

Chesham Town Council

Bill Richards
Town Clerk



This Meeting is open to the Public and Press

Tel: 01494 774842

Fax: 01494 582908

www.chesham.gov.uk

Email: admin@chesham.gov.uk

Our ref: A.8

Date : 12th May 2020

To: **ALL MEMBERS OF THE COUNCIL**

YOU ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF THE CHESHAM TOWN COUNCIL

to be held remotely in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020,

ON

MONDAY 18TH MAY 2020 AT 7.30 PM (SEVEN THIRTY PM)

A G E N D A

1. **Mayoral Charity 2019/2020**

The retiring Town Mayor, Councillor Qaser Chaudhry, will update the meeting in relation to fundraising for his nominated charity, the Alzheimer's Society.

2. **Election of Town Mayor for the ensuing year:**

- (a) The retiring Town Mayor calls for nominations.
Councillor _____ will move and Councillor _____ will second
that Councillor _____ be elected Town Mayor of the Council of the Town of
Chesham for the ensuing local government year.

Any other nominations will similarly be moved and seconded. Here may be made any other speeches in support of the election.

- (b) The election of the Town Mayor will be put to the vote.
- (c) The retiring Town Mayor will declare Councillor _____ duly
elected Town Mayor for the local government year 2020/2021
- (d) The new Town Mayor takes the Chair and gives a vote of thanks for his/her election.
- (e) The new Town Mayor confirms his/her Escort for the administrative year.

Chesham Town Council

continued . . .



3. **Vote of thanks to retiring Town Mayor.**

- (a) Councillor _____ will move and Councillor _____ will second that the thanks of the Council be recorded to Councillor Mr Qaser Chaudhry for his Chairmanship during the past year.

4. **To receive apologies for absence.**

5. **Appointment of Deputy Town Mayor for the ensuing year.**

- (a) The Town Mayor will call for nominations.
Councillor _____ will move and Councillor _____ will second that Councillor _____ be appointed Deputy Town Mayor of the Council for the ensuing local government year.

Any other nominations will similarly be moved and seconded. Here may be made any other speeches in support of the election.

- (b) The election of the Deputy Town Mayor will be put to the vote.
(c) The Town Mayor will declare Councillor _____ duly appointed Deputy Town Mayor for the local government year 2020/2021.

6. **To approve as a correct record the Minutes of the Meeting of the Town Council held on 27th April 2020.**

7. **To receive and consider the Minutes of:**

- Finance Committee of the 11th May 2020 (to **follow**).

8. **Appointment of Committees.**

To appoint Standing Committees, and the membership thereof, for the ensuing year: (Proposed memberships **attached**)

**PLANNING COMMITTEE
STAFFING COMMITTEE
COMMUNITY, ASSETS AND ENVIRONMENT COMMITTEE
FINANCE COMMITTEE**

and any others that the Council may wish to appoint.

(Note: The various parties should, so far as agreement can be reached, make nominations to fill the allocation on Committees)

Chesham Town Council

continued . . .



9. **To appoint one member of the Staffing Committee to review the annual appraisals of the Town Clerk and Line Managers** (pursuant to the Appraisal Policy received and adopted by the Council 17th October 2016 – Min No. 52).
10. **To appoint representatives on Outside Bodies and Working Parties** (Proposed representatives **attached**).
11. **To appoint representatives on Charitable Bodies.**
12. **Calendar of Meetings** – to confirm the schedule of Council and Committee meetings for 2020/21

A handwritten signature in black ink, appearing to read 'W. Richards', is positioned above the printed name.

Bill Richards
Town Clerk

Publication date 12th May 2020

NEW COMMITTEES 2020/2021

COMMUNITY, ASSETS & ENVIRONMENT COMMITTEE

| Councillor | Party |
|--------------------|---------|
| Emily Culverhouse | Con |
| Peter Hudson | Con |
| Jane MacBean | Con |
| Tony Franks | Con |
| Diana Varley | Con |
| Qaser Chaudhry | Con |
| Mohammad Fayyaz | Lib Dem |
| Mohammad Bhatti | Lab |
| Nick Southworth | Con |
| Roderick McCulloch | Con |

PLANNING COMMITTEE

| Councillor | Party |
|--------------------|---------|
| Qaser Chaudhry | Con |
| Joseph Baum | Con |
| Tony Franks | Con |
| Noel Brown | Con |
| Roderick McCulloch | Con |
| Jane MacBean | Con |
| Diana Varley | Con |
| Alan Bacon | Lib Dem |
| Nick Southworth | Con |

FINANCE COMMITTEE

| Councillor | Party |
|----------------|---------|
| Qaser Chaudhry | Con |
| Fred Wilson | Con |
| David MacBean | Con |
| Joseph Baum | Con |
| Peter Hudson | Con |
| Mark Shaw | Con |
| Noel Brown | Con |
| Alan Bacon | Lib Dem |
| Peter Yerrell | Ind |

STAFFING

| Councillor | Party |
|-------------------|---------|
| Emily Culverhouse | Con |
| Jane MacBean | Con |
| Tony Franks | Con |
| Qaser Chaudhry | Con |
| Fred Wilson | Con |
| Noel Brown | Con |
| Mohammad Fayyaz | Lib Dem |
| Mohammad Bhatti | Lab |
| Peter Yerrell | Ind |

**PROPOSED REPRESENTATIVES ON OUTSIDE BODIES
& WORKING PARTIES 2020/2021**

| <u>ORGANISATION</u> | <u>PROPOSED REPRESENTATIVE</u> |
|--|--|
| Allotments Group | Councillor J Baum |
| Central Chiltern Group (HS2 lead) | Councillor T Franks |
| Chesham in Bloom | Councillor Q Chaudhry |
| Chalk Streams Project | Mr. K Austin |
| Chiltern Chamber | Councillor Mrs J MacBean |
| Chesham & District Community Association | Councillor F Wilson |
| Chesham & District Transport Users' Group | Councillor R McCulloch Councillor N Southworth |
| Chesham Renaissance Community Interest Company | Councillor Mrs J MacBean (Deputy – Councillor F Wilson) |
| Chesham Environmental Group | Councillor N Southworth |
| Chesham4Fairtrade Committee | Councillor R McCulloch |
| Chesham Museum | Councillor Mrs D Varley |
| Chesham Society | Councillor N Southworth |
| Chesham Theatre Company | Councillor Miss E Culverhouse |
| Chesham Youth Centre | Councillor N Brown |
| Chesham Youth Council | Councillor J Baum |
| Citizens Advice Chiltern | Councillor Miss E Culverhouse |
| Chiltern Dial-a-Ride Limited | Councillor Q Chaudhry |
| Christmas Day Party for the Elderly (2 representatives) | Proposed Town Mayor - (ex officio) Deputy Town Mayor |
| Christmas in Chesham (Town Partner) | Councillor Miss E Culverhouse |
| Chesham over 50's Positive Action Group (COPAG) | Councillor N Brown |
| Community Resilience Response Group (2 representatives) | Councillor M Shaw Councillor J MacBean |
| Elgiva Friends Group (Councillor & Board Members) | Councillor Mrs J MacBean <i>Mrs. P. Cherrill</i> <i>Mr A. Ogden</i> <i>Mr M. Carling</i> <i>Mrs F. Kear</i> <i>Mr D. Cooper</i> <i>Mrs Y. Plester</i> <i>Mr L. Bright</i> <i>Mr P. Aslam</i> <i>Cllr P. Yerrell</i> |

| | |
|---|--|
| Friends of Chesham Cemetery | Councillor R McCulloch |
| Impress the Chess | Councillor Mrs J MacBean |
| Sustainable Chesham | Councillor M Fayyaz |
| The Theatre Shed | Councillor Miss E Culverhouse |
| Walkers Are Welcome (Chesham) | Councillor J Baum |
| Chesham Neighbourhood Plan Working Group (6 representatives) | Councillor N Southworth (Chair) Councillor J Baum Councillor Mrs J MacBean Councillor R McCulloch Councillor N Brown Councillor A Bacon |
| Staffing and Strategy Working Party (4 representatives) | Councillor F Wilson (Chair) Councillor A Bacon Councillor Miss E Culverhouse Councillor J MacBean |
| Gym and Swim Working Group (4 representatives) | Councillor Mrs J MacBean (Chair) Councillor A Franks Councillor A Bacon Councillor J Baum |
| Lowndes Park Working Party (4 representatives) | Councillor Mrs J MacBean (Chair) Councillor A Franks Councillor M Fayyaz Councillor N Southworth |
| Elgiva Extension Working Party (4 representatives) | Councillor Miss E Culverhouse Councillor Mrs J MacBean Councillor Q Chaudhry Councillor P Yerrell (plus Chairman of Elgiva Friends Group) |

CHESHAM TOWN COUNCIL

PROPOSED REPRESENTATION ON CHARITABLE BODIES 2020/2021

| NAME OF BODY | REPRESENTATIVE | PERIOD | | NOTES |
|---|---|--------------------------------|--|--|
| DUKE OF BEDFORD'S TRUST | Justine Fulford | 2019/2023 | Appointed 20.05.2019 | Secretary: Mr P Hawkes |
| RACHEL JOHNSON'S ELEEMOSYNARY | Mrs D J Brackley VACANCY | 2017/2021 | Appointed 15.05.2017 | Secretary: Mr P Ward (also clerk of Prior's Charity & Chesham Students & Apprentices Fund) |
| | Cllr Jane MacBean Mr D Cross | 2018/2022 2016 /2020 | Appointed 21.05.18 Proposed re appointment | |
| WEEDONS CHARITY | Councillor J Baum VACANCY CHAIR WITHIN CHARITY | 2020/2024 | Proposed appointment | Chair: VACANCY |
| | Mrs V.J.Miles | 2017/2021 | Appointed 15.05.2017 | |
| | Mrs D J Brackley | 2019/2023 | Appointed 20.05.2019 | |
| CHESHAM TOWN PICTURE FUND FRANCIS TRUST | Mrs Liz Payne | 2017/2021 | Appointed 15.05.2017 | Mrs L Payne |
| KEN DENHAM TRUST | Town Mayor | 2018/2019 | | Term of office - 1 Year |

Report of the Officers to a meeting of the **ANNUAL COUNCIL**
on Monday 18th May 2020

AGENDA ITEM NO : 12 - CALENDAR OF MEETINGS
2020/21

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To agree to the proposed calendar of meetings for 2020/21 administrative year.

Detailed Consideration

2. **Attached** is the proposed calendar for the administrative year 2020/21. Please note that the Planning Committee dates have historically always based on Chiltern District Council's Calendar of Meetings as this gives officers chance to then send the planning comments made by this Council to the District Council's next Planning meeting for consideration.
3. The local Buckinghamshire Council Planning Committees have been set to meet every four weeks rather than three and therefore our calendar has been set to reflect this – though with Bank Holidays etc it has not been able to provide total symmetry in respect to this and it is proposed therefore that one be held remotely on Tuesday 26th May.
4. Members will also note that there has been a change from recent years where Planning Committees are now scheduled as stand-alone meetings. There has been a general feeling expressed by some Members that, particularly with the on-going Neighbourhood Plan, the Planning Committee should be more proactive in scrutiny of planning applications and be prepared to discuss in detail infrastructure matters, which does not allow for a meeting to follow it logistically.
5. As agreed at the Council meeting on the 23rd March, the Recreation and the Arts Committee title has been changed to Community, Assets and Environment.

Recommendation

That the Calendar of Meetings for 2020/21 be noted and adopted, subject to any amendments the Council may wish to make.



Bill Richards - Town Clerk

CHESHAM TOWN COUNCIL

Calendar of Meetings of the Council and Committees

May 2020 to May 2021 **OPTION B**

All meetings commence at 7.30pm except where meetings held remotely where times to be confirmed

| May 2020 | | October 2020 | | February 2021 | |
|--------------------|----------------------------------|----------------------|---------------------------------|----------------------|-------------------------------------|
| | | 5 | Community, Assets & Environment | 1 | Planning Committee |
| 18 | ANNUAL COUNCIL (New Mayor) | 12 | Planning Committee | 15 | Community, Assets & Environment |
| 21 | TOWN MEETING - cancelled | 19 | Finance Committee | | |
| 26 Tues | Planning Committee | 26 | COUNCIL | | |
| | | | | | |
| June 2020 | | November 2020 | | March 2021 | |
| 1 | Community, Assets & Environment | 2 | COUNCIL | 1 | Planning Committee |
| 22 | Planning Committee | 9 | Planning Committee | 8 | Finance Committee |
| 29 | Council | 16 | Staffing Committee | 22 | COUNCIL |
| | | 23 | Finance Committee | 29 | Planning Committee |
| | | 30 | Community, Assets & Environment | | |
| July 2020 | | December 2020 | | April 2021 | |
| | | 7 | Planning Committee | 12 | Finance Committee |
| 20 | Planning Committee | 14 | COUNCIL | 12 | Community, Assets & Environment |
| 27 | Finance Committee | 21 | Finance Committee | 19 | COUNCIL |
| | | | | 26 | Planning Committee |
| | | | | | |
| August 2020 | | January 2021 | | May 2021 | ***Expected Election Day 6th May*** |
| 17 | Planning Committee | 4 | Planning Committee | 10 | New Member Training |
| | | 18 | COUNCIL (Precept) | 17 | Annual Town Meeting (Thursday) |
| | | | | 24 | ANNUAL COUNCIL (New Mayor) |
| | | | | | |
| Sept 2020 | | | | | |
| 7 | Community, Assets & Environment | | | | |
| 14 | Planning Committee | | | | |
| 21 | COUNCIL | | | | |
| | | | | | |
| | Planning Committee | 11 | | | |
| | Community, Assets & Environment. | 6 | | | |
| | COUNCIL | 8 | | | |
| | Finance Committee | 6 | | | |
| | Staffing Committee | 1 | | | |