

Chesham Town Council



Bill Richards
Town Clerk

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24th August 2012

Dear Councillor,

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

MONDAY 3rd SEPTEMBER 2012 AT APPROXIMATELY 8PM

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

AGENDA

1. Apologies for absence.
2. To confirm Minutes of the Meeting of the Council held on 6th August 2012.
3. Declarations of Interest.
4. Public Question Time: A period of up to 15 minutes or less, as the case may be, will be allowed for members of the public present, who are electors or residents in the parish of Chesham, to ask questions primarily in respect of items on the agenda of this Town Council meeting but also in the interests of wider public discussion.
5. To receive the Mayoral engagements and any other announcements as the Town Mayor may wish to lay before the Council.
6. To receive and consider the Minutes of the under mentioned Committees.
 - **Development Control** of the 2nd July, 23rd July and 13th August 2012.
 - **Policy and Resources** of the 2nd July 2012.
 - **Executive** of the 23rd July 2012.
7. Calendar of Meetings 2012-2013.
8. Cycle to work scheme.
9. Code of Conduct.
10. To receive and consider Pay Schedule No: 2
11. Information Items.

Yours sincerely

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

Bill Richards
Town Clerk

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Chesham Town Council, Town Hall, Chesham, Bucks HP5 1DS
Twinned with Friedrichsdorf Germany; Houilles France; Archena Spain

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The Mayoral Engagements 25th June to 3rd September 2012

June

- Monday 25th Henley On Thames Garden Party.
- Tuesday 26th Chiltern Hills Academy Evening of Excellence.
- Wednesday 27th Chesham in Bloom – front garden judging.
Impress the Chess Open Forum.
- Saturday 30th Armed Forces Day service at War Memorial.

July

- Sunday 1st Opening of “Band in the Park” in Lowndes Park.
Chiltern Hills Academy Innovation Day.
- Monday 2nd Action 4 Youth AGM.
Launch of Better Chesham Retail Awards.
- Wednesday 4th Chesham in Bloom judges visit to Chesham.
Chesham Open Air Theatre.
- Thursday 5th Bowls Club Centenary Launch – Visit by Lowndes family member.
- Wednesday 18th Shed at the Park – End of term picnic.
- Thursday 19th Waterside Church.
- Saturday 21st Pakistan Jubilee Celebrations.
Allotment Group Cheese and Wine evening.
- Monday 23rd Backpackers at Waterside School.
- Friday 27th Judging of fancy dress competition at the Jolly Sportsman.



Chesham Town Council

continued . . .



- Saturday 28th Visit to Virgin Media Red Box in the High Street.
Raising of the Green Flag in Lowndes Park.
- Sunday 29th Reading in Churches Together Service – Lowndes Park.

August

- Saturday 4th Arsenal v Chesham United – Chesham United Football Club.
- Tuesday 7th Open Day at Hospice of St Francis.
- Saturday 11th Allotment Open Day.
- Sunday 26th Tour De Pednor.

AGENDA ITEM NO: 7 – CALENDAR OF MEETINGS

Reporting Officer: Maria McGwynn (01494 774842)

Summary

1. To provide an update on the meetings of the Council and Committees.

Background Information

2. Following the incomplete Calendar for 2012/2013, previously presented to Council due to delayed meeting dates from Chiltern District Council, the completed calendar is now ready to be presented.

Financial Implications

3. None pertaining to this report.

Strategic Objectives

4. Non applicable.

Equality Act Implications

5. Non applicable.

Detailed Consideration

6. A draft Calendar of Meetings from January 2013 to May 2013 is **attached** for Members' consideration. Officers previously presented an incomplete Calendar of Meetings due to a delay in meeting dates from Chiltern District Council. The Planning Committee dates from the District Council historically have been very important to ensure that this Council's planning comments reach the District Council in time for its meeting. The District Council have now loaded the approved meeting dates on to their website enabling us to complete our calendar.
7. Assuming there will be no significant changes in the future to the Chiltern District Council Planning Committee dates, the Council is asked to note and adopt the calendar of meetings for the administrative year 2012/2013.

Recommendation

That the proposed calendar of meetings for the administrative year 2012/2013 is noted and adopted, subject to there being no significant changes in the future to Chiltern District Council's cycle of Planning Committee meetings.

AGENDA ITEM NO : 8 - CYCLE TO WORK SCHEME

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. To consider joining the Cycle to Work Scheme.

Background Information

2. The Executive Committee considered this at its meeting held on the 23rd July 2012 and supported the principle, but felt that the scheme detailed in the report was overly complex and that information on the Buckinghamshire County Council Cycle to Work Scheme should be obtained.

Financial Implications

3. Detailed within the report.

Strategic Objectives

4. Accords with the Town Council's Environmental Policy.

Equality Act Implications

5. Non applicable.

Detailed Consideration

6. One employee is currently interested in joining the Cycle to Work Scheme and therefore this further report has been brought to this meeting.
7. The tax exemption only applies when an employee mainly uses the cycle and cyclists' safety equipment for qualifying journeys. A qualifying journey for an employee means a journey, or part of a journey, between his or her home and workplace, or between one workplace and another, in connection with the performance of their duties of employment. So, for example, cycling to and from the station to get to work would qualify. In this case, 'mainly' means that more than 50% of use of the cycle and safety equipment must involve a qualifying journey.
8. Employees are not expected to keep mileage logs but employers should make clear to them that if they do not use the cycle mainly for qualifying journeys, they may lose the benefit of the tax exemption. In that event the employer would have to report the benefit in kind on form P11D, and account for Class 1A NICs, in the normal way. The employee would be liable for the tax due on the benefit in kind.
9. The advantage to the employer is that it saves on employer's national insurance and pension costs and the employee saves on national insurance, tax and pension contributions.
10. The various schemes appear to be similar in nature and administration, but the advantage to the council with the Bikes for Staff Scheme as opposed to the Cyclescheme used by the

county council is that it does not have an impact on the council's cash balances. The council deducts a monthly figure from the employees' wages and then draws a monthly cheque to pay it over to Bikes for Staff. With the Cyclescheme, the council has to pay out the full cost at the start and then recovers it from the employee by the monthly figure.

11. A simple copy of both schemes is attached.
12. Chiltern District Council operates a pool bike scheme which employees can use whilst at work and is currently looking again at the possibility of introducing the Cycle to Work Scheme.

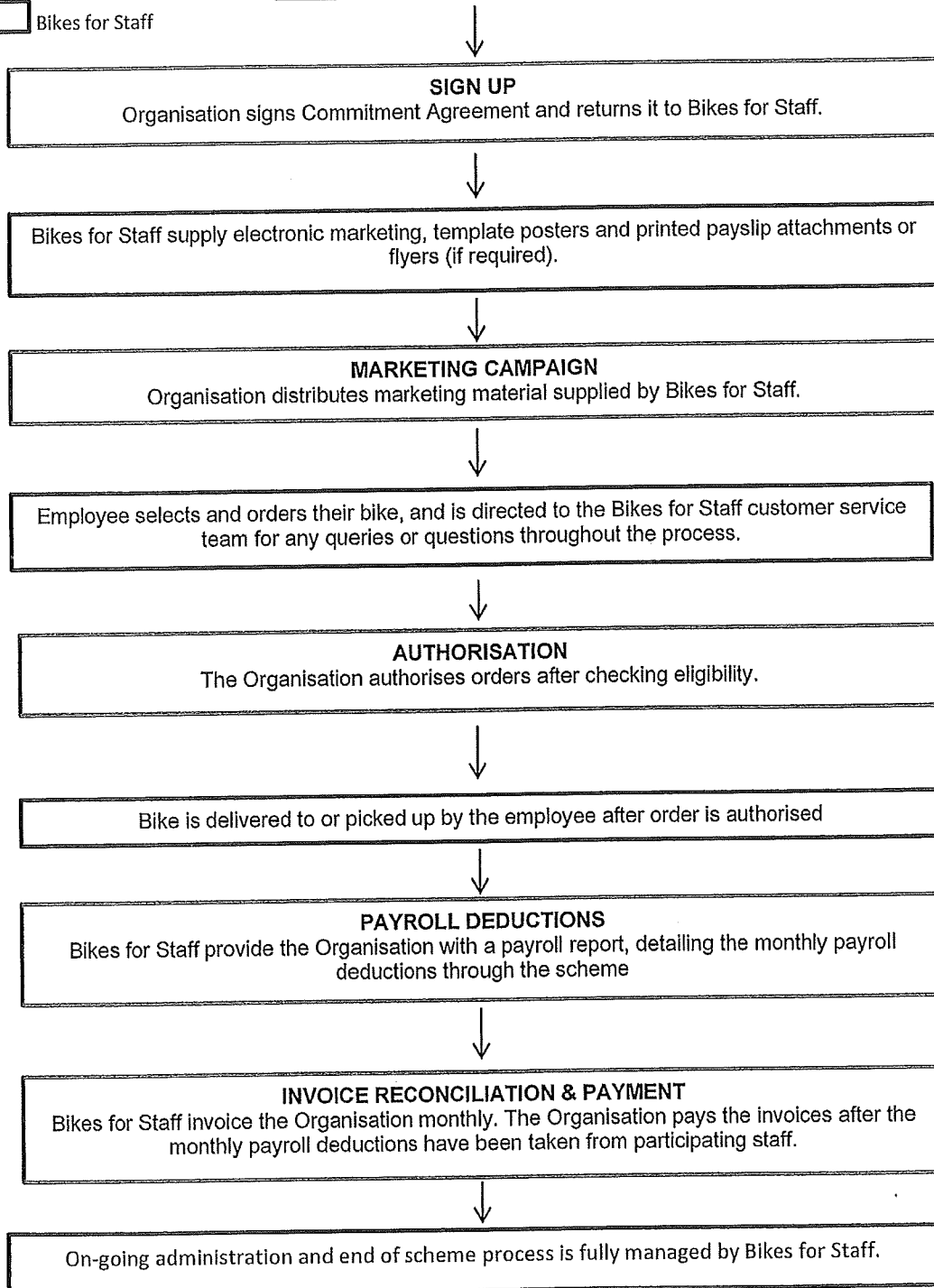
Recommendation

- 1. That the council joins a Cycle to Work scheme.**
- 2. The preferred scheme being Bikes for Staff but the final decision on which scheme being left to officers in consultation with the Town Mayor.**

Responsibilities:

- Organisation
- Bikes for Staff

Bikes for Staff Organisation



To find out more, please contact Bikes for the Staff on 01252 784 541

“Bikes for the Staff”, “Cars for the Staff” and “Phones for the Staff” are brands of SME HCI Ltd who are the market leader in the provision of the salary sacrifice Cycle to Work Scheme to the NHS.

Cyclescheme

Cyclescheme – tax-free bikes for work

The scheme is run through salary sacrifice, where you pay back the loan to your employer from your gross salary, meaning you benefit from income tax and national insurance relief.

Enrolment to Cyclescheme is available twice a year for all BCC employees (currently April and September)

1. Employees wishing to participate in the scheme need to visit a Cyclescheme Partner's shop to choose their bike and any accessories. Full list of shops participating is available at www.cyclescheme.co.uk
2. Employees then need to apply on line for their Cyclescheme Voucher at www.cyclescheme.co.uk/151cbe and enter all the information provided by the bike shop along with their BCC SAP/payroll number.
3. Once an employee has requested a voucher and BCC confirms eligibility and approves their request, Cyclescheme will invoice BCC for employee's bike package and a hire agreement sent direct to the employee to sign.
4. As soon as the invoice/bike is paid for, a voucher is sent direct to the employee so that they can collect their bike.
5. Monthly payments are deducted from gross salary over a 12 month period.
6. At the end of the hire period ownership of the equipment passes to Cyclescheme, who then contact employees detailing 3 options to purchase the bike or return.

All applications take a minimum of 20 working days to process.

Check your savings using the online calculator find a shop and request your voucher or view the 3 options available to you at the end of the 12 month period.

AGENDA ITEM NO: 9 - CODE OF CONDUCT

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To consider adopting the Chiltern District Council Code of Conduct to replace the code adopted by this council on the 25th June 2012.
2. The code of conduct for local councils must be based on the seven Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Background Information

3. At the meeting of the council held on the 25th June 2012, it was resolved that: *'the Council adopt the NALC model code of conduct to take effect from the 1st July 2012 and review it thereafter following publication of the Chiltern District Council's own code.'* (Min No. 23).

Financial Implications

4. None pertaining to this report.

Strategic Objectives

5. Accords with Strategic Aim 6 *'To represent the views and wishes of the citizens of Chesham'* and 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.'*

Equality Act Implications

6. Implicit in the requirements of the legislation is that Members should strive to ensure adherence to the Equality Act through there is no legal specification to that effect.

Detailed Consideration

7. Chiltern District Council's revised code was adopted at full council on Tuesday 14th August 2012. **Attached** is a Town/Parish Council-friendly version which omits references to Cabinet and Scrutiny functions appropriate to principal authorities.
8. In addition to the new pecuniary interests, Chiltern District Council's version retains the provisions in the old model code on the declaration of personal and prejudicial interests. The Monitoring Officer comments: *'The old Standards Committee and I recommended this approach to protect the Council's decision-making process from complaints of bias. We consider that the provisions on Declarations on Pecuniary Interests in the Localism Act do not, on their own, provide sufficient protection, particularly for quasi-judicial decisions such as planning and licensing. I certainly*

consider the more detailed approach to declaration of interests contained in CDC's code would be proportionate for Town Councils, although perhaps not for some smaller parishes.'

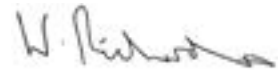
9. Obviously it would appear that the adoption of such a code would give greater clarity to both Members and the public alike, based as it is around the old Standards Board's personal and prejudicial definition as well as incorporating the legal requirements of pecuniary interests as outlined in the Localism Act. Most clearly, is the re-introduction (listed as Para 7 (1)) of a prejudicial interest namely '*where you have a personal interest in any business of the council you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.*'
10. Additionally, the adoption of the code, based on Chiltern District Council's, would be beneficial as it would allow the District Council to handle and determine code of conduct complaints which relate to Members or co-opted Members of town and parish councils in its district more easily if town and parishes adopt the same code.
11. The Monitoring Officer also recommends changing Standing Orders to reflect the new code. It is thus proposed that Standing Orders 33 a and b be changed to read:
 - (a) *If a Member has a personal interest as defined by the Code of Conduct adopted by the Council on 3rd September 2012, 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. Similarly he must withdraw from the room or chamber if he has a Disclosable Pecuniary Interest (as defined in 'The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012' (The Regulations)) in an item of business being considered at that meeting unless a Dispensation has been granted pursuant to, and in accordance with, Section 33 of the Localism Act 2011.*
12. Standing Order 16 (a) also requires an amendment to reflect the adoption of the new code, i.e. recognition of the date of the new code adopted.
13. At the council meeting in June 2012, Member training on the new regulations was requested. The Monitoring Officer does not feel she is able to provide individual town and parish councils with bespoke training. However if Members do require clarification on any particular points, she would be happy to try and clarify them through the Clerk. With the council no longer being members of NALC, any bespoke training from the Bucks Association of Local Councils (BALC) would have to be paid for.
14. Arranged by Buckinghamshire County Council Legal Department, a Standards briefing has been arranged for Friday 28th September from 2.30 - 4pm and will take place at Green Park. The briefing will cover, in detail, the new arrangements and what it means for parish councils following the demise of the Standards Board. Your

Clerk and Mayor will be attending and information forthcoming from this briefing will be circulated in due course.

15. If any Member is seeking clarification on the draft code, they are asked to forward their query to the Clerk before the meeting so it can be answered on the evening if necessary.

Recommendations

- 1. That the council adopt the circulated draft Code of Conduct to take effect from the 3rd September 2012 subject to any amendments Members may wish to make.**
- 2. That the Standing Orders be outlined as recommended in the report.**



Bill Richards
Town Clerk

CHESHAM TOWN COUNCIL

Code of Conduct for Members Adopted on 3rd September 2012

Part 1 - General Provisions

Introduction

1. (1) The Council has adopted this Code of Conduct pursuant to section 27 of the Localism Act 2011 (the Act) to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council including the office to which they were elected or appointed or when they claim to act or give the impression of acting as a representative of the Council
- (2) This Code of Conduct complies with Section 28 the Act and is consistent with the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Scope

2. (1) This Code of Conduct applies to you whenever you are acting in your capacity as a member of Chesham Town Council, including: -
 - (a) at formal meetings of the Council, its Committees and Sub-Committees
 - (b) when acting as a representative of the authority
 - (c) in discharging your functions as a ward Councillor
 - (d) at briefing meetings with officers
 - (e) at site visits and
 - (f) when corresponding with the authority other than in a private capacity
- (2) Where you act as a representative of the Council: -
 - (a) on another authority, you must when acting for that authority, comply with that other authority's code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject

General obligations

3. You must -
 - (1) provide leadership to the council and communities within its area, by personal example and
 - (2) respect others and not bully any person
 - (3) recognise that officers (other than political assistants) are employed by and serve the whole council
 - (4) respect the confidentiality of information which you receive as a member -

- i. not disclosing confidential information to third parties unless required by law to do so or where there is a clear and over-riding public interest in doing so; and
 - ii. not obstructing third parties' legal rights of access to information
- (5) not misconduct yourself in a manner which is likely to bring the council into disrepute
- (6) use your position as a member in the public interest and not for personal advantage
- (7) act in accordance with the council's reasonable rules on the use of the resources of the council for private or political purposes
- (8) exercise your own independent judgement, taking decisions for good and substantial reasons -
 - i. attaching appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups
 - ii. paying due regard to the advice of officers and
 - iii. stating the reasons for your decisions where those reasons are not otherwise apparent
- (9) account for your actions
- (10) ensure that the council acts within the law.

Part 2 - Interests

Personal interests

- 4. In addition to the statutory requirements under the Act in relation to Disclosable Pecuniary Interests and save for the subject interest already having been declared as a Disclosable Pecuniary Interest and the statutory provisions complied with, the following Paragraphs 5 to 8 shall also apply.
- 5. (1) You have a personal interest in any business of the council where either—
 - (a) it relates to or is likely to affect—
 - (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;
 - (ii) any body—
 - (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),
 of which you are a member or in a position of general control or management;
 - (iii) any person or body who employs or has appointed you;
 - (iv) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50;
 - (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected by the

decision;

- (2) In sub-paragraph (1)(b), a relevant person is—
- (a) a member of your family or any person with whom you have a close association; or
 - (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - (d) any body of a type described in sub-paragraph (1) (a) (i) or (ii).

Disclosure of personal interests

6. (1) Subject to sub-paragraphs (2) to (4), where you have a personal interest in any business of the council and you attend a meeting of the council at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where you have a personal interest in any business of the council which solely relates to a body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council, you need only disclose to the meeting the existence and nature of that interest if that interest is prejudicial.
- (3) Where you have a personal interest in any business of the council of the type mentioned in paragraph 5(1) (a) (iv), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

Prejudicial interest generally

7. (1) Subject to sub-paragraph (2), where you have a personal interest in any business of the council you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- (2) You do not have a prejudicial interest in any business of the council where that business—
- (a) does not affect your financial position or the financial position of a person or body described in paragraph 5;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 5; or
 - (c) relates to the functions of the council in respect of—
 - (i) an allowance, payment or indemnity given to members;
 - (ii) any ceremonial honour given to members; and
 - (iii) setting council tax or a precept under the Local Government Finance Act 1992.

Effect of prejudicial interests on participation

8. (1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your council—
- (a) you must declare the existence and nature of your interest and withdraw from the room or chamber where a meeting considering the business is being held—
 - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
 - (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;
 - (B) unless you have obtained a dispensation from your council; and
 - (B) you must not seek improperly to influence a decision about that business.
- (2) Where you have a prejudicial interest in any business of the council you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Disclosable Pecuniary Interest

9. A Disclosable Pecuniary Interest (DPI) is as defined in 'The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012' (The Regulations) and the categories of interest are set out in Appendix A.

Part 3 - Registration of Members' Interests

Registration or Disclosure of members' interests

10. (1) Subject to paragraph 11, you must, within 28 days of—
- (a) in relation to a DPI, the Regulations coming into effect namely 1.7.12
 - (b) in relation to Personal Interests, this Code being adopted by or applied to the council; or
 - (c) otherwise your election or appointment to office (where that is later),
- register in the council's register of members' interests, maintained under Section 29 of the Act, details of any DPI which you or your spouse or civil partner (or person with whom you are living as spouse or civil partner) may have, together with your personal interests where they fall within a category mentioned in paragraph 5(1) (a), by providing written notification to the District Council's monitoring officer.
- (2) Failure to register or disclose any DPI in accordance with section 30(1) or 31(2), (3) or (7) of the Act, or participating in any discussion or vote in contravention of section 31(4) of the Act, or taking any steps in contravention of section 31(8) of the Act, is a criminal offence and risks a fine not exceeding level 5 on the standard scale (currently £5,000) or disqualification as a member for a period not exceeding 5 years.
- (3) Subject to paragraph 11, you must, within 28 days of becoming aware of any new

DPI and/or personal interest or change to any DPI and/or personal interest registered under paragraph (1), register details of that new DPI and/or personal interest or change by providing written notification to the District Council's monitoring officer.

- (4) Subject to Paragraph 11, you are required to disclose the existence and nature of any DPI when it arises at a meeting even where already registered in the Register or pending registration so the minutes can be duly noted.

Sensitive interest

11. (1) Where you consider that you have a sensitive interest (whether or not a DPI), and the District Council's monitoring officer agrees, if the interest is entered in the Council's register, copies of the register that are made available for inspection and any published version of the register, must not include details of the interest (but may state that the member has an interest the details of which are withheld under section 32 (2) of the Act) and any public declaration required need only state the fact an interest arises without further detail.
- (2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer a sensitive interest, notify the District Council's monitoring officer asking that the interest be included in the Council's register of members' interests.
- (3) In this Code, "sensitive interest" means an interest, the nature of which is such that you and the District Council's monitoring officer consider that disclosure of the details of the interest could lead to you, or a person connected with you, being subject to violence or intimidation.

Dispensations

12. On a written request made to the council's proper officer, the council may grant a dispensation for you to participate in a discussion and vote on a matter at a meeting even if you have a DPI or a prejudicial interest and that you be relieved of the obligation to otherwise withdraw from the room in which the matter is being considered if the council considers that the number of members otherwise prohibited from taking part in the meeting would be so great a proportion of the body transacting the business that it would impede the transaction of the business; or the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote on the business; or it is in the interests of the inhabitants in the council's area to allow you to take part or it is otherwise appropriate to grant a dispensation.

Appendix A

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a DPI are set out in Chapter 7 of the Act.

DPI's are defined in the Regulations 2012 as follows -

<i>Interest</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to M's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p>

- (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose -

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

4. PROPOSALS FOR THE AUDIT OF SMALLER LOCAL PUBLIC BODIES

90. Since 2002 the Audit Commission has operated a separate 'limited assurance' framework for the c.10,000 smaller local public bodies with an annual turnover below £6.5m.² Limited assurance is a lighter touch form of audit, conducted off-site, reviewing limited financial and other information provided by the body in an annual return to the auditor, and is thus proportionate to the small amounts of public money they control.
91. The Future of Local Audit consultation document, published in March 2011, proposed that different arrangements for smaller bodies would apply in the new audit framework. It also recognised the burden on smaller bodies of the local auditor appointment models proposed for larger public bodies and outlined different options for auditor appointment. In the Government response to the consultation, published in January 2012, we proposed to do further work with the sector to explore and build consensus around the options for smaller bodies before firming up proposals and setting out our preferred approach.
92. Clause 5 in the draft Local Audit Bill makes provision for bodies to be defined as 'smaller authorities', and includes a power for the Secretary of State to make regulations as to how the new framework will apply to these bodies. This will allow for the continuation of a more proportionate regime for smaller local public bodies, ensuring that the requirements placed on them are in line with their size. 'Smaller authorities' are defined in the draft Bill as bodies with a turnover below £6.5m, which is in line with the current definition in the Accounts and Audit regulations. This definition may be amended by regulations, should this threshold need to be altered at a future date.
93. The key features of the new framework for the audit of smaller local public bodies are:
- A threshold below which smaller local public bodies would not be automatically subject to an external audit, coupled with increased transparency requirements. A mechanism will be retained for auditor-led scrutiny of these bodies if problems are identified.
 - A proportionate regulatory regime, and the limited assurance form of audit maintained and specified in a schedule to the code of audit practice produced by the National Audit Office.
 - Procurement and appointment: smaller local public bodies will have the option to have their auditors procured and appointed by a sector-owned and sector-managed body. If bodies do not wish to use the sector-led body they can procure and appoint audit services individually or jointly, with the use of an independent auditor panel.

² Parish and town councils and meetings, internal drainage boards, and other small bodies including charter trustees, conservation and harbour boards, port health authorities, and joint committees.

AGENDA ITEM NO: 10

CHESHAM TOWN COUNCIL

PAY SCHEDULE NO.2

MONDAY 3RD SEPTEMBER 2012

	£	p
May 2012	124,288.87	
June 2012	145,237.40	
July 2012	<u>110,213.05</u>	
	<u>379,739.32</u>	

Petty Cash Items Over £100

£ p

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2012	CHILTERN DISTRICT COUNCIL	D/D	1,026.00		NON DOMESTIC RATES
01/05/2012	CHILTERN DISTRICT COUNCIL	D/DA	1,691.00		NON BUSINESS RATES
01/05/2012	CHILTERN DISTRICT COUNCIL	D/DB	2,313.93		NON DOMESTIC RATES
01/05/2012	CHILTERN DISTRICT COUNCIL	D/DC	51.75		NON BUSINESS RATES
04/05/2012	NYMO	20985	50.00		MAYORAL AWARDS 2012
04/05/2012	CHESHAM IN BLOOM	20986	50.00		MAYORAL AWARDS 2012
04/05/2012	EDWINA McGILL	20992	38.00		REFUND 'IN LOVE WITH DANCE'
04/05/2012	MARIA PONTIN	20993	58.50		REFUND IN LOVE WITH THE DANCE
04/05/2012	MRS S JARVIS	20994	37.95		REFUND IN LOVE WITH DANCE
04/05/2012	CASH	20995	500.00		ADDITIONAL FLOAT FOR ELGIVA
04/05/2012	CASH (POOL PETTY CASH)	20996	166.77		POOL PETTY CASH
04/05/2012	CASH (ELGIVA PETTY CASH)	20997	264.71		ELGIVA PETTY CASH
04/05/2012	CASH (OFFICE PETTY CASH)	20998	189.40		OFFICE PETTY CASH
04/05/2012	BRIAN SHAW	21001	2,100.50		SOLDIER 'I' 21/04/2012
04/05/2012	NEIL SANDS PRODUCTIONS	21002	617.12		ALWAYS ENGLAND 20/04/2012
04/05/2012	BRIAN SHAW	21003	1,358.28		DOMINIC KIRWAN 13/04/2012
04/05/2012	UPBEAT MANAGEMENT	21004	1,721.92		CAVERN BEATLES 19/04/2012
04/05/2012	PEOPLES THEATRE COMPANY	21005	476.25		SWALLOWED A FLY 25/03/2012
04/05/2012	JANE PEEL	21008	140.00		SEASON TICKET REFUND
04/05/2012	CHESHAM MUSICAL THEATRE CO	21015	3,367.46		KISS ME KATE APRIL 2012
04/05/2012	CHILTERN YOUTH ORCHESTRA	21016	371.32		CYCO 29/04/2012
04/05/2012	BUCKS COUNTY COUNCIL	21017	9,559.42		SUPERANNUATION APRIL 2012
04/05/2012	MR D ESSEX	21018	389.21		CAFE STOCK
04/05/2012	DAVID OGILVIE ENGINEERING LIM	20987	853.20		SEAT NASHLEIGH REC M BHATTI
04/05/2012	RICOH UK LTD	20988	688.88		COPIER RENTAL & COPY CHARGES
04/05/2012	K C & CO (AMERSHAM) LTD.	20989	108.00		INVESTIGATED LOW WATER PRESSUR
04/05/2012	TWENTIETH CENTURY FOX FILM	20990	299.26		THE DESCENDANTS
04/05/2012	BACKSTAGE SUPPLIES LTD	20991	171.00		THEATRE/CINEMA/CAFE BANNER
04/05/2012	SECOM PLC	20999	1,052.58		REDCARE INTRUDER SERVICE
04/05/2012	NPOWER LTD	21000	519.44		ELECTRICITY CHARGES
04/05/2012	P DANCER	21006	770.00		TEMPORARY WORK MAY 2012
04/05/2012	VIRGIN MEDIA BUSINESS LTD	21007	263.62		TELEPHONE CHARGES
04/05/2012	MILLIPEDIA LIMITED	21009	960.00		WORK ON WEBSITE
04/05/2012	YOUR CHESHAM	21010	112.00		YOUR CHESHAM HALF PAGE ADVERT
04/05/2012	BASIC CHEMICALS LIMITED	21011	134.40		SALT
04/05/2012	B-LOONY LTD	21012	154.80		BALLOONS
04/05/2012	APEX RADIO SYSTEMS LTD	21013	760.79		5 YEAR RADIO LICENCES
04/05/2012	A C ENTERTAINMENT	21014	1,344.14		LAMPS & TAPE
08/05/2012	VIRGIN MEDIA BUSINESS LTD	D/DD	19.20		PAYPHONE CHARGES
10/05/2012	BARCLAYS MERCHANT	D/DE	46.48		MERCHANT CHARGES
10/05/2012	BARCLAYS MERCHANT	D/DF	433.16		MERCHANT CHARGES
11/05/2012	KAY WOOD	21024	42.50		BOOKING REFUND
11/05/2012	INLAND REVENUE	21026	12,106.73		PAYE & NHI
11/05/2012	CASH (TRACTOR FUEL)	21028	95.00		DIESEL
11/05/2012	POST OFFICE LTD	21029	215.00		TAX RENEWAL KJ 03 TNN
11/05/2012	GEO BROWNS IMPLEMENTS	21031	137.94		PARTS & SERVICE
11/05/2012	SIMON COLLINS	21019	170.64		HANGING BASKETS MARCH 2012

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11/05/2012	WARNER BROS.ENTERTAINMENT	21020	115.68		J EDGAR
11/05/2012	UNIVERSAL PICTURES	21021	108.00		ELIZABETH THE GOLDEN AGE
11/05/2012	SI PUMPS LIMITED	21022	3,217.80		INVESTIGATE SUPPLY & FIT PUMP
11/05/2012	BROADWAY NEWS	21023	45.98		NEWSPAPERS
11/05/2012	MOMENTUM PICTURES	21025	96.00		THE YOUNG VICTORIA
11/05/2012	LEN VOCKINS GARDEN SERVICES	21027	788.40		FERTILIZE FOOTBALL PITCHES
11/05/2012	JEWSON LIMITED	21030	216.65		RAPID CEMENT
11/05/2012	WOLSELEY UK LIMITED	21032	35.84		PLUMBING PARTS
11/05/2012	G & MB MANNING	21033	76.86		SEATS BERKHAMPSTEAD FIELD
11/05/2012	SUMMIT HYGIENE	21034	361.14		CLEANING SUPPLIES
11/05/2012	CLEARWATER ENVIRO LIMITED	21035	594.00		SCALEBLASTER
11/05/2012	GOCOLD LIMITED	21036	193.00		SUPPLIES
11/05/2012	PICTUREHOUSE ENTERTAINMENT	21037	286.65		MY AFTERNOONS WITH MARGUERITTE
11/05/2012	KCT SUPPLIES	21038	416.16		SUPPLIES
11/05/2012	ZOGGS INTERNATIONAL LIMITED	21039	399.00		SUPPLIES
11/05/2012	KINGFISHER ENVIRONMENTAL	21040	57.83		WATER SAMPLING
11/05/2012	DAYLA LIMITED	21041	2,205.00		SUPPLIES
15/05/2012	TELEPAY WAGES/SALARIES	D/D	32,175.71		SALARIES MAY 2012
15/05/2012	CASH	21042	2,727.91		MAY 2012 SALARY PAYMENTS
15/05/2012	TOTAL UK LTD	D/D	258.82		DIESEL & PETROL
15/05/2012	THE RIGHT FUEL CARD COMPANY	D/DA	68.00		DIESEL
18/05/2012	TOTAL REFRIDGERATION LTD	21049	646.80		FREEZER
18/05/2012	THE JIVE PARTNERSHIP	21052	3,734.16		SHOWADDYWADDY 05/05/2012
18/05/2012	CASH (TRACTOR FUEL)	21059	97.00		FUEL FOR TRACTORS
18/05/2012	MRS C LITTLE	21062	1,315.00		MAYORAL ALLOWANCE
18/05/2012	CHILTERN CLEANING SERVICES	21043	40.00		CLEANING PAVILION
18/05/2012	PHYSIQUE SPORTS LTD	21044	480.00		MAINTENANCE COVER GYM EQUIP
18/05/2012	E.ON ENERGY	21045	6.85		CEMETERY OFFICE ELECTRICITY
18/05/2012	BARNET POOL MAINTENANCE	21046	120.00		SERVICE VISIT TO POOL PLANT
18/05/2012	DHL EXPRESS (UK) LTD	21047	153.00		TRANSPORT CHARGES
18/05/2012	K C & CO (AMERSHAM) LTD.	21048	452.88		WATER LEAK REPAIRS
18/05/2012	P A HAWKES	21050	1,194.66		ENVELOPES & COMPLIMENT SLIPS
18/05/2012	CHUBB FIRE LIMITED	21051	300.00		ALARM CALL OUT
18/05/2012	HAWES SKIP HIRE LIMITED	21053	302.40		SKIP EXCHANGE
18/05/2012	H2O COOLER RENTALS LTD	21054	25.50		WATER COOLER SERVICE
18/05/2012	REXEL UK LIMITED	21055	28.09		BOMBER JACKET CARETAKER
18/05/2012	IRIS TICKETING LIMITED	21056	304.51		MARCH E-MAILS
18/05/2012	NEOPOST LIMITED	21057	3,481.60		FRANKING MACHINE SERVICE PLAN
18/05/2012	BUTTERFLY PRINT & DESIGN LTD	21058	222.00		PRINTING SEASON TICKETS
18/05/2012	BUCKLAND LANDSCAPES LTD	21060	7,719.98		SITE MAINTENANCE JANUARY 2012
18/05/2012	JOHN A WEBB LTD	21061	540.00		ERECT SEASONAL CANOPY
25/05/2012	TOTAL REFRIGERATION	21049	-646.80		FREEZER
25/05/2012	MR D ESSEX	21063	646.80		FREEZER
25/05/2012	JPS STATIONERS	21070	164.50		MISC STATIONERY
25/05/2012	CHESHAM EVENTS	21071	120.00		JUBILEE BANNER ADVERT
25/05/2012	CAFE ENCORE	21074	22.50		REIMBURSEMENT HOSPITALITY
25/05/2012	BRUCE COCKS SHOWCOMMS LTD	21075	29.00		PLUG IN MAINS UNIT

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25/05/2012	BRIAN SHAW	21079	2,289.16		JIM DAVIDSON 03/05/2012
25/05/2012	SLCC	21081	60.00		COUNCILLORS ATTEND AGM
25/05/2012	PARADIGM HOUSING GROUP LTD	21064	1,426.15		MANAGEMENT FEE
25/05/2012	THE NATIONAL ASS OF LOCAL	21065	174.00		PEOPLE IN ACTION CONFERENCE
25/05/2012	NEW VENTURE PRODUCTS	21066	27.60		ANTI CLIMB PAINT
25/05/2012	THE CHILTERN SOCIETY	21067	25.00		CHILTERN SOCIETY SUBSCRIPTION
25/05/2012	E.ON ENERGY	21068	98.30		ELECTRICITY CHARGES
25/05/2012	LEISURETEQ	21069	330.00		REPAIR POOL VAC
25/05/2012	CHESSMOUNT NURSERIES	21072	505.50		HANGING BASKETS
25/05/2012	CAROL WILES	21073	902.50		CONTRACT CLEANING
25/05/2012	NISBETS	21076	47.97		FORGED NOTE DETECTOR
25/05/2012	DOCWRA PROPERTY	21077	318.19		ELECTRICAL WORKS
25/05/2012	BFS GROUP LIMITED	21078	129.20		SUPPLIES
25/05/2012	BRITISH GAS BUSINESS	21080	1,996.47		GAS CHARGES
25/05/2012	PINEWOOD NURSERIES LTD	21082	1,329.96		SUMMER BEDDING
28/05/2012	BRITISH TELECOMMUNICATIONS D/D		59.47		ALARM LINE RENTAL
28/05/2012	BRITISH TELECOMMUNICATIONS D/DA		112.96		TELEPHONE CHARGES
28/05/2012	BRITISH TELECOMMUNICATIONS D/DB		247.38		TELEPHONE CHARGES
28/05/2012	VEOLIA ENVIRONMENTAL	D/DC	265.95		CONTAINER EXCHANGE

Total Payments	<u>124,288.87</u>
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List of Payments made between 01/06/2012 and 30/06/2012

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2012	P BALDWIN	21083	40.25		REFUND HOLLYWOOD BEES
01/06/2012	CASH (JUBILEE FESTIVAL)	21084	2,000.00		SHORT TERM LOAN
01/06/2012	CASH (TRACTOR FUEL)	21085	100.00		DIESEL
01/06/2012	CASH (PETTY CASH)	21086	162.16		POOL PETTY CASH
01/06/2012	SERVICE POINT	21093	156.00		SAINSBURYS ADVERTISING
01/06/2012	LEGACY LONDON	21100	200.00		BUXFEST BAND 24/03/2012
01/06/2012	CHILTERN DISTRICT COUNCIL	D/D	48.00		NON BUSINESS RATES
01/06/2012	CHILTERN DISTRICT COUNCIL	D/DA	1,031.00		NON DOMESTIC RATES
01/06/2012	CHILTERN DISTRICT COUNCIL	D/DB	1,695.00		NON BUSINESS RATES
01/06/2012	CHILTERN DISTRICT COUNCIL	D/DC	2,316.00		NON DOMESTIC RATES
01/06/2012	BARNET POOL MAINTENANCE	21087	1,479.78		SUPPLY & FIT FILTER TO GRANUDO
01/06/2012	JAYWOOD GARDEN SERVICES	21088	450.00		TEMPORARY WORK MAY 2012
01/06/2012	ZOGGS INTERNATIONAL LIMITED	21089	180.00		MERCHANDISE
01/06/2012	E.ON ENERGY	21090	234.97		FOUNTAIN ELECTRICITY CHARGES
01/06/2012	GOCOLD LIMITED	21091	166.82		RETURNED STRAWBERRY SUPPLIES
01/06/2012	GILBERT ELECTRICAL BUCKS	21092	1,000.81		ELECTRICAL WORKS
01/06/2012	LYRECO UK LIMITED	21094	268.46		MISC STATIONERY
01/06/2012	CHILTERN WATER MANAGEMENT	21095	174.00		LEGIONELLA SAMPLE
01/06/2012	IRIS TICKETING LIMITED	21096	66.48		VENUE E-MAIL CHARGES
01/06/2012	MOMENTUM PICTURES	21097	540.00		WOMAN IN BLACK
01/06/2012	SECOM PLC	21098	102.00		CCTV CALL OUT & TESTING
01/06/2012	CHILTERN DISTRICT COUNCIL	21099	646.73		CLEANSING MAY 2012
06/06/2012	BRITISH TELECOMMUNICATIONS	D/DD	45.38		INTERNET LINE RENTAL
06/06/2012	BRITISH TELECOMMUNICATIONS	D/DE	45.38		ALARM LINE RENTAL
06/06/2012	BRITISH TELECOMMUNICATIONS	D/DF	55.80		ALARM LINE RENTAL
06/06/2012	BRITISH TELECOMMUNICATIONS	D/DG	55.80		TELEPHONE CHARGES
06/06/2012	BRITISH TELECOMMUNICATIONS	D/D	56.54		CREDIT CARD LINE RENTAL
08/06/2012	VIRGIN MEDIA BUSINESS LTD	D/DA	19.20		PAYPHONE CHARGES
08/06/2012	MR D ESSEX	21101	546.96		REIMBURSEMENT FOR GOODS
08/06/2012	INLAND REVENUE	21105	11,262.20		PAYE & NHI
08/06/2012	BUCKS COUNTY COUNCIL	21110	8,841.56		SUPERANNUATION MAY 2012
08/06/2012	CASH	21112	163.34		POOL PETTY CASH
08/06/2012	MR A CLIFT	21114	25.00		REFUND GYM PAYMENT
08/06/2012	CAR TYRES DIRECT LIMITED	21102	81.60		CAR TYRE FOR TOYOTA
08/06/2012	SIMON COLLINS	21103	170.64		HANGING BASKETS APRIL 2012
08/06/2012	K C & CO (AMERSHAM) LTD.	21104	185.56		WATER SUPPLY REPAIRS
08/06/2012	P DANCER	21106	980.00		TEMPORARY WORK JUNE 2012
08/06/2012	E.ON ENERGY	21107	94.43		ELECTRICITY CHARGES
08/06/2012	VEOLIA WATER CENTRAL LIMITED	21108	285.21		WATER CHARGES
08/06/2012	NPOWER LTD	21109	1,348.69		ELECTRICITY CHARGES
08/06/2012	VIRGIN MEDIA BUSINESS LTD	21111	123.01		TELEPHONE CHARGES
08/06/2012	STRATFORD FINE FOODS LIMITED	21113	404.97		ICE CREAM SUPPLIES
08/06/2012	ANTONIA MARRAY	21115	78.50		TICKET REFUND
08/06/2012	MR T KING	21116	28.00		REFUND HOLLYWOOD BEES
08/06/2012	OBJECTIVE TALENT MANAGE	21117	1,905.00		SHOW AND TELL 24/05/2012
11/06/2012	BARCLAYS MERCHANT	D/DB	127.68		MERCHANT CHARGES
11/06/2012	BARCLAYS MERCHANT	D/DC	328.73		MERCHANT CHARGES

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/06/2012	THE RIGHT FUEL CARD COMPANY/D		349.54		DIESEL
15/06/2012	VIVA SANTANA	21118	965.00		VIVA SANTANA 25/05/2012
15/06/2012	LAKIN McCARTHY ENTERTAIN	21123	2,596.80		MARK STEEL 31/05/2012
15/06/2012	UKRAINIAN ODYSSEY FILMS LTD	21129	120.00		RE-ESTABLISH VODKA EMPIRE
15/06/2012	AON LIMITED	21136	31.50		CARNIVAL MOBILE TOILETS
15/06/2012	MOYRA ZAMAN	21137	647.48		KPANLOGO 02/06/2012
15/06/2012	MS I SPRING	21138	31.00		REFUND HOLLYWOOD BEES
15/06/2012	LIONS GATE UK LTD	21119	205.27		A DANGEROUS METHOD
15/06/2012	CROWNFORM PLASTICS &	21120	55.75		PINE BOARDS
15/06/2012	LEN VOCKINS GARDEN SERVICES	21121	564.00		GRASS CUTTING MANOR WAY
15/06/2012	BFS GROUP LIMITED	21122	1,102.90		SUPPLIES
15/06/2012	A C ENTERTAINMENT	21124	1,081.68		LAMPS
15/06/2012	CHESHAM GLASS COMPANY	21125	66.00		PICTURE FRAME
15/06/2012	KINGFISHER ENVIRONMENTAL	21126	57.83		WATER SAMPLING MAY 2012
15/06/2012	LARKIN ENGINEERING	21127	700.00		JUMBO LITTER BINS
15/06/2012	GOCOLD LIMITED	21128	142.99		SUPPLIES
15/06/2012	CHILTERN DISTRICT COUNCIL	21130	646.73		CLEANSING JUNE 2012
15/06/2012	HAWES SKIP HIRE LIMITED	21131	302.40		SKIP EXCHANGE
15/06/2012	KCT SUPPLIES	21132	121.65		SUPPLIES
15/06/2012	DOCWRA PROPERTY	21133	857.88		ELECTRICAL WORKS
15/06/2012	STUDIOSPARES LTD	21134	153.60		CONDENSER
15/06/2012	TWENTIETH CENTURY FOX FILM	21135	1,617.00		BEST EXOTIC MARIGOLD HOTEL
15/06/2012	NEOPOST LIMITED	21139	240.18		FRANKING MACHINE STATIONERY
15/06/2012	COLOUR SUPPLIES(CHESHAM)	21140	74.63		SUPPLIES
15/06/2012	DHL EXPRESS (UK) LTD	21141	153.71		TRANSPORT CHARGES
15/06/2012	YOUR CHESHAM	21142	100.00		FULL PAGE ADVERT YOUR CHESHAM
15/06/2012	CHUBB FIRE LIMITED	21143	216.00		CALL OUT FIRE PANEL
15/06/2012	DCK BEAVERS LTD	21144	804.72		PREPARATION YEAR END ACCOUNTS
15/06/2012	TENCER LIMITED	21145	3,265.63		INSTALLATION WATER HEATER
15/06/2012	TELEPAY WAGES/SALARIES	D/D	37,557.27		SALARIES JUNE 2012
22/06/2012	CASH	21146	459.25		OFFICE PETTY CASH
22/06/2012	CHILTERN DISTRICT COUNCIL	21147	42.00		BAR LICENCE EXTENSIONS
22/06/2012	NKOLI ATUANYA	21149	215.84		SALARY PAYMENT JUNE 2012
22/06/2012	RARE PRODUCTIONS	21150	5,774.84		LITTLE SHOP OF HORRORS
22/06/2012	TV LICENSING	21151	145.50		TV LICENCE 30/06/2013
22/06/2012	THE JACKIE GENERATION	21163	1,406.03		JACKIE GENERATION 26/05/2012
22/06/2012	NEIL O'BRIEN ENTERTAINMENT	21164	1,053.76		HENRY BLOFELD 30/05/2012
22/06/2012	TRIBUTES DIRECT	21165	1,284.07		NIGHT OF DIRTY DANCING
22/06/2012	TONY CLAYMAN PROMOTIONS	21166	746.00		T J HIGGS 08/06/2012
22/06/2012	QUANTUM THEATRE	21167	682.50		PETER RABBIT 10/06/2012
22/06/2012	CASH	21170	296.24		ELGIVA PETTY CASH
22/06/2012	RACHEL WATTS	21171	39.00		CARNIVAL STALL IN BLOOM
22/06/2012	DAYLA LIMITED	21148	3,180.88		SUPPLIES
22/06/2012	THOMAS FATTORINI LTD	21152	834.59		COURIER CHARGES PENDANT REPAIR
22/06/2012	SUMMIT HYGIENE	21153	1,036.97		CLEANING SUPPLIES
22/06/2012	BUCKLAND LANDSCAPES LTD	21155	2,016.38		SHRUB MAINTENANCE
22/06/2012	WEY LANE GARAGE	21156	584.40		SERVICE & MOT FORD RANGER

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22/06/2012	ALLEN'S DESIGN & PRINT LIMITED	21157	90.00		MUSIC IN THE PARK BANNER
22/06/2012	PHYSIQUE SPORTS LTD	21158	480.00		MAINTENANCE GYM EQUIPMENT
22/06/2012	H2O COOLER RENTALS LTD	21159	25.50		WATER COOLER SERVICE
22/06/2012	CAROL WILES	21160	947.50		CONTRACT CLEANING MAY 2012
22/06/2012	PERFORMING RIGHT SOCIETY LTD	21161	1,024.32		PRS MUSIC CHARGES
22/06/2012	CHURCHES FIRE SECURITY LTD	21162	447.40		WATER EXTINGUISHERS
22/06/2012	HYGIENE SUPPLIES DIRECT LIMITED	21168	58.38		CATERING URN
22/06/2012	AIRSPACE SOLUTIONS.COM LTD	21169	3,960.00		INFLATABLE
22/06/2012	GEO BROWNS IMPLEMENTS	21154	11.80		PARTS
26/06/2012	BRITISH TELECOMMUNICATIONS D/D		169.20		INTERNET SERVICES
28/06/2012	VEOLIA ENVIRONMENTAL	D/D	329.82		CONTAINER EXCHANGE
29/06/2012	SEARCHLIGHT THEATRE	21175	1,058.50		ERIC LIDDELL 18/06/2012
29/06/2012	HM REVENUE & CUSTOMS	21176	47.33		SLCC P11D MEMBERSHIP
29/06/2012	MR A JONES	21178	222.39		COSTCO TRANSACTIONS
29/06/2012	BATON PRODUCTIONS LIMITED	21182	2,878.01		THE BLUES BAND 20/06/2012
29/06/2012	HARMONY JAYNE O'QUINN	21187	4,363.54		LIGHTS CAMERA ACTION
29/06/2012	VIENNA FESTIVAL BALLET	21188	3,512.24		SWAN LAKE 18/03/2012
29/06/2012	CASH	21198	127.29		POOL PETTY CASH
29/06/2012	JAYWOOD GARDEN SERVICES	21172	340.00		TEMPORARY WORK JUNE 2012
29/06/2012	CHILTERN CLEANING SERVICES	21174	92.00		CLEANING PAVILION
29/06/2012	SLCC ENTERPRISES LIMITED	21177	48.00		CPD- GPC TRAINING 2012
29/06/2012	P & T INDUSTRIAL CLEANING	21179	138.60		WINDOW CLEANING
29/06/2012	AUDITING SOLUTIONS LTD	21180	468.00		FINAL VISIT 2011-2012
29/06/2012	RICHARD SABATINI	21181	35.00		WINDOW CLEANING
29/06/2012	ANTI PEST LTD	21183	360.00		ANNUAL PEST CONTROL
29/06/2012	ZOGGS INTERNATIONAL LIMITED	21184	231.60		MERCHANDISE
29/06/2012	STRATFORD FINE FOODS LIMITED	21185	224.53		SUPPLIES
29/06/2012	HYDRO TRAINING	21186	54.00		LIFEGUARD TRAINING
29/06/2012	KOMPUTER CONSULTANCY	21189	927.00		CERTAINTY JULY-SEPT
29/06/2012	GOPAK LTD	21190	564.48		TABLES & CHAIRS
29/06/2012	NISBETS	21191	71.98		WATER BOILER
29/06/2012	SI PUMPS LIMITED	21192	378.00		REPAIR SEIZED PUMP
29/06/2012	BRITISH GAS BUSINESS	21193	3,675.35		GAS CHARGES
29/06/2012	SMART INTERIORS (UK) LIMITED	21194	1,106.40		SOFAS
29/06/2012	CHILTERN DISTRICT COUNCIL	21195	276.00		RELOCATE BIN LOWNDES PARK
29/06/2012	IRIS TICKETING LIMITED	21196	249.17		VENUE TRANSACTION CHARGES
29/06/2012	M T LOOS	21197	252.00		MOBILE TOILETS
29/06/2012	NISBETS	21199	67.04		CROCKERY & CUTLERY
29/06/2012	P DANCER	21200	980.00		TEMPORARY WORK MAY 2012
Total Payments			145,237.40		

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02/07/2012	CHILTERN DISTRICT COUNCIL	D/D	48.00		NON BUSINESS RATES
02/07/2012	CHILTERN DISTRICT COUNCIL	D/DA	1,031.00		NON DOMESTIC RATES
02/07/2012	CHILTERN DISTRICT COUNCIL	D/DB	1,695.00		NON BUSINESS RATES
02/07/2012	CHILTERN DISTRICT COUNCIL	D/DC	2,316.00		NON DOMESTIC RATES
03/07/2012	LLOYDS TSB BANK PLC	C/CARD	32.00		ANNUAL CREDIT CARD FEE
03/07/2012	WWW.MYPROTEIN.COM	C/CARD	26.90		MERCHANDISE
03/07/2012	COMET	C/CARD	279.99		TELEVISION
05/07/2012	GOOD VIBRATIONS TRUST	21201	2,203.84		AROUND THE WORLD 30/06/12
05/07/2012	ETM (AGENCIES) LTD	21202	1,022.39		WE'LL MEET AGAIN 27/06/2012
05/07/2012	SERVICE FUNDS RAF HALTON	21203	400.00		LOWNDES PARK 01/07/2012
05/07/2012	BUCKS COUNTY COUNCIL	21206	9,558.06		SUPERANNUATION JUNE 2012
05/07/2012	MR J WALLIS	21219	27.00		REFUND GYM MEMBERSHIP
05/07/2012	C C SMITH	21220	450.35		THE BIG BAND 28/06/2012
05/07/2012	UPBEAT MANAGEMENT	21221	1,585.16		MODS V ROCKERS 29/06/2012
05/07/2012	SIMON COLLINS	21204	1,751.10		MAINTENANCE MAY 2012
05/07/2012	LYRECO UK LIMITED	21207	571.66		MISC STATIONERY
05/07/2012	CHESSMOUNT NURSERIES	21208	200.00		FLOWER TROUGHS
05/07/2012	TENCER LIMITED	21209	162.72		INSTALL SOCKET TO DESCALER
05/07/2012	NEWITT & CO LTD	21210	94.73		NETBALL POST
05/07/2012	GOCOLD LIMITED	21211	365.18		SUPPLIES
05/07/2012	THE HOUSE OF COFFEE	21212	99.00		SUPPLIES
05/07/2012	BFS GROUP LIMITED	21213	125.56		SUPPLIES
05/07/2012	KCT SUPPLIES	21214	184.15		SUPPLIES
05/07/2012	TWENTIETH CENTURY FOX FILM	21215	132.60		WE BOUGHT A ZOO
05/07/2012	SONY PICTURES RELEASING	21216	96.00		THE PIRATES WITH SCIENTISTS
05/07/2012	VALUE PRODUCTS LTD	21217	82.68		BICYCLE STAND RACK
05/07/2012	VIRGIN MEDIA BUSINESS LTD	21205	372.81		TELEPHONE CHARGES
06/07/2012	MR D ESSEX	21222	87.75		TRAVELLING BIRMINGHAM
09/07/2012	VIRGIN MEDIA BUSINESS LTD	D/D	19.20		PAYPHONE CHARGES
10/07/2012	WWW.FILMBANK.CO.UK	C/CARD	150.00		FILM DISTRIBUTOR DEPOSIT
10/07/2012	BARCLAYS MERCHANT	D/DA	73.03		MERCHANT CHARGES
10/07/2012	BARCLAYS MERCHANT	D/DB	263.29		MERCHANT CHARGES
13/07/2012	E.ON ENERGY	21223	53.13		ELECTRICITY CHARGES
13/07/2012	INLAND REVENUE	21228	12,076.21		PAYE & NHI
13/07/2012	E.ON ENERGY	21224	52.98		CLOCK ELECTRICITY CHARGES
13/07/2012	INKLINK	21225	238.00		INFORMATION LEAFLETS
13/07/2012	KINGFISHER ENVIRONMENTAL	21226	57.83		WATER SAMPLING JUNE 2012
13/07/2012	BASIC CHEMICALS LIMITED	21227	134.40		SALT
13/07/2012	SPALDINGS (UK) LIMITED	21229	568.05		FENCING PINS
13/07/2012	COLOUR SUPPLIES(CHESHAM)	21230	96.52		BRUSHES
13/07/2012	CHUBB FIRE LIMITED	21231	311.46		SERVICE FIRE ALARM
13/07/2012	TELEPAY WAGES/SALARIES	D/D	35,893.61		SALARIES JULY 2012
13/07/2012	THE SOURCE	21234	100.00		JULY 2012 ADVERT
13/07/2012	W RINGSSELL	21238	300.00		SOUNDPROOF JAZZ 15/07/2012
13/07/2012	P R WOOD	21241	300.00		JONNY & HOBBITS 08/07/2012
13/07/2012	NPOWER LTD	21232	3,607.51		CR ELECTRICITY CHARGES
13/07/2012	SOUTH EAST EMPLOYERS	21233	600.00		CONTRACTS REVIEW

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LLOYDS CUR/CALL A/CS

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/07/2012	DHL EXPRESS (UK) LTD	21235	153.71		TRANSPORT CHARGES
13/07/2012	EXCLUSIVE MAGAZINES LIMITED	21236	120.00		BUCKS MAGAZINE
13/07/2012	G & MB MANNING	21237	74.36		TIMBER
13/07/2012	SIGN & DESIGN	21239	28.00		UPDATING MAYORAL HONOURS BOARD
13/07/2012	DAYLA LIMITED	21240	2,503.49		SUPPLIES
13/07/2012	LIFESAVERS DIRECT	21243	46.47		TORPEDO BUOY SLEEVES
13/07/2012	GUY MOULTRIE ASSOCIATES	21244	240.00		INFORMATION LEAFLETS 2012
13/07/2012	UK PAPER ROLLS	21245	32.40		PAPER ROLLS
13/07/2012	GEO BROWNS IMPLEMENTS	21246	423.68		PARTS & SUPPLIES
16/07/2012	THE RIGHT FUELCARD COMPANY/D		617.38		DIESEL
17/07/2012	BRITISH TELECOMMUNICATIONS/D/A		58.32		ALARM LINE RENTAL
20/07/2012	CASH	21252	263.17		ELGIVA PETTY CASH
20/07/2012	M GOLD	21253	10.00		REFUND BBQ HIRE 13/07/2012
20/07/2012	CASH	21254	180.77		POOL PETTY CASH
20/07/2012	CAROL KRISTIAN	21255	6,399.27		FAIRY TALES 2 JULY 2012
20/07/2012	PETER ROBERTS	21256	39.25		REFUND IN LOVE WITH THE DANCE
20/07/2012	CASH	21265	300.00		THE SHED BOYS 22/07/2012
20/07/2012	LEN VOCKINS GARDEN SERVICE	21247	1,080.00		CUT PARK & CODMORE HEDGES
20/07/2012	HAWES SKIP HIRE LIMITED	21248	664.80		SKIP EXCHANGE
20/07/2012	JEWSON LIMITED	21249	108.32		BALLAST & CEMENT
20/07/2012	BESAM LIMITED	21250	397.20		AUTOMATIC DOORS SERVICE
20/07/2012	BUCKLAND LANDSCAPES LTD	21251	2,016.38		SHRUB MAINTENANCE JUNE 2012
20/07/2012	SECOM PLC	21257	222.24		KEY FOBS
20/07/2012	LEISURETEQ	21258	111.60		FIRST AID SUPPLIES
20/07/2012	YOUR CHESHAM	21259	212.00		INSIDE COVER ADVERT
20/07/2012	CAROL WILES	21260	905.00		CONTRACT CLEANING JULY 2012
20/07/2012	CHILTERN DISTRICT COUNCIL	21261	5,264.42		LICENCE NASHLEIGH HILL REC
20/07/2012	PHYSIQUE SPORTS LTD	21262	749.40		GYM EQUIPMENT PARTS
20/07/2012	AMERSHAM TOWN COUNCIL	21263	212.76		ERECTION OF JUBILEE BUNTING
20/07/2012	BRITISH GAS BUSINESS	21264	2,903.41		GAS CHARGES
27/07/2012	RAINBOW BIGBOTTOM	21266	114.00		M BRAND STREET PARTY
27/07/2012	CHORLEYWOOD MAGAZINE	21273	110.00		HALF PAGE ADVERTISEMENT
27/07/2012	EXCLUSIVE MAGAZINES LIMITED	21267	119.52		RESPONSE SERVICES LICENCE
27/07/2012	DOMESCO LTD	21268	250.00		HOOVER & FRIDGE
27/07/2012	MISTRY MEDICAL SUPPLIES LTD	21269	84.30		WEIGHING SCALES
27/07/2012	TRAIDCRAFT PLC	21270	37.59		HIRERS REFRESHMENTS
27/07/2012	PROLUDIC LTD	21271	42.14		PLAY EQUIPMENT PARTS
27/07/2012	IRIS TICKETING LIMITED	21272	208.99		VENUE TRANSACTION CHARGES
27/07/2012	JEMCOM CCTV LIMITED	21274	408.00		CCTV SERVICE CONTRACT
27/07/2012	PREMIER FARNELL UK LTD	21275	65.33		LEADS
27/07/2012	E.ON ENERGY	21276	5.07		CEMETERY OFFICE ELECTRICITY
27/07/2012	ENTERTAINMENT ONE UK LTD	21277	96.00		ALBERT NOBBS
27/07/2012	ENTERTAINMENT FILM	21278	120.00		THE LADY
27/07/2012	DOUTCH STAGE ENGINEERING	21279	468.00		SERVICE FLYING SYSTEM
27/07/2012	RICOH UK LTD	21280	643.91		RENTAL & COPY CHARGES
27/07/2012	SJB ROOFING AND	21281	300.00		REPAIR HOLES IN FLAT ROOF
27/07/2012	KAISER+KRAFT	21282	255.60		STOOLS

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27/07/2012	ZOGGS INTERNATIONAL LIMITED	21283	384.00		MERCHANDISE
27/07/2012	LLOYDS PREMIER A/C	27072012	10,000.00		TRANSFER OF MONIES
27/07/2012	LLOYDS PREMIER A/C	27072012	-10,000.00		TRANSFER CORRECTION
30/07/2012	VEOLIA WATER CENTRAL LIMITED	D	95.65		CONTAINER EXCHANGE
30/07/2012	VEOLIA ENVIRONMENTAL	D/DA	170.30		CONTAINER EXCHANGE

Total Payments	<u>110,213.05</u>
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CHESHAM TOWN COUNCIL

INFORMATION SHEET FOR COUNCILLORS TO THE COUNCIL MEETING OF THE 3rd SEPTEMBER 2012

List 6 of 2012/13

20. **Town Council Surgery 14th July 2012.**

Details of the concerns raised at the Town Council Surgery which was held on 14th July 2012.

TOWN COUNCIL SURGERY

14th July 2012

ISSUES	SUGGESTED ACTION	ACTION TAKEN
<p>Stall holder very rude to a gentleman on a mobility scooter due to poor quality of the pavement.</p> <p>Quality of the water in the river by the Gym & Swim</p> <p>Parking on the pavement in Deansway when the Mosque is meeting on a Friday.</p>	<p>None.</p> <p>None.</p> <p>None.</p>	<p>None, as resident has already reported it to Market Manager.</p> <p>An Officer looked at river and quality of water has now improved.</p> <p>None</p>
<p>Flooding due to blocked drains in Waterside.</p>	<p>None.</p>	<p>Reported to Bucks CC 20/7/12</p>
<p>Would like a plaque on the front of the old Embassy Cinema in Germain Street. The Gentleman would like to find the plaque.</p>	<p>None.</p>	<p>Information to be passed onto the Chesham Society or Chesham Museum.</p>
<p>The Gate into the Park opposite Stanley Avenue is very tight and difficult to open.</p> <p>Parrotts Path blocked, drain needs clearing.</p>	<p>None.</p>	<p>Reported to Parks & Premises 20/7/12.</p> <p>Reported to Bucks CC 20/7/12</p>
<p>Potholes in pavement, Chartridge Lane – above Penn Avenue.</p>	<p>None.</p>	<p>Reported to Bucks CC 20/7/12</p>
<p>Drain blocked outside Wagon & Horses, St. Mary's Way.</p>	<p>None.</p>	<p>Reported to Bucks CC 20/7/12</p>
<p>Red Lion Pub. State of the Crossing and the potholes on the crossing. Barriers around the trip and the roots growing out from the tree.???????</p>	<p>None.</p>	<p>None as St. Mary's Way is due to be resurfaced shortly.</p>

<p>Cars Parking on pavements preventing disability scooters and prams going along the pavements. Especially Bellingdon Road & Sunnyside Road Areas.</p> <p>Potholes St. Mary's Way at pedestrian crossing. (Man hole cover deterioration and has caused an accident)</p>	<p>None.</p>	<p>None.</p> <p>None as St. Mary's Way is due to be resurfaced shortly.</p>
<p>Potholes St. Mary's Way at pedestrian crossing. (manhole cover deterioration and has caused an accident)</p>	<p>None.</p>	<p>Reported to Bucks CC 20/7/12</p>
<p>Problems with the alleyways through Elizabeth Avenue in Little Chalfont. They need clearing of weeds & hedge growth.</p>	<p>None.</p>	<p>None.</p>