

Chesham Town Council



Bill Richards
Town Clerk

Tel: 01494 774842

Fax: 01494 582908

www.chesham.gov.uk

Email: admin@chesham.gov.uk

19th June 2009

Dear Councillor

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

MONDAY 29th JUNE 2009 AT APPROXIMATELY 8.00 PM

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

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

AGENDA

1. Election of Chairman and Vice-Chairman for the administrative year 2009/10.
2. Apologies for absence.
3. Declarations of interest.
4. To receive and confirm the Minutes of the meeting of 23rd March 2009.
5. To receive and consider the Minutes of:
 - Town Centre Working Group of 11th June 2009 (enclosed).
 - Chesham Action Partnership Management Committee meetings of 12th March, 21st April and 2nd June 2009.
6. Consultation on Planning for School Places.
7. Presentation on 'Transition Towns'.
8. Marston Pavilion Update.
9. Member Representation on Trusts and Outside Bodies.
10. Disclosure of Allowances and Mayoral Protocol.
11. Completion of Audit 2007/08.
12. Financial Report Out-turn 2008/09.
13. Energy Contracts.
14. Exclusion of Public and Press.
15. Chesham Market.
16. Outstanding Debts.

Yours sincerely,

Bill Richards
Town Clerk



Chesham Town Council

continued . . .

Circulation:

Councillor V.M. Abraham	Councillor Mrs J.C. Fulford
Councillor A.K. Bacon	Councillor F.G. Holly
Councillor Ms J. E. Bramwell	Councillor C.H. Spruytenburg
Councillor M.E. Brand	Councillor Mrs P.R. Wilkinson
Councillor N.L. Brown	Councillor P.W. Yerrell
Councillor M. Fayyaz	

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CHESHAM TOWN COUNCIL TOWN CENTRE WORKING GROUP

Minutes of the meeting of the Town Centre Working Group held on Thursday
11 June 2009.

PRESENT:

Cllr Jane Bramwell (JEB), Chesham Town Council (Chair)
Kathryn Graves (KG), Chesham Town Council (Minute taker)
PC James Benfield (JB), Thames Valley Police
PCSO Mike Shepherd (MS), Thames Valley Police
David Carter (DC), Chesham Society
Andy Clarke (AC), Parking Manager, Chiltern District Council (CDC)
Chris Schwier (CS), Transport for Bucks
Rod Culverhouse (RC), FastBreak Sports

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Noel Brown (Bucks County Council, BCC).

2. MINUTES AND MATTERS ARISING

The notes of the meeting of the Town Centre Working Group held on Thursday 12th March 2009 were agreed as a correct record.

(i) Fullers Hill

Arising from *Minute 2(i)* concerning localised flooding at the bottom of Fullers Hill, DC reported that there had been no improvement and the group requested that this issue be noted by Transport for Bucks.

(ii) Flooding along The Backs

Also in relation to *Minute 2(i)*, KG reported that the problem was on-going in the vicinity of Waitrose, but that the Deputy Manager had informed her that investigations were underway to resolve the problem.

(iii) Market Square Signage

Arising from *Minute 4(iii)*, KG reported that it was thought unlikely that any additional signage would be required for the extension of the market day road closure order to cover Market Square; however, this would need to be confirmed by the county council.

(iv) Church Street Name Sign

In relation to *Minute 4(iv)*, DC was able to confirm that the Church Street sign has been fixed.

(v) Street Trees

Arising from *Minute 7(i)*, KG reported that whilst the funding for re-planting trees in Berkeley Avenue had come from a Chiltern District Council ward grant, Chesham Town Council's Parks and Premises Department had provided the labour, whilst local residents are responsible for watering the trees until they become established.

DC asked whether the town council would be able to supply an idea of the cost of purchasing and planting per tree.

Action: Kathryn

3. COMMUNITY SAFETY

JB informed the group that there had been a slight increase in overall crime during the last three months, but that this was lower than the levels of crime reported pre-Christmas 2008. Some of the pre-Christmas crime was stopped by tackling teams of local burglars. There has also been a significant reduction in anti-social behaviour, with the number of reported incidents declining by more than 50% across town. This has been contributed to by the Neighbourhood Action Group (NAG) targeting the anti-social use of mini-motos in the Captains Wood area. Current pockets of anti-social behaviour persist in the Hivings Hill and Greenway areas.

The main problem currently is thefts from motor vehicles, but thefts of power tools from sheds are also occurring. The Police are working to raise awareness by a number of means, including holding surgeries.

DC reported that whilst he has noticed a reduction in youths congregating in Lowndes Park late at night, he has observed an increase in littering in the upper park, as a result of family picnics and gatherings. JB explained that it was difficult to catch people in the act of littering, but the PCSOs in particular try to educate the public and ensure that they make people tidy up after themselves if they see them littering.

MS asked whether BBQs were permitted in Lowndes Park. KG said that she thought there was no byelaw to prohibit them, but that she would confirm this and report back to MS.

Action: Kathryn

A brief discussion was held as to whether it would be desirable to introduce an Alcohol Exclusion Zone in the upper park.

MS reported that he had applied for some community housing funding to cover the costs of eight radios for the four town centre pubs and four major town centre shops to enable them to liaise together regarding shoplifters and any incidences of trouble-

making. MS expects to hear the outcome of his funding bid at the end of July. In addition, the ShopWatch scheme is working well with approximately 80% of shops participating.

Andy Clarke arrived at 9.45 am.

4. ENVIRONMENTAL ENHANCEMENTS

(i) Chesham in Bloom

KG reported that the Thames and Chilterns RHS judges will be judging Chesham on Thursday 16th July and will be visiting town centre locations, including the High Street and Lowndes Park. KG informed the group that there has been a delay in initiating the sponsorship scheme for the St. Mary's Way beds, so in the absence of any funding to maintain the beds, the Chesham branch of Waitrose have kindly donated monies to ensure that the beds are maintained in time for the 16th July.

DC suggested that KG contact Joan Clark of the Friends of Lowndes Park to notify her of the judging date.

Action: Kathryn

(ii) Meades Water Gardens

KG reported that Meades Water Gardens had featured on BBC One's Country File at the weekend, showing the release of brown trout reared at Waterside Combined School as part of the Trout in the Classroom initiative.

DC asked whether a press release had notified the local media of the event, as there had been no coverage in this week's Bucks Examiner. KG responded that a photographer from the Bucks Examiner had been in attendance at the fish release, and so was surprised to hear that it was not featured in this week's edition.

5. PARKING

AC informed the group that BCC had conducted a review of all waiting restrictions and carried out a public consultation as part of this review. The new lines and signs resulting from this process will be installed this week. The areas where restrictions have been changed in Chesham include Asheridge Road, Fullers Hill, Chalk Hill and Pond Park Road. AC offered to email a copy of the plan to any group members who would like to see the details. JB confirmed that he would like a copy.

Action: Andy

In response to a query as to how nearby residents are informed about proposed changes to waiting restrictions, AC explained that notices are displayed on-street, featuring contact details so that people can provide their comments. In addition, proposed changes are publicised in local newspapers.

In April 2010, the waiting restrictions will be reviewed again, as part of a four year review cycle. AC is currently building up a database of comments from the public

that he will pass on to BCC. It is believed that there will be an emphasis on Chesham during the next review, due to problems associated with narrow roads such as Sunnyside Road, and the review will be looking at a one-way system in Townsend Road.

Chris Schwier arrived at 10.02 am.

6. EVENTS PROJECTS AND POLICIES

(i) Coming to Chesham

DC referred to the "Coming to Chesham" exhibition scheduled for October 2009. The exhibition will be staged at the Town Hall over a three-day period.

(ii) Change for Chesham

JEB raised the Change for Chesham event taking place in Lowndes Park on the 20th June 2009, which is being organised by Chiltern District Council and the BCC Travel Planning Team.

7. HIGHWAYS

(i) Restructuring

CS provided an overview of the recent restructuring of the BCC Transportation Department. The highway patching programme started on the 14th April 2009. Programmes of work at still being set up, but CS will report on progress at future meetings.

(ii) Flooding along The Backs

CS reported that a camera survey had been conducted in the area and that investigations were on-going to identify the cause of the flooding.

(iii) Moor Road Leak

There are plans to install a soak-away in the area and pipe the water to BCC's drainage system. BCC believe that the water collecting on the road surface is the result of a natural spring, as there is no domestic water supply in the area.

(iv) Church Street

DC asked how long a temporary tarmac repair to a cobbled surface can remain before the permanent repair is made and referred to an example in Church Street. CS stated that the permanent repair should be made and that he will investigate.

Action: Chris

8. ANY OTHER BUSINESS

(i) Seating in the High Street

RC mentioned that the seats in the High Street in the vicinity of Sainsbury's attracted groups of youths and associated anti-social behaviour and asked whether the seating could be removed. JB responded that Thames Valley Police and Chiltern District

Council had installed a temporary CCTV camera in the area to provide surveillance and deter anti-social behaviour. In his experience, those congregating were largely good natured, but the police had actively been confiscating alcohol from the people gathered there. JB opined that it would be worth monitoring the situation to see whether any problems develop this year. The group also noted that removing the seating would be likely only to move the groups on to other locations in the town.

MS reported that a reprimand had been issued to a juvenile regarding graffiti in the alleyway leading up to Waitrose, and another juvenile had been reprimanded for writing graffiti on the clock tower in Market Square. CS informed the group that as the alleyway up to Waitrose is a public right of way, Chiltern District Council might remove any offensive graffiti from this location.

(ii) Boarded-Up Public Houses

The group discussed the negative impression created by the metal shutters placed on The Global, The Kings Arms and The George and Dragon. However, it was noted that the shutters are temporary and protected the premises from vandalism.

9. DATE OF NEXT MEETING

The date of the next meeting was agreed as **Thursday 10th September 2009** at 9.30 am in the Town Hall.

**Chesham Action Partnership
Management Committee Meeting
Thursday 12th March 2009 at Chesham Town Hall**

In attendance:

Dr Tom Gorsuch (Chairman)	Chesham Society
Mr Fred Wilson (Vice-Chairman)	Chesham Chamber of Trade and Commerce
Mr David Carter (Treasurer)	Chesham Society
Ms Kathryn Graves (Secretary)	Chesham Town Council
Cllr Gill Walker	Chesham Town Council
Mr Ken Austin	Chesham Community Vision/Chesham Environmental Group
Mr David Gardner	Chiltern District Council
Ms Mora Walker	Chesham Museum
Cllr Noel Brown	Chiltern District Council (CDC)
Cllr Hugh Wilson	Buckinghamshire County Council (BCC)
Cllr Peter Yerrell	Pond Park Community Association
PC Kevin Flint	Thames Valley Police
Mrs Irene Perrin	Shed@ThePark
Ms Angela Martin	Adult Learning & Libraries, BCC
Mr Phil Folly	COPAG
Dr Alan Morris	Rotary Club of Chesham
Ms Janette West	Amersham & Wycombe College
Ms Sue Hawes	Paradigm Housing
Mr Kevin Patrick	Chesham Park Community College

Apologies:

Management Committee: Mr Bill Richards - Chesham Town Council

Mrs Daphne Clarke – Chessman & Partners, Ms Deborah Taylor – Bucks PCT,
Ms Rachael Tomkins - Community & Youth Engagement, Ms Barbara Richardson –
COPAG, Mr Malcolm Godwin – BCC, Ms Moira Hamer - Amersham & Wycombe
College, Ms Claire Young – Bucks Fire, Mr Kerry Stevens - BCC

Apologies for lateness: Mr Kevin Patrick – Chesham Park Community College

1. Additions to the Agenda

Dr Tom Gorsuch (TG) informed the meeting that there would be an addition to
Agenda Item 5 from Ms Angela Martin (AM).

2. Minutes and Chairman's Report of the Meeting of 26th January 2009

The minutes and report of the meeting of the 26th January 2009 were agreed as
correct records.

3. Matters Arising

(i) Building Community Capacity

Arising from *Minute 3 (iii)*, it was noted that a number of people present had attended the Building Community Capacity event on the 27th February. The consensus was that the meeting had been very helpful in terms of networking, identifying areas of cross-over and highlighting the issues involved.

It was agreed that Mr David Gardner (DG) will forward the evaluation of the event to Ms Kathryn Graves (KG) to be circulated with the minutes of this meeting.

Action: DG and KG

(ii) Shelley Gardens Litter Pick

In reference to *Minute 8 (i)*, Cllr Peter Yerrell reported that the community litter pick had been successful and achieved media coverage.

Mrs Irene Perrin arrived at 2.15 pm.

(iii) Local Area Forum

Arising from *Minute 2 (iii)*, TG reported that he and Mr Bill Richards (BR) had held a meeting with BCC representatives on the 24th February to consider the possibility of ChAP acting as the Local Area Forum (LAF). The LAF for the Chesham area would cover Chesham, and five surrounding parishes (Latimer, Chartridge, Cholesbury St Leonards, Ashley Green and the Lee) and would have control of a £49,145 budget devolved from BCC, although the responsibilities associated with this are not fully clear.

There was general agreement at the meeting that ChAP could form the basis of the LAF. However, BCC require that a BCC councillor be Chairman and that the committee has one representative from each parish. This would provide the five villages, with a population of approximately 5,000, with five votes, and Chesham, with a population of approximately 20,000, with one vote. TG and BR made the following two suggestions to address these issues:

- (i) That a two-tier system is introduced, with ChAP continuing in its existing form to provide parish input and generate proposals and recommendations, and a separate group of county councillors carrying the responsibility for the devolved budget, with the ultimate power to endorse or reject proposals.
- (ii) That quasi-parishes are created from the six district council wards of Chesham to provide greater equality in voting.

BCC is currently considering these suggestions.

Concern was raised as to whether, in a three tier council area, there is much that BCC could devolve that isn't too broad for ChAP to tackle.

TG informed the group that BR is reporting on the LAF to the Policy & Resources Committee on 23rd March. The report will be submitted on the 13th March and BR wishes to include ChAP's views. Following discussion, the below points were agreed upon:

- (i) ChAP is in favour of the development of the LAF based on ChAP
- (ii) Clear definition of responsibilities associated with the devolved budget is required.
- (iii) The five parishes should be approached for representation.
- (iv) The grass roots input of ChAP be maintained.
- (v) Power to be devolved to ChAP, through Chesham Town Council if necessary. BCC input to be strategic oversight, rather than having day-to-day executive powers. If this is not legally possible, then ChAP will reluctantly consider the two tier system.
- (vi) Representation should reflect the population distribution of the six parishes.

TG agreed to put together a form of words representing ChAP's views and circulate them to committee members for approval in advance of the report going to Policy and Resources.

Action: TG

Mr Kevin Patrick (KP) arrived at 2.32 pm.

4. Progress

(i) Press Officer

Mr Fred Wilson (FW) reported that, following Workaid's request for assistance with publicity, he visited their premises in Townsend Road. Workaid are keen to develop links with local schools and colleges on a variety of projects. KP informed the group that he had visited Workaid on 11th March and is looking at various opportunities for projects between Chesham Park Community College and Workaid.

The first ChAP column appeared in today's Buckinghamshire Examiner.

(ii) Keep Trade Local, Business Doctors and "Chesham plc".

The Keep Trade Local campaign was launched by the Chesham Chamber of Trade and Commerce in conjunction with the Federation of Small Businesses at a well-attended event in February.

The Business Doctors has also been launched and is offering a free business health check to any organisation in Chesham. FW thanked ChAP for the funding which assisted with the printing of leaflets to promote the service.

FW appealed for assistance in gaining the use of a piece of experts directory software. The Chamber of Trade and Commerce is looking to develop "Chesham

plc”, as a means of helping local businesses to work together and assist them to find work both within and outside Chesham.

(iii) Chesham Walks

Mr Ken Austin (KA) reported that the Chesham Walks project has attracted £1,000 from the Rural Communities Fund and £500 from the Chilterns AONB Parish Fund in addition to £250 from ChAP to enable the reprinting of the six walks leaflets. It should be noted that the financial support from the Rural Communities Fund was dependent on support from ChAP.

The possibility of installing walks notice-boards in Watermeadow car park and by Chesham Station will be considered as a project next year.

(iv) Chesham Museum

Ms Mora Walker (MW) told the group that the Museum’s collections have been catalogued and boxed up in preparation for the move to Market Square, which will hopefully take place in April. A new Museum logo will be designed and the first exhibition will focus on the leisure pursuits of yesteryear.

(v) Town Centre Group

A discussion was held as to consider ways of progressing this idea. DG suggested that the next meeting of the Chairman of the Chilterns’ Revitalisation Groups’ Chairmen would be a good forum for comparing and sharing initiatives in getting businesses to engage with their community. FW also offered to raise the issue at the next meeting of the Chamber of Trade and Commerce.

Action: FW

(vi) Shed@ThePark

Mrs Irene Perrin (IP) reported that the six performances of The Lost World were well attended and announced that a new project is under development with the provisional title of “Lost Connections”. It will be an inter-generational, inter-cultural arts-based project looking at the lives of local residents. DG stated that he and Mr Cecil Sinclair would be willing to link with initiatives and provide access to funding streams.

Action: DG

IP asked that anybody interested in the project get in touch with her.

(vii) Inter-generational Projects

COPAG is looking to develop an inter-generational project to assist people who are “Terrified of Technology”. The project would involve young people helping to familiarise older people with technology, such as mobile phones and DVD players. KP reported that he would be happy for Chesham Park Community College to get involved in the project.

(viii) Zimbabwean Emergency Support Team (ZEST)

KA reported that the first meeting of ZEST will be held next week.

5. Economics Projects

A discussion was held concerning the activities currently underway to promote Chesham's economy and what further action can be taken. The value of having local estate agents promoting and representing the town was emphasized and it was agreed that KG would ask BR to contact the commercial estate agent who spoke at the CDC business meeting in 2008.

Action: KG

KP suggested the development of unique selling points to help promote the town, such as creating a town intranet and providing an internet connection for the whole town. FW and KP agreed to develop a specification for this project to see if it would be a priority for ChAP.

Action: FW and KP

Mr David Gardner left the meeting at 3.35 pm.

6. Information Items

(i) Policing Update

PC Kevin Flint (KF) reported that this is traditionally a quiet time of the year and that the number of burglaries has fallen. An operation conducted in response to a small spate of business burglaries has resulted in three arrests.

PCSOs are working to raise awareness of opportunistic thefts from vehicles by warning drivers who leave goods on display in their vehicles.

The level of anti-social behaviour in the town centre has decreased. The Neighbourhood Action Group (NAG) targeted antisocial behaviour in the Marston Field area as a priority and a slight improvement has resulted.

In respect of neighbourhood policing, there are four specialist neighbourhood officers with particular beats, although it was noted that KF would be moving to the Chesham Rural area. There are nine PCSOs in the town, who regularly visit and liaise with local schools. The next NAG will take place on 30th March.

On behalf of ChAP, TG thanked KF for all of his work in the town centre.

(ii) Mayoral Awards

KG introduced the Chesham Mayoral Awards scheme. The deadline for nominations is the 31st March and there are three awards celebrating the contributions of people and businesses to Chesham: The People's Award, The Business Award and The Rafe Chiles' Young Persons' Award. In addition to being an opportunity to say thank-you, the awards are also a good way of raising awareness of local projects.

(iii) In-Business Training

AM explained that BCC has a dedicated Workforce Development Team who can deliver training in essential business skills, such as numeracy and literacy. The team can identify training needs and tailor a training package accordingly, providing on-line learning, tutoring, in-business learning, training at an adult learning centre, or through workshops. A lot of courses are free.

Funding is also available across Buckinghamshire for training for the unemployed, or for people who have been made redundant, including job searching skills, making applications and starting up a business.

7. Any Other Business

(i) Naming Roundabouts

Cllr Hugh Wilson (HW) informed the group that the Town Council had made an unsuccessful attempt about 20 years ago to get the town's roundabouts named to assist people in giving directions. HW wishes to raise this issue again as a means of publicising the town and assisting visitors to find their way around. BCC is empowered to name roundabouts, although there would be cost implications for installing signage and maintaining it.

(ii) Traffic Pollution

PY requested that the issue of air pollution from traffic is put on the agenda of the next meeting, with a view to obtaining ChAP's views.

(iii) ChAP Funding

TG informed the group that, following the discussions at the last meeting, the ChAP officers have produced some draft funding guidelines. These will be circulated with the minutes.

Action: KG

(iv) The Story of Chiltern 2008

TG brought this document, produced by CDC, to the attention of the group. TG expressed the view that this document is not accurate for Chesham and would like to create a Chesham document. This gained general support from the group. KP offered to provide some information to assist with this. KF said that the Police hold a variety of socio-demographic data by ward and that he should be contacted if any information is required. TG will put together the first draft of a Chesham document and circulate it to the group. The Story of Chiltern 2008 document will be circulated with the minutes.

Action: KP, TG and KG

(v) Fundraising Presentation

IP queried whether there had been any progress on putting together a presentation on funds available to local voluntary groups. TG agreed to follow up on this.

Action: TG

8. Date of Next Meeting

The date of the next meeting will be **Tuesday 21st April 2009 at 2 pm.**

The meeting closed at 4.05 pm.

**Chesham Action Partnership
Management Committee Meeting
Tuesday 21st April 2009 at Chesham Town Hall**

M-04.09-1

In attendance:

Dr Tom Gorsuch (Chairman)	Chesham Society
Mr David Carter (Treasurer)	Chesham Society
Ms Kathryn Graves (Secretary)	Chesham Town Council (CTC)
Mr Bill Richards	CTC
Cllr Merrin Molesworth	CTC
Cllr Hugh Wilson	Buckinghamshire County Council (BCC)
Mr Phil Folly	COPAG
Ms Barbara Richardson	COPAG
Mr Ken Austin	Chesham Community Vision/Chesham Environmental Group
Mr Malcolm Godwin	BCC
Mr David Gardner	Chiltern District Council (CDC)
Ms Vicki Elliot	CDC
Mr Kevin Patrick	Chesham Park Community College
Cllr Noel Brown	Chiltern District Council (CDC)
Ms Micheline Katz	BCC Adult Learning and Libraries
Ms Mora Walker	Chesham Museum
Cllr Peter Yerrell	Pond Park Community Association
PC Mark Turner	Thames Valley Police
Cllr Francis Holly	CTC

Apologies:

Management Committee: Mr Fred Wilson - Chesham Chamber of Trade and Commerce, Cllr Gill Walker - Chesham Town Council

Ms Angela Martin – BCC Adult Learning & Libraries, Mrs Irene Perrin - Shed@ThePark, Dr Alan Morris - Rotary Club of Chesham, Ms Deborah Taylor – Bucks PCT, Mr Kerry Stevens – BCC, Mr Cecil Sinclair – CDC, Dr Siobhan Bygate – Chesham High School, Ms Rachael Tomkins - Community & Youth Engagement, Ms Moira Hamer - Amersham & Wycombe College, Ms Claire Young – Bucks Fire, Mrs Daphne Clarke – Chessman & Partners, Mark Young - Nexus, Ms Chrissie Russell Flint – Workaid

1. Minutes and Chairman's Report of the Meeting of 12th March 2009

The minutes and report of the meeting of the 12th March 2009 were agreed as correct records.

2. Matters Arising

(i) Building Community Capacity

Arising from *Minute 3(iii)*, Dr Tom Gorsuch (TG) read out a message from Ms Chrissie Russell Flint of Workaid, in which she expressed her wish to be involved with future Building Community Capacity events. Mr David Gardner (DG) duly noted this interest.

3. The Story of Chiltern (adapted)

TG explained that he had circulated a rough concept paper entitled A Profile of Chesham to the Management Committee. The paper is in response to the draft document produced by CDC, entitled The Story of Chiltern Report 2008, which is intended to provide a factual basis for policy decisions. TG opined that The Story of Chiltern provides an average view of conditions in the district, whereas A Profile of Chesham is intended to reflect the conditions specific to the town.

TG provided examples of the differences between Chesham and the rest of Chiltern covered in the paper, including general character, ethnic diversity, house prices, deprivation and education.

Mr Bill Richards (BR) reported that, as the representative of town and parish councils on the Chiltern Local Strategic Partnership (LSP), he had raised his concerns that The Story of Chiltern did not reflect the urban nature of Chesham, Amersham and the Chalfonts. BR has sent text on to the LSP covering factors including Chesham's industrial heritage, levels of deprivation and higher BME population and is hoping that this will be included in the Story of Chiltern.

Cllr Noel Brown (NB) stated that A Profile of Chesham would be worth developing as a reference document, and suggested the formation of a ChAP sub-group to undertake the work. This was agreed.

DG expressed the view that the completed document would sit well next to the Chesham Community Vision document and Mr Malcolm Godwin (MG) agreed that the document would be useful to support funding applications.

Mr Kevin Patrick (KP) was in favour of a document that promoted Chesham, but felt it was vital that the document was balanced and did not hide the facts. TG suggested that two documents be created; one of facts to be used as a basis for policy decisions and one that portrays a positive image of Chesham that can be used to market the town widely.

DC expressed his concern that policy makers would not read both The Story of Chiltern 2008 and A Profile of Chesham and suggested that it would be more beneficial to get the key points from A Profile of Chesham incorporated into The Story of Chiltern. NB stated that The Story of Chiltern already highlights a number of the different factors in Chesham, but that CDC would welcome the development of a Chesham-specific document that could be referred to.

Mr Ken Austin (KA) suggested that the document should identify what work needs to be done to make improvements to the town.

KP asked whether it would be helpful to include comparisons with other similar-sized towns across the nation, to help put the statistics into context.

After some discussion, it was agreed that a sub-group comprising of TG, NB and Cllr Merrin Molesworth, be established to further develop the document.

It was agreed that Ms Kathryn Graves (KG) would circulate A Profile of Chesham to all those present at the meeting and that comments should be sent to TG.

Action: KG

Ms Mora Walker arrived at 2.20 pm.

4. Funding Guidelines

TG asked for comments on the brief funding guidelines (paper R-3.09-1) that had been circulated to the group. KA requested that a statement should be included covering the fact that any grant given would never be full funding for a project.

The group were in general agreement with the proposal that officers should make a recommendation to the committee as to whether a project should be rejected or accepted for funding.

The group agreed with NB's suggestion to state that funding would normally not be more than £250, providing flexibility to offer more funding subject to the merit of the project.

In response to a question, TG informed the group that an application form for funding has been created. A copy of the form would be posted on the website.

5. Traffic Control and Pollution

Cllr Yerrell outlined the background to the creation of the Air Quality Action Plan for Berkhamstead Road and Broad Street. The group then considered some of the options outlined in the consultation document, particularly the implementation of an Urban Traffic Control System, which potentially includes the signalisation of junctions. Concern was raised that installing a system of linked traffic lights down the length of Broad Street and Berkhamstead Road could divert some of the traffic pressure into the side streets. Following the discussion, the group asked Ms Vicky Elliot of CDC, who is compiling the consultation results, to record that ChAP would like to be consulted as detailed plans are developed, and also wished to express a reservation as to the effectiveness of a system based on traffic lights.

DG and VE reported that CDC is working in partnership with BCC's Travel Choice Team to provide personalised travel plans to residents to reduce single occupancy car use. They will be holding a launch event in the area to engage with the

community and requested that a ChAP representative sit on the working group. PY agreed to act as the ChAP representative.

6. Progress

(i) Local Area Forum (LAF)

BR reported that he submitted ChAP's recommendations as to the development of the LAF to the town council's Policy and Resources Committee on the 23rd March. The committee felt that ChAP should operate as the LAF and take a bottom-up approach and BR has forwarded the committee's views onto BCC. BR also reported that an update had been received from Ms Alison Derrick of BCC stating that no further action will be taken until after the BCC elections on the 4th June. BR agreed to circulate the background papers that were sent to the Policy and Resources Committee.

Action: BR

7. Information Items

(i) Bucks Fire

TG reported that a representative from Bucks Fire may like to present to ChAP some updates on fire service activity in Chiltern/Chesham that will hopefully lead to partnership working.

(ii) Fresh Start Event

TG told the group about the Fresh Start Event that will be held on 28th April at Aylesbury Civic Centre. The event is being run by Buckinghamshire Economic and Learning Partnership and is aimed both at people looking to retrain or seek new opportunities and at employers who might be making people redundant.

(iii) Transition Towns

Mr Phil Folly (PF) explained the premise of the Transition Town movement. TG reported that a representative from the Transition Town group would like to do a presentation to ChAP. Following a brief discussion, the group agreed that it would be appropriate to have a presentation, but that it should be restricted to 10 minutes and that it should cover the principles of Transition Towns. KG will contact the Transition Town representative to make arrangements.

Action: KG

(iv) Walkers Are Welcome

BR reported that Mr Edward Tamkin (ET) had brought the Walkers Are Welcome initiative to his attention. The initiative could be a means of attracting more walking tourists to Chesham. PF agreed to speak to ET.

Action: PF

8. Any Other Business

(i) Chesham Community Vision (CCV)

TG opined that the CCV needs to be revisited and refreshed. After a brief discussion it was agreed that this should be delayed until after A Profile of Chesham had been further developed, as this is likely to influence the content of the CCV.

(ii) PC Mark Turner

The group welcomed PC Mark Turner (MT) as PC Kevin Flint's replacement. MT will be predominantly town centre-based and agreed to pass contact details on to KG for inclusion on the ChAP web page. Following an enquiry, MT agreed to bring an update on the Neighbourhood Action Group to the next ChAP meeting.

Action: MT

(iii) Chesham Museum

Mrs Mora Walker (MW) reported that when the museum opens in Market Square, it is hoped that it will act as a visitor centre and liaise with the library on tourism issues. DG highlighted Chalfont St Giles as a good example of a library and visitor centre working together and offered to put MW in touch with Chalfont St Giles visitor centre.

Action: DG

(iv) Impress the Chess Walk

DC informed the group that there will be an Impress the Chess Open Forum Walk on Tuesday 2nd June, starting at 6.30 pm in the Water Meadow Car Park.

9. Date of Next Meeting

The date of the next meeting will be **Tuesday 2nd June 2009 at 2 pm.**

The meeting closed at 3.21 pm.

**Chesham Action Partnership
Management Committee Meeting
Tuesday 2nd June 2009 at Chesham Town Hall**

M-06.09-1

In attendance:

Dr Tom Gorsuch (Chairman)	Chesham Society
Mr David Carter (Treasurer)	Chesham Society
Mr Fred Wilson (Vice-Chairman)	Chesham Chamber of Trade and Commerce
Ms Kathryn Graves (Secretary)	Chesham Town Council (CTC)
Mr Bill Richards	CTC
Cllr Hugh Wilson	Buckinghamshire County Council (BCC)
Cllr Gill Walker	CTC
Mr Phil Folly	COPAG
Mr Ken Austin	Chesham Community Vision/Chesham Environmental Group
Mr Malcolm Godwin	BCC
Ms Vicky Elliot	CDC
Cllr Noel Brown	CDC
Ms Angela Martin	BCC Adult Learning and Libraries
Ms Mora Walker	Chesham Museum
Cllr Peter Yerrell	Pond Park Community Association
PC Mark Turner	Thames Valley Police
PCSO Anish Sharma	Thames Valley Police
Dr Siobhan Bygate	Chesham High School
Ms Deborah Taylor	Bucks PCT
Ms Alison Derrick	BCC
Ms Claire Young	Bucks Fire
Mr Cecil Sinclair	CDC
Ms Moira Hamer	Amersham & Wycombe College
Mr Rob Craig	Chesham in Transition
Ms Sarah Rayfield	Chesham in Transition

Apologies:

Management Committee: Cllr Merrin Molesworth - Chesham Town Council, Ms Barbara Richardson - COPAG

Mrs Irene Perrin - Shed@ThePark, Ms Rachael Tomkins - Community & Youth Engagement, Mr Ed Fraser – CompUHealth, Mr Kevin Patrick – Chesham Park Community College.

Apologies for lateness were received from Cllr Noel Brown.

1. Minutes of the Meeting of 21st April 2009

The minutes of the meeting of the 21st April 2009 were agreed as a correct record.

2. Matters Arising

Dr Tom Gorsuch (TG) explained that in addition to those matters arising, two items would be included at this point in the agenda to facilitate those reporting who needed to leave the meeting early.

(i) Chesham Walks Leaflets

Arising from *Minute 4(iii)* of the minutes of the meeting held on 12th March, TG informed the Committee that he had received an email from Mr Andrew Clark, thanking ChAP for the funding that enabled the reprinting of the six walks leaflets. The leaflets are available from local libraries, outdoor shops and the Town Hall, and the Town Hall staff have reported that there is continuing interest in the leaflets from outside the area. The updated leaflets are also available for download from www.chesham.gov.uk and www.chilternsaonb.org.

Cllr Noel Brown arrived at 2.05 pm.

(ii) Change for Chesham

Following on from *Minute 5* of the 21st April meeting, Ms Vicky Elliot (VE) told the Committee about the new campaign "Change for Chesham". The launch event will be held on 20th June in Lowndes Park, providing information and activities surrounding making sustainable travel choices. The event is a partnership between CDC, BCC Travel Choice team and Chesham in Transition. For input into the campaign, please contact VE.

In response to a query about the pilot scheme in Aylesbury, VE explained that the pilot had worked well and resulted in a reduction in single occupancy car use.

Some members of the group reported that various local groups had been prevented from holding a stand at the event because of the requirement for £5 million public liability cover. Mr Malcolm Godwin (MG) explained that Risborough Area Community Action (the Princes Risborough Market Town partnership) holds umbrella insurance which means that all participants of an event sponsored by RACA would be covered by RACA's insurance. MG will forward the details to Ms Kathryn Graves (KG).

Action: Malcolm Godwin

TG stated that it would be necessary to check ChAP's constitution, to ensure it was empowered to hold insurance of this nature.

Action: Tom Gorsuch

Cllr Gill Walker (GW) requested that VE provides feedback to the event organisers concerning the difficulties faced by local community groups in affording the required level of public liability insurance.

Action: Vicky Elliot

(iii) Cllr Hugh Wilson

TG explained that committee member Cllr Hugh Wilson (HW) is standing down at this week's county council elections. The constitution states that the committee will have representatives from the local authorities, rather than specifying individual authorities. Therefore, the group will remain constitutional. However, HW will remain a member of ChAP post-election.

Mr Cecil Sinclair arrived at 2.11 pm.

(iv) Coming to Chesham Exhibition

Dr Siobhan Bygate (SB) distributed copies of a document outlining plans for an exhibition to celebrate Chesham's diversity and community. Chesham High School is working in partnership with Chesham Park Community College, Thames Valley Police, Chiltern Racial Equality Council and Chiltern District Council on this initiative. The event will be held at the Town Hall on the 9th, 10th and 12th October 2009. The event will include an art exhibition produced by the local schools; a faith room, with contributions from Chesham Mosque, Churches Together for Chesham and the South Bucks Jewish Community; and memory boxes encapsulating people's experiences of coming to Chesham.

Mr Fred Wilson (FW) asked whether the project had involved the business community. SB said that she hoped to obtain some involvement from local business and would welcome any contacts, including those for Chesham Chamber of Trade and Commerce.

Action: Fred Wilson

FW suggested that it would be helpful for this project to be registered with ChAP, in order to assist with marketing and to enable an application for funding if required. It was noted that the ChAP project form is available from www.chesham.gov.uk/ChAP.aspx.

Mr Rob Craig (RC) offered to provide SB with links to the Museum of Diversity and the Runnymede Trust.

Action: Rob Craig

Ms Mora Walker (MW) queried whether Chesham Museum was involved. SB replied that Chesham Museum was involved in the installation of memory boxes at the Town Hall. The Museum may also house smaller scale memory boxes after the exhibition that can be loaned to schools.

Mr Ken Austin (KA) offered to pass on the contact details for Mr Neil Rees, author of a book about the Czech government in exile in Buckinghamshire.

Action: Ken Austin

(iv) Bucks Fire

Ms Claire Young (CY) reported that the Bucks Fire and Rescue Service now has a van in place in Chesham to provide their Safer At Home service, including fitting smoke alarms and providing fire safety advice.

Bucks Fire is also working to identify and contact vulnerable residents in Chesham, promoting their services and those of key partners, including Thames Valley Police. There will also be an information day event held at Sainsbury's. Chesham Fire Station will be holding an Open Day on 12th July, including a car wash to raise funds for The Fire Fighters' Charity and the Chesham branch of the Royal British Legion. CY requested that the details of this event be put up on www.chesham.gov.uk.

Action: Kathryn Graves

CY informed the committee that Bucks Fire has conducted a leaflet drop in the area surrounding the British Legion on Broad Street, following the major fire in May. Bucks Fire is organising a community event where nearby residents can come to discuss the fire, air concerns, pass on any information and learn about personal fire safety. CY requested that if anybody is interested in hosting such a community event, that they contact her via KG. CY also requested that anybody with links to the Legion or information on the groups that regularly met there also get in touch with her.

HW asked whether there is a system in place for Bucks Fire to identify abandoned buildings. CY explained that there is a facility on www.bucksfire.gov.uk whereby the fire service and trained partners, e.g. CDC and Thames Valley Police, can fill in a form to register a building as abandoned, prone to vandalism, etc. CY offered to pass the details of this facility on to ChAP.

Action: Claire Young

[Post-meeting note: the url for this facility is

<http://www.bucksfire.gov.uk/NR/rdonlyres/5AADC5DC-131A-409F-AB5F-50B16CFFB367/0/ChilternDist2.xls>]

In response to a query concerning fire safety education in schools, CY informed the committee that Bucks Fire deliver sessions on arson, hoax calling, etc. to Key Stage Three students. Sessions are delivered to Key Stage One and Two classes as and when the stations are able to cover it. SB stated that a number of Thomas Harding Junior School pupils had been affected by the British Legion fire and might benefit from being able to discuss the incident. CY agreed to take this information back to Bucks Fire.

Action: Claire Young

3. ChAP Funding 2009 and Future Projects

Mr David Carter (DC) informed the committee that ChAP will need to report its 2008-09 expenditure to CDC. FW offered to send on the details of previous years' expenditure to DC.

Action: Fred Wilson

TG expressed the view that ChAP has previously been reactive to requests for funding and feels that we need to be more proactive in identifying causes. One potential area to investigate further is tourism. Mr Bill Richards (BR) informed the committee that Amersham & Wycombe College had produced tourism posters for Chesham Community Vision and so suggested that Amersham & Wycombe College could be involved. DC agreed to lead on this project, with assistance from Ms Moira Hamer (MH) of Amersham & Wycombe College. MG reported that Tourism South East is offering discounted training, including training specifically targeted at Market Towns.

Action: David Carter and Moira Hamer

RC opined that the Walkers Are Welcome scheme may fit under this category and is being looked into by Chesham in Transition and Chesham Environmental Group. Mr Phil Folly (PF) reported that he had carried out some research and found that Chesham has most of the criteria in place to become a Walkers Are Welcome town. KA suggested that the Ramblers Association should be involved in this project.

SB suggested that it would be beneficial to improve the cycling infrastructure, as safe cycle routes for children are lacking. RC referred to the Change for Chesham event, as this will deal with cycling safety and help to raise awareness of existing routes in Chesham.

KA suggested that the committee should set a standard for the level of reserve funds that ChAP holds, giving ChAP the flexibility to finance projects over multiple years. MG reminded the group that there are funds available from SEEDA, and that the deadline for funding is March 2012. Ms Alison Derrick reported that there will be £8,000 available for the Local Area Forum to spend on community priorities, once it is established.

Cllr Noel Brown left the room at 2.45 pm. Dr Siobhan Bygate and Ms Claire Young left the meeting at 2.50 pm.

4. Profile of Chesham

TG explained that document R-5.09-1 has been produced by the working party members, but is not an agreed document, as there are differences of opinion between the members.

A discussion was held on the purpose of the document. It was acknowledged that this paper in its entirety could not be fitted within the Story of Chiltern, but BR was

happy to report that some of the information from the Profile of Chesham had been incorporated within the Story of Chiltern.

The issue of education was considered within the context of this document. Cllr Peter Yerrell, representing Ridgeway Ward which is an area of deprivation, expressed the view that it is difficult to engage with people who may benefit from adult learning. However, he was pleased to report that he had been working with Ms Angela Martin (AM) of the Adult Learning and Libraries Services on providing local courses. PY and GW opined that the lack of a community centre in the Pond Park area means that there is nowhere neutral for people to meet and gain access to training. MH informed the group that Amersham & Wycombe College, in association with Job Centre Plus, has just been awarded £250,000 for a two-year project to offer training leading to qualifications to the long-term unemployed.

Cllr Noel Brown returned at 3 pm.

The committee briefly considered the areas of difference between working party members in the document, although often these are only dealing with matters of presentation or emphasis. The committee agreed that the document should be developed into two separate documents: (i) a factual document and (ii) a document outlining how Chesham should develop in the future. The second document should identify actions to address the problems identified in the factual document. BR emphasised that it is important that the documents can be signed up to by all the ChAP members. In addition, the work that went into creating the Chesham Community Vision should be incorporated. PY, TG and Cllr Noel Brown (NB) agreed to work on elements of the documents.

Action: Peter Yerrell, Tom Gorsuch and Noel Brown

FW offered to approach the Chamber of Trade and Commerce for assistance in developing a strategy to market Chesham.

Action: Fred Wilson

Mr Fred Wilson, PC Mark Turner, PCSO Anish Sharma and Ms Moira Hamer left the meeting at 3.31 pm.

5. Chiltern Community Partnership and ChAP Representation

TG asked for volunteers to represent ChAP at various partnership meetings.

Action: All

Mr Malcolm Godwin and Ms Alison Derrick left the meeting at 3.40 pm.

6. Transition Towns

RC and Ms Sarah Rayfield (SR) gave a presentation on Chesham in Transition, outlining the dual challenges of peak oil and climate change which are the basis of the Transition Towns movement. The objectives of Chesham in Transition are to build local resilience and cut carbon emissions, and Chesham in Transition are

looking at the whole needs of the community in order to do so. Chesham in Transition are currently in the process of raising awareness and attracting more members to the steering group. Interested parties can meet at a Green Drinks event held at The Drawingroom on the last Thursday of every month. The group have a web site: www.cheshamintransition.org.uk and email address: info@cheshamintransition.org.uk.

7. Any Other Business

(i) Amersham & Wycombe College End of Year Show
TG advised that MH had provided ChAP with a number of invitations to this end of year show and that anybody interested could obtain one from KG.

(ii) Metropolitan Line Trains
BR reported that there may be alterations to the proposed improvements to the Chesham service and as a consequence he had spoken to Richard Ward of BCC, who will be meeting with London Underground representatives in the near future. BR will feedback to the committee on this issue at a future meeting.

Action: Bill Richards

8. Date of Next Meeting

A brief discussion was held on possible timings for the next meeting. It was agreed that the date of the next meeting will be **Tuesday 14th July 2009 at 2.30 pm.**

The meeting closed at 4.05 pm.

AGENDA ITEM NO: 6 CONSULTATION ON POLICY ON PLANNING OBLIGATIONS FOR EDUCATION PROVISION

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To consider what, if any, response the Committee wishes to make in respect of the consultation document issued by Buckinghamshire County Council's Commissioning and Business Improvement's team in respect of planning obligations for education provision.

Background Information

2. The consultation process closes on the 17th July 2009.

Financial Implications

3. None directly affecting this Council's budget.

Strategic Objectives

4. Consultation on such matters accords with strategic objective 6 - *To represent the views and wishes of the citizens of Chesham.*

Detailed Consideration

5. Buckinghamshire County Council is consulting on its policy for assessing developer contributions towards additional education infrastructure in light of the proposed housing growth within the County. Before the policy is formally adopted, Buckinghamshire County Council is seeking the Council's views as a consultee.
6. The **attached** document is set out in five parts:
 - a. Policy justification;
 - b. Process for agreeing developer contributions;
 - c. Criteria on which the demand for additional education services are assessed;
 - d. Basis on which the costs of providing those services is established;
 - e. Timescales and restrictions on payments.

7. According to the County Council's School Place Planning Commissioning Partner, the policy is intended to assist in meeting both local and national objectives in respect of the provision of sustainable development across the authority. It will also assist the local authority in meeting its statutory responsibility to ensure sufficient education places and provide developers with a transparent and consistent approach when assessing contribution levels. It is ultimately intended that other local authority services will also develop their own policies on infrastructure requirements to meet the demands arising from new development.

Recommendation

That the Committee decides what, if any, response it wishes to make in respect to the consultation document.

AGENDA ITEM 8 - MARSTON PAVILION

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To receive an update on the rebuilding of Marston Pavilion.

Background Information

2. At the Council meeting of the 25th September 2006, it was resolved '*that permission be granted to demolish Marston Pavilion and future report be submitted on the options in regards to replacing the facility*' (Minute No: 57).
3. At the Recreation and the Arts Committee meeting of the 27th November 2006, it was resolved '*that the proposal that Marston Pavilion remains a sports pavilion, with limited community hire space, and continues to be administered by the Council be supported.*' (Minute No: 50).

Financial Implications

4. As outlined within the report.

Strategic Objectives

5. Accords with the Council's strategic aim 1 – '*To enable residents to enjoy high-quality social, recreational and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents.*'

Detailed Consideration

6. The Marston Pavilion Working Group has been meeting over the last two and a half years to try and bring together a plan for a new building that would be suitable for both sports changing facility and as a community hub for local residents. At the same time, the Working Group has been developing the plans while working on the premise that any new facility will be at least partially funded through external grants.
7. The original impetus for the community building came from the Pond Park Community Association which, for some time, had raised the issue of there being no real meeting place in Ridgeway/Vale wards, save for Great Hivings Church which is often over-subscribed with hirers.

8. Initial designs for the facility therefore were based around the concept of providing two changing rooms, a referee's changing room, toilets and a limited but practical communal space within the middle of the building for hire by the public for meetings, playgroups, children's parties, etc. However it soon became apparent that the local planning authority, Chiltern District Council, would not grant planning permission if the footprint was larger than the original facility (19.5m x 9.67m) due to its location within the Greenbelt.
9. Accordingly therefore the architect working on the design on the Council's behalf was obliged to alter his plans so the community area was limited to little more than a small meeting room size. The lack of meaningful community space has severely reduced the options for hiring and thus for external funding streams based around community participation. With the main emphasis now being on football, the Working Group has concentrated its efforts on obtaining at least 50% of the capital costs from the Football Foundation who now provide grants for predominantly football related applications instead of Sport England, the original lottery provider. An application does need to be endorsed by the local Football Association if it is to be successful. In Chesham's case, this is the Berks and Bucks F.A.. The Working Group has met with the Berks and Bucks F.A Development Officer and the Town Clerk has also met with two Football Foundation officers who are pre-eminent in the grant decision making process.
10. The 'without prejudice' advice received from both the Berks and Bucks F.A Development Officer and the Football Foundation officers is that there appears little chance of being successful with a grant application unless the Football Development Plan (**attached**) is substantially delivered upon. The Football Foundation is particularly keen to see outputs involving the development of Charter marked junior football clubs; development of women's football and engaging 'hard to reach' groups including the minority ethnic community. At the present time, there would appear to be little demand from these categories. The Pond Park Community Association and Paradigm Housing have been working hard to support a fledging junior club from the Pond Park area but it is struggling to keep going. The other occasional junior user of the Marston Field pitch, Chesham United Youth, has given no indication that it wishes to use changing facilities. Women's football in town is presently well served by Chesham United Ladies F.C who are based at the Meadow ground in Amy Lane. Even the demand for adults' men's football is currently catered for at Codmore Field though one club have expressed an interest in returning to Marston Field if a pavilion is built (though this may leave Codmore Field under-utilised).
11. The Football Foundation has also expressed the view that it would expect to see financial contributions from the principal authorities. The **attached** letter has been written and despatched to the Director of Planning and the Environment at Chiltern District Council but it has been mutually agreed not to formally put this before the Cabinet until this Council has determined its position.

12. In addition, the running costs need to be considered. If built with a very limited community area, it is assumed that the income and expenditure would be very similar to the Codmore Field pavilion whose annual running costs is estimated to be £3,000 per annum. This does not include any depreciation charges for the long-term maintenance of the building.
13. The current position therefore is this. The cost of the building together with drainage and other associated works is estimated by the architect to be, including contingencies, in the region of **£310,000**. The proposed building has obtained both planning permission and building regulations consent.
14. The Council envisaged funding 50% of the costs via a public works loan with the other 50% forthcoming through external grants. £12,000 was obtained through the insurance following the arson attack on the original pavilion and, to date, just over £5,000 has been spent on the architect's fees and the field drainage report. The latter was essential if the Council wished to submit a bid to the Football Foundation.
15. It would appear therefore that the Council now has a range of options to it in respect of the pavilion in light of the foregoing.
 - a. Decide that, at the present time, there is no real demand for a football pavilion and defer the scheme.
 - b. Decide that the pavilion is not presently required but the field itself requires drainage as per the drainage report with an approximate cost of £20,000 including contingencies. This would allow for junior football to continue to be catered for and lessen the number of cancellations. However it should be highlighted that junior hire usage has not been consistent through the football season.
 - c. Decide to increase the footprint of the building to allow much greater community usage. This potentially may mean appealing against a Chiltern District Council planning refusal decision as West End Bowls Club did successfully. Obviously a genuine community facility would allow greater possibilities of external funding but this would be by no means guaranteed and increasingly difficult in the current climate.
 - d. Submit a Football Foundation bid based on the current planning permission specification and, if unsuccessful, seek a full loan from the Public Works Loan Board. This would double the estimated annual repayments from £10,000 to £20,000 per annum.

Recommendation

That the current position be noted and the Committee decides how it wishes to progress the project.

AGENDA ITEM NO: 9 MEMBER REPRESENTATION ON TRUSTS AND CHARITIES

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To consider Members' position as representatives on trusts and charities.

Background Information

2. At the Annual Council meeting held on the 18th May 2009, it was resolved '*that no current vacancies be filled until the question of liability had been clarified at a future Council meeting.*' (Min no. 9)

Financial Implications

3. Any financial implications would lie with individual Members rather than the Council as a corporate body.

Strategic Objectives

4. Non applicable.

Detailed Consideration

5. Some Members have raised concerns as to personal liability should a trust or charity to which they are the Council's nominated representative run into financial difficulties.
6. As is usual with these sorts of scenarios, it is the level of risk that Members may have to weigh up initially. Clearly for many of the smaller charities such as the John Cheneys charity for instance which have little income and no assets, there would be little or no liabilities in the event of the charity being wound up. Others such as the Weedons Charity do own properties and therefore, potentially, there would be a small risk of larger liabilities. Trustees of all types of charities can be held personally liable for:
 - Breach of trust under charity law
 - Spending the charity's money on an activity which is outside the charity's legal objects
 - Carrying out unpermitted political activity
 - Fraud
 - Serious negligence
 - Trustee receiving personal benefit

- Acting as charity trustees when disqualified
- Acting as a company director when disqualified
- Failure to comply with relevant statutory requirements in areas such as health and safety, trade descriptions and financial services
- Failure to deduct employee's PAYE

7. However, the degree of risk needs to be kept into proportion. The National Council of Voluntary Organisations advises: *“Very few trustees who have acted honestly suffer financial loss as a result of their trusteeship. There are risks, but they should be kept in proportion. ‘If trustees act prudently, lawfully and in accordance with their governing document then any liabilities they incur as trustees can be met out of the charity's resources.’ (From Responsibilities of Charity Trustees, the Charity Commission).*

The courts, too, have the power to relieve trustees from liability where they have acted honestly and reasonably. It is unlikely that you will be held personally liable, then, if you always:

- *Act reasonably*
- *Comply with your governing document*
- *Take appropriate professional advice where you don't know enough to make a decision*
- *Take appropriate professional advice where you are required to by law*

The degree of risk of personal liability will vary according to the activity of your charity. In general, charities engaged in service provision will face greater risks than those involved in grant making.”

8. Officers have subsequently checked with the Council’s insurers on insurance cover for Members who are Trustees. The response received is as follows:

“If a Councillor is elected to be a Trustees of a Local Charity and this Charity is independent of the Town Council cover would NOT apply under the terms of the Town Council policy. It would be necessary for the Trustees of the Local Charity to arrange their own insurance in respect of their own responsibilities. If the Council appoints someone other than a Councillor, cover would not apply under the policy. For cover to apply under the Town Council policy the following would need to apply;-

- 1) *Town Councillors are the only Trustees of the Charity.*
- 2) *The Councillors are only trustees of the charity solely by reason of their position as elected Councillors.*
- 3) *Councillors/Trustees are not responsible for any other areas of land or property other than as disclosed.*
- 4) *When Councillors resign or retire from the Town Council they are no longer Trustees.*

9. In light of the lack of insurance cover, Councillor Ms Bramwell has approached a local broker. The cost of covering Members for the smaller trusts may be considered prohibitive but there may be merit in paying the insurance costs, upwards from £250 for the Weedons Charity where a possible large liability could accrue.
10. The other major issue is the Member representation on the Outside Bodies. Their status on these organisations is not clear. It is assumed that Members are not de facto Trustees once nominated by Council. However since Members themselves are often unclear to their status, it is proposed that officers write to each organisation asking for clarification and forewarning them that Council representatives may be more circumspect in future dependent on their level of expected participation.

Recommendations

- 1. That the Council whether it wishes to pursue the idea of purchasing insurance to cover any Member liability forthcoming from the Weedons Charity or any other named trust.**
- 2. That the officers be authorised to write to the Outside Bodies to seek clarification on Members' status as the nominated representatives.**

AGENDA ITEM NO: 10 - DISCLOSURE OF MEMBERS'/ MAYORAL ALLOWANCES AND MAYORAL PROTOCOL

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To decide how and if Members and Mayoral allowances should be made accessible to the public.

Background Information

2. For the previous four years, the Council has decided not to recommend claiming allowances or travel allowances to Council meetings save for the reclaiming of parking fees on authorised business.

Financial Implications

3. As outlined within the report.

Strategic Objectives

4. Non applicable

Detailed Consideration

5. Following the recent high profile media coverage of the M.P.s' expenses, some Members have raised the matter of transparency in respect of payments and allowances.
6. The Council has taken a strong line on claiming allowances and have previously rejected the local Independent Members' Allowance Panel's recommendations that Chairman of Councils receive a payment of £600 per annum to cover costs incurred working in that role. Indeed the only item allowed to be reclaimed within the District is parking costs for official Council business. Out of District travel fare and other expenses on authorised Council business (such as conferences and training) are claimed for and have been listed on the appropriate pay schedules if exceeding £50 otherwise they are refunded through petty cash. If so desired by Members, these could be displayed on-line on the Council's website.
7. The Mayor currently receives a lump sum of £2,485 per annum as part of the Mayoral Allowance (usually paid in two lump sums). The Council does not require that receipts are produced but the Mayor is encouraged to keep a list of expenses in case the tax office wishes to see details since this is a taxable

allowance for which the Inland Revenue has been made aware of and for which an exemption has been granted. Obviously the allowance has been paid to the Mayor for many years on a trust basis without requests for evidence of expenditure. In light of the current public concern on expenses in respect of elected representatives generally, the Committee may wish to re-examine whether full disclosure of the Mayoral Allowance expenditure is in the best interests of the Council and the public. If so minded to do so, the Committee could decide that the Mayoral Allowance be granted on condition that a record is kept of any expenditure together with receipts and supporting documentation where appropriate and this be presented to the Annual Meeting each year.

8. As well as Mayoral Allowances, the matter of the Mayor and Deputy Mayor's ceremonial roles has been raised and clarification sought as to when to wear the chains of office, official representation, etc. Unlike some Councils, this Council does not have an official policy/procedure and therefore a degree of confusion has sometimes arisen. Officers have just ordered from the Society of Local Council Clerks' bookshop, 'CIVIC CEREMONIAL - A Handbook, History and Guide for Mayors, Councillors and Officers'. Hopefully this will give guidance as to correct protocol and it is recommended that the current Mayor and Deputy Mayor in liaison with the Town Clerk devise a protocol policy that can be agreed by Council and used as a template for future Mayors.

Recommendation

- 1. The Committee consider the disclosure of the Members' and Mayoral allowances and how best to ensure they are accessible to the public.**
- 2. That the current Mayor and Deputy Mayor, in liaison with the Town Clerk, devise a civic protocol document to be adopted by the Council at a future meeting.**

AGENDA ITEM NO: 11 COMPLETION OF AUDIT 2007/8.

Reporting Officer: Stephen Pearson (01494 583825)

Summary

1. To receive the external auditors report for the 2007/08 accounts.

Background

2. The accounts were presented to the Council at its meeting held on Monday 23rd June 2008 and resolved '*that the Statement of Accounts for the year ended 31st March 2008 be adopted subject to audit.*'

Financial Consideration

3. Non applicable.

Strategic Objectives

4. Non applicable.

Detailed Consideration

5. The external Auditor has completed his work on the accounts with no major changes to the figures but has recommended some presentational amendments. A copy of the Auditor's report is **attached** and the auditor will attend the meeting to present the report.

To enable the Auditor to sign off the accounts, the Council is required to approve the signing of the letter of representation and governance statement – copies **attached**.

Recommendation

That the letter of representation and governance statement be approved and signed subject to the relevant amendments as recommended being carried out.

Chesham Town Council

Annual report to those charged with governance

18 June 2009

Contents		Page
1	Introduction	1
2	The accounts opinion	4
3	The VFM conclusion	7

Appendices

- A Statement of responsibilities - accounts**
- B Statement of responsibilities - VFM**
- C Action plan**
- D Accounts adjustments agreed**
- E Reports issued**
- F Audit fees update**

1 Introduction

Background and purpose of the report

Chesham Town Council ('the Council') is responsible for the preparation of accounts which record its financial position as at 31 March 2008 and its income and expenditure for the year then ended. We are responsible for undertaking an audit and reporting whether, in our opinion, the Council's accounts 'present fairly' the financial position of the Council. Our detailed findings are set out in section two.

Under the Audit Commission's Code of Audit Practice we are also required to reach a conclusion on whether the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources ('VFM conclusion'). The pieces of work that have informed our VFM conclusion, and our detailed findings, are set out in section three.

The Audit Commission's Statement of Responsibilities, which sets out the respective responsibilities of the Council and the auditor in relation to the accounts and arrangements for securing economy, efficiency and effectiveness in the use of resources, have been reproduced in full in Appendices A and B and reflects the scope of our audit.

This report summarises the principal matters arising from our audit. The issues raised have been discussed with the Town Clerk and his team. Auditing standards require us, as the Council's external auditors, to report to those charged with governance certain matters before giving an opinion on the accounts and the Code of Audit Practice requires us to report key matters relating to our VFM conclusion. For the Council, this function will be carried out by the Policy and Resources Committee at its meeting on 29 June 2009.

The accounts opinion

We have performed our audit of the 2007-08 accounts in accordance with the Audit Commission's Code of Audit Practice and applicable auditing standards.

We will then be in a position to complete our audit finalisation procedures which include:

- receipt and review of the letter of representation; and
- updating our Post balance Sheet events review to the date of signing the accounts.
- processing amendments to the financial statements.

At the time of reporting to the Policy and Resources Committee, the audit is incomplete, however, subject to completion of the above, we expect to issue an **unqualified accounts opinion** on the Council's accounts.

There were a number of areas, as set out in appendix B where the draft accounts did not comply to the Statement of Recommended Practice ['SoRP']:

- There is no disclosure of financial instruments within the notes to the statement of accounts.
- Statement of Internal Control was replaced by an Annual Governance Statement for the 2007-08 financial year and the statement requires updating to reflect the new requirements.
- Disclosure of fixed assets, the presentation of fixed assets within the accounts has been amended and the accounts require updating to reflect the new requirements. On the face of the balance sheet the fixed asset balance should be split between operational and non operational assets and the split should also be reflected in the notes to the accounts.

There was one area, as set out in appendix B where the draft accounts did not comply to the United Kingdom General Accepted Accounting Principles ['UK GAAP']:

- There is currently no disclosure of any related parties within the notes to the accounts. Significant transactions with related parties should be disclosed within the accounts and Chesham town council receives £717,000 precept from Chiltern District Council, which accounts for over half of the income of the town council, and this should be disclosed within the notes to the accounts.
- The Town council has a bank account that is in overdraft but this has been netted off against the bank account figure on the face of the balance sheet. The gross position should be disclosed to present an accurate picture to the reader of the accounts.

The overall quality of the Council's working papers to support the 2007-08 accounts was of a satisfactory standard. However, there were improvements to the presentation of the accounts that have been made and the Council should work with its new auditors to improve presentation.

We did not recommend any significant adjustments to the accounts. However, we recommended many presentational adjustments, to improve clarity of disclosure in the accounts.

We have recommended non-material adjustments. Details of the adjusted errors are set out in Appendix D. There are no unadjusted errors to report to you as those charged with governance.

Further details of our accounts audit are given in section two.

The VFM conclusion

We have substantially completed our work on the Council's arrangements for achieving economy, efficiency and effectiveness in its use of resources and we expect to issue an **unqualified VFM conclusion**.

Key messages from this year's use of resources work are summarised in section three.

Use of this report

This report has been prepared solely for use by the Council to discharge our responsibilities under the Audit Commission Code of Audit Practice and relevant auditing standards and should not be used for any other purpose. No responsibility is assumed by us to any other person. This report should be read in conjunction with the Council's draft letter of representation.

This report includes only those matters that have come to our attention as a result of performance of the audit. An audit of the accounts and use of resources is not designed to identify all matters that may be relevant to those charged with governance. Accordingly the audit does not ordinarily identify all such matters

We would like to take this opportunity to remind the Policy and Resources Committee of the need to monitor implementation of the recommendations arising out of this report (See Appendix C).

Independence

We are able to confirm our independence and objectivity as auditors and note the following:

- we are independently appointed by the Audit Commission;
- the firm has been assessed by the Audit Commission as complying with its required quality standards;
- the appointed auditor and client service manager are subject to rotation periodically; and
- we comply with the Auditing Practices Board's Ethical Standards. We have not undertaken any non-audit work for the Council (Appendix E).

Acknowledgements

We would like to record our appreciation for the co-operation and assistance provided to us by the Council's management, officers and members during the course of our audit.

Grant Thornton UK LLP

June 2009

2 The accounts opinion

Introduction

We summarise in this section matters arising from our audit of the Council's 2007-08 accounts which we are required, under auditing standards, to report to those charged with governance.

Approach to the audit

We carry out work to enable us to report to the Council our opinion as to whether the financial statements 'present fairly' the financial position of the Council in accordance with applicable laws and regulations and the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2007 ('the SoRP').

We have planned our audit in accordance with auditing standards and the Audit Commission's Code of Audit Practice.

Other key factors to highlight include:

- we consider the materiality of items in the accounts both in determining the audit approach and in determining the impact of any errors;
- we have been able to place appropriate reliance on the key accounting systems operating at the Council for final accounts audit purposes;
- we have been able to place reliance on the work of internal audit in respect of the key accounting systems; and
- no significant changes have been made to our audit approach in the year.

Key audit findings

We summarise our key audit findings in the following table.

Area	Key messages
Accounting policies and practices	<p>Although the Council has adopted appropriate accounting policies, in accordance with the 2007 SORP, there were two key areas where the Council failed to identify new requirements relating to the 2007-08 accounts and the draft accounts did not include:</p> <ul style="list-style-type: none"> • Financial Instrument disclosures • Disclosure of fixed assets requirements <p>The Statement on Internal Control has been replaced by the Annual Governance Statement and we propose that the Council updates the Statement in accordance with the SoRP requirement.</p> <p>The Council's accounting policies currently do not contain a Revenue recognition policy, which is required to be addressed in line with the SoRP requirements.</p> <p>The notes to the accounts did not identify any related party transactions. Upon further inspection of the arrangements in place the Town Council had a related party transaction with Chiltern District Council, who provided an annual precept totalling £717,520 to the Council. We propose that such a note is included within the notes to the accounts.</p> <p>We are satisfied that the relevant financial information disclosed in the Explanatory Foreword is consistent with the accounts.</p>
Material risks and exposures	<p>Our audit procedures have not identified any significant risks and exposures to the Council, to date, which should be reflected in the accounts.</p> <p>This review will be updated on the date the Council signs the final letter of representation and we sign our audit opinion.</p>
Audit adjustments	<p>We have recommended a number of adjustments to the presentation in the financial statements and associated notes, to ensure that disclosures are in line with the SORP, and to improve clarity.</p>
Unadjusted errors	<p>We have recommended unadjusted errors to the accounts that require reporting to those charged with governance.</p>
Other matters	<p>The overall quality of the Council's working papers to support the 2007-08 accounts was of a satisfactory standard. However, there were minor improvements to the presentation of the accounts that have been made and we would be willing to work with the Council to further improve the presentation of the accounts in future years.</p> <p>We were presented with draft accounts on 17 September 2008. The Council formally approved the draft accounts on 23 June 2008.</p> <p>The appointed day for electors to ask the auditor questions on the accounts this year was 22 December 2008. We received no questions or objections from the public in relation to the accounts. The date the Council selected was almost 3 months after the sign off deadline set by the audit commission of 30 September 2008, which has prevented the financial statements being signed by deadline. The setting of the public audit day should be brought forward next year and the Council should work with the new auditors to improve this situation.</p> <p>There was a delay in obtaining the bank confirmation from Lloyds TSB due to an issue over the bank mandate signatories, which has delayed completion of the audit. This should not be an issue in the following year as the mandates are now updated.</p> <p>We have not identified any matters, that we have not already reported, that require the attention of the Policy and Resources Committee.</p>

Next steps

We will continue to work with the Council to ensure that outstanding finalisation issues are completed in time for the accounts opinion to be formally signed.

Subject to satisfactory resolution of the above issues, we expect to issue an **unqualified opinion** on the Council's accounts.

The Policy and Resources Committee should monitor implementation of the recommendations arising from this report.

3 The VFM conclusion

Introduction

Under the Audit Commission's Code of Audit Practice we are required to reach a conclusion on whether the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources ('VFM conclusion'). In meeting this responsibility we review evidence that is relevant to the Council's corporate performance management and financial management arrangements, which are assessed against twelve criteria specified in the Code of Audit Practice.

Approach to the audit

The use of resources conclusion was first introduced in 2005/06 and provides a formal assessment of how the Authority manages and uses its financial resources. The Use of Resources conclusion for local government bodies comprises an assessment of arrangements for twelve criteria, identified in the Audit Commission's new Code of Practice. For non-best value Town councils, ten out of twelve criteria are relevant. In addition, in recognition of the relatively small scale of the functions carried out, the range of evidence that is required, to give the assessment, is reduced. For an unqualified 'use of resources' conclusion to be provided, the Council needs to achieve the minimum standards for each of the criteria.

The key findings from each of these pieces of work are summarised in this section of the report.

VFM conclusion

We have substantially completed our work on the Council's arrangements for achieving economy, efficiency and effectiveness in its use of resources and we expect to issue an **unqualified VFM conclusion**.

Our conclusions for each of the 12 Code criteria are set out in the following table.

No.	Code area	Arrangements adequate?
1	Setting, reviewing and implementing strategic and operational objectives	Yes
2	Communication with service users and other stakeholders and partners	Yes
3	Management of performance against strategic objectives	Yes
4	Monitoring the quality of published performance information	Yes
5	Maintaining a sound system of internal control	Yes

No.	Code area	Arrangements adequate?
6	Managing significant business risks objectives	Yes
7	Managing and improving value for money	Yes
8	Maintaining a medium-term financial strategy	Yes
9	Ensuring that spending matches available resources	Yes
10	Managing performance against budgets	Yes
11	Managing the asset base	Yes
12	Promoting and ensuring probity and propriety in the conduct of business	Yes

We have undertaken a new use of resources assessment to understand whether adequate arrangements have operated throughout the period to 31 March 2008.

We have reviewed the Council's arrangements in these areas and have concluded that they are adequate in all areas assessed.

Next steps

We will carry out our final review against any emerging findings and will then issue our VFM conclusion with the accounts audit opinion.

A Statement of responsibilities - accounts

The accounts, which comprise the published accounts of the audited body, are an essential means by which it accounts for its stewardship of the resources at its disposal and its financial performance in the use of those resources.

It is the responsibility of the audited body to:

- put in place systems of internal control to ensure the regularity and lawfulness of transactions;
- maintain proper accounting records; and
- prepare accounts that present fairly the financial position of the body and its expenditure and income.

The audited body is also responsible for preparing and publishing with its accounts a statement on internal control.

Auditors audit the accounts and give their opinion, including:

- whether they present fairly the financial position of the audited body and its expenditure and income for the year in question; and
- whether they have been prepared properly in accordance with relevant legislation and applicable accounting standards.

Subject to the concept of materiality, auditors provide reasonable assurance that the accounts:

- are free from material misstatement, whether caused by fraud or other irregularity or error;
- comply with statutory and other applicable requirements; and
- comply with all relevant requirements for accounting presentation and disclosure.

Auditors examine selected transactions and balances on a test basis and assess the significant estimates and judgements made by the audited body in preparing the statements.

Auditors evaluate significant financial systems, and the associated internal controls, for the purpose of giving their opinion on the accounts. Where auditors identify any weaknesses in such systems and controls, they will draw them to the attention of the audited body, but they cannot be expected to identify all weaknesses that may exist.

Auditors review whether the Annual Governance Statement has been presented in accordance with relevant requirements and report if it does not meet these requirements or if it is misleading or inconsistent with other information of which the auditor is aware. In doing so auditors take into account the knowledge of the audited body gained through their work in relation to the audit of the accounts and through their work in relation to the body's arrangements for securing economy, efficiency and effectiveness in the use of its resources.

Auditors are not required to consider whether the statement on internal control covers all risks and controls, nor are auditors required to form an opinion on the effectiveness of the audited body's corporate governance procedures or risk and control procedures.

B Statement of responsibilities - VFM

It is the responsibility of the audited body to put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, and to ensure proper stewardship and governance, and regularly to review the adequacy and effectiveness of them. Such corporate performance management and financial management arrangements form a key part of the system of internal control and comprise the arrangements for:

- establishing strategic and operational objectives;
- determining policy and making decisions;
- ensuring that services meet the needs of users and taxpayers and for engaging with the wider community;
- ensuring compliance with established policies, procedures, laws and regulations;
- identifying, evaluating and managing operational and financial risks and opportunities, including those arising from involvement in partnerships and joint working;
- ensuring compliance with the general duty of best value, where applicable;
- managing its financial and other resources, including arrangements to safeguard the financial standing of the audited body;
- monitoring and reviewing performance, including arrangements to ensure data quality; and
- ensuring that the audited body's affairs are managed in accordance with proper standards of financial conduct, and to prevent and detect fraud and corruption.

The audited body is responsible for reporting on these arrangements as part of its annual statement on internal control.

Auditors have a responsibility to satisfy themselves that the audited body has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

In meeting this responsibility auditors should review and, where appropriate, examine evidence that is relevant to the audited body's corporate performance management and financial management arrangements, as summarised above, and report on these arrangements.

Auditors are responsible for reporting annually their conclusion, having regard to relevant criteria specified by the Audit Commission, as to whether the audited body has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. Auditors report if significant matters have come to their attention that prevent them from concluding that the audited body has put in place proper arrangements. However, auditors are not required to consider whether aspects of the audited body's arrangements for securing economy, efficiency and effectiveness in its use of resources are effective.

In planning their audit work in relation to the arrangements for securing economy, efficiency and effectiveness in the use of resources, auditors consider and assess the relevant significant business risks. These are the significant operational and financial risks to the achievement of the audited body's statutory functions and objectives, which apply to the audited body and are relevant to auditors' responsibilities under the Code, and the arrangements it has put in place to manage these risks. The auditor's assessment of what is significant is a matter of professional judgement and includes consideration of both the quantitative and qualitative aspects of the item or subject matter in question. Auditors discuss their assessment of risk with the audited body.

When assessing risk auditors consider:

- the relevance and significance of the potential business risks faced by all bodies of a particular type;
- other risks that apply specifically to individual audited bodies;
- the audited body's own assessment of the risks it faces; and
- the arrangements put in place by the body to manage and address its risks.

In assessing risks auditors have regard to:

- evidence gained from previous audit work, including the response of the audited body to previous audit work;
- the results of assessments of performance carried out by the Commission;
- the work of other statutory inspectorates; and
- relevant improvement needs, identified in discussion with the Commission or other statutory inspectorates.

Where auditors rely on the reports of statutory inspectorates as evidence relevant to the audited body's corporate performance management and financial management arrangements, the conclusions and judgements in such reports remain the responsibility of the relevant inspectorate or review agency.

In reviewing the audited body's arrangements for its use of resources, it is not part of auditors' functions to question the merits of the policies of the audited body, but auditors may examine the arrangements by which policy decisions are reached and consider the effects of the implementation of policy. It is the responsibility of the audited body to decide whether and how to implement any recommendations made by auditors and, in making any recommendations, auditors should avoid any perception that they have any role in the decision making arrangements of the audited body.

While auditors may review audited bodies' arrangements for securing economy, efficiency and effectiveness in the use of resources, they cannot be relied on to have identified every weakness or every opportunity for improvement. Audited bodies should consider auditors' conclusions and recommendations in their broader operational or other relevant context.

Auditors are not required to report to audited bodies on the accuracy of performance information that the audited bodies publish. Auditors' work is limited to a review of the

systems put in place by the audited body to collect, record and publish the information, in accordance with guidance issued by the Commission.

Audit work in relation to the audited body's arrangements to ensure that its affairs are managed in accordance with proper standards of financial conduct, and to prevent and detect fraud and corruption, does not remove the possibility that breaches of proper standards of financial conduct, or fraud and corruption, have occurred and remained undetected. Nor is it auditors' responsibility to prevent or detect breaches of proper standards of financial conduct, or fraud and corruption, although they will be alert to the possibility and will act promptly if grounds for suspicion come to their notice.

C Action plan

Finding	Recommendation	Priority	Management response	Responsibility and implementation date
The Town Council have in place an Information Technology disaster recovery plan but it is not tested on periodic basis.	The Information Technology disaster recovery plan should be tested on a periodic basis.	L		

D Accounts adjustments agreed

	I&E		Balance sheet	
	Dr £'000	Cr £'000	Dr £'000	Cr £'000
Adjustments affecting reported results				
None.	-	-	-	-
Misclassification adjustments				
The balance sheet did not reflect the true position of the Council's cash and bank position. The Council has an overdraft which should be shown separately on the face of the balance sheet to improve clarity.	-	-	25,647	25,647
Disclosure adjustments				
We have recommended a number of adjustments to the presentation in the financial statements and associated notes, to ensure that disclosures are in line with the SORP, and to improve clarity.	-	-	-	-

E Reports issued

External audit reports issued during the year are listed in the table below.

Report title	Date issued
Annual report to those charged with Governance	June 2009

F Audit fees update

Audit area	Planned fee 2007-08	Actual fee 2007-08
Accounts	6,500	5,650
Use of Resources	3,600	4,200
Total Code of Audit Practice fee	10,100	9,850

Code of Practice audit

As shown in the table above, the 2007-08 actual fee equalled the planned fee.

Non Code work

We have not carried out audit work outside of the Code of Audit Practice audit.



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29th June 2009

Grant Thornton UK LLP
Grant Thornton House
Melton Street
London
NW1 2EP

Dear Sirs

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008

We confirm to the best of our knowledge and belief, and having made appropriate enquiries of other directors and officials of Chesham Town Council (“the Council”), the following representations given to you in connection with your audit of the Council financial statements for the year ended 31 March 2008.

General

We acknowledge our responsibility for preparing financial statements which present fairly the financial position of the Council and for making accurate representations to you.

All the accounting records have been made available to you for the purpose of your audit and all the transactions undertaken by the Council have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all member meetings, have been made available to you.

Going concern

We believe that the Council’s financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the Council’s needs. We believe that as at 29th June 2009 no further disclosures relating to the Council's ability to continue as a going concern need to be made in the financial statements.

Accounting estimates

We acknowledge our responsibilities for making the accounting estimates included in the financial statements. Where it was necessary to choose between estimation techniques that comply with UK GAAP, we selected the estimation technique considered to be the most appropriate to the Council’s particular circumstances for the purpose of giving a true and fair view. Those estimates reflect our judgement based on our knowledge and experience about past and current events and are also based on our assumptions about conditions we expect to exist and courses of action we expect to take. In that regard, adequate provisions have been made:

- a) to reduce debtors to their estimated collectable amounts;
- b) to reduce obsolete, damaged or excess stocks to their estimated net realisable value;
- c) for any impairment losses identified in relation to tangible fixed assets;
- d) for uninsured or unfunded losses attributable to events occurring by 31 March 2008.

Members and other related party disclosures

We confirm that

- a) registers of interests are complete and up to date in respect of members and key officers
- b) guidance has been issued to make members and key officers aware of the requirement to declare all interests relevant to the Council, including interests of families, partners and entities controlled by them
- c) there are no other relationships of which we are aware that require disclosure in the statement of accounts.

Income Recognition

We confirm that income is accounted for by applying the accruals convention so that income is recognised in the period in which services are provided. Where income has been received for a specific activity to be delivered in the following financial year, that income is deferred.

Fraud and error

We acknowledge our responsibility for the implementation and operation of accounting and internal control systems that are designed to prevent and detect fraud and error. In that regard we confirm that we have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

We have disclosed to you all significant facts relating to any frauds or suspected frauds known to us that may have affected the company and any events during the period of which we are aware that involved dishonest or fraudulent conduct or which resulted from a material weakness or breakdown in the accounting records and related internal controls. There have been no frauds or other irregularities involving management or employees who have significant roles in the accounting and control systems and no irregularities involving other employees that could have a material effect on the financial statements.

We have also disclosed to you our knowledge of any allegations of fraud or suspected fraud affecting the financial statements communicated by employees or others.

Law and regulations

We are not aware of any events that involve possible or actual non-compliance with those laws and regulations, which are central to the Council's ability to conduct its business. Neither are we aware of other events that involve possible or actual non-compliance with laws or regulations whose consequences may have a potentially material effect on the financial statements and which therefore should be considered for disclosure or as a basis for recording a loss or provision.

Commitments and Contingent Liabilities

All claims against the Council of which we are aware have been accounted for through provisions or disclosed under contingent liabilities where appropriate.

The Council has complied with all aspects of contractual agreements that could have a material effect on the accounts in the event of non-compliance.

Except as disclosed in the financial statements:

- a) there are no charges or other encumbrances on the Council's assets
- b) there are no significant financing agreements in respect of provision of assets or services

Post balance sheet events

Other than as disclosed in the accounts there have been no events since the balance sheet date, which necessitate revision of the figures included in the financial statements or inclusion of a note thereto. In particular, we have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities. In that regard:

- provision has been made to reflect any impairments in asset values
- the Council has no significant amounts of idle property and equipment.

Effects of uncorrected misstatements identified in the audit

We have considered your Summary of Unadjusted Misstatements, as reported under ISA260 and which is attached as an Appendix to this letter, and your request that these misstatements should be adjusted in the financial statements.

Approval

The approval of this letter of representation was minuted by the Policy and Resources Committee at its meeting on 29th June 2009 .

Signed on behalf of the Council

Name Name

Position Position

Date Date

STATEMENT OF CORPORATE GOVERNANCE – MARCH 2008

1. Scope of Responsibility

1. Chesham Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

1.2 The Council is exempt from the duty under the Local Government Act, 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

1.3 In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs and for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions and which includes arrangements for the management of risk. The Statement of Recommended Practice (SORP) 2007 allows Councils to produce a wider ranging statement than the statement on internal control to include Governance.

1.4 This Statement explains how the Council has complied with the requirements of Regulation 4 of the Accounts and Audit Regulations, 2003 in relation to the publication of an Annual Governance Statement.

2. The Purpose of the Governance Framework

2.1 The governance framework comprises the systems and processes for the direction and control of the council and its activities through which it accounts to and engages with the community.

2.2 The governance framework has been in place at the Council for the year ended 31 March 2008 and up to the date of approval of this new statement.

2.3 The publication of this new annual governance Statement confirms that Chesham Town Council has undertaken a review of governance arrangements, and will continue to undertake reviews on an on-going basis, in order to satisfy itself that all appropriate processes and procedures are put in place.

3. Purpose of the System of Internal Control

3.1 The system of internal control is a significant part of the governance framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives but aims to identify and prioritise risks and the likelihood of them being realised and the impact thereof and to manage them efficiently, effectively and economically.

3.2 A system of internal control has been in place at Chesham Town Council for the year ended 31st March 2008. The new Statement is required both to update the internal control measures and also to comply with the duty imposed by Regulation 4 of the Accounts and Audit Regulations, 2003 which requires the Council to establish proper practices for the annual publication of a Governance Statement.

4. The Governance Environment

4.1 Governance mechanisms are in place for the following purposes:-

Focusing on the purpose of the Council and establishing and monitoring the achievement of the Council's objectives and assessing performance

Facilitating policy and decision making

Ensuring compliance with established policies, procedures, laws and

regulations

Embedding risk management as an activity of the Council, including how leadership is given to the risk management process, and how staff are trained or equipped to manage risk in a way appropriate to the Council and their duties

Ensuring economic, effective and efficient use of resources

Seeking to ensure that continuous improvement occurs in the way the Council exercises its functions

Ensuring Value for Money - the Council is constantly seeking to ensure that its resources are used economically, effectively and efficiently

Utilises staff and management innovations to help drive improvements

Members and officers working together to achieve a common purpose with clearly defined functions and roles

Continuing improvement in the way in which its functions are exercised having regard to a combination of economy efficiency and effectiveness as required when seeking to achieve best value

Promoting values for the Council and demonstrating the values of good governance through upholding high standards of conduct and behaviour. The behaviour of councillors in particular is regulated through a Code of Conduct (approved by Parliament). In addition, the District Council has the duty of maintaining high standards of conduct in public office through its Monitoring Officer and Standards Committee roles

Ensuring employees comply with Council policies on conduct and behaviour, including bullying and harassment; drugs and alcohol and dignity at work.

The Council issues a Staff Handbook to each member of staff.

Ensuring policy and decision making are facilitated by a clear framework of delegation set out in the Policy Document and Standing Orders. This provides for delegation to officers but within a policy framework laid down by the Council, and with the more significant decisions being taken by Committees.

Ensuring the financial management of the Authority and reporting on financial management and in particular integrating the following financial management principles within the system of internal control:

Compliance with Standing Orders for Contracts

Compliance with budgetary procedure requirements

Segregation of financial responsibilities

Management supervision

Accountability of staff as budget holders

Development and maintenance of systems by Managers

Monitoring of budgets for over and under-spends.

Regular periodic reviews and financial reports

Regular reports showing actual expenditure and income against forecasts for reporting on and reviewing financial performance

Clearly defined budget setting and capital expenditure guidelines

Regular monitoring of reserves/balances

Compliance with formal project management disciplines

Compliance with risk management procedures

A robust approach to insurance and claims management.

4.2 Risk Management and Internal Audit:

One of the key aspects of the internal control environment is the management of risk. Every project must carry out a risk assessment and financial effects statement. The Council has adopted a reserves policy which is designed to ensure that its reserves are adequate to meet its ongoing commitments, respond to any need for emergency or unplanned expenditure and to discharge obligations to staff and suppliers.

The Internal Auditor reports to the Council's Responsible Finance Officer (RFO), who in the case of Chesham Town Council, is the Finance and Contracts Manager.

The Council has a robust health and safety policy, which includes the carrying out of risk assessments and provides an ongoing training programme.

The Council also retains the services of an independent internal auditor who works to an agreed annual programme, which is regularly reported to the Policy and Resources Committee.

5. Review of Effectiveness

5.1 The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control.

5.2 The review of effectiveness is guided by the work of the Town Clerk/RFO, and appointed Managers. The Town Clerk/RFO has responsibility for reviewing the effectiveness of the development and maintenance of the governance environment. The Council is also equally guided by the work of its independent Internal Auditor and comments made by its external auditors Grant Thornton (UK) LLP.

5.3 The process agreed by the Council which is applied in maintaining and reviewing the effectiveness of governance arrangements, including the system of internal control includes:-

Reporting to each Council meeting on financial transactions allowing scrutiny of the payments of creditors.

The Policy and Resources Committee receives the internal and external audit reports, although copies of these are given to all nineteen Councillors.

Reporting on any issues relating to best value to ensure use of resources in an economical, effective and efficient way.

Approval through the relevant Standing Committees of budget plans, the subsequent collation of comments for policy guidance at the Town Council meeting on the setting of the budget and any Precept requirements for the following year.

Responsibility through the Policy and Resources Committee for receiving regular reports on work in progress and to be programmed for the future on internal audit and external audit functions.

Where any recommendations are made either by the Internal Auditor or the Audit Commission suggesting improvements to the effectiveness of the systems of governance and internal control, a plan of action will be agreed with the Town Clerk/RFO within a reasonable period to address weaknesses and to ensure agreed action is undertaken.

5.5 Having implemented risk management as part of their corporate governance arrangements the Council will continue during 2008/9 to develop these risk management arrangements to ensure they are sufficiently embedded and effective.

5.6 The Council will also co-operate during 2008/9 with any internal or external audit work and will address any weaknesses and also consider implementation of any recommendations which may affect improvements within these areas of activity.

6. Significant Governance Issues

6.1 Should the Council receive either from their independent Internal Auditor or from their external auditors, the Audit Commission, or any other agency a report on any matter which is considered to be one of significant corporate governance and/or internal control, such matters will be reported to and will be personally investigated

by the Town Clerk who will submit a report to the Policy and Resources Committee as soon as practicable on the implications thereof to seek guidance and instruction on any action to be taken.

7. Approval of Statement

7.1 This statement was recommended for approval at a meeting of the Policy and Resources Committee held on 29th June, 2009 when authority was granted for the Town Mayor and Town Clerk to sign.

Town Mayor

Town Clerk

On behalf of Chesham Town Council

AGENDA ITEM No: 12 - FINANCIAL REPORT - OUTTURN 2008/2009

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. Summary of outturn for 2008/09.

Background Information

2. The revised budget was agreed by this Committee at its meeting on 15th December 2008 and is detailed below.

Financial Implications

3. As outlined within the report.

Detailed Consideration

4. A simple summary of the outturn for 2008/09 against the **revised budget** is detailed below. The actual cost centre outturn 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 capital or renewal and repairs charges.
5. A simple summary of the outturn for 2008/2009 against the revised budget is detailed below:

	2008/09 Actual	2008/09 Revised Estimate	2008/09 Original Estimate
COST CENTRE	£	£	£
Central Support Services – recharged	NIL	NIL	
Civic Activities	10,348	11,365	
CCTV	-120	0	
Cemetery	61,828	64,495	
Closed Churchyard	2,555	2,450	
Interest	-30,091	-30,105	
Housing	-8,660	-8,045	
Corporate Management	89,381	97,735	
Democratic Management	74,197	74,755	
Section 137 Expenses	9,106	7,630	
Moor Multi-sport	70,431	83,403	
Codmore Football	7,366	7,105	
Marston Football	2,260	1,335	
Community College	1,368	1,717	
Amenities	30,864	37,285	
Open Spaces	81,813	99,560	

Lowndes Park Toilets	15,356	16,620	
Agency Work	-8,326	-7195	
Skatepark Noise Abatement	2,690	2,740	
Park	55,538	61,050	
Works Depot – recharged	NIL	NIL	
Getting Closer to Communities	0	0	
The Elgiva	121,972	129,615	
Temperance Hall	-100	-100	
Town Hall	25,675	30,260	
Allotments	9,911	9,950	
Town Centre Revitalisation	25,580	35,205	
TOTAL	650,942	728,830	726,689*

* Includes £19,424 carried over from 2007/8

6. The above figures show an improvement of £77,888 against the revised budget (£75,747 against the original budget) due to:

(i) <u>Works Carried Over:</u>		£
Central Support Service	Property Hire	500
Housing	Electrical test	500
Corporate Management	Professional fees-Land registry	550
Chesham Moor Swim &Gym Solar Panel Project (Balance)		2,358
Amenities	Dog bin replacements	4,223
	Tree Works	592
Community College	Rugby Club Grant (final instalment)	349
Parks and Open Spaces	Contractors	4,763
	Electrical test	250
	Knotweed Control	5,000
	New Initiatives (signs)	815
Codmore	Pavilion electrical test	250
Works Depot	Wall / Road Repairs	6,400
Town Centre Revitalisation	Christmas Lighting	3,380
	Compulsory Purchase Contribution	1,000
	On going Projects	<u>2,665</u>
TOTAL TO BE CARRIED FORWARD TO 2009/10		<u>33,595</u>

£

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

Central Admin	Staff training/courses/appointments, professional fees and postage	5,461
Chesham Cemetery	Change in memorial safety testing and higher income	2,667
Corporate Management	Lower audit fees and bank charges	7,804
Chesham Moor Swim & Gym	Deferred replacement of gym equipment and improved gym income	10,614
Works Depot	Staff wages/training and lower fuel costs	5,943
Elgiva	Staff wages/training, insurance and improved income	7,643
Town Hall	Lower maintenance costs	4,585
Various	Sundry	<u>(424)</u>
TOTAL SAVINGS		44,293

7. The net improvement of £44,293 is added to the General Fund balance and can be used for assisting future projects, next year's precept or projects on the prioritised schemes, subject to further reports.
8. The Statutory Final Accounts for the year ended 31st March 2009 showed a net decrease in the General Fund Balance of £3,444. The revised estimates for the year agreed by the Council forecast a decrease of £77,872 making an overall improvement of £74,428.
9. The list of prioritised schemes yet to be funded is **attached** for Members' information.
10. The Renewal and Repairs Programmes is **attached**. Schemes not completed in 2008/2009 will be carried over into 2009/2010
11. A possible future precept table was reported to the Policy and Resources Committee in December. A similar table is reproduced below for the purposes of information. **However it should be noted that the Council has consistently come in under budget over the last four years as detailed below and may well do so in the future but not to the same levels:**

	2005/6	2006/7	2007/8	2008/9
	£	£	£	£
TOTAL SAVINGS	<u>62,760</u>	<u>35,447</u>	<u>57,341</u>	<u>44,293</u>

	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £
Total per summary	737,080	737,080	737,080	737,080	737,080
Add: Inflationary Increase	-	14,740	29,775	45,115	60,760
Annual salary increments (subject to future appraisals)	-	15,000	30,000	45,000	50,000
Renewal & Repairs contribution	111,615	113,850	116,130	118,450	120,820
TOTAL	848,695	880,670	912,985	945,645	968,660
LESS USE OF RESERVES	59,545	75,737	91,953	108,193	114,460
PRECEPT	789,150	804,933	821,032	837,452	854,200
Precept Percentage Increase		2%	2%	2%	2%
General Reserve Balance (end of year)	270,906	195,169	103,216	(4,977)	(119,437)

Notes:

1. The General Fund Balance shown is after allowing for the items carried over from 2008/9 as per report item 6 (i) above-£33,595
 2. The above table assumes an average annual inflation rate of 2% for 2010/11 and there after.
12. It can be seen from the above that the general fund balance becomes overdrawn by 2012/13, whereas a minimum balance of around £150,000 is required. This balance is required to maintain the Council's cash flow until the first precept instalment is received in May each year and to act as a contingency for any unforeseen expenditure.

13. The Council has 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. The next meeting of this working group is to be held on the 6th July 2009. The same Councillors are also investigating possible solutions including the setting up of sole custodian trusts to run certain Council services with a view to saving on the non domestic council tax on The Elgiva, Town Hall and Moor Swimming Pool & Gym . The Council is also looking at the possibility of taking on the Chesham Market management directly as opposed to the monitoring currently undertaken.
14. 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 Renewal & Repairs and Capital Schemes not completed in 2008/2009 be carried over to 2009/10 together with the other items identified in the report.

Budget Summary - By Centre

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

Note :

	<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	3,175	3,904	0	0	0	0	1,052	0	0	0	0
	Total Income	3,175	3,903	0	0	0	0	1,051	0	0	0	0
	101	Net Expenditure	0	0	0	0	0	0	0	0	0	0
102	<u>CIVIC ACTIVITIES</u>											
	OverHead Expenditure	8,635	9,068	10,880	0	0	10,880	10,348	0	11,365	10,805	0
	Total Income	0	0	0	0	0	0	0	0	0	500	0
	102	Net Expenditure	8,635	9,068	10,880	0	0	10,880	10,348	0	11,365	10,305
103	<u>C C T V</u>											
	OverHead Expenditure	0	233	0	0	0	0	140	0	260	260	0
	Total Income	0	260	0	0	0	0	260	0	260	260	0
	103	Net Expenditure	0	-27	0	0	0	-120	0	0	0	0
104	<u>CHESHAM CEMETERY</u>											
	OverHead Expenditure	56,695	49,827	57,625	473	0	58,098	69,504	0	70,650	76,280	0
	Total Income	10,455	7,410	9,230	0	0	9,230	7,676	0	6,155	6,465	0
	104	Net Expenditure	46,240	42,417	48,395	473	0	48,868	61,828	0	64,495	69,815

Continued on Page 2

Budget Summary - By Centre

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

Note :

	<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	2,640	2,081	2,520	0	0	2,520	2,555	0	2,450	1,865	0	
	105	Net Expenditure	2,640	2,081	2,520	0	0	2,520	2,555	0	2,450	1,865	0
106	<u>INTEREST INCOME</u>												
	Total Income	25,000	41,745	30,000	0	0	30,000	30,091	0	30,105	30,105	0	
	106	Net Expenditure	-25,000	-41,745	-30,000	0	0	-30,000	-30,091	0	-30,105	-30,105	0
107	<u>HOUSING</u>												
	OverHead Expenditure	2,245	1,733	1,785	500	0	2,285	1,683	0	2,300	1,865	0	
	Total Income	10,195	9,923	10,325	0	0	10,325	10,343	0	10,345	10,710	0	
	107	Net Expenditure	-7,950	-8,190	-8,540	500	0	-8,040	-8,660	0	-8,045	-8,845	0
108	<u>CORPORATE MANAGEMENT</u>												
	OverHead Expenditure	97,000	89,873	99,360	550	0	99,910	89,381	0	97,735	107,775	0	
	Total Income	30,000	30,000	0	0	0	0	0	0	0	0	0	
	108	Net Expenditure	67,000	59,873	99,360	550	0	99,910	89,381	0	97,735	107,775	0
109	<u>DEMOCRATIC MANAGEMENT</u>												
	OverHead Expenditure	80,325	63,377	76,010	0	0	76,010	74,197	0	74,755	75,585	0	
	109	Net Expenditure	80,325	63,377	76,010	0	0	76,010	74,197	0	74,755	75,585	0

Continued on Page 3

Budget Summary - By Centre

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

Note :

	<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	<u>SECTION 137 EXPENDITURE</u>											
OverHead Expenditure	10,225	6,886	7,270	0	0	7,270	10,229	0	9,450	7,900	0	
Total Income	0	0	0	0	0	0	1,124	0	1,820	0	0	
117 Net Expenditure	10,225	6,886	7,270	0	0	7,270	9,106	0	7,630	7,900	0	
201	<u>CHESHAM MOOR GYM & SWIM</u>											
OverHead Expenditure	59,155	216,644	196,710	0	0	196,710	197,068	0	203,180	210,835	0	
Direct Expenditure	0	2,791	4,500	0	0	4,500	4,970	0	3,860	3,995	0	
Total Income	18,875	134,299	135,115	0	0	135,115	131,606	0	123,637	132,805	0	
201 Net Expenditure	40,280	85,137	66,095	0	0	66,095	70,431	0	83,403	82,025	0	
202	<u>CODMORE FOOTBALL</u>											
OverHead Expenditure	9,470	9,547	9,300	250	0	9,550	9,298	0	9,355	10,595	0	
Total Income	1,820	2,572	1,955	0	0	1,955	1,931	0	2,250	2,310	0	
202 Net Expenditure	7,650	6,975	7,345	250	0	7,595	7,366	0	7,105	8,285	0	
203	<u>MARSTON FOOTBALL</u>											
OverHead Expenditure	0	2,843	11,635	0	0	11,635	2,965	0	1,710	12,105	0	
Total Income	0	466	395	0	0	395	705	0	375	785	0	
203 Net Expenditure	0	2,377	11,240	0	0	11,240	2,260	0	1,335	11,320	0	

Continued on Page 4

Budget Summary - By Centre

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

Note :

	<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	4,500	3,425	1,030	687	0	1,717	1,368	0	1,717	0	0	
	Total Income	0	328	0	0	0	0	0	0	0	0	0	
	204	Net Expenditure	4,500	3,097	1,030	687	0	1,717	1,368	0	1,717	0	0
206	<u>AMENITIES</u>												
	OverHead Expenditure	36,790	34,613	38,040	1,000	0	39,040	31,904	0	38,035	41,175	0	
	Total Income	1,020	1,603	1,050	0	0	1,050	1,040	0	750	1,080	0	
	206	Net Expenditure	35,770	33,010	36,990	1,000	0	37,990	30,864	0	37,285	40,095	0
207	<u>OPEN SPACES</u>												
	OverHead Expenditure	145,555	155,683	83,270	6,707	0	89,977	94,169	0	112,015	85,945	0	
	Total Income	3,675	39,337	2,630	0	0	2,630	12,356	0	12,455	2,485	0	
	207	Net Expenditure	141,880	116,345	80,640	6,707	0	87,347	81,813	0	99,560	83,460	0
208	<u>LOWNDES PARK TOILETS</u>												
	OverHead Expenditure	15,380	14,653	16,760	0	0	16,760	15,356	0	16,620	16,895	0	
	208	Net Expenditure	15,380	14,653	16,760	0	0	16,760	15,356	0	16,620	16,895	0
209	<u>AGENCY WORK</u>												
	OverHead Expenditure	2,820	2,585	1,965	0	0	1,965	1,245	0	2,260	2,320	0	

Continued on Page 5

Budget Summary - By Centre

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

Note :

	<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	4,475	4,622	4,805	0	0	4,805	9,571	0	9,455	12,975	0
209 Net Expenditure	-1,655	-2,037	-2,840	0	0	-2,840	-8,326	0	-7,195	-10,655	0
210 SKATEPARK NOISE ABATEMENT											
OverHead Expenditure	2,740	2,611	2,925	0	0	2,925	2,690	0	2,740	2,930	0
210 Net Expenditure	2,740	2,611	2,925	0	0	2,925	2,690	0	2,740	2,930	0
211 PARK											
OverHead Expenditure	0	17,235	68,685	3,200	0	71,885	55,538	0	61,050	63,800	0
211 Net Expenditure	0	17,235	68,685	3,200	0	71,885	55,538	0	61,050	63,800	0
218 WORKS DEPOT											
OverHead Expenditure	140	133	140	0	0	140	1,149	0	140	145	0
Total Income	140	133	140	0	0	140	1,149	0	140	145	0
218 Net Expenditure	0	0	0	0	0	0	0	0	0	0	0
301 THE ELGIVA											
OverHead Expenditure	448,370	468,989	487,160	0	0	487,160	483,852	0	489,540	505,890	0
Direct Expenditure	31,510	32,083	30,750	0	0	30,750	33,351	0	33,025	34,515	0
Total Income	344,690	380,698	382,720	0	0	382,720	395,230	0	392,950	403,095	0
301 Net Expenditure	135,190	120,374	135,190	0	0	135,190	121,972	0	129,615	137,310	0

Continued on Page 6

Budget Summary - By Centre

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

Note :

	<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	74,115	65,222	69,250	0	0	69,250	71,101	0	74,515	70,850	0	
Total Income	41,710	43,435	38,095	0	0	38,095	45,426	0	44,255	45,265	0	
304	Net Expenditure	32,405	21,787	31,155	0	0	31,155	25,675	0	30,260	25,585	0
401	<u>ASHERIDGE ROAD ALLOTMENTS</u>											
OverHead Expenditure	2,900	2,829	3,240	0	0	3,240	2,475	0	3,790	4,420	0	
Total Income	500	493	500	0	0	500	492	0	500	515	0	
401	Net Expenditure	2,400	2,336	2,740	0	0	2,740	1,982	0	3,290	3,905	0
402	<u>CAMERON ROAD ALLOTMENTS</u>											
OverHead Expenditure	14,810	10,627	16,035	0	0	16,035	9,993	0	8,680	9,910	0	
Total Income	2,120	2,192	2,120	0	0	2,120	2,259	0	2,115	2,175	0	
402	Net Expenditure	12,690	8,435	13,915	0	0	13,915	7,734	0	6,565	7,735	0

Continued on Page 7

Budget Summary - By Centre

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

Note :

	<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	250	152	410	0	0	410	252	0	150	160	0
Total Income	55	56	55	0	0	55	57	0	55	55	0
403 Net Expenditure	195	96	355	0	0	355	195	0	95	105	0
503	<u>TOWN CENTRE REVITAL.</u>										
OverHead Expenditure	32,100	34,121	29,830	6,057	0	35,887	26,309	0	35,785	30,695	0
Total Income	575	8,942	585	0	0	585	728	0	580	605	0
503 Net Expenditure	31,525	25,179	29,245	6,057	0	35,302	25,580	0	35,205	30,090	0
504	<u>GC2C</u>										
OverHead Expenditure	6,955	4,774	5,000	0	0	5,000	5,781	0	5,700	6,555	0
Total Income	7,000	4,774	5,000	0	0	5,000	5,781	0	5,700	6,555	0
504 Net Expenditure	-45	0	0	0	0	0	0	0	0	0	0
Total Budget Expenditure	1,148,500	1,308,540	1,332,085	19,424	0	1,351,509	1,309,919	0	1,372,832	1,396,070	0
Income	505,580	717,291	624,820	0	0	624,820	658,979	0	644,002	658,990	0
Net Expenditure	642,920	591,249	707,265	19,424	0	726,689	650,940	0	728,830	737,080	0

UPDATED REVISED PRIORITISED SCHEMES 2009/10

	CATEGORY	£
<i>No provision has been made for the following:</i>		
Disabled Access:		
Allotments Asheridge Road – path and raised bed	1	1,500
Allotments car parking	1	?
Various sites e.g. Cemetery Chapel	2	2,000
Other Schemes		
Town Centre –8 additional hanging baskets Market Sq.	1	1,000
Lowndes Park-Marquee for bands	1	400
Impress the Chess	1	?
Allotments – Water pipes	1	1,000
Allotments Terracing	1	2,000
Allotments Security	1	Provision for hedge included within budgets
Allotments toilets (mobile)	1	£250 s/h toilet
Community Vision	1	?
Moor-Reinforced Posts	1	£5,000 provision included within budgets
Moor Hardstanding - levelling	2	
Signage/Notice Boards-Station Rd., Allotment, Park	2	Included within budgets
Skottowes Pond desilt/reline	2	?
Depot drive-second phase	2	Included within budgets
Land mapping software/equipment	2	2,000
Cemetery Best Value Service Review/computerisation	2	2,000
Elgiva-window blinds	2	?
Elgiva-additional table and chairs	2	3,000
Elgiva-External Lighting	2	?
Elgiva-air conditioning auditorium	2	?
Town Hall -air conditioning (chamber)	2	8,000
Town Hall –air conditioning (offices)	2	6,500
Town Hall- air conditioning (Lowndes Suite)	2	4,500
Fencing Co-op Field	2	1,000
Vehicle Activated Sign	2	3,800
Cemetery Chapel-heating and non urgent repairs	2	10,000
Lowndes Park-concrete path top entrance	2	3,500
Allotments – 3 wooden shelters	3	600
Town Hall Open Day	3	500
Co-op Field – additional play equipment	3	Under review
War Memorial – replace low hedge with wall	3	1,000
New cemetery site		?
Skatepark –Willow acoustic bund £15,000		Youth Council project
Town Hall- alterations to front desk		?
Extension to The Elgiva		?
<i>Category 1 = Recommended</i>		
<i>Category 2 = Desirable</i>		
<i>Category 3 = Optional</i>		

Policy & Resources 15/12/08.

Budget Detail - By Centre

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

Note :

	<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	0	0	0	0	0	181	0	0	0	0
4801 ELGIVA MAINTENANCE (301)	21,800	18,813	20,000	3,000	0	23,000	8,965	0	23,000	20,000	0
4802 TOWN HALL MAINT (304)	10,937	0	20,000	11,000	0	31,000	8,938	0	10,000	15,000	0
4805 FENCING (402)	500	0	500	500	0	1,000	0	0	0	500	0
4806 DEPOT MAIN BUILDING (218)	3,395	0	4,000	0	0	4,000	2,896	0	4,000	6,500	0
4807 CODMORE CAR PARK (202)	5,000	0	15,000	0	0	15,000	14,902	0	15,000	0	0
4812 SWING REPLACEMENT (206)	4,000	0	5,000	4,000	0	9,000	0	0	0	0	0
4815 CHRISTMAS LIGHTS (503)	4,000	0	12,000	0	0	12,000	0	0	12,000	2,000	0
4821 BUS SHELTERS (206)	3	0	0	0	0	0	0	0	0	0	0
4822 MOOR HARDSTANDING (207)	500	0	3,500	500	0	4,000	0	0	0	5,000	0
4827 COMP/OFFICE EQUIP (101)	3,139	5,730	3,500	0	0	3,500	1,697	0	5,500	5,000	0
4829 LITTER BINS (206)	2,999	2,982	3,100	0	0	3,100	0	0	3,100	1,500	0
4830 PLAY EQUIPMENT (206)	22,760	8,224	48,000	31,000	0	79,000	0	0	40,000	40,000	0
4831 VEHICLES & EQUIPMENT (218)	5,700	1,995	3,500	0	0	3,500	3,031	0	3,500	9,200	0
4832 PATHS (207)	5,500	0	35,500	0	0	35,500	4,782	0	35,500	0	0
4833 MARSTON PAVILION (203)	17,244	338	0	17,000	0	17,000	4,974	0	17,000	300,000	0
4834 SEATS (104/206)	1,500	151	1,500	1,300	0	2,800	0	0	2,800	1,500	0
4835 CODMORE PAVILION (202)	3,562	2,380	2,000	500	0	2,500	1,840	0	2,500	0	0
4836 NOTICE BOARDS (402)	1,971	0	1,970	0	0	1,970	0	0	1,970	1,000	0

Continued on Page 2

Budget Detail - By Centre

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

Note :

	<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
4837 PARKS FENCING (207)	6,015	164	8,500	0	0	8,500	800	0	1,000	0	0
4838 PLAY EQUIP FENCING (206)	13,789	41	6,000	13,700	0	19,700	56	0	0	0	0
4841 CEMETERY LODGES (107)	5,000	0	5,000	0	0	5,000	0	0	0	0	0
4842 CEMETERY WALLS/HEARSE HSE	6,854	0	7,000	7,000	0	14,000	6,142	0	11,000	7,000	0
4843 ST MARY'S WALLS (105)	5,000	0	5,000	0	0	5,000	0	0	0	5,000	0
4844 CEMETERY CHAPEL (104)	6,197	0	6,200	0	0	6,200	0	0	300	6,500	0
4847 CEMETERY PATHS (104)	2,000	0	5,000	0	0	5,000	1,800	0	0	0	0
4848 WAR MEMORIAL (206)	300	331	0	0	0	0	0	0	0	700	0
4850 POOL (201)	0	10,537	10,000	0	0	10,000	7,068	0	25,000	10,000	0
4851 MULTI-COURTS (201)	0	0	50,000	0	0	50,000	45,750	0	50,000	0	0
4852 MOOR MARSH (207)	0	0	5,000	0	0	5,000	0	0	5,000	0	0
4853 CEMETERY HEARSE HOUSE (104)	0	0	0	0	0	0	289	0	0	0	0
4861 ELGIVA BOOKING SYS (301)	0	0	0	0	0	0	16,800	0	21,700	0	0
4900 TFR FR RENEWALS FUND	-159,665	-51,685	-286,770	-89,500	0	-376,270	-130,910	0	-289,870	-436,400	0
4901 TFR TO RENEWALS FUND	96,000	96,000	107,840	0	0	107,840	107,840	0	107,840	111,615	0
OverHead Expenditure	96,000	96,000	107,840	0	0	107,840	107,840	0	107,840	111,615	0
100 Net Expenditure	96,000	96,000	107,840	0	0	107,840	107,840	0	107,840	111,615	0
Total Budget Expenditure	96,000	96,000	107,840	0	0	107,840	107,840	0	107,840	111,615	0
Income	0	0	0	0	0	0	0	0	0	0	0
Net Expenditure	96,000	96,000	107,840	0	0	107,840	107,840	0	107,840	111,615	0

AGENDA ITEM NO : 13 ENERGY CONTRACTS

Reporting Officer: Steve Pearson (01494 583825)

Summary

1. To consider the renewal of the Council's energy contracts.

Background Information

2. The Council's main electricity and gas contracts come to an end at the end of September and October this year. The main contracts (The Town Hall, The Elgiva and Chesham Moor Swim & Gym) are 'piggy backed' onto the Buckinghamshire County Council contract; the smaller ones like Codmore Pavilion are dealt with independently.

Financial Implications

As outlined within the report.

Strategic Objectives

Non applicable

Detailed Consideration

5. A notification from the Buckinghamshire County Councils procurement section has been received (copy **attached**). The response date has been put back to 30th June to allow this Committee to consider a response.
6. The Committee will need to decide if it wants to continue to be included within the County Council's procurement contract or make alternative arrangements. The County Council is going to use the Local Authority Energy Purchasing Group (LASER) which is a trading arm of Kent County Council. It is a group of local authorities which combine buying power to get the best possible price for gas, oil and electricity. Set up by Kent County Council ten years ago it is now the largest local authority energy buyer in the UK and involves 80 local authorities including borough, district and county councils, most of the London boroughs, universities, Transport for London and the London Underground.
7. Using this organisation not only saves on this Council's officer time and administration but being such a large player should ensure it receives competitive prices although there is no guarantee that this could not be bettered.
8. Unfortunately the commitment has to be made without the knowledge of the prices on offer but the current electricity supplier has quoted increases of around 10% on the standing charge, 32% on normal units and 53% on night units for the Elgiva. This averages to an increase of 36%. LASER's expectation is that we can expect an increase of around 30%. Based on the Elgiva this would mean a saving of around £500 but the LASER price could change.

Recommendation

That the main electricity and gas contracts continue to be included within the Buckinghamshire County Council contract.

Bill Richards
Town Clerk