrong to apply for £100 or more just to adhere to the Council's intention on not awarding small donations. In conclusion he said he hoped that the Council would continue to support these smaller charities.
12. In respect to the Ken Denham Trust, Mr Ward said he was no longer involved but he believed that generally the Trust would build up funds and then award a sizeable bursary to a student or students proposing to travel abroad for sporting or educational purposes. Since the scheme was linked to the Youth Club, it was suggested that Councillor Brown may be able to advise on how active the grant-making procedure was.
13. With the lack of either meetings or monies incoming to the Devonshire, Cheney's and Milk Hall Charities, the Committee may well wish to withdraw its representation from these charities.

Recommendation

That the Committee's position in respect of nominating representatives on the local charities be determined.

AGENDA ITEM NO : 8 – DIGITAL MAPPING UPDATE

Reporting Officer: Maria McGwynn (01494 774842)

Summary

1. An update to the Digital Mapping System with reference to the cemetery.

Background Information

2. Your officers identified a need to digitise cemetery maps to ensure accurate administration of the cemetery and that the creation of electronic records will allow for more time efficient and reliable recording of information.

Financial Implications

3. None pertaining to the report.

Strategic Objectives

4. Accords with strategic objective 5, “...to ensure an improving standard of service that meets local needs.”

Detailed Consideration

5. New laminated maps of each individual section have now been produced and distributed to the Parks & Premises team, which have been extremely helpful due to the clear numbering and accuracy of plots, etc. when locating graves for re-open purposes and identifying new plots following a purchase. A backup hard copy system of the individual sections is also in operation in the Council office in case there was ever a technology breakdown to ensure there is no service disruption. These new maps have proven useful also to the families and friends who are not familiar with the cemetery as we have been able to print off areas of the cemetery making it a lot easier for them to locate graves.
6. The Garden of Remembrance and Avenue of Remembrance is fully digitised and is now all colour-coded as to vacant/used/purchased to enable officers to ascertain available plots instantly.
7. The identification of grave plots and lack of double consecrated spaces has come to light through the digital mapping. This resulted in a detailed investigation into how many grave spaces are currently left in the cemetery (which is still ongoing as proving to be a lengthy process), and whether there was scope to introduce new plots. When comparing the burial register to the maps, although officers looked to have vacant plots in some cases, in actual fact they do not exist, and a hedge or tree, for example, is located there. Section N was a very good example of this; although we have lost 27 spaces due to a hedge, we have created and extended other rows making eight new double plots and utilising the space we already have,

effectively making a total of 24 doubles plots in this section alone. This exercise has also been carried out in other sections and we have informed Pear Technology of the changes which are currently being corrected. Once we have the new maps it will be the most up-to-date copy of the new sections the Council has ever had and subsequently officers will have a much better idea of how many plots are left. Officers are hoping within the next six months of input the cemetery map will be completed and will all be colour-coded which will make the issuing of new plots a lot easier and help staff to more effectively manage the space the Council has left, i.e. not issuing single plots which could potentially be used as double plots.

8. The digitisation of the cemetery records onto the in-house database is still a long way from completion but we are making good progress. This is updated as and when the Administration Manager can do so as it is such a lengthy process. This imputing has been speeded up by the help of Sharon McEwan who kindly spends one day a week transferring the data. Once this is finished, the data can be linked to each grave space, so at the touch of a button officers can see who is interred. In the long-term it is hoped to take pictures of each memorial and link them to the map and database records for each specific grave space. Officers have already been able to utilize the cemetery record spreadsheet on the completed sections, searching with great success and saving officers a lot of time compared with the alternative of trawling through the cemetery books.

Recommendation

That the report be noted.

**AGENDA ITEM No: 9 - FINANCIAL REPORT –
OUT-TURN 2009/2010**

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. Summary of out-turn for 2009/10.

Background Information

2. The revised budget was agreed by the Council at its meeting on 11th January 2010 and is detailed below.

Financial Implications

3. As outlined within the report.

Detailed Consideration

4. A simple summary of the out-turn for 2009/10 against the **revised budget** is detailed below. The actual cost centre out-turn is shown in the summary **attached**: a more detailed print out is available to any Member on request. These are management budgets showing the impact on the General Fund Balance and do not include depreciation or the renewal and repairs charge.
5. A simple summary of the out-turn for 2009/2010 against the revised budget is detailed below:

	2009/10 Actual	2009/10 Revised Estimate	2009/10 Original Estimate
COST CENTRE	£	£	£
Central Support Services – recharged	NIL	NIL	
Civic Activities	16,731	16,895	
CCTV	-74	0	
Cemetery	59,570	64,990	
Closed Churchyard	2,665	2,135	
Interest	-7,436	-7,605	
Housing	-9,317	-8,640	
Corporate Management	94,128	105,250	
Democratic Management	77,193	81,855	
Section 137 Expenses	2,674	3,035	
Moor Multi-sport	60,506	64,815	

Codmore Football	5,953	7,315	
Marston Football	1,449	1,625	
Community College	342	345	
Amenities	33,943	40,870	
Open Spaces	76,624	94,110	
Lowndes Park Toilets	15,838	16,870	
Agency Work	-11,264	-11,215	
Skatepark Noise Abatement	2,743	2,720	
Park	65,506	65,925	
Works Depot – recharged	NIL	NIL	
Getting Closer to Communities	0	0	
The Elgiva	134,615	135,375	
Temperance Hall	-100	-100	
Town Hall	27,476	28,955	
Allotments	12,247	12,920	
Town Centre Revitalisation	25,418	32,453	
TOTAL	687,430	750,898	770,675*

* Includes £33,595 carried over from 2008/9

6. The above figures show an improvement of £63,468 against the revised budget (£83,245 against the original budget) after taking into account the purchase of the new mapping system which cost £6,725 due to:

(i) **Works Carried Over:**

		£
Central Support Service	Property Hire	500
Housing	Electrical test	500
Amenities	Tree Works	6,500
Works Depot	Road Repairs	<u>3,320</u>
TOTAL TO BE CARRIED FORWARD TO 2010/11		<u>10,820</u>

(ii) **Other Differences (after taking into account above) due to:**

		£
Central Admin	Provision for pension option and professional fees	5,500
Chesham Cemetery	Increased income	1,900
Corporate Management	Provision for audit fees (external/internal/advert)	5,865
	Provision for setting up trusts	4,730

Chesham Moor Swim & Gym	Solar Panel Project provision not used Salaries-pension provision Overheads	2,360 5,000 (3,051)
Codmore	Increased Income, less pitch maintenance and equipment not replaced	1,700
Parks and Open Spaces	Knotweed Control-deferred start	8,350
Lowndes Park Toilets	Improvement works deferred	1,000
Works Depot	Staff sickness Wall Repairs	8,000 3,080
Town Centre	Projects (funded via third party Christmas Lighting (funded from Repairs and Renewals)	3,020 3,700
Various	Sundry	<u>1,494</u>
TOTAL SAVINGS		<u>52,648</u>

7. The net improvement of £52,648 is added to the General Fund balance and can be used for assisting future precepts.
8. The Renewal and Repairs Programmes is **attached**. Schemes not completed in 2009/2010 will be carried over into 2010/2011.
9. The Council set up a small working group consisting of Councillors Abraham, Bacon, Bamford, Mrs. Fulford, Mrs. Michael and Yerrell (*Policy & Resources Committee meeting 15th December 2008 Minute 45 (5)*) to keep under review the issue of setting a balanced budget prior to 2012/13. Recent meetings of this group have been held on the 3rd and 16th June to review the latest position and consider plans to avoid large future precept increases.
10. Noting that the Council have agreed to put on hold any current move to charitable trusts status for the Chesham Moor Gym and Swim, the Elgiva and Town Hall but agreed to keep the situation under review; and also decided not to take on the Chesham Market management but to continue if possible with the current arrangement of monitoring, the working group has looked at possible alternative areas of savings within the budgets.
11. Firstly it looked at past performance comparing the budgeted allocation from the general reserve against the actual year end year result excluding any adjustment for items carried over and this is shown overleaf:

Past Performance (excluding Repairs & Renewals)

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>5 year average</u>
	£	£	£	£	£	£
Budgeted use of Reserves	30,600	42,820	3,700	56,307	59,545	38,595
Actual Result	-34,846	-52,420	-28,820	-18	9,895	-21,241

12. If the above average under spend of £59,836 was to continue then any future problem would be more manageable but looking at last year's under spend of £52,648, of this £28,325 related to items not contained in future budgets or the savings are unlikely to be repeated, e.g. solar panel project and staff sickness.

13. It then looked at possible budget changes and divided it into three categories:

Known 2010/11 Budget Adjustments

Wages Increase-Depot Pension Option	£
	<u>-6,000</u>
	<u>-6,000</u>

Expected 2010/11 Budget Improvements

Elgiva 2010 Panto (in-house production)-additional income	10,000
Wages Savings-Depot (Full-Time Post £22,500 reduction by 50%)	11,250*
Interest (expectation of future rate increases-actual income 2009/10 £7,500 against £30,000 previous year)	5,000
No annual pay increase 2010/11	<u>5,000</u>
	<u>31,250</u>

*Subject to service review

Possible Budget Savings in Future Years

Only to be considered in the longer term if the objective of a balanced budget is not achieved.

Courses/Conferences/Training -50% reduction	2,500
Newsletter	1,800
Close Park Toilets	7,500
Grants	10,000
Hanging Baskets/Garsy Planters	10,100
Xmas lights	12,000
Review of Future Staffing and Services	_____?
	<u>43,900</u>

14. It also noted there are certain staff that have opted out of the pension scheme but if they should change their decision it would add £9,800 to the annual salaries budget.

15. Also any loss of agency income eg grass cutting may have to be compensated by corresponding staff savings.

16. A possible future precept table was reported to the Council in January. Based on the total budget summary for this year (2010/11) and using this summary as a standard basis for future years, a possible future projection for the Council, taking into account the above improvements except for the worst case scenario, might be:

	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£
Total per summary	771,600	771,600	771,600	771,600	771,600
Add:					
Inflationary Increase	-	15,500	31,300	47,500	63,900
Annual salary increments (subject to future appraisals)	-	10,000	17,000	22,500	24,000
Renewal & Repairs contribution.	113,815	116,100	118,400	120,780	123,200
Knotweed Control (completion 2012/13)	-	-	-	(8,860)	(9,040)
Professional Fees (Trust)	(5,000)	(5,100)	(5,200)	(5,300)	(5,400)
Other Savings	(11,000)	(11,220)	(11,450)	(11,670)	(11,900)
Known Budget Adjustments	6,000	6,120	6,240	6,370	6,500
Expected Budget Improvements	(31,250)	(31,875)	(32,500)	(33,150)	(33,800)
TOTAL	844,165	871,125	895,390	909,770	929,060
LESS USE OF RESERVES	37,775	48,605	56,420	54,020	56,200
PRECEPT	806,390	822,520	838,970	855,750	872,860
Percentage Increase		2%	2%	2%	2%
General Reserve Balance (end of year)	307,532	258,927	202,507	148,487	92,287

Note: The above table assumes an annual inflation rate of 2% for 2011/12 and thereafter.

17. It can be seen from the above that the general fund balance drops to £92,287 in 2014/15 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 installment is received in May each year and to act as a contingency for any unforeseen expenditure. The Working Group will continue to monitor the situation and any new government policies which could have an impact on this Council's finances. A balanced budget could be introduced at any time by considering which of the possible savings to make but items under this heading would only be considered as a last resort and circumstances could change before 2013/14.
18. New Capital projects will have to be funded by borrowing and be self financing so as not to have a detrimental impact on the precept.
19. The Council has two investment properties which it could sell but the proceeds can only be used for capital purposes. The Council would lose the current income rental of £9,320 but any sale proceeds could be invested and the interest income used for revenue purposes.
20. The first financial report relating to the current year will be made to the next meeting of this Committee.
21. If a Member has specific detailed questions, it would be helpful if they would telephone the office in advance of the meeting.

Recommendation

That the report be noted and that the works not completed in 2009/2010 be carried over to 2010/11.

Budget Summary - By Centre

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

Note : AS AT 31ST MARCH 2010

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>				
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget		
101	<u>CENTRAL SUPPORT SERVICES</u>												
	OverHead Expenditure	0	1,052	0	0	0	0	1,113	0	0	0	0	
	Total Income	0	1,051	0	0	0	0	1,113	0	0	0	0	
	101	Net Expenditure	0	0	0	0	0	0	0	0	0	0	
102	<u>CIVIC ACTIVITIES</u>												
	OverHead Expenditure	10,880	10,348	10,805	0	0	10,805	16,731	0	16,895	16,785	0	
	Total Income	0	0	500	0	0	500	0	0	0	250	0	
	102	Net Expenditure	10,880	10,348	10,305	0	0	10,305	16,731	0	16,895	16,535	0
103	<u>C C T V</u>												
	OverHead Expenditure	0	140	260	0	0	260	186	0	260	260	0	
	Total Income	0	260	260	0	0	260	260	0	260	260	0	
	103	Net Expenditure	0	-120	0	0	0	-74	0	0	0	0	
104	<u>CHESHAM CEMETERY</u>												
	OverHead Expenditure	58,098	69,504	76,280	0	0	76,280	68,166	0	71,660	72,960	0	
	Total Income	9,230	7,676	6,465	0	0	6,465	8,597	0	6,670	6,800	0	
	104	Net Expenditure	48,868	61,828	69,815	0	0	69,815	59,570	0	64,990	66,160	0

Continued on Page 2

Budget Summary - By Centre

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

Note : AS AT 31ST MARCH 2010

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>				
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget		
105	<u>ST MARYS CLOSED CHURCHYD</u>												
	OverHead Expenditure	2,520	2,555	1,865	0	0	1,865	2,665	0	2,135	2,180	0	
	105	Net Expenditure	2,520	2,555	1,865	0	0	1,865	2,665	0	2,135	2,180	0
106	<u>INTEREST INCOME</u>												
	Total Income	30,000	30,091	30,105	0	0	30,105	7,436	0	7,605	10,105	0	
	106	Net Expenditure	-30,000	-30,091	-30,105	0	0	-30,105	-7,436	0	-7,605	-10,105	0
107	<u>HOUSING</u>												
	OverHead Expenditure	2,285	1,683	1,865	500	0	2,365	1,768	0	2,325	1,865	0	
	Total Income	10,325	10,343	10,710	0	0	10,710	11,085	0	10,965	11,185	0	
	107	Net Expenditure	-8,040	-8,660	-8,845	500	0	-8,345	-9,317	0	-8,640	-9,320	0
108	<u>CORPORATE MANAGEMENT</u>												
	OverHead Expenditure	99,910	89,381	107,775	550	0	108,325	94,128	0	105,250	109,995	0	
	Total Income	0	0	0	0	0	0	0	0	0	0	0	
	108	Net Expenditure	99,910	89,381	107,775	550	0	108,325	94,128	0	105,250	109,995	0
109	<u>DEMOCRATIC MANAGEMENT</u>												
	OverHead Expenditure	76,010	74,197	75,585	0	0	75,585	77,193	0	81,855	83,330	0	
	Total Income	0	0	0	0	0	0	0	0	0	0	0	
	109	Net Expenditure	76,010	74,197	75,585	0	0	75,585	77,193	0	81,855	83,330	0

Continued on Page 3

Budget Summary - By Centre

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

Note : AS AT 31ST MARCH 2010

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
117 SECTION 137 EXPENDITURE											
OverHead Expenditure	7,270	10,229	7,900	0	0	7,900	2,843	0	3,075	3,080	0
Total Income	0	1,124	0	0	0	0	169	0	40	0	0
117 Net Expenditure	7,270	9,106	7,900	0	0	7,900	2,674	0	3,035	3,080	0
201 CHESHAM MOOR GYM & SWIM											
OverHead Expenditure	196,710	197,068	210,835	2,358	0	213,193	213,489	0	218,260	224,470	0
Direct Expenditure	4,500	4,970	3,995	0	0	3,995	5,648	0	4,980	4,980	0
Total Income	135,115	131,606	132,805	0	0	132,805	158,630	0	158,425	149,395	0
201 Net Expenditure	66,095	70,431	82,025	2,358	0	84,383	60,506	0	64,815	80,055	0
202 CODMORE FOOTBALL											
OverHead Expenditure	9,550	9,298	10,595	250	0	10,845	7,591	0	8,470	8,600	0
Total Income	1,955	1,931	2,310	0	0	2,310	1,637	0	1,155	1,155	0
202 Net Expenditure	7,595	7,366	8,285	250	0	8,535	5,953	0	7,315	7,445	0
203 MARSTON FOOTBALL											
OverHead Expenditure	11,635	2,965	12,105	0	0	12,105	2,437	0	2,780	2,835	0
Total Income	395	705	785	0	0	785	988	0	1,155	1,155	0
203 Net Expenditure	11,240	2,260	11,320	0	0	11,320	1,449	0	1,625	1,680	0

Continued on Page 4

Budget Summary - By Centre

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

Note : AS AT 31ST MARCH 2010

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>			
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget		
204	<u>COMMUNITY COLLEGE</u>												
	OverHead Expenditure	1,717	1,368	0	349	0	349	342	0	345	0	0	
	Total Income	0	0	0	0	0	0	0	0	0	0	0	
	204	Net Expenditure	1,717	1,368	0	349	0	349	342	0	345	0	0
206	<u>AMENITIES</u>												
	OverHead Expenditure	39,040	31,904	41,175	4,815	0	45,990	34,493	0	41,590	40,915	0	
	Total Income	1,050	1,040	1,080	0	0	1,080	550	0	720	1,080	0	
	206	Net Expenditure	37,990	30,864	40,095	4,815	0	44,910	33,943	0	40,870	39,835	0
207	<u>OPEN SPACES</u>												
	OverHead Expenditure	89,977	94,169	85,945	14,028	0	99,973	79,764	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	
	207	Net Expenditure	87,347	81,813	83,460	14,028	0	97,488	76,624	0	94,110	95,775	0
208	<u>LOWNDES PARK TOILETS</u>												
	OverHead Expenditure	16,760	15,356	16,895	0	0	16,895	15,838	0	16,870	16,270	0	
	208	Net Expenditure	16,760	15,356	16,895	0	0	16,895	15,838	0	16,870	16,270	0
209	<u>AGENCY WORK</u>												
	OverHead Expenditure	1,965	1,245	2,320	0	0	2,320	1,940	0	2,095	2,145	0	

Continued on Page 5

Budget Summary - By Centre

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

Note : AS AT 31ST MARCH 2010

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
Total Income	4,805	9,571	12,975	0	0	12,975	13,204	0	13,310	13,420	0
209 Net Expenditure	-2,840	-8,326	-10,655	0	0	-10,655	-11,264	0	-11,215	-11,275	0
<u>210 SKATEPARK NOISE ABATEMENT</u>											
OverHead Expenditure	2,925	2,690	2,930	0	0	2,930	2,743	0	2,720	2,750	0
210 Net Expenditure	2,925	2,690	2,930	0	0	2,930	2,743	0	2,720	2,750	0
<u>211 PARK</u>											
OverHead Expenditure	71,885	55,538	63,800	3,200	0	67,000	65,506	0	65,925	67,540	0
211 Net Expenditure	71,885	55,538	63,800	3,200	0	67,000	65,506	0	65,925	67,540	0
<u>218 WORKS DEPOT</u>											
OverHead Expenditure	140	1,149	145	0	0	145	2,325	0	160	165	0
Total Income	140	1,149	145	0	0	145	2,325	0	160	165	0
218 Net Expenditure	0	0	0	0	0	0	0	0	0	0	0
<u>301 THE ELGIVA</u>											
OverHead Expenditure	487,160	483,852	505,890	0	0	505,890	519,534	0	516,460	525,125	0
Direct Expenditure	30,750	33,351	34,515	0	0	34,515	32,089	0	31,860	32,175	0
Total Income	382,720	395,230	403,095	0	0	403,095	417,009	0	412,945	418,765	0
301 Net Expenditure	135,190	121,972	137,310	0	0	137,310	134,615	0	135,375	138,535	0

Continued on Page 6

Budget Summary - By Centre

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

Note : AS AT 31ST MARCH 2010

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
303	<u>TEMPERANCE HALL</u>											
	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
	303 Net Expenditure	-100	-100	-100	0	0	-100	-100	0	-100	-100	0
304	<u>TOWN HALL</u>											
	OverHead Expenditure	69,250	71,101	70,850	500	0	71,350	75,535	0	78,990	82,625	0
	Total Income	38,095	45,426	45,265	0	0	45,265	48,059	0	50,035	50,420	0
	304 Net Expenditure	31,155	25,675	25,585	500	0	26,085	27,476	0	28,955	32,205	0
401	<u>ASHERIDGE ROAD ALLOTMENTS</u>											
	OverHead Expenditure	3,240	2,475	4,420	0	0	4,420	4,899	0	4,430	4,675	0
	Total Income	500	492	515	0	0	515	572	0	550	600	0
	401 Net Expenditure	2,740	1,982	3,905	0	0	3,905	4,327	0	3,880	4,075	0
402	<u>CAMERON ROAD ALLOTMENTS</u>											
	OverHead Expenditure	16,035	9,993	9,910	0	0	9,910	10,405	0	11,410	11,380	0
	Total Income	2,120	2,259	2,175	0	0	2,175	2,577	0	2,470	2,745	0
	402 Net Expenditure	13,915	7,734	7,735	0	0	7,735	7,828	0	8,940	8,635	0

Continued on Page 7

Budget Summary - By Centre

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

Note : AS AT 31ST MARCH 2010

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
403	<u>AMERSHAM ROAD ALLOTMENTS</u>											
OverHead Expenditure	410	252	160	0	0	160	154	0	155	160	0	
Total Income	55	57	55	0	0	55	62	0	55	65	0	
403 Net Expenditure	355	195	105	0	0	105	92	0	100	95	0	
503	<u>TOWN CENTRE REVITAL.</u>											
OverHead Expenditure	35,887	26,309	30,695	7,045	0	37,740	26,496	0	33,033	26,815	0	
Total Income	585	728	605	0	0	605	1,078	0	580	590	0	
503 Net Expenditure	35,302	25,580	30,090	7,045	0	37,135	25,418	0	32,453	26,225	0	
504	<u>GC2C</u>											
OverHead Expenditure	5,000	5,781	6,555	0	0	6,555	9,125	0	6,000	6,000	0	
Total Income	5,000	5,781	6,555	0	0	6,555	9,125	0	6,000	6,000	0	
504 Net Expenditure	0	0	0	0	0	0	0	0	0	0	0	
Total Budget Expenditure	1,351,509	1,309,919	1,396,070	33,595	0	1,429,665	1,375,146	0	1,427,233	1,448,390	0	
Income	624,820	658,979	658,990	0	0	658,990	687,716	0	676,335	676,790	0	
Net Expenditure	726,689	650,940	737,080	33,595	0	770,675	687,430	0	750,898	771,600	0	

Budget Detail - By Centre

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

Note : AS AT 31ST MARCH 2010

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
100 REPAIRS & RENEWALS FUND											
4033 ADVERTISEMENTS	0	181	0	0	0	0	0	0	0	0	0
4801 ELGIVA MAINTENANCE (301)	23,000	8,965	20,000	14,035	0	34,035	12,637	0	26,000	22,000	0
4802 TOWN HALL MAINT (304)	31,000	8,938	15,000	1,062	0	16,062	3,239	0	4,000	10,000	0
4805 FENCING (402)	1,000	0	500	0	0	500	173	0	500	0	0
4806 DEPOT MAIN BUILDING (218)	4,000	2,896	6,500	1,104	0	7,604	706	0	1,000	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	3,450	0	14,000	0	0
4822 MOOR HARDSTANDING (207)	4,000	0	5,000	0	0	5,000	0	0	1,000	0	0
4827 COMP/OFFICE EQUIP (101)	3,500	1,697	5,000	3,803	0	8,803	1,349	0	3,000	1,500	0
4829 LITTER BINS (206)	3,100	0	1,500	3,100	0	4,600	4,445	0	4,600	700	0
4830 PLAY EQUIPMENT (206)	79,000	0	40,000	40,000	0	80,000	54,192	0	130,192	40,000	0
4831 VEHICLES & EQUIPMENT (218)	3,500	3,031	9,200	469	0	9,669	9,115	0	9,669	4,500	0
4832 PATHS (207)	35,500	4,782	0	30,718	0	30,718	0	0	30,718	0	0
4833 MARSTON PAVILION (203)	17,000	4,974	300,000	12,026	0	312,026	3,050	0	1,000	0	0
4834 SEATS (104/206)	2,800	0	1,500	2,800	0	4,300	675	0	4,300	1,500	0
4835 CODMORE PAVILION (202)	2,500	1,840	0	660	0	660	0	0	660	0	0
4836 NOTICE BOARDS (402)	1,970	0	1,000	1,970	0	2,970	100	0	2,970	2,000	0
4837 PARKS FENCING (207)	8,500	800	0	200	0	200	41	0	200	0	0

Continued on Page 2

Budget Detail - By Centre

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

Note : AS AT 31ST MARCH 2010

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
4838 PLAY EQUIP FENCING (206)	19,700	56	0	0	0	0	0	0	0	0	0
4841 CEMETERY LODGES (107)	5,000	0	0	0	0	0	0	0	0	0	0
4842 CEMETERY WALLS/HEARSE HSE	14,000	6,142	7,000	3,058	0	10,058	2,414	0	2,320	0	0
4843 ST MARY'S WALLS (105)	5,000	0	5,000	0	0	5,000	0	0	5,000	0	0
4844 CEMETERY CHAPEL (104)	6,200	0	6,500	0	0	6,500	0	0	0	0	0
4847 CEMETERY PATHS (104)	5,000	1,800	0	0	0	0	0	0	0	10,000	0
4848 WAR MEMORIAL (206)	0	0	700	0	0	700	0	0	700	0	0
4850 POOL (201)	10,000	7,068	10,000	17,932	0	27,932	15,600	0	27,932	15,000	0
4851 MULTI-COURTS (201)	50,000	45,750	0	4,070	0	4,070	3,948	0	4,070	0	0
4852 MOOR MARSH (207)	5,000	0	0	5,000	0	5,000	0	0	0	0	0
4853 CEMETERY HEARSE HOUSE (104)	0	289	0	0	0	0	0	0	0	0	0
4861 ELGIVA BOOKING SYS (301)	0	17,400	0	4,900	0	4,900	0	0	0	0	0
4900 TFR FR RENEWALS FUND	-376,270	-131,510	-436,400	-158,907	0	-595,307	-115,292	0	-273,831	-107,200	0
4901 TFR TO RENEWALS FUND	107,840	107,840	111,615	0	0	111,615	111,615	0	111,615	113,815	0
OverHead Expenditure	107,840	107,840	111,615	0	0	111,615	111,615	0	111,615	113,815	0
1177 GRANTS & DONATIONS	0	0	0	0	0	0	50,350	0	50,000	0	0
1903 TFR TO R & R FUND	0	0	0	0	0	0	-50,350	0	-50,000	0	0
100 Net Expenditure	107,840	107,840	111,615	0	0	111,615	111,615	0	111,615	113,815	0
Total Budget Expenditure	107,840	107,840	111,615	0	0	111,615	111,615	0	111,615	113,815	0
Income	0	0	0	0	0	0	0	0	0	0	0
Net Expenditure	107,840	107,840	111,615	0	0	111,615	111,615	0	111,615	113,815	0

AGENDA ITEM NO: 10 - STANDING ORDERS AND FINANCIAL REGULATIONS

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To compare the Council's Standing Orders and Financial Regulations with those issued by the National Association of Local Councils (NALC).

Background Information

2. At the Policy and Resources Committee held on the 22nd March 2010, officers reported that *'The National Association of Local Councils have recently issued a model for Standing Orders for Local Councils which your officers will compare with this Council's current Standing Orders for a report to the next meeting of this Committee in June.'*

Financial Implications

3. None pertinent to the report.

Strategic Objectives

4. Accords with the Council's Management Policy.

Detailed Consideration

5. The National Association of Local Councils' model Standing Orders for Local Councils are duly **attached**.
6. In reviewing the NALC standing orders, there does not appear to be a huge discrepancy between this Council's and those in front of the Committee. It should be remembered however that the NALC ones are predominantly designed to cover all parish councils, most of which are very much smaller than this Council and have many fewer services to manage. This Council's standing orders are slightly more detailed reflecting the greater responsibilities of a large town council. An example of this is within the 'Disorderly Conduct' section (NALC s.o. 15) where this Council's standing orders explicitly refer to its Bullying and Harassment policy which most small councils would not have. Similarly the Town Clerk has greater delegated powers than suggested in the model standing orders reflecting the number of day-to-day decisions he has to make at officer level.
7. A lot of the differences that do exist are relatively minor. For example, within the 'Rules of Debate', the NALC standing order 13(e) recommends no speech exceeding 4 minutes whereas the Council's puts a limit of 5 minutes. Likewise NALC's recommend Members remain seated when speaking whereas the opposite is the case within the Council's. Another example is that the Council has recently uplifted its minimum value to

£20,000 for works required for the formalised tender process due to the number of large contracts this Council has.

8. The only major insertion that the Committee may wish to adopt is NALC's standing order 36 - 'Complaints'. While the Council has a complaints procedure this is not alluded to in its standing orders and, as a matter of good practice, should be.
9. Members will recall that at the previous Policy and Resources Committee, it was agreed to delete standing order 19(c) and amend 41(a) to bring it into line with the Council's Financial Regulations, i.e. '*For expenditure of £5,000 or less in value the officers be delegated executive powers, obtaining at least two quotes where the Town Clerk considers it appropriate. When exceeding £5,000 but not exceeding £20,000 in value the Officers shall invite three firms to quote*'. At this meeting, it is also suggested that the standing order's wording be changed slightly in relation to Interests and the Code of Conduct to reflect the latter was amended in 2007.
10. Subject to any amendments and/or insertions, the Committee agrees this evening, a revised copy of standing orders will be sent out to Members in due course.

Recommendation

- 1. That the standing orders be amended to refer to the public's right of complaint.**
- 2. The standing orders be amended to refer to the current Code of Conduct adopted in 2007.**
- 3. That any further amendments and/or insertions be considered by the Committee.**



Bill Richards
Town Clerk

XXXX PARISH COUNCIL

STANDING ORDERS

1. MEETINGS

- a) Meetings of the Council shall be held in the XXXX as directed in the Official Notice convening each meeting, commencing at XX.XX hours, unless the Council otherwise decides at a previous meeting.
- b) Meetings should not last longer than two hours other than in exceptional circumstances; if this cannot be avoided, a break must be permitted.

1. ANNUAL STATUTORY MEETING OF THE COUNCIL

- a) **In an election year the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office**
- b) **In a year which is not an election year the Annual Parish Council Meeting shall be held on such day in May as the Council may direct.**
- c) **In addition to the Statutory Annual Parish Council Meeting, at least other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.**

2. CHAIRMAN OF THE MEETING

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

3. PROPER OFFICER

The duties of the clerk (referred to in legislation as the proper officer) are as follows:

- a) to receive declarations of acceptance of office.
- b) to receive and record notices disclosing interests at meetings.
- c) to receive and retain plans and documents.
- d) to sign notices or other documents on behalf of the Council.
- e) to receive copies of bylaws made by another local authority.
- f) to certify copies of bylaws made by the Council.
- g) to sign and issue the summons to attend meetings of the Council.
- h) to keep proper records for all Council meetings.

4. QUORUM OF THE COUNCIL

- a) **4 members of the total membership shall constitute a quorum at meetings of the Council.**
- b) If a quorum is not present or if during a meeting the number of councillors present not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or

on such other day as the Chairman may fix.

5. VOTING

Members shall vote by show of hands or, if at least two members so request, by signed ballot.

If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.

- a) **Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.**
- b) **If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.**
- c) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**

6. ORDER OF BUSINESS

- a) **At each Annual Parish Council Meeting the first business shall be:-**
 - i. **To elect a Chairman of the Council.**
 - ii. **To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
 - iii. **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
 - iv. **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
 - v. To elect a Vice-Chairman of the Council.
 - vi. To appoint representatives to outside bodies.
 - vii. To appoint committees and sub-committees.
 - viii. And shall thereafter follow the usual order of council business
- b) **At every meeting other than the Annual Parish Council Meeting, the first business shall be to appoint a Chairman (if the Chairman and Vice-Chairman be absent) and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.**
- c) After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-
 - i) To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - ii) after consideration to approve the signature of the Minutes by the person presiding as a correct record.

- iii) deal with business expressly required by statute to be done.
- iv) dispose of business, if any, remaining from the last meeting.
- v) to receive such communications as the person presiding may wish to lay before the Council.
- vi) answer questions from Councillors.
- vii) to receive and consider reports and minutes of committees.
- viii) to receive and consider resolutions or recommendations in the order in which they have been notified.
- ix) to authorise the sealing of documents.
- x) if necessary, to authorise the signing of orders for payment.

7. URGENT BUSINESS

A motion to vary the order of business on the ground of urgency may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and shall be put to the vote without discussion.

8. RESOLUTIONS MOVED ON NOTICE

- a) Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 7 clear days before the next meeting of the Council.
- b) The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- c) If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- d) If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- e) Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties, which affects its area.

9. RESOLUTIONS MOVED WITHOUT NOTICE

Resolutions dealing with the following matters may be moved without notice:

- a) To appoint a Chairman of the meeting.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.

- g) To refer a matter to a committee.
- h) To appoint a committee or any members thereof.
- i) To adopt a report.
- j) To authorise the sealing of documents.
- k) To amend a motion.
- l) To give leave to withdraw a resolution or amendment.
- m) To extend the time limit for speeches.
- n) To exclude the press and public.
- o) To silence or eject from the meeting a member named for misconduct.
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) To suspend any Standing Order.
- r) To adjourn the meeting.

10. QUESTIONS

- a) A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council, provided 3 clear days notice of the question has been given to the person to whom it is addressed.
- b) No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- c) Every question shall be put and answered without discussion.
- d) A person to whom a question has been put may decline to answer.

11. QUESTIONS FROM THE PUBLIC

- a) A period of fifteen minutes shall be allowed for Public Questions at the beginning of the Statutory or Ordinary Meeting of the Council.
- b) A member of the Public present at a meeting of the Council may ask the Chairman any question on any matter in relation to which Council has powers or duties or which affects the parish.
- c) Every question shall only be put during the item on the Agenda which refers specifically to "Questions from the Public".
- d) Every question shall be put and answered without discussion by the Chairman or, at his/her invitation, by another member, but the person to whom a question has been put may decline to answer. Any member of the Council who wishes to contribute to, or amplify the answer given, may do so at the discretion of the Chairman.
- e) An answer may take the form of :-
 - i. a direct oral answer or
 - ii. the desired information is contained in a publication of the Council, a reference to that publication, or
 - iii. the reply to the question cannot conveniently be given orally, a written answer sent to the questioner, copies of which shall be circulated to members of the Council.
- f) Each question should be limited to a maximum of five minutes discussion.

12. RULES OF DEBATE

- a) No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.
- b) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- c) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
- d) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- e) No speech by a mover of a resolution shall exceed 4 minutes and no other speech shall exceed 3 minutes except by consent of the Council.
- f) An amendment shall be either:-
 - i. To leave out words.
 - ii. To leave out words and insert others
 - iii. To insert or add words.
- g) An amendment shall not have the effect of negating the resolution before the Council.
- h) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- i) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- j) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 3 minutes.
- k) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- l) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
- m) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- n) When a resolution is under debate no other resolution shall be moved except the following:-
 - i. to amend the resolution.
 - ii. to proceed to the next business.

- iii. to adjourn the debate.
 - iv. that the question be now put.
 - v. that a member named be not further heard.
 - vi. that a member named leave the meeting.
 - vii. the resolution be referred to a committee.
 - viii to exclude the public and press.
 - ix. to adjourn the meeting.
- o) A member shall remain seated when speaking unless requested to stand by the Chairman.
 - p) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
 - q) Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.
 - r) Whenever the Chairman speaks during a debate all other members shall be silent.

13. CLOSURE

At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such motion is seconded, the Chairman shall put the motion but, in the case of a motion “that the question be now put”, only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

14. DISORDERLY CONDUCT

- a) **All members must observe the Code of Conduct.**
- b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute**. If, in the opinion of the Chairman, a member has broken these provisions, the Chairman shall express that opinion to the Council, and thereafter, any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If either of these motions are disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

15. RIGHT OF REPLY

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

16. ALTERATION OF RESOLUTION

A member may, with the consent of his seconder, move amendments to his own resolution.

17. RESCISSION OF PREVIOUS RESOLUTION

A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 4 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee. When a special resolution or any other resolution moved under this provision has been disposed of, no similar resolution may be moved within a further six months.

18. VOTING ON APPOINTMENTS

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

19. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded.

20. EXPENDITURE

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

21. SEALING OF DOCUMENTS

A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution. Any two members of the Council named in the resolution may seal, on behalf of the Council, any document required by law to be issued under seal.

22. COMMITTEES AND SUB-COMMITTEES

The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-

- a) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- b) may dissolve or alter the membership of the committee.
- c) The Chairman and Vice-Chairman, ex-officio, shall be voting members of every committee.
- d) Every committee shall at its first meeting before proceeding to any other business, elect a

Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the council, and shall settle its programme of meetings for the year.

23. SPECIAL MEETINGS

The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

24. SUB-COMMITTEES

Every committee may appoint sub-committees for purposes to be specified by the committee.

- a) The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- b) Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-half of its members.
- c) The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.
- d) Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.
- e) **Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**
- f) A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

25. ACCOUNTS AND FINANCIAL STATEMENT

- a) All accounts for payment and claims upon the Council shall be laid before the Council.
- b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Chairman or Vice-Chairman of the Council. All such payments shall be included in the next schedule of payments before the Council.
- c) The Responsible Financial Officer shall supply to each member as soon as practicable after 1st March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31st March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for

formal approval at the appropriate time prior to completion of the annual return.

26. ESTIMATES/PRECEPT

The council shall approve written estimates for the coming financial year at its meeting before the end of the month of November. Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than 30th October.

27. INTERESTS

- a) If a member has a personal interest as defined by the Code of Conduct then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.
- b) If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.**
- c) The Clerk is required to compile and hold a register of members' interests.**

28. APPOINTMENTS

- a) If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure.
- b) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

29. INSPECTION OF DOCUMENTS

- a) A member may inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- b) All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

30. UNAUTHORISED ACTIVITIES

No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council, inspect any lands or premises which the Council has a right or duty to inspect or issue orders, instructions or directions, unless authorised to do so by the Council or the relevant committee or sub-committee.

31. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- a) **The public and press shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude** the public by means of the following resolutions;
“That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw” The Council shall state the special reason for exclusion.
- b) At all meetings of the Council the Chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.
- c) The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.
- d) If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

32. CONFIDENTIAL BUSINESS

No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be. Any member in breach of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

33. PLANNING APPLICATIONS

The Clerk shall, as soon as practicable, refer every planning application to the planning committee or the Council (if there is no planning committee).

34. FINANCIAL MATTERS

The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.

- a) Such Regulations shall include detailed arrangements for the following:
 - i. the accounting records and systems of internal control;
 - ii. the assessment and management of risks faced by the Council;
 - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor .
 - iv. the financial reporting requirements of members and local electors
 - v. procurement policies
- b) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £10,000 shall be procured on the basis of a formal tender as summarised below:
 - i. public notice of intention to place a contract to be placed in appropriate local newspapers or newsletters;

- ii. a specification of the goods, materials, services and the execution of works shall be up;
 - iii. tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of Council;
 - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
 - vi. The Council, nor any Committee, is not bound to accept the lowest tender, estimate or quote.
- c) The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

35. COMPLAINTS

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to the Standards Board (England) for consideration.

36. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- a) Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.
- b) A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

37. DELEGATION TO CLERK

The Clerk, in consultation with the Chairman, to take action deemed desirable on any matters which the Committee concerned has delegated powers but which require urgent action.

In addition to those powers already listed in Standing Order 4, the Clerk shall have full day to day authority to deal with the business of the Council, within the agreed policies and budgets of the Council, subject to the adherence with Standing Orders. This is specifically defined as follows:

- a) purchase of goods and services within the confines of the approved budget;
- b) to implement decisions of the Council / Standing Committees, subject to the adherence of Financial Regulations / Standing Orders;
- c) to institute proceedings under the Council's byelaws;
- d) urgent action to ensure or safeguard staff and/or public welfare;
- e) letting of Council facilities;
- f) payment of salaries, wages, pension and taxes of staff employed by the Council or retired from service;
- g) negotiation of insurance agreements for Council property and services;
- h) to deal with the provision and maintenance of recreation grounds and cemeteries;
- i) dealing with the provision and maintenance of:

- street lights
 - litter bins
 - seats
 - notice-boards
 - footpaths
 - hanging baskets
 - War memorial
 - children's playgrounds
- j) the management and maintenance of grounds maintenance contracts;
- k) dealing with the production and publication of the related promotional publications and publicity matters in respect of the Parish Council;
- l) co-ordinating and directing the Council's involvement in any annual events in the parish;
- m) to manage the Council's office premises, including all operational issues and budgets;
- n) to administer compliance with the Code of Conduct, Standing Orders and related matters.

38. COPIES TO BE GIVEN TO MEMBERS

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

DATE these Standing Orders adopted by Council

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