



# Chesham

## TOWN COUNCIL

**Chesham Town Hall  
Baines Walk, Chesham, Bucks, HP5 1DS**

Chief Executive  
Tony Marmo  
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Tuesday 6 June 2023

Dear Councillor,

I hereby give you notice of a **Meeting of the CORPORATE SERVICES COMMITTEE** to be held in the Council Chamber, Town Hall, Chesham, on **MONDAY 12 JUNE 2023 at 7.30pm:**

### Agenda

1. Apologies for absence
2. Declarations of interests
3. Minutes of previous meetings:-
  - a. Finance meeting 10<sup>th</sup> May 2023
  - b. Extraordinary Corporate Services Committee 31<sup>st</sup> May 2023
4. Action Tracker
5. Draft Terms of Reference
6. Year End Financial Position 2022-2023
7. Extraordinary Corporate Services Committee meeting on 17<sup>th</sup> July
8. Update on CEO & Interim Recruitment

Yours sincerely,

Tony Marmo  
Chief Executive Officer

Cllr Alan Bacon  
Cllr Joseph Baum (Chair)  
Cllr Simon Booth  
Cllr Majid Ditta  
Cllr Mohammed Fayyaz

Cllr Justine Fulford  
Cllr Francis Holly  
Cllr Chasey Hood  
Cllr Rachael Matthews

**The agenda will be circulated to all members of the Council**  
**THE MEETING IS OPEN TO THE PUBLIC**

**CHESHAM TOWN COUNCIL**  
**MINUTES of the meeting of the FINANCE COMMITTEE**

held on 10 May 2023

**Councillors on Finance Committee in attendance:**

|                                |                          |
|--------------------------------|--------------------------|
| Councillor Wilford Augustus    | Councillor Francis Holly |
| Councillor Simon Booth (Chair) | Councillor Chasey Hood   |
| Councillor Mohammad Fayyaz     | Councillor Fred Wilson   |

**In attendance:**

|                    |   |
|--------------------|---|
| Tony Marmo         | Chief Executive Officer                     |
| Danny Essex        | Head of Operational Services                |
| Ashley Myers       | Head of Corporate Services                  |
| Kathryn Graves     | Community, Economy & Environment<br>Manager |
| Georgina Fernandez | Democratic Services Officer                 |

**62. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Bacon and Baum. Councillor Hayyat was absent. These were noted and accepted by members.

**63. DECLARATIONS OF INTEREST**

There were none.

**64. TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING HELD ON THE 20<sup>th</sup> MARCH 2023**

The minutes of the previous meeting were noted and approved.

**65. FINANCE COMMITTEE ACTION TRACKER**

The Chief Executive Officer updated members on rental possibilities for the Lowndes Room advising that a third party was found and keen to commit, but pulled out following negative comments on social media. The Chief Executive Officer confirmed that other options were being pursued to present to Council at the next meeting on June 19 2023.

The Committee noted the progress being made on the action tracker.

**66. PROPERTY & ASSETS WORKING GROUP**

The Head of Operational Services presented a report to inform the Finance committee of the outcome of the first Property and Assets Working group meeting and requested that funds be made available for condition surveys to be completed on all the property owned by Chesham Town Council.

It was proposed that a suitably qualified Building Surveyor be commissioned to undertake a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis and condition survey for each building or land owned by the Council. The estimated cost of this work is £17,500 which would need to be funded from reserves (The Chief Executive Officer confirmed that £17,500 was an estimate at this stage and that specialist surveys may also be required, but that officers would try and make it work within the agreed budget). The effect of agreeing this payment from reserves, on the Council's general reserve, was presented as Appendix 3.

Councillor Holly was in support of this going forward. Councillor Booth asked what the likely impact would be on reserves, whilst being very aware that operationally this work is very overdue. He also asked if there were any earmarked projects unlikely to be completed. The Chief Executive Officer referred members to the reserves summary for 2023/24 of £715,303 pointing out that this figure is not confirmed at this stage. If all earmarked projects are completed - most are on track with perhaps the exception of Lords Mill and Lowndes and it is agreed to spend the additional monies, this will take us close to the acceptable limit of reserves (25% is the minimum reserve limit). Currently we also have structural surveys being carried out on the Elgiva roof and The Clock Tower so additional expenditure may be required for these.

Councillor Fayyaz thought it worrying that we may need to use further reserves if these two items become large projects.

Councillor Wilson said he was comfortable with the finances and the expenditure of £17,500 for a qualified building surveyor, as potentially he said it was income protection as we would have a better understanding of where our assets sit and the state they are in. Councillor Booth agreed it was an enabler to understand what to do with our assets.

The Head of Operational Services confirmed that not a day goes by without operational maintenance issues. We currently do not know what problems lie ahead, and will not until we have completed these condition surveys.

**RESOLVED:**

- i) **Members approved the use of £17,500 of the Council's general reserves to fund condition surveys for each building or land owned by the Council, by a suitably qualified Building Surveyor.**

**67. LED LIGHTS TENDER**

The Community, Economy & Environment Manager presented a report to notify members of progress with the installation of LED lights in the auditorium at The Elgiva. It was confirmed that the tender process had taken place with three bids received. The project has been awarded to the winning bidder with the approval of the Chair of the Finance committee. The lights will be installed in August of this year at a total cost of £77,511, a saving against the original budget of £25,489.

**RESOLVED:**

- i) **Members noted the approval of the award of the contract for LED installation in The Elgiva Theatre auditorium to AC Special Projects, by the Chair of the Finance Committee.**

**68. ELGIVA BOILERS**

The Head of Operational Services provided members with the current position on the hot water and heating systems at The Elgiva, confirming that both need replacing as they are the original systems installed, beyond repair and past their shelf-life.

To install a brand-new high efficiency hot water cylinder will cost £22,384 which will need to be funded from reserves. It is proposed that the underspend from the LED lights budget at The Elgiva is used to fund this work (underspend of £25,489).

The heating system at the Elgiva Theatre can be repaired at a later date because the theatre does not need heating at this time of year, and the cooling system has not worked effectively for some

time now. Officers would like to use the next three months to agree a new system of heating, ventilation and cooling of the building, with members, that meets the environmental ambitions of the Council. Officers shall bring a further report to committee in June on this matter.

Councillor Booth commented that it feels like hot water is a fundamental part of running a theatre. Councillor Holly agreed. Councillor Fayyaz asked about the background of the proposed company to install the boilers. The Head of Operational Services confirmed that they are a reputable company, recently used at the Chesham Moor Gym and Swim for the install of new boilers, where they did a good job.

Councillor Hood asked if this quote included a maintenance contract. The Chief Executive Officer confirmed that the boilers will come with a warranty and we already have a maintenance contractor who has been patching up issues as best as they can, but this contract is to be reviewed going forward to ascertain if best value for money.

**RESOLVED:**

- i) **Members approved the quotation and confirmed officers can proceed with the reinstatement of a hot water cylinder to the Elgiva Theatre.**

The meeting closed at 18.33pm

**CHESHAM TOWN COUNCIL**  
**MINUTES of the meeting of the EXTRAORDINARY**  
**CORPORATE SERVICES COMMITTEE**  
**held on 31 May 2023**

**Councillors:**

Councillor Alan Bacon  
Councillor Joseph Baum  
Councillor Simon Booth

Councillor Mohammad Fayyaz  
Councillor Justine Fulford

**In attendance:**

Kathryn Graves  
Danny Essex  
Mel Woof

Community, Economy and Environment Manager  
Head of Operational Services  
Chief Executive Officer, BMKALC

**1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR ADMINISTRATIVE YEAR 2023/24**

The previous Vice-Chairman of the Staffing Committee and previous Chairman of the Finance Committee, Councillor Simon Booth, opened the meeting and called for nominations for Chairman.

**RESOLVED:**

**Councillor Joseph Baum was elected Chairman of the Corporate Services Committee for the administrative year 2023/24.**

Councillor Baum called for nominations for Vice-Chairman of the Corporate Services Committee.

**RESOLVED:**

**Councillor Simon Booth was elected Vice-Chairman of the Corporate Services Committee for the administrative year 2023/24.**

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Majid Ditta, Francis Holly, Chasey Hood and Rachael Matthews.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. EXCLUSION OF PUBLIC AND PRESS**

Councillor Baum explained that he had invited Mel Woof from BMKALC to the meeting and all Councillors agreed that she should be present for the remainder of the meeting.

It was moved by Councillor Baum and

**RESOLVED:**

**that the public and press be excluded from the following items in accordance with the Public Bodies (Access to Meetings) Act 1960, as matters which are considered confidential are about to be discussed.**

## **5. NOTING OF A REPORT FROM AN INFORMAL COMMITTEE MEETING ON 24 MAY 2023**

The report was noted.

## **6. RESOLUTION OF RECOMMENDATIONS PROPOSED BY INFORMAL COMMITTEE MEETING ON 24 MAY 2023**

### **RESOLVED:**

- i) The CEO's letter of resignation be accepted.**
- ii) Councillor Baum will summarise the key points of the informal meeting to all Councillors via email, confirming acceptance of the CEO's resignation.**
- iii) Councillor Baum to approve the notes of the informal meeting and seek legal advice from BMKALC as to whether the notes of the informal meeting should be circulated to all Councillors.**
- iv) The Democratic Services Officer to provide Councillor Baum with copies of previous Staffing Committee minutes.**
- v) The Mayor will formally write to the CEO, copying in Councillors Baum and Booth, to acknowledge his resignation, propose an end date, seek a comprehensive handover and propose an exit interview.**
- vi) All correspondence to the CEO to be checked by WorkNest prior to despatch to confirm compliance with employment law.**
- vii) The CEO to provide a comprehensive handover document and action tracker for all projects prior to leaving.**
- viii) An in-person meeting to be called with the incoming Chairmen of the Corporate Services, Strategic Services, Operational Services and Planning committees, the Senior Leadership Team and the CEO to review ongoing work using Action Trackers as the basis for discussions.**
- ix) A final date of the 8 June 2023 to be proposed to the CEO to complete all outstanding handover work and handover documents.**
- x) The Mayor to confirm the offer of an exit interview and confirm that the Mayor and Councillors Baum and Bacon would be attending as members of the Corporate Services Committee.**
- xi) Councillor Baum to speak with WorkNest about the exit interview process.**
- xii) A CEO Recruitment sub group to be set up to look at new CEO recruitment, to include Councillors Baum, Booth, Holly, Bacon, Fulford and Matthews.**
- xiii) That any three of the Councillors in the CEO Recruitment sub group may interview candidates for interim appointments, providing this reflects the political make up and proportionality of the Council.**
- xiv) Once the CEO's end date is agreed, the date will be communicated to all members of the Council.**
- xv) Once the CEO's end date is agreed, the date will be communicated to all staff via the Senior Leadership Team.**

The date of the next Corporate Services Committee meeting is the 12 June 2023.

The meeting closed at 7.46pm.

## AGENDA ITEM: 4

### Finance Committee

#### ACTION TRACKER FROM MEETINGS OF THIS COMMITTEE

Key to colour is status column

BLUE = ACTION COMPLETE

GREEN = ACTION ON TRACK

AMBER = ACTION DELAYED

RED = ACTION SEVERELY DELAYED

| Minute No.                     | Resolution   | Responsible Officer          | Status | Update  |
|--------------------------------|--|------------------------------|--------|---|
| <b>Monday 19 December 2022</b> |  |                              |        |   |
| 41                             | Energy Saving Options: To move forward with all three energy saving options, funding this from reserves.   | Chief Executive Officer      |        | The LED lights shall be installed in August. The solar panel tenders closed on the 6 June 2023.           |
| <b>Monday 20 March 2023</b>    |  |                              |        |   |
| 56ii)                          | That the Head of Corporate Services submit an up to date mandate to NatWest adjusting the authorised signatories   | Head of Operational Services |        | The mandate for NatWest has been sent and awaiting their response as to next steps.                       |
| 57i)                           | Head of Corporate Services to confirm the fuel and credit card limits  | Head of Operational Services |        | Credit card and fuel card limits received are being added to the policy for adoption at Council.          |
| 60                             | The Head of Corporate Services to contact Paradigm to ascertain contract responsibilities and detail   | Head of Operational Services |        | It has been difficult to get Paradigm to respond to our queries but this is starting to move forward now. |
| <b>Wednesday 10 May 2023</b>   |  |                              |        |   |
| 66                             | Members approved the use of £17,500 of the Council's general reserves to fund condition surveys for each building or land owned by the Council, by a suitably qualified Building Surveyor. | Head of Operational Services |        | Three quotes are being received from companies wishing to undertake this work.                            |
| 67                             | Members noted the approval of the award of the contract for LED installation in The Elgiva Theatre auditorium to AC Special Projects, by the Chair of the Finance Committee.               | Head of Operational Services |        | The LED lights shall be installed in August.  |

|    |   |                              |  |  |
|----|---|------------------------------|--|--|
| 68 | Members approved the quotation and confirmed officers can proceed with the reinstatement of a hot water cylinder to the Elgiva Theatre. | Head of Operational Services |  | The hot water cylinder has been installed and hot water has been restored to the Elgiva Theatre. |
|----|---|------------------------------|--|--|



## Agenda Item: 5



### CORPORATE SERVICES COMMITTEE

#### Draft Terms of Reference:

- a) The corporate services committee will consist of 9 Town Councillors aligned with the political proportionality of the Town Council.
- b) Develop mid-term financial strategy over the course of the Council to align to the quantitative and qualitative strategy developed by the full Council.
- c) Review monthly Management Information and assess performance of Council assets and financial health.
- d) Review any financial items (expenditure over £25k) that are to be presented to the Council. All proposals to consider cost and benefit implications.
- e) Approve the annual recommendations for fees and charges increases to ensure they fit into the overall financial plan.
- f) Review of significant transactions incurred in the month.
- g) Annual review of the investment policy for financial assets and effectiveness of any borrowing.
- h) Provide scrutiny of, and support when appropriate, for the completion of the External/Internal Audit.
- i) Review and recommend the annual budget prior to presentation at the Council.
- j) To recommend the fees and charges for the use and letting of Council managed properties.
- k) To consider the Council's staffing structure where it specifically has a significant financial impact.
- l) The, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees.
- m) To consider schemes for the employment of people under government or other similar programmes.
- n) To hear and determine matters of appeal in cases of discipline and other adopted policies and appeals forthcoming from appraisals.
- o) To approve essential and casual user car allowances.
- p) Approve the objectives and assess performance of all officers.

- q) The corporate services committee will meet regularly as required by the work programme. Meetings dates shall be scheduled in and published on the web site. Any Town Councillor may attend the Working Group in accordance with Standing Order 28a.

**AGENDA ITEM NO: 6 – Year-End Financial Position for 2022-23**

**Reporting Officer:**

Tony Marmo

Chief Executive Officer

01494 774 842 ex 116

[tony.marmo@chesham.gov.uk](mailto:tony.marmo@chesham.gov.uk)

**Purpose of Report:**

1. To provide the Corporate Services committee with a year-end financial position of the Council at the 31 March 2023, based on actuals at the end of period 12 (31 March 2023) and the unaudited statement of accounts produced by the Council's accountant.

**Background Information**

2. On the 6 December 2021 the Finance Committee considered the budget for the financial year 2022–23 (minute no. 22). The committee resolved the budget, as proposed, (including the revised Chesham Council Tax base figure) reflecting a 4.52% Council Tax rise on a Band D property be agreed.
3. The budget had some key considerations built in:
  - a) Annual pay increase of 1.5% (£18,000).
  - b) Use of £113,597 of general reserves to ensure a balanced budget.
  - c) Use of £11,000 of CIL funding to ensure a balanced budget.
  - d) Projects budget of £101,500.
  - e) Further projects shall be brought to the CARE committee as and when required.

**Findings**

4. A summary sheet showing the financial performance of the Council at the 31 March 2023 is provided as **Appendix 1**, including the detailed sheets behind each cost centre. Officers highlight to members the total use of General Reserves is £207,048. The detail behind this is presented as **Appendix 2** and the headline information is:
  - a) £207,048 includes the agreed use of £124,597 from the general reserve to balance the budget when it was set in January 2022.
  - b) A further call on use of the general reserves of £82,451 was required.
  - c) The further call on reserves should be viewed in the context of:
    - The annual pay rise settlement was 4.5% rather than the budgeted 1.5%, this was an increase of £36,000
    - Utilities increased from £90,000 to £145,000, an extra £55,000
    - Net loss from the pool closure was £18,000
    - Agreed projects funded from general reserves during the year totalled £80,000

The total of all these additional expenditures comes to £189,000 but the Council managed to reduce this to £82,451 through other adjustments made this year.

5. The total use of Ear Marked Reserves will be £106,579 as follows:
  - a) £88,529 for the IT tender and contract
  - b) £12,500 for Nashleigh Hill Play Area
  - c) £5,550 passed onto an external group by the Town Team as part of the Portas funding
6. The total use of Capital Reserves was £17,000. This was used to part fund the boiler replacement at the Chesham Moor Gym and Swim.
7. The Council reserves (general, ear marked and capital) totalled £1.107m at the 31 March 2022. The Council is predicted to have used £0.298m of this money at the 31 March 2023. This leaves a total reserve of £0.809m going into the financial year 2023-24.
8. The Council's accountant has produced the unaudited statement of accounts and they are presented as **Appendix 3**. The Annual Governance and Accountability Return (AG&AR) shall be presented to Council on the 19 June based on the information within the unaudited statement of accounts. In addition, the notice of exercise of public rights shall also be presented to Council on the 19 June.

### **Implications**

10. Financial: a call on reserves is required to meet the over spend forecast in this report.
11. Strategic: the report accords with the following strategic aims;
  - SA6 - To ensure that the money entrusted to us by the residents of Chesham is properly managed and spent efficiently and effectively on achieving the strategic aims of the Council.
12. Environmental: As detailed within the report.
13. Equality Act: The implications of any specific actions taken are assessed prior to implementation.

### **Recommendations**

14. **The following recommendations are made:**
  - i) **That members approve the year end final accounting position for 2022-23.**
  - ii) **That members approve the unaudited statement of accounts for 2022-23**

### **Appendices**

15. The following is appended to this report:
  - a) Appendix 1 – Year End Forecast 2022-23 Summary Sheet and Detailed Workings
  - b) Appendix 2 – Financial Decisions Tracker
  - c) Appendix 3 – Unaudited statement of accounts

**CHESHAM TOWN COUNCIL**  
YEAR END FORECAST 2022-23

Period 12

|                                | Income            | Expenditure      | Balance        | Budget         | Variance      |
|--------------------------------|-------------------|------------------|----------------|----------------|---------------|
| 101 Central Support Services   | -308              | 404,201          | 403,893        | 425,822        | -21,929       |
| 102 Civic Activities           | -9,244            | 12,917           | 3,673          | 10,930         | -7,257        |
| 104 Chesham Cemetery           | -24,376           | 27,629           | 3,253          | 0              | 3,253         |
| 105 Closed Churchyard          | 0                 | 2,340            | 2,340          | 1,000          | 1,340         |
| 106 Interest Income            | -5,874            | 0                | -5,874         | -7,000         | 1,126         |
| 107 Housing                    | -13,536           | 4,606            | -8,930         | -12,210        | 3,280         |
| 108 Corporate Management       | -23,984           | 56,012           | 32,028         | 34,125         | -2,097        |
| 109 Democratic Management      | 0                 | 3,466            | 3,466          | 11,340         | -7,874        |
| 201 Gym & Swim                 | -396,749          | 547,473          | 150,724        | 102,000        | 48,724        |
| 202 Codmore Pavillion          | -4,079            | 4,934            | 855            | 6,215          | -5,360        |
| 203 Football Pitches           | -1,850            | 150              | -1,700         | -2,000         | 300           |
| 206 Amenties                   | -15,105           | 18,388           | 3,283          | 8,850          | -5,567        |
| 207 Open Spaces                | -21,119           | 26,594           | 5,475          | 10,500         | -5,025        |
| 208 Lowndes Park Toilets       | 0                 | 16,599           | 16,599         | 18,750         | -2,151        |
| 218 Depot                      | -63,131           | 343,378          | 280,247        | 246,000        | 34,247        |
| 301 Elgiva Theatre             | -664,728          | 803,585          | 138,857        | 138,500        | 357           |
| 303 Temperance Hall            | -100              | 0                | -100           | -100           | 0             |
| 304 Town Hall                  | -22,867           | 107,697          | 84,830         | 52,000         | 32,830        |
| 402 Allotments                 | -4,001            | 5,277            | 1,276          | -1,425         | 2,701         |
| 503 Town Centre                | -3,490            | 41,437           | 37,947         | 43,500         | -5,553        |
| 599 Asset Management           | -4,669            | 0                | -4,669         | -3,100         | -1,569        |
| 601 Investments                | -1,241            | 35,513           | 34,272         | 44,500         | -10,228       |
| 603 IT Tender                  | 0                 | 0                | 0              | 0              | 0             |
| 604 Gym & Swim Development     | 0                 | 17,680           | 17,680         | 0              | 17,680        |
| 606 Neighbourhood Plan & LCWIP | -234,816          | 246,039          | 11,223         | 0              | 11,223        |
| 607 Nashleigh Hill Play Area   | -25,000           | 32,500           | 7,500          | 7,500          | 0             |
| 702 Precept                    | -1,011,100        | 0                | -1,011,100     | -1,011,100     | 0             |
| <b>Sub - Total</b>             | <b>-2,551,367</b> | <b>2,758,415</b> | <b>207,048</b> | <b>124,597</b> | <b>82,451</b> |
| Disposals                      | -18,419           | 18,419           | 0              |                |               |
| Use of Ear Marked Reserves     | 0                 | 74,127           | 74,127         |                |               |
| Use of Capital Reserve         | 0                 | 17,000           | 17,000         |                |               |
| <b>Total</b>                   | <b>-2,569,786</b> | <b>2,867,961</b> | <b>298,175</b> |                |               |

Includes project

Budget set for 2022-23 included us of £124,597 from the general reserves

IT project + Gym & Swim Boiler + Portas Funding

**CHESHAM TOWN COUNCIL**  
 END OF YEAR FORECAST 2022 - 23

12

| <b>101 - CENTRAL SUPPORT SERVICES</b> | <b>Budget</b>  | <b>Actual</b>  | <b>Variance</b> |
|---------------------------------------|----------------|----------------|-----------------|
| 1197 - OVERS/UNDERS                   | 0              | 501            | 501             |
| 1199 - SUNDRY INCOME                  | -24            | -809           | -785            |
| <b>Total Income</b>                   | <b>-24</b>     | <b>-308</b>    | <b>-284</b>     |
| 4001 - GROSS SALARY COSTS             | 393,616        | 330,554        | -63,062         |
| 4002 - CONTRACTORS                    | 0              | 32,788         | 32,788          |
| 4007 - COURSES                        | 500            | 135            | -365            |
| 4008 - TRAINING                       | 800            | 2,253          | 1,453           |
| 4009 - TRAVELLING                     | 400            | 0              | -400            |
| 4010 - MISC                           | 200            | 250            | 50              |
| 4017 - WASTE DISPOSAL                 | 270            | 278            | 8               |
| 4021 - TELEPHONE                      | 2,100          | 1,835          | -265            |
| 4022 - POSTAGE                        | 1,500          | 1,768          | 268             |
| 4023 - STATIONERY                     | 2,500          | 2,478          | -22             |
| 4024 - SUBSCRIPTIONS                  | 800            | 496            | -304            |
| 4026 - PUBLIC LICENCES                | 60             | 55             | -5              |
| 4028 - PHOTO-COPIER                   | 1,100          | 1,049          | -51             |
| 4030 - RECRUITMENT ADVERTS            | 500            | 349            | -151            |
| 4038 - MAINTENANCE CONTRACTS          | 17,000         | 22,296         | 5,296           |
| 4041 - EQUIPMENT RENTAL               | 565            | 564            | -1              |
| 4042 - EQUIPMENT MAINTENANCE          | 300            | 1,751          | 1,451           |
| 4048 - EQUIPMENT                      | 500            | 937            | 437             |
| 4059 - PROFESSIONAL FEES              | 1,400          | 1,962          | 562             |
| 4197 - CREDIT CARD                    | 1,050          | 1,121          | 71              |
| 4199 - SUNDRY EXPENSES                | 100            | 421            | 321             |
| 4280 - WEB SITE                       | 585            | 543            | -42             |
| 4281 - COMPUTER SUPPORT               | 0              | 318            | 318             |
| <b>Total Expenditure</b>              | <b>425,846</b> | <b>404,201</b> | <b>-21,645</b>  |
| <b>Net Expenditure</b>                | <b>425,822</b> | <b>403,893</b> | <b>-21,929</b>  |

**CHESHAM TOWN COUNCIL**  
**END OF YEAR FORECAST 2022 - 23**

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| <b>102 - CIVIC ACTIVITIES</b> | <b>Budget</b> | <b>Actual</b> | <b>Variance</b> |
|-------------------------------|---------------|---------------|-----------------|
| 1005 - CORONATION             | 0             | -60           | -60             |
| 1068 - CHRISTMAS IN CHESHAM   | 0             | -8,084        | -8,084          |
| 1177 - Donations              | 0             | -1,100        | -1,100          |
| <b>Total Income</b>           | <b>0</b>      | <b>-9,244</b> | <b>-9,244</b>   |
| 4024 - SUBSCRIPTIONS          | 450           | 411           | -39             |
| 4032 - PUBLICITY              | 500           | 300           | -200            |
| 4036 - PROPERTY MAINTENANCE   | 70            | 0             | -70             |
| 4048 - EQUIPMENT              | 0             | 0             | 0               |
| 4060 - TOWN CRIER             | 200           | 0             | -200            |
| 4062 - GRANTS                 | 6,500         | 6,500         | 0               |
| 4143 - SCHOOLS CARNIVAL       | 220           | 455           | 235             |
| 4145 - CIVIC & CAROL SERVICE  | 430           | 0             | -430            |
| 4147 - CHRISTMAS IN CHESHAM   | 0             | 4,926         | 4,926           |
| 4199 - SUNDRY EXPENSES        | 560           | 325           | -235            |
| 4860 - INVESTMENTS & CAPITAL  | 2,000         | 0             | -2,000          |
| <b>Total Expenditure</b>      | <b>10,930</b> | <b>12,917</b> | <b>1,987</b>    |
| <b>Net Expenditure</b>        | <b>10,930</b> | <b>3,673</b>  | <b>-7,257</b>   |

**CHESHAM TOWN COUNCIL**  
**END OF YEAR FORECAST 2022 - 23**

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| <b>104 - CHESHAM CEMETERY</b>  | <b>Budget</b>  | <b>Actual</b>  | <b>Variance</b> |
|--------------------------------|----------------|----------------|-----------------|
| 1151 - BURIAL FEES             | -23,420        | -20,202        | 3,218           |
| 1152 - MEMORIAL FEES           | -2,200         | -3,777         | -1,577          |
| 1154 - DEED OF GRANT TRANSFER  | -170           | -190           | -20             |
| 1155 - MEMORIAL RENEWAL PERMIT | -170           | -207           | -37             |
| <b>Total Income</b>            | <b>-25,960</b> | <b>-24,376</b> | <b>1,584</b>    |
| 4002 - CONTRACTORS             | 20,900         | 22,124         | 1,224           |
| 4011 - RATES                   | 1,070          | 1,073          | 3               |
| 4012 - WATER RATES             | 60             | 59             | -1              |
| 4014 - ELECTRICITY             | 400            | 336            | -64             |
| 4023 - STATIONERY              | 0              | 0              | 0               |
| 4024 - SUBSCRIPTIONS           | 100            | 95             | -5              |
| 4035 - MEMORIAL SAFETY CHECKS  | 250            | 1,100          | 850             |
| 4036 - PROPERTY MAINTENANC     | 500            | 0              | -500            |
| 4037 - GROUNDS MAINTENANCE     | 500            | 639            | 139             |
| 4038 - MAINTENANCE CONTRACTS   | 180            | 163            | -17             |
| 4860 - INVESTMENTS & CAPITAL   | 2,000          | 2,040          | 40              |
| <b>Total Expenditure</b>       | <b>25,960</b>  | <b>27,629</b>  | <b>1,669</b>    |
| <b>Net Expenditure</b>         | <b>0</b>       | <b>3,253</b>   | <b>3,253</b>    |



| <b>105 - CLOSED CHURCHYD</b>  | <b>Budget</b> | <b>Actual</b> | <b>Variance</b> |
|-------------------------------|---------------|---------------|-----------------|
| 4035 - MEMORIAL SAFETY CHECKS | 0             | 250           | 250             |
| 4834 - CHURCH WALL            | 1,000         | 2,090         | 1,090           |
| <b>Net Expenditure</b>        | <b>1,000</b>  | <b>2,340</b>  | <b>1,340</b>    |

| <b>106 - INTEREST INCOME</b> | <b>Budget</b> | <b>Actual</b> | <b>Variance</b> |
|------------------------------|---------------|---------------|-----------------|
| 1190 - INTEREST INCOME       | -7,000        | -5,874        | 1,126           |
| <b>Net Expenditure</b>       | <b>-7,000</b> | <b>-5,874</b> | <b>1,126</b>    |

| <b>107 - HOUSING</b>         | <b>Budget</b>  | <b>Actual</b>  | <b>Variance</b> |
|------------------------------|----------------|----------------|-----------------|
| 1103 - HOUSING RENT          | -13,200        | -13,200        | 0               |
| 1121 - WATER CHARGES         | -330           | -336           | -6              |
| <b>Total Income</b>          | <b>-13,530</b> | <b>-13,536</b> | <b>-6</b>       |
| 4012 - WATER RATES           | 0              | 405            | 405             |
| 4102 - COMMISSION PARADIGM   | 1,320          | 1,351          | 31              |
| 4860 - INVESTMENTS & CAPITAL | 0              | 2,850          | 2,850           |
| <b>Total Expenditure</b>     | <b>1,320</b>   | <b>4,606</b>   | <b>3,286</b>    |
| <b>Net Expenditure</b>       | <b>-12,210</b> | <b>-8,930</b>  | <b>3,280</b>    |

| <b>108 - CORPORATE MANAGEMENT</b> | <b>Budget</b> | <b>Actual</b>  | <b>Variance</b> |
|-----------------------------------|---------------|----------------|-----------------|
| 1178 - GRANTS                     | 0             | -23,480        | -23,480         |
| 1199 - SUNDRY INCOME              | 0             | -504           | -504            |
| <b>Total Income</b>               | <b>0</b>      | <b>-23,984</b> | <b>-23,984</b>  |
| 4022 - POSTAGE                    | 0             | 0              | 0               |
| 4024 - SUBSCRIPTIONS              | 0             | 320            | 320             |
| 4025 - INSURANCE                  | 16,000        | 19,511         | 3,511           |
| 4027 - BINDING MINUTES            | 0             | 0              | 0               |
| 4032 - PUBLICITY                  | 0             | 900            | 900             |
| 4038 - MAINTENANCE CONTRACTS      | 840           | 496            | -344            |
| 4057 - AUDIT FEES                 | 2,000         | 2,400          | 400             |
| 4058 - INTERNAL AUDIT FEES        | 1,440         | 790            | -650            |
| 4059 - PROFESSIONAL FEES          | 11,500        | 32,284         | 20,784          |
| 4194 - BANK SERVICE CHARGE        | 2,345         | 2,541          | 196             |
| 4199 - SUNDRY EXPENSES            | 0             | 2,744          | 2,744           |
| 4710 - COVID RECOVERY             | 0             | -5,974         | -5,974          |
| <b>Total Expenditure</b>          | <b>34,125</b> | <b>56,012</b>  | <b>21,887</b>   |
| <b>Net Expenditure</b>            | <b>34,125</b> | <b>32,028</b>  | <b>-2,097</b>   |

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| <b>109 - DEMOCRATIC MANAGEMENT</b> | <b>Budget</b> | <b>Actual</b> | <b>Variance</b> |
|------------------------------------|---------------|---------------|-----------------|
| 4007 - COURSES                     | 1,000         | 65            | -935            |
| 4008 - TRAINING                    | 0             | 85            | 85              |
| 4023 - STATIONERY                  | 0             | 61            | 61              |
| 4038 - MAINTENANCE CONTRACTS       | 800           | 427           | -373            |
| 4055 - TOWN MAYORS ALLOWANCE       | 2,800         | 3,211         | 411             |
| 4199 - SUNDRY EXPENSES             | 40            | 327           | 287             |
| 4300 - ELECTION EXPENSES           | 6,700         | 0             | -6,700          |
| 4942 - TRANSFER FROM CIL RESERVE   | 0             | -710          | -710            |
| <b>Net Expenditure</b>             | <b>11,340</b> | <b>3,466</b>  | <b>-7,874</b>   |

| <b>201 - GYM &amp; SWIM</b>  | <b>Budget</b>   | <b>Actual</b>   | <b>Variance</b> |
|------------------------------|-----------------|-----------------|-----------------|
| 1002 - ICE CREAM SALES       | -5,500          | 0               | 5,500           |
| 1004 - POOL HOT DRINK SALE   | -11,500         | 0               | 11,500          |
| 1007 - MERCHANDISE           | -9,200          | -12,079         | -2,879          |
| 1105 - RENT BUILDINGS        | -5,000          | -4,560          | 440             |
| 1175 - SALE OF ASSETS        | 0               | -125            | -125            |
| 1178 - GRANTS                | 0               | -500            | -500            |
| 1197 - OVERS/UNDERS          | 0               | -56             | -56             |
| 1199 - SUNDRY INCOME         | -25             | -1,808          | -1,783          |
| 1501 - ADULT SWIMMING        | -400            | -1,010          | -610            |
| 1502 - JUNIOR SWIMMING       | -250            | -693            | -443            |
| 1503 - SENIOR SWIMMING       | -200            | -312            | -112            |
| 1504 - SPECTATORS            | 0               | 0               | 0               |
| 1507 - POOL HIRE             | -15,000         | -17,097         | -2,097          |
| 1508 - SWIMMING LESSONS      | 0               | -667            | -667            |
| 1509 - WET CLASS             | 0               | -1,780          | -1,780          |
| 1510 - GYM                   | -20,000         | -24,447         | -4,447          |
| 1512 - COURT                 | -200            | -74             | 126             |
| 1513 - VENDING               | -1,200          | -2,875          | -1,675          |
| 1514 - FOOTBALL PITCHES      | -2,080          | -2,131          | -51             |
| 1515 - DRY CLASS             | -600            | -3,628          | -3,028          |
| 1601 - SEASON TICKETS        | -5,000          | -9,544          | -4,544          |
| 1611 - ROOM HIRE EXEMPTION   | -1,100          | -953            | 147             |
| 1612 - COURT EXEMPTION       | 0               | -450            | -450            |
| 1702 - ASHBOURNE MANAGEMENT  | -308,080        | -311,960        | -3,880          |
| <b>Total Income</b>          | <b>-385,335</b> | <b>-396,749</b> | <b>-11,414</b>  |
| 3002 - ICE CREAM SUPPLIES    | 3,000           | 0               | -3,000          |
| 3003 - COLD DRINKS SUPPLIES  | 1,000           | 18              | -982            |
| 3004 - POOL VENDING SUPPLIES | 0               | 1,260           | 1,260           |
| 3006 - POOL CAFE SUPPLIES    | 1,500           | 243             | -1,257          |
| 3007 - POOL MERCHANDISE      | 6,000           | 3,828           | -2,172          |
| 3008 - POOL COFFEE MACHINE   | 5,125           | 2,698           | -2,427          |
| 3009 - POOL VENDING MACHINE  | 520             | 1,500           | 980             |
| 4001 - GROSS SALARY COSTS    | 271,500         | 275,314         | 3,814           |

|                                  |                |                |               |
|----------------------------------|----------------|----------------|---------------|
| 4002 - CONTRACTORS               | 0              | 0              | 0             |
| 4006 - SUB CONTRACTORS           | 4,000          | 3,906          | -94           |
| 4008 - TRAINING                  | 2,000          | 2,988          | 988           |
| 4009 - TRAVELLING                | 50             | 0              | -50           |
| 4010 - MISC STAFF COSTS          | 2,000          | 4,094          | 2,094         |
| 4011 - RATES                     | 36,000         | 35,328         | -672          |
| 4012 - WATER RATES               | 12,000         | 10,554         | -1,446        |
| 4014 - ELECTRICITY               | 15,000         | 21,159         | 6,159         |
| 4015 - GAS                       | 30,000         | 54,787         | 24,787        |
| 4016 - CLEANING                  | 3,300          | 3,760          | 460           |
| 4017 - WASTE DISPOSAL            | 230            | 278            | 48            |
| 4019 - CHEMICALS                 | 8,000          | 10,633         | 2,633         |
| 4021 - TELEPHONE                 | 1,500          | 883            | -617          |
| 4022 - POSTAGE                   | 25             | 12             | -13           |
| 4023 - STATIONERY                | 500            | 437            | -63           |
| 4026 - PUBLIC LICENCES           | 2,600          | 4,827          | 2,227         |
| 4030 - RECRUITMENT ADVERTS       | 500            | 0              | -500          |
| 4032 - PUBLICITY                 | 4,525          | 2,962          | -1,563        |
| 4036 - PROPERTY MAINTENANC       | 7,500          | 12,073         | 4,573         |
| 4037 - GROUNDS MAINTENANCE       | 200            | 55             | -145          |
| 4038 - MAINTENANCE CONTRACTS     | 27,000         | 25,344         | -1,656        |
| 4042 - EQUIPMENT MAINTENANCE     | 14,000         | 12,705         | -1,295        |
| 4047 - ALARM                     | 1,500          | 3,944          | 2,444         |
| 4048 - EQUIPMENT                 | 7,000          | 15,329         | 8,329         |
| 4059 - PROFESSIONAL FEES         | 0              | 3,950          | 3,950         |
| 4065 - LEASE RENTALS             | 0              | 3,181          | 3,181         |
| 4151 - HANGING BASKETS           | 460            | 355            | -105          |
| 4193 - IRRECOVERABLE VAT         | 17,000         | 14,305         | -2,695        |
| 4197 - CREDIT CARD               | 1,000          | 1,904          | 904           |
| 4199 - SUNDRY EXPENSES           | 800            | 658            | -142          |
| 4860 - INVESTMENTS & CAPITAL     | 0              | 92,580         | 92,580        |
| VAT REFUND                       | 0              | -63,379        | -63,379       |
| 0340 - USE OF EAR MARKED RESERVE | 0              | -17,000        | -17,000       |
| <b>Total Expenditure</b>         | <b>487,335</b> | <b>547,473</b> | <b>60,138</b> |
| <b>Net Expenditure</b>           | <b>102,000</b> | <b>150,724</b> | <b>48,724</b> |

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| <b>202 - CODMORE PAVILION</b> | <b>Budget</b> | <b>Actual</b> | <b>Variance</b> |
|-------------------------------|---------------|---------------|-----------------|
| 1105 - RENT BUILDINGS         | -4,200        | -3,850        | 350             |
| 1199 - SUNDRY INCOME          | 0             | -229          | -229            |
| <b>Total Income</b>           | <b>-4,200</b> | <b>-4,079</b> | <b>121</b>      |
| 4012 - WATER RATES            | 1,000         | 0             | -1,000          |
| 4014 - ELECTRICITY            | 3,000         | 1,820         | -1,180          |
| 4036 - PROPERTY MAINTENANC    | 500           | 1,860         | 1,360           |
| 4038 - MAINTENANCE CONTRACTS  | 15            | 500           | 485             |
| 4047 - ALARM                  | 500           | 754           | 254             |
| 4048 - EQUIPMENT              | 400           | 0             | -400            |
| 4860 - INVESTMENTS & CAPITAL  | 5,000         | 0             | -5,000          |
| <b>Total Expenditure</b>      | <b>10,415</b> | <b>4,934</b>  | <b>-5,481</b>   |
| <b>Net Expenditure</b>        | <b>6,215</b>  | <b>855</b>    | <b>-5,360</b>   |



| <b>203 - FOOTBALL PITCHES</b> | <b>Budget</b> | <b>Actual</b> | <b>Variance</b> |
|-------------------------------|---------------|---------------|-----------------|
| 1111 - PITCH FEES FOOTBALL    | -2,140        | -650          | 1,490           |
| 1514 - FOOTBALL PITCHES       | -1,160        | -1,200        | -40             |
| <b>Total Income</b>           | <b>-3,300</b> | <b>-1,850</b> | <b>1,450</b>    |
| 4037 - GROUNDS MAINTENANCE    | 1,000         | 0             | -1,000          |
| 4048 - EQUIPMENT              | 100           | 0             | -100            |
| 4139 - PITCH MARKING SUPPLIES | 200           | 150           | -50             |
| <b>Total Expenditure</b>      | <b>1,300</b>  | <b>150</b>    | <b>-1,150</b>   |
| <b>Net Expenditure</b>        | <b>-2,000</b> | <b>-1,700</b> | <b>300</b>      |

| <b>206 - AMENITIES</b>            | <b>Budget</b> | <b>Actual</b>  | <b>Variance</b> |
|-----------------------------------|---------------|----------------|-----------------|
| 1160 - FAIRS                      | -1,800        | -1,710         | 90              |
| 1187 - INSURANCE CLAIMS           | 0             | -13,395        | -13,395         |
| <b>Total Income</b>               | <b>-1,800</b> | <b>-15,105</b> | <b>-13,305</b>  |
| 4012 - WATER RATES                | 50            | 75             | 25              |
| 4038 - MAINTENANCE CONTRACTS      | 600           | 163            | -437            |
| 4046 - PLAY EQUIPMENT MAINTENANCE | 3,500         | 12,841         | 9,341           |
| 4141 - SEATS & LITTER BINS        | 1,000         | 1,076          | 76              |
| 4142 - FLOWER BEDS                | 1,200         | 502            | -698            |
| 4149 - EMPTYING DOG BINS          | 3,800         | 3,485          | -315            |
| 4154 - TOWN CLOCKS                | 500           | 246            | -254            |
| 4199 - SUNDRY EXPENSES            | 0             | 0              | 0               |
| <b>Total Expenditure</b>          | <b>10,650</b> | <b>18,388</b>  | <b>7,738</b>    |
| <b>Net Expenditure</b>            | <b>8,850</b>  | <b>3,283</b>   | <b>-5,567</b>   |

| <b>207 - OPEN SPACES</b>     | <b>Budget</b> | <b>Actual</b>  | <b>Variance</b> |
|------------------------------|---------------|----------------|-----------------|
| 1101 - HIRE FEES             | -200          | -792           | -592            |
| 1102 - WAYLEAVES             | -100          | -92            | 8               |
| 1162 - ICE CREAM CONCESSION  | -4,250        | -4,250         | 0               |
| 1178 - GRANTS                | 0             | -15,810        | -15,810         |
| 1199 - SUNDRY INCOME         | -50           | -175           | -125            |
| <b>Total Income</b>          | <b>-4,600</b> | <b>-21,119</b> | <b>-16,519</b>  |
| 4012 - WATER RATES           | 50            | 0              | -50             |
| 4014 - ELECTRICITY           | 1,000         | 845            | -155            |
| 4026 - PUBLIC LICENCES       | 100           | 127            | 27              |
| 4032 - PUBLICITY             | 200           | 56             | -144            |
| 4037 - GROUNDS MAINTENANCE   | 1,000         | 622            | -378            |
| 4048 - EQUIPMENT             | 0             | 228            | 228             |
| 4059 - PROFESSIONAL FEES     | 0             | 148            | 148             |
| 4201 - EVENTS IN PARK        | 2,750         | 2,257          | -493            |
| 4860 - INVESTMENTS & CAPITAL | 10,000        | 22,311         | 12,311          |
| <b>Total Expenditure</b>     | <b>15,100</b> | <b>26,594</b>  | <b>11,494</b>   |
| <b>Net Expenditure</b>       | <b>10,500</b> | <b>5,475</b>   | <b>-5,025</b>   |

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| <b>208 - LOWNDES PARK TOILETS</b> | <b>Budget</b> | <b>Actual</b> | <b>Variance</b> |
|-----------------------------------|---------------|---------------|-----------------|
| 4002 - CONTRACTORS                | 7,000         | 5,922         | -1,078          |
| 4012 - WATER RATES                | 300           | 1,157         | 857             |
| 4014 - ELECTRICITY                | 500           | 400           | -100            |
| 4036 - PROPERTY MAINTENANC        | 1,800         | 0             | -1,800          |
| 4038 - MAINTENANCE CONTRACTS      | 750           | 910           | 160             |
| 4053 - LOAN INTEREST              | 2,500         | 2,347         | -153            |
| 4054 - P.W.L.B.                   | 5,700         | 5,863         | 163             |
| 4103 - WATER CHECKS               | 200           | 0             | -200            |
| <b>Net Expenditure</b>            | <b>18,750</b> | <b>16,599</b> | <b>-2,151</b>   |

| 218 - WORKS DEPOT              | Budget         | Actual         | Variance      |
|--------------------------------|----------------|----------------|---------------|
| 1131 - CDC WINDSOR ROAD        | -6,200         | -6,547         | -347          |
| 1132 - BUCKINGHAMSHIRE COUNCIL | -21,270        | -21,477        | -207          |
| 1133 - CDC MARKET MANAGEMENT   | -6,670         | -6,667         | 3             |
| 1136 - CONTRACT WORKS          | -30,000        | -28,350        | 1,650         |
| 1199 - SUNDRY INCOME           | -110           | -90            | 20            |
| <b>Total Income</b>            | <b>-64,250</b> | <b>-63,131</b> | <b>1,119</b>  |
| 4001 - GROSS SALARY COSTS      | 237,270        | 260,185        | 22,915        |
| 4002 - CONTRACTORS             | 0              | 1,522          | 1,522         |
| 4008 - TRAINING                | 1,300          | 3,038          | 1,738         |
| 4010 - MISC STAFF COSTS        | 2,500          | 1,991          | -509          |
| 4012 - WATER RATES             | 1,000          | 783            | -217          |
| 4014 - ELECTRICITY             | 2,880          | 1,645          | -1,235        |
| 4016 - CLEANING                | 1,800          | 1,180          | -620          |
| 4017 - WASTE DISPOSAL          | 1,500          | 1,825          | 325           |
| 4021 - TELEPHONE               | 800            | 524            | -276          |
| 4022 - POSTAGE                 | 0              | 16             | 16            |
| 4023 - STATIONERY              | 0              | 316            | 316           |
| 4030 - RECRUITMENT ADVERTS     | 500            | 184            | -316          |
| 4032 - PUBLICITY               | 0              | 145            | 145           |
| 4036 - PROPERTY MAINTENANC     | 500            | 4,129          | 3,629         |
| 4037 - GROUNDS MAINTENANCE     | 2,000          | 2,176          | 176           |
| 4038 - MAINTENANCE CONTRACTS   | 900            | 2,219          | 1,319         |
| 4042 - EQUIPMENT MAINTENANCE   | 2,000          | 2,441          | 441           |
| 4043 - VEHICLE MAINTENANCE     | 5,000          | 5,458          | 458           |
| 4044 - VEHICLE FUEL            | 9,500          | 10,416         | 916           |
| 4045 - VEHICLE TAX             | 400            | 594            | 194           |
| 4047 - ALARM                   | 500            | 517            | 17            |
| 4048 - EQUIPMENT               | 4,000          | 6,253          | 2,253         |
| 4065 - LEASE RENTALS           | 27,900         | 26,265         | -1,635        |
| 4069 - MAINTENANCE TOOLS       | 1,000          | 0              | -1,000        |
| 4153 - TREE WORKS              | 4,000          | 6,300          | 2,300         |
| 4155 - INSURANCE CLAIM         | 0              | 225            | 225           |
| 4199 - SUNDRY EXPENSES         | 0              | 44             | 44            |
| 4860 - INVESTMENTS & CAPITAL   | 3,000          | 2,987          | -13           |
| <b>Total Expenditure</b>       | <b>310,250</b> | <b>343,378</b> | <b>33,128</b> |
| <b>Net Expenditure</b>         | <b>246,000</b> | <b>280,247</b> | <b>34,247</b> |

| <b>301 - THE ELGIVA</b>           | <b>Budget</b>   | <b>Actual</b>   | <b>Variance</b> |
|-----------------------------------|-----------------|-----------------|-----------------|
| 1001 - ELGIVA BAR SALES           | -95,000         | -117,871        | -22,871         |
| 1002 - ICE CREAM SALES            | -30,000         | -14,692         | 15,308          |
| 1007 - MERCHANDISE                | 0               | -2,425          | -2,425          |
| 1101 - HIRE FEES                  | -56,000         | -66,646         | -10,646         |
| 1139 - LIVE STREAMING             | -100,000        | -30,549         | 69,451          |
| 1140 - CINEMA                     | -47,000         | -33,562         | 13,438          |
| 1141 - CINEMA MEDIA               | -2,500          | -1,907          | 593             |
| 1142 - COUNCIL PROMOTIONS         | -150,000        | -168,213        | -18,213         |
| 1143 - PANTO TICKETS              | -110,000        | -118,600        | -8,600          |
| 1144 - CATERING                   | -9,530          | -9,974          | -444            |
| 1146 - TICKET ADMIN CHARGE        | -1,800          | -2,003          | -203            |
| 1147 - COMMISSION ON TICKETS      | -11,000         | -10,319         | 681             |
| 1150 - PANTO SPONSORSHIP          | -1,400          | -154            | 1,246           |
| 1156 - TRANSACTION CHARGES        | -35,000         | -56,153         | -21,153         |
| 1177 - DONATIONS                  | 0               | -5,813          | -5,813          |
| 1178 - GRANTS                     | 0               | -4,000          | -4,000          |
| 1180 - PANTO PROGRAMMES           | -2,000          | 0               | 2,000           |
| 1181 - LOVE ELGIVA RETAIL PARTNER | 0               | -60             | -60             |
| 1182 - LOVE ELGIVA MEMBER         | 0               | -2,765          | -2,765          |
| 1188 - EQUIPMENT HIRE             | -5,500          | -8,505          | -3,005          |
| 1194 - STAFF CHARGES              | -7,500          | -6,668          | 832             |
| 1195 - ELECTRICITY RECHARGE       | -900            | 0               | 900             |
| 1196 - PUBLICITY INCOME           | -6,000          | -3,163          | 2,837           |
| 1197 - OVERS/UNDERS               | 0               | 194             | 194             |
| 1199 - SUNDRY INCOME              | -800            | -880            | -80             |
| <b>Total Income</b>               | <b>-671,930</b> | <b>-664,728</b> | <b>7,202</b>    |

|                               |                |                |               |
|-------------------------------|----------------|----------------|---------------|
| 3001 - BAR SUPPLIES           | 40,000         | 41,460         | 1,460         |
| 3002 - ICE CREAM SUPPLIES     | 8,000          | 7,880          | -120          |
| 4001 - GROSS SALARY COSTS     | 321,000        | 327,801        | 6,801         |
| 4002 - CONTRACTORS            | 14,500         | 14,570         | 70            |
| 4006 - Sub CONTRACTORS        | 0              | 2,277          | 2,277         |
| 4008 - TRAINING               | 500            | 700            | 200           |
| 4009 - TRAVELLING             | 100            | 82             | -18           |
| 4010 - MISC STAFF COSTS       | 400            | 355            | -45           |
| 4011 - RATES                  | 7,500          | 14,471         | 6,971         |
| 4012 - WATER RATES            | 2,800          | 1,270          | -1,530        |
| 4014 - ELECTRICITY            | 24,000         | 34,677         | 10,677        |
| 4015 - GAS                    | 9,500          | 16,918         | 7,418         |
| 4016 - CLEANING               | 3,000          | 2,591          | -409          |
| 4017 - WASTE DISPOSAL         | 3,000          | 3,226          | 226           |
| 4021 - TELEPHONE              | 3,000          | 2,418          | -582          |
| 4022 - POSTAGE                | 12,000         | 7              | -11,993       |
| 4023 - STATIONERY             | 3,000          | 648            | -2,352        |
| 4024 - SUBSCRIPTIONS          | 200            | 0              | -200          |
| 4026 - PUBLIC LICENCES        | 1,700          | -3,755         | -5,455        |
| 4030 - RECRUITMENT ADVERTS    | 500            | 1,406          | 906           |
| 4032 - PUBLICITY              | 33,000         | 29,820         | -3,180        |
| 4034 - PANTO PUBLICITY        | 3,000          | 3,755          | 755           |
| 4036 - PROPERTY MAINTENANC    | 5,000          | 8,345          | 3,345         |
| 4038 - MAINTENANCE CONTRACTS  | 33,000         | 36,196         | 3,196         |
| 4041 - EQUIPMENT RENTAL       | 0              | 1,819          | 1,819         |
| 4042 - EQUIPMENT MAINTENANCE  | 3,500          | 8,842          | 5,342         |
| 4047 - ALARM                  | 1,200          | 1,796          | 596           |
| 4048 - EQUIPMENT              | 1,500          | 6,382          | 4,882         |
| 4049 - CONSUMABLES            | 2,300          | 807            | -1,493        |
| 4059 - PROFESSIONAL FEES      | 500            | 275            | -225          |
| 4065 - LEASE RENTALS          | 1,200          | 1,227          | 27            |
| 4103 - WATER CHECKS           | 200            | 0              | -200          |
| 4152 - HOSPITALITY            | 300            | 407            | 107           |
| 4180 - COUNCIL PRODUCTIONS    | 120,000        | 104,424        | -15,576       |
| 4181 - CINEMA PRODUCTIONS     | 17,000         | 13,943         | -3,057        |
| 4182 - LIVE STREAMING         | 50,000         | 16,110         | -33,890       |
| 4183 - PANTO PRODUCTION COSTS | 60,500         | 63,298         | 2,798         |
| 4197 - CREDIT CARD            | 14,000         | 9,773          | -4,227        |
| 4199 - SUNDRY EXPENSES        | 800            | 640            | -160          |
| 4280 - WEB SITE               | 80             | 185            | 105           |
| 4281 - COMPUTER SUPPORT       | 150            | 80             | -70           |
| 4860 - INVESTMENTS & CAPITAL  | 8,500          | 26,459         | 17,959        |
| <b>Total Expenditure</b>      | <b>810,430</b> | <b>803,585</b> | <b>-6,845</b> |

|                        |                |                |            |
|------------------------|----------------|----------------|------------|
| <b>Net Expenditure</b> | <b>138,500</b> | <b>138,857</b> | <b>357</b> |
|------------------------|----------------|----------------|------------|

CHESHAM TOWN COUNCIL  
END OF YEAR FORECAST 2022 - 23

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| <b>303 - TEMPERANCE HALL</b> | <b>Budget</b> | <b>Actual</b> | <b>Variance</b> |
|------------------------------|---------------|---------------|-----------------|
| 1105 - RENT BUILDINGS        | -100          | -100          | 0               |
| <b>Net Expenditure</b>       | <b>-100</b>   | <b>-100</b>   | <b>0</b>        |



| <b>304 - TOWN HALL</b>       | <b>Budget</b>  | <b>Actual</b>  | <b>Variance</b> |
|------------------------------|----------------|----------------|-----------------|
| 1101 - HIRE FEES             | -39,000        | -21,834        | 17,166          |
| 1144 - CATERING              | -700           | -90            | 610             |
| 1188 - EQUIPMENT HIRE        | -2,700         | -943           | 1,757           |
| <b>Total Income</b>          | <b>-42,400</b> | <b>-22,867</b> | <b>19,533</b>   |
| 4001 - GROSS SALARY COSTS    | 49,500         | 51,626         | 2,126           |
| 4006 - SUB CONTRACTORS       | 500            | 0              | -500            |
| 4008 - TRAINING              | 300            | 60             | -240            |
| 4010 - MISC STAFF COSTS      | 100            | 0              | -100            |
| 4011 - RATES                 | 8,000          | 15,719         | 7,719           |
| 4012 - WATER RATES           | 1,200          | 761            | -439            |
| 4014 - ELECTRICITY           | 7,750          | 10,615         | 2,865           |
| 4015 - GAS                   | 2,800          | 7,077          | 4,277           |
| 4016 - CLEANING              | 1,200          | 1,194          | -6              |
| 4017 - WASTE DISPOSAL        | 1,055          | 939            | -116            |
| 4021 - TELEPHONE             | 210            | 85             | -125            |
| 4023 - STATIONERY            | 0              | 45             | 45              |
| 4030 - RECRUITMENT ADVERTS   | 500            | 0              | -500            |
| 4032 - PUBLICITY             | 1,500          | 722            | -778            |
| 4036 - PROPERTY MAINTENANC   | 2,500          | 2,293          | -207            |
| 4038 - MAINTENANCE CONTRACTS | 5,500          | 5,097          | -403            |
| 4041 - EQUIPMENT RENTAL      | 1,285          | 1,260          | -25             |
| 4042 - EQUIPMENT MAINTENANCE | 2,500          | 2,624          | 124             |
| 4047 - ALARM                 | 1,250          | 1,368          | 118             |
| 4048 - EQUIPMENT             | 1,000          | 1,500          | 500             |
| 4103 - WATER CHECKS          | 3,150          | 2,230          | -920            |
| 4152 - HOSPITALITY           | 400            | 452            | 52              |
| 4199 - SUNDRY EXPENSES       | 200            | 148            | -52             |
| 4860 - INVESTMENTS & CAPITAL | 2,000          | 1,882          | -118            |
| <b>Total Expenditure</b>     | <b>94,400</b>  | <b>107,697</b> | <b>13,415</b>   |
| <b>Net Expenditure</b>       | <b>52,000</b>  | <b>84,830</b>  | <b>32,948</b>   |

| <b>402 - ALLOTMENTS</b>      | <b>Budget</b> | <b>Actual</b> | <b>Variance</b> |
|------------------------------|---------------|---------------|-----------------|
| 1101 - HIRE FEES             | -4,200        | -4,001        | 199             |
| <b>Total Income</b>          | <b>-4,200</b> | <b>-4,001</b> | <b>199</b>      |
| 4012 - WATER RATES           | 1,500         | 4,528         | 3,028           |
| 4022 - POSTAGE               | 200           | 0             | -200            |
| 4037 - GROUNDS MAINTENANCE   | 1,000         | 637           | -363            |
| 4042 - EQUIPMENT MAINTENANCE | 0             | 12            | 12              |
| 4048 - EQUIPMENT             | 0             | 88            | 88              |
| 4199 - SUNDRY EXPENSES       | 75            | 12            | -63             |
| <b>Total Expenditure</b>     | <b>2,775</b>  | <b>5,277</b>  | <b>2,502</b>    |
| <b>Net Expenditure</b>       | <b>-1,425</b> | <b>1,276</b>  | <b>2,701</b>    |

**CHESHAM TOWN COUNCIL**  
**END OF YEAR FORECAST 2022 - 23**

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| <b>503 - TOWN CENTRE</b>                | <b>Budget</b> | <b>Actual</b> | <b>Variance</b> |
|---|---------------|---------------|-----------------|
| 1134 - MARKET STALL RENT                | -1,820        | -3,240        | -1,420          |
| 1178 - GRANTS                           | 0             | -200          | -200            |
| 1199 - SUNDRY INCOME                    | 0             | -50           | -50             |
| <b>Total Income</b>                     | <b>-1,820</b> | <b>-3,490</b> | <b>-1,670</b>   |
| 4012 - WATER RATES                      | 70            | 73            | 3               |
| 4014 - ELECTRICITY                      | 250           | 225           | -25             |
| 4018 - CCTV ELECTRICITY                 | 470           | 525           | 55              |
| 4024 - SUBSCRIPTIONS                    | 400           | 384           | -16             |
| 4026 - PUBLIC LICENSES                  | 0             | -1,690        | -1,690          |
| 4134 - MARKET PROMOTIONAL               | 1,000         | 543           | -457            |
| 4135 - MARKET SHARE TO C I              | 200           | 1,349         | 1,149           |
| 4148 - CHRISTMAS LIGHTING               | 6,000         | 7,802         | 1,802           |
| 4151 - HANGING BASKETS                  | 4,550         | 8,804         | 4,254           |
| 4157 - WAR MEMORIAL                     | 130           | 0             | -130            |
| 4199 - SUNDRY EXPENSES                  | 0             | 3,785         | 3,785           |
| 4255 - TOWN CENTRE PLANTERS             | 4,250         | 0             | -4,250          |
| 4860 - INVESTMENTS & CAPITAL            | 28,000        | 23,838        | -4,162          |
| 4925 - TFR TO/FR MARKET RE              | 0             | 1,349         | 1,349           |
| 0336 - USE OF EAR MARKED RESERVE PORTAS | 0             | -5,550        | -5,550          |
| <b>Total Expenditure</b>                | <b>45,320</b> | <b>41,437</b> | <b>-3,883</b>   |
| <b>Net Expenditure</b>                  | <b>43,500</b> | <b>37,947</b> | <b>-5,553</b>   |

| <b>599 - ASSET MANAGEMENT</b>  | <b>Budget</b> | <b>Actual</b> | <b>Variance</b> |
|--------------------------------|---------------|---------------|-----------------|
| 1014 - SOLAR ENERGY GENERATION | -3,100        | -4,669        | -1,569          |
| <b>Net Expenditure</b>         | <b>-3,100</b> | <b>-4,669</b> | <b>-1,569</b>   |

| <b>601 - INVESTMENT</b>      | <b>Budget</b> | <b>Actual</b> | <b>Variance</b> |
|------------------------------|---------------|---------------|-----------------|
| 1178 - GRANTS                | 0             | -1,241        | -1,241          |
| <b>Total Income</b>          | <b>0</b>      | <b>-1,241</b> | <b>-1,241</b>   |
| 4860 - INVESTMENTS & CAPITAL | 44,500        | 35,513        | -8,987          |
| <b>Total Expenditure</b>     | <b>44,500</b> | <b>35,513</b> | <b>-8,987</b>   |
| <b>Net Expenditure</b>       | <b>44,500</b> | <b>34,272</b> | <b>-10,228</b>  |

| <b>603 - IT TENDER</b>           | <b>Budget</b> | <b>Actual</b>  | <b>Variance</b> |
|----------------------------------|---------------|----------------|-----------------|
| 0315 - USE OF EAR MARKED RESERVE | 0             | -88,529        | -88,529         |
| <b>Total Income</b>              | <b>0</b>      | <b>-88,529</b> | <b>-88,529</b>  |
| 4059 - PROFESSIONAL FEES         | 0             | 16,458         | 16,458          |
| 4860 - INVESTMENTS & CAPITAL     | 0             | 72,071         | 72,071          |
| <b>Total Expenditure</b>         | <b>0</b>      | <b>88,529</b>  | <b>88,529</b>   |
| <b>Net Expenditure</b>           | <b>0</b>      | <b>0</b>       | <b>0</b>        |

| <b>604 - GYM &amp; SWIM DEVELOPMENT</b> | <b>Budget</b> | <b>Actual</b> | <b>Variance</b> |
|---|---------------|---------------|-----------------|
| 4059 - PROFESSIONAL FEES                | 0             | 17,680        | 17,680          |
| <b>Net Expenditure</b>                  | <b>0</b>      | <b>17,680</b> | <b>17,680</b>   |

Costs to be taken off £100k ear marked reserve approved

| <b>606 - NEIGHBOURHOOD PLAN</b> | <b>Budget</b> | <b>Actual</b>   | <b>Variance</b> |
|---------------------------------|---------------|-----------------|-----------------|
| 1178 - GRANTS                   | 0             | -234,816        | -234,816        |
| <b>Total Income</b>             | <b>0</b>      | <b>-234,816</b> | <b>-234,816</b> |
| 4032 - PUBLICITY                | 0             | 1,647           | 1,647           |
| 4059 - PROFESSIONAL FEES        | 0             | 240,595         | 240,595         |
| 4141 - SEATS & LITTER BINS      | 0             | 3,797           | 3,797           |
| <b>Total Expenditure</b>        | <b>0</b>      | <b>246,039</b>  | <b>246,039</b>  |
| <b>Net Expenditure</b>          | <b>0</b>      | <b>11,223</b>   | <b>11,223</b>   |

Grants = CNP £200k + Locality £14,816 + LCWIP £20k (CB)







CHESHAM TOWN COUNCIL  
END OF YEAR FORECAST 2022 - 23




















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| <b>607 - NASHLEIGH HILL PLAY AREA</b> | <b>Budget</b> | <b>Actual</b>  | <b>Variance</b> |
|---------------------------------------|---------------|----------------|-----------------|
| 1178 - GRANTS                         | 0             | -25,000        | -25,000         |
| <b>Total Income</b>                   | <b>0</b>      | <b>-25,000</b> | <b>-25,000</b>  |
| 4860 - INVESTMENTS & CAPITAL          | 7,500         | 45,000         | 37,500          |
| 0342 - USE of EAR MARKED RESERVE      | 0             | -12,500        | -12,500         |
| <b>Total Expenditure</b>              | <b>7,500</b>  | <b>32,500</b>  | <b>25,000</b>   |
| <b>Net Expenditure</b>                | <b>7,500</b>  | <b>7,500</b>   | <b>0</b>        |

| <b>702 - PRECEPT AND GRANT</b>   | <b>Budget</b>     | <b>Actual</b>     | <b>Variance</b> |
|----------------------------------|-------------------|-------------------|-----------------|
| 1176 - PRECEPT                   | -1,011,100        | -1,011,100        | 0               |
| 1186 - CIL                       | 0                 | -31,814           | -31,814         |
| <b>Total Income</b>              | <b>-1,011,100</b> | <b>-1,042,914</b> | <b>-31,814</b>  |
| 4942 - CIL TO EAR MARKED RESERVE | 0                 | 31,814            | 31,814          |
| <b>Total Expenditure</b>         | <b>0</b>          | <b>31,814</b>     | <b>31,814</b>   |
| <b>Net Expenditure</b>           | <b>-1,011,100</b> | <b>-1,011,100</b> | <b>0</b>        |

**CHESHAM TOWN COUNCIL**  
Financial Decisions Tracker

Good Progress   
Slow Progress   
No Progress   
Complete 

| Code         | Project                          | Update  | Budget        |                |                |                | Actual         | Variance<br>£s | RAG   |
|--------------|----------------------------------|---|---------------|----------------|----------------|----------------|----------------|----------------|---|
|              |                                  |   | Annual<br>£s  | EMR<br>£s      | Grants<br>£s   | Total<br>£s    | Total<br>£s    |                |   |
| n/a          | Balanced Budget                  | Council meeting, 17 Jan 22, min no. 67                | 0             | 0              | 0              | 0              | 124,597        | 124,597        |  |
| 304          | Town Hall Office - Refurbishment | Existing Budget                                       | 44,500        | 0              | 0              | 44,500         | 34,272         | -10,228        |  |
| 301          | Elgiva Theatre - Cloth + Winches | Existing Budget + General Reserves                    | 8,500         | 0              | 0              | 8,500          | 26,459         | 17,959         |  |
| 104          | Cemetery Signage                 | Existing Budget                                       | 2,000         | 0              | 0              | 2,000          | 2,040          | 40             |  |
| 503          | Christmas Lights                 | Existing Budget                                       | 17,000        | 0              | 0              | 17,000         | 15,632         | -1,368         |  |
| 218          | Depot CCTV up-grade              | Existing Budget                                       | 3,000         | 0              | 0              | 3,000          | 2,987          | -13            |  |
| 603          | IT contract                      | Ear marked reserve                                    | 0             | 88,529         | 0              | 88,529         | 88,529         | 0              |  |
| 108          | Skotowes Pond surevy             | Grant = Community Board £20k                          | 0             | 0              | 20,000         | 20,000         | 17,286         | -2,714         |  |
| 503          | Jubilee celebration              | General Reserves                                      | 0             | 0              | 0              | 0              | 3,785          | 3,785          |  |
| 503          | War memorial restoration         | General Reserves                                      | 0             | 0              | 0              | 0              | 1,779          | 1,779          |  |
| 606          | LCWIP                            | Grants = Community Board £20k and Locality Fund £8k   | 0             | 0              | 28,000         | 28,000         | 35,000         | 7,000          |  |
| 604          | Gym & Swim Development           | General Reserves                                      | 0             | 0              | 0              | 0              | 17,680         | 17,680         |  |
| 206          | Play Area RoSPA report repairs   | Existing Budget + General Reserves                    | 3,500         | 0              | 0              | 3,500          | 12,841         | 9,341          |  |
| 601          | Nashleigh Hill Play Area         | Grant = CB £25k EMR = £12.5k, Existing Budget = £7.5k | 7,500         | 12,500         | 25,000         | 45,000         | 45,000         | 0              |  |
| 201          | Chesham Moor G&S Pool Repair     | Ear Marked Reserve £17k + VAT Refund £63k             | 0             | 17,000         | 63,379         | 80,379         | 92,580         | 12,201         |  |
| 207          | Meades Water Gardens Boardwalk   | Green Recovery Fund                                   | 0             | 0              | 15,810         | 15,810         | 22,311         | 6,501          |  |
| n/a          | Portas Funding                   | Ear Marked Reserve £5.5k                              | 0             | 5,550          | 0              | 5,550          | 5,550          | 0              |  |
| 107          | 185 Bellingdon Road              | General Reserves                                      | 0             | 0              | 0              | 0              | 2,850          | 2,850          |  |
| 201          | Gym and Swim closure lost income | General Reserves                                      | 0             | 0              | 0              | 0              | 17,638         | 17,638         |  |
| <b>Total</b> |                                  |   | <b>86,000</b> | <b>123,579</b> | <b>152,189</b> | <b>361,768</b> | <b>568,816</b> | <b>207,048</b> |   |

|   |                 |
|---|-----------------|
| Total General Reserve @ 31 March 2023   | -905,619        |
| Less Non-operating Budget Spend 2022-23 | 207,048         |
| <b>Remaining General Reserve</b>        | <b>-698,571</b> |
| Plus remaining ear marked reserve       | -110,833        |
| <b>Remaining Reserves</b>               | <b>-809,404</b> |

**Chesham Town Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2023**

**Chesham Town Council**

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**31 March 2023**

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**Chesham Town Council**

**Council Information**

**31 March 2023**

( Information current at 19th June 2023 )

**Town Mayor**

Cllr W. Augustus

**Councillors**

Cllr F. Holly (Deputy Town Mayor)

Cllr P. Aslam

Cllr A. K. Bacon

Cllr J. Baum

Cllr S. Booth

Cllr E. A. Culverhouse

Cllr M. Ditta

Cllr M. Fayyaz

Cllr J. Fulford

Cllr P. Harding

Cllr U. Hayyat

Cllr C. Hood

Cllr J. MacBean

Cllr Q. Mahmood

Cllr R. Matthews

Cllr N. T. Southworth

Cllr G. Williams

Cllr F. S. Wilson

**Chief Executive Officer**

T. Marmo BA (Hons)

**Auditors**

PKF Littlejohn LLP

SBA Team

1 Westferry Circus

Canary Wharf

London

E14 4HD

**Internal Auditors**

Internal Audit & Consultancy Ltd

70 Boundary Walk

Trowbridge

Wiltshire

BA14 0LZ

**Chesham Town Council**  
**Statement of Responsibilities**  
**31 March 2023**

**The Council's Responsibilities**

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Head of Finance, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

**The Responsible Financial Officer's Responsibilities**

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2023 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

**Responsible Financial Officer's Certificate**

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Chesham Town Council at 31 March 2023, and its income and expenditure for the year ended 31 March 2023.

Signed: .....

T. Marmo BA (Hons)- Head of Finance

Date: .....

**Chesham Town Council**  
**Statement of Accounting Policies**  
**31 March 2023**

**Auditors**

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

**Accounting Convention**

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

investment properties are included in the balance sheet at open market value,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.



**Chesham Town Council**  
**Statement of Accounting Policies**  
**31 March 2023**

**Depreciation Policy**

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over their estimated useful lives (varying between 3 and 10 years) on a straight line basis.

Play equipment is depreciated over 10 years at 10% per annum straight line.

Infrastructure assets are depreciated over their estimated useful lives (varying between 10 and 20 years) on a straight line basis.

Community assets are not depreciated, because they are of purely nominal value.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

**Grants or Contributions from Government or Related Bodies**

**Capital Grants**

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

**Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Investments**

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at note 14.

**Stocks and Work in Progress**

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

**Debtors and Creditors**

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

**Chesham Town Council**  
**Statement of Accounting Policies**  
**31 March 2023**

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

**External Loan Repayments**

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 19.

**Leases**

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 18.

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 21 to 23.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

**Interest Income**

All interest receipts are credited initially to general funds.

**Cost of Support Services**

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

This apportionment is not reflected in the Income and Expenditure account, but is used for Management Accounting and Annual Report purposes only.

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2025 and any change in contribution rates as a result of that valuation will take effect from 1st April 2026.

**Chesham Town Council**  
**Income and Expenditure Account**  
**31 March 2023**

|   | Notes | 2023<br>£          | 2022<br>£          |
|---|-------|--------------------|--------------------|
| <b>Income</b>   |       |                    |                    |
| Precept on Principal Authority  |       | 1,011,100          | 963,145            |
| Grants Receivable   |       | 311,861            | 81,944             |
| Rents Receivable, Interest & Investment Income  |       | 19,410             | 13,622             |
| Charges made for Services   |       | 1,187,691          | 1,041,536          |
| Other Income  |       | 14,724             | 2,869              |
| <b>Total Income</b>   |       | <b>2,544,786</b>   | <b>2,103,116</b>   |
| <b>Expenditure</b>  |       |                    |                    |
| <b>Direct Service Costs:</b>  |       |                    |                    |
| Salaries & Wages  |       | (914,926)          | (797,334)          |
| Grant-aid Expenditure   |       | (6,500)            | (6,450)            |
| Other Costs   | 1     | (1,284,892)        | (784,177)          |
| <b>Democratic, Management &amp; Civic Costs:</b>  |       |                    |                    |
| Salaries & Wages  |       | (330,554)          | (259,678)          |
| Other Costs   | 1     | (203,392)          | (126,670)          |
| <b>Total Expenditure</b>  |       | <b>(2,740,264)</b> | <b>(1,974,309)</b> |
| <b>Excess of (Expenditure over Income)/Income over Expenditure for the year.</b>                      |       | <b>(195,478)</b>   | <b>128,807</b>     |
| <b>Net Operating (Deficit)/Surplus for Year</b>   |       | <b>(195,478)</b>   | <b>128,807</b>     |
| <b>STATUTORY CHARGES &amp; REVERSALS</b>  |       |                    |                    |
| Statutory Charge for Capital (i.e. Loan Capital Repaid)   |       | (5,863)            | (5,597)            |
| Capital Expenditure charged to revenue  | 12    | (96,834)           | (53,198)           |
| Transfer from Earmarked Reserves  | 23    | 74,127             | 95,015             |
| <b>(Deficit)/Surplus for the Year (from)/to General Fund</b>  |       | <b>(207,048)</b>   | <b>165,027</b>     |
| <b>Net (Deficit)/Surplus for the Year</b>   |       | <b>(281,175)</b>   | <b>70,012</b>      |
| The above (Deficit)/Surplus for the Year has been (funded)/applied for the Year (from)/to as follows: |       |                    |                    |
| Transfer from Earmarked Reserves  | 23    | (74,127)           | (95,015)           |
| <b>(Deficit)/Surplus for the Year (from)/to General Fund</b>  |       | <b>(207,048)</b>   | <b>165,027</b>     |
|   |       | <b>(281,175)</b>   | <b>70,012</b>      |

The council had no other recognisable gains and/or losses during the year.

*The notes on pages 12 to 22 form part of these unaudited statements.*

**Chesham Town Council**  
**Statement of Movement in Reserves**  
**31 March 2023**

| Reserve                   | Purpose of Reserve   | Notes | 2023<br>£        | Net<br>Movement in<br>Year<br>£ | 2022<br>£        |
|---------------------------|--|-------|------------------|---------------------------------|------------------|
| Capital Financing Account | Store of capital resources set aside to purchase fixed assets                  | 21    | 3,901,450        | (82,642)                        | 3,984,092        |
| Usable Capital Receipts   | Proceeds of fixed assets sales available to meet future capital investment     | 22    | -                | (17,000)                        | 17,000           |
| Earmarked Reserves        | Amounts set aside from revenue to meet general and specific future expenditure | 23    | 110,833          | (74,127)                        | 184,960          |
| General Fund              | Resources available to meet future running costs                               |       | 698,571          | (207,048)                       | 905,619          |
| <b>Total</b>              |  |       | <b>4,710,854</b> | <b>(380,817)</b>                | <b>5,091,671</b> |

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*The notes on pages 12 to 22 form part of these unaudited statements.*

**Chesham Town Council**

**Balance Sheet**

**31 March 2023**

|  | Notes | 2023<br>£        | 2023<br>£        | 2022<br>£        |
|--|-------|------------------|------------------|------------------|
| <b>Fixed Assets</b>                          |       |                  |                  |                  |
| Tangible Fixed Assets                        | 11    |                  | 4,045,132        | 4,121,980        |
| <b>Current Assets</b>                        |       |                  |                  |                  |
| Stock  | 15    | 15,030           |                  | 7,591            |
| Debtors and prepayments                      | 16    | 315,456          |                  | 139,905          |
| Investments                                  | 14    | 294,964          |                  | 592,101          |
| Cash at bank and in hand                     |       | 580,357          |                  | 783,888          |
|  |       | <u>1,205,807</u> |                  | <u>1,523,485</u> |
| <b>Current Liabilities</b>                   |       |                  |                  |                  |
| Current Portion of Long Term Borrowings      |       | (6,142)          |                  | (5,863)          |
| Creditors and income in advance              | 17    | <u>(396,403)</u> |                  | <u>(415,906)</u> |
| <b>Net Current Assets</b>                    |       |                  | <u>803,262</u>   | <u>1,101,716</u> |
| <b>Total Assets Less Current Liabilities</b> |       |                  | 4,848,394        | 5,223,696        |
| <b>Long Term Liabilities</b>                 |       |                  |                  |                  |
| Long-term borrowing                          | 19    |                  | (39,387)         | (45,529)         |
| Deferred Grants                              | 20    |                  | (98,153)         | (86,496)         |
| <b>Total Assets Less Liabilities</b>         |       |                  | <u>4,710,854</u> | <u>5,091,671</u> |
| <b>Capital and Reserves</b>                  |       |                  |                  |                  |
| Capital Financing Reserve                    | 21    |                  | 3,901,450        | 3,984,092        |
| Usable Capital Receipts Reserve              | 22    |                  | -                | 17,000           |
| Earmarked Reserves                           | 23    |                  | 110,833          | 184,960          |
| General Reserve                              |       |                  | 698,571          | 905,619          |
|  |       |                  | <u>4,710,854</u> | <u>5,091,671</u> |

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2023, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 19th June 2023 .

Signed: .....  
Cllr W. Augustus  
Town Mayor

.....  
T. Marmo BA (Hons)  
Responsible Financial Officer

Date: .....

*The notes on pages 12 to 22 form part of these unaudited statements.*

**Chesham Town Council**

**Cash Flow Statement**

**31 March 2023**

|  | Notes | 2023<br>£          | 2023<br>£        | 2022<br>£        |
|--|-------|--------------------|------------------|------------------|
| <b>REVENUE ACTIVITIES</b>                                  |       |                    |                  |                  |
| <i>Cash outflows</i>                                       |       |                    |                  |                  |
| Paid to and on behalf of employees                         |       | (1,237,402)        |                  | (1,056,827)      |
| Other operating payments                                   |       | <u>(1,727,616)</u> |                  | <u>(746,710)</u> |
|  |       |                    | (2,965,018)      | (1,803,537)      |
| <i>Cash inflows</i>  |       |                    |                  |                  |
| Precept on Principal Authority                             |       | 1,011,100          |                  | 963,145          |
| Cash received for services                                 |       | 1,195,645          |                  | 1,049,729        |
| Revenue grants received                                    |       | <u>311,861</u>     |                  | <u>81,944</u>    |
|  |       |                    | 2,518,606        | 2,094,818        |
| <b>Net cash (outflow)/inflow from Revenue Activities</b>   | 26    |                    | (446,412)        | 291,281          |
| <b>SERVICING OF FINANCE</b>                                |       |                    |                  |                  |
| <i>Cash outflows</i>                                       |       |                    |                  |                  |
| Interest paid  |       | (2,347)            |                  | (2,613)          |
| <i>Cash inflows</i>  |       |                    |                  |                  |
| Interest received  |       | <u>5,788</u>       |                  | <u>323</u>       |
| <b>Net cash inflow/(outflow) from Servicing of Finance</b> |       |                    | 3,441            | (2,290)          |
| <b>CAPITAL ACTIVITIES</b>                                  |       |                    |                  |                  |
| <i>Cash outflows</i>                                       |       |                    |                  |                  |
| Purchase of fixed assets                                   |       | (76,834)           |                  | (53,198)         |
| <i>Cash inflows</i>  |       |                    |                  |                  |
| Capital grant received                                     |       | <u>25,000</u>      |                  | <u>-</u>         |
| <b>Net cash (outflow) from Capital Activities</b>          |       |                    | (51,834)         | (53,198)         |
| <b>Net cash (outflow)/inflow before Financing</b>          |       |                    | (494,805)        | 235,793          |
| <b>FINANCING AND LIQUID RESOURCES</b>                      |       |                    |                  |                  |
| Decrease in money on call                                  |       |                    | 297,137          | 156,622          |
| <i>Cash outflows</i>                                       |       |                    |                  |                  |
| Loan repayments made                                       |       |                    | (5,863)          | (5,597)          |
| <b>Net cash inflow from financing and liquid resources</b> |       |                    | <u>291,274</u>   | <u>151,025</u>   |
| <b>(Decrease)/Increase in cash</b>                         | 27    |                    | <u>(203,531)</u> | <u>386,818</u>   |

*The notes on pages 12 to 22 form part of these unaudited statements.*

## Chesham Town Council

### Notes to the Accounts

31 March 2023

#### **1 Other Costs Analysis**

**Other Costs reported in the council's Income and Expenditure Account comprise the following:**

##### **Direct Service Costs**

|  | <b>2023</b>      | <b>2022</b>    |
|--|------------------|----------------|
|  | <b>£</b>         | <b>£</b>       |
| Theatres & Public Entertainment        | 461,674          | 359,581        |
| Community Centres                      | 56,070           | 48,839         |
| Outdoor Sports & Recreation Facilities | 307,072          | 224,657        |
| Community Parks & Open Spaces          | 114,779          | 92,451         |
| Allotments                             | 5,277            | 1,733          |
| Cemeteries                             | 27,628           | 23,386         |
| Closed Churchyards                     | 2,340            | 695            |
| Public Conveniences                    | 8,389            | 9,528          |
| Community Safety (Crime Reduction)     | 525              | 658            |
| Structure & Local                      | 246,039          | -              |
| Promotion & Marketing of the Area      | 45,112           | 20,965         |
| Community Development                  | 11,881           | 6,450          |
| Investment Properties                  | 4,606            | 1,684          |
| Less: Grant-aid Expenditure            | (6,500)          | (6,450)        |
| <b>Total</b>                           | <b>1,284,892</b> | <b>784,177</b> |

##### **Democratic, Management & Civic Costs**

|  | <b>2023</b>    | <b>2022</b>    |
|--|----------------|----------------|
|  | <b>£</b>       | <b>£</b>       |
| Corporate Management                   | 195,833        | 90,952         |
| Democratic Representation & Management | 2,001          | 27,493         |
| Civic Expenses                         | -              | 2,812          |
| Mayors Allowance                       | 3,211          | 2,800          |
| Interest Payable                       | 2,347          | 2,613          |
| <b>Total</b>                           | <b>203,392</b> | <b>126,670</b> |

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

#### **2 Interest Payable and Similar Charges**

|                                   | <b>2023</b>  | <b>2022</b>  |
|-----------------------------------|--------------|--------------|
|                                   | <b>£</b>     | <b>£</b>     |
| External Interest Charges - Loans | 2,347        | 2,613        |
|                                   | <b>2,347</b> | <b>2,613</b> |

## Chesham Town Council

### Notes to the Accounts

31 March 2023

#### **3 Interest and Investment Income**

|                                 | 2023         | 2022       |
|---------------------------------|--------------|------------|
|                                 | £            | £          |
| Interest Income - General Funds | 5,874        | 321        |
|                                 | <u>5,874</u> | <u>321</u> |

#### **4 Related Party Transactions**

The council is required to disclose material transactions with related parties – bodies that have the potential to control or influence the council or to be controlled or influenced by the council. Disclosure of these transactions allows readers to assess the extent to which the council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's freedom to bargain with the council at arms length.

Related parties include:

##### **Central Government**

The council's operations are controlled by statutes passed by Central Government. All transactions with Central Government arise as a result of some of those statutes but do not, in the opinion of the council, require to be disclosed here.

##### **Principal Authorities**

The District/Borough Council collects this council's Precept and remits the same to the council under statutory provisions. The Precept is disclosed separately elsewhere in these accounts.

The County Council administers the Pension Fund of which certain of the council's staff are members. Details of amounts payable to the fund are disclosed at note 10.

The council has the following funding arrangements in place with other authorities to secure the continued operation of certain services:

##### **Members of the council**

Members have direct control over the council's financial and operating policies. During the year no members have undertaken any declarable, material transactions with the council, nor the council with any member. Details of such transactions (if any) are recorded in the Register of Members' Interests, open to public inspection at the council's offices.

Members represent the council on various organisations. Appointments are reviewed annually, unless a specific termination date applies to the term of office. None of these appointments places a Member in a position to exert undue influence or control.

##### **Officers of the Council**

Other than their contracts of employment, no material transactions have been made during the year between the council and any officer.

##### **Other Organisations**

The council awards grants to support a number of voluntary or charitable bodies. It does not attempt to exert control or influence as a result of such grants.

#### **5 General Power of Competence**

With effect from 17th May 2021 Chesham Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 17th May 2021 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).



## Chesham Town Council

### Notes to the Accounts

31 March 2023

#### 6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

|                                   | 2023         | 2022         |
|-----------------------------------|--------------|--------------|
|                                   | £            | £            |
| Fees for statutory audit services | 2,520        | 2,000        |
| Total fees                        | <u>2,520</u> | <u>2,000</u> |

#### 7 Tenancies

During the year the following tenancies were held:

##### Council as landlord

| Tenant                         | Property                  | Rent p.a.<br>£ | Repairing /<br>Non-Repairing |
|--------------------------------|---------------------------|----------------|------------------------------|
| Paradigm Housing Association   | 174a Berhamsted Road      | 6,605          | Repairing                    |
| Paradigm Housing Association   | 185 Bellingham Road       | 6,376          | Repairing                    |
| Trustees                       | Temperance Hall           | 100            | Repairing                    |
| The Woodland Trust             | Big Round Green           | 1              | Repairing                    |
| Chiltern Natural Therapies Ltd | Room at Chesham Pool      | 4,560          | Non-repairing                |
| Various Allotment Holders      | Allotment Plots           | 4,091          | N/A                          |
| Ward Brothers                  | Foyer at Codmore Pavilion | 4,200          | N/A                          |

##### Council as tenant

| Landlord | Property | Rent p.a.<br>£ | Repairing /<br>Non-Repairing |
|----------|----------|----------------|------------------------------|
| NONE     |          |                |                              |

#### 8 Members' Allowances

|  | 2023         | 2022         |
|--|--------------|--------------|
|  | £            | £            |
| Members of Council have been paid the following allowances for the year: |              |              |
| Town Mayors Allowance  | 3,211        | 2,800        |
|  | <u>3,211</u> | <u>2,800</u> |

The council has resolved that, other than the Town Mayor, no members allowances will be paid.

#### 9 Employees

The average weekly number of employees during the year was as follows:

|           | 2023      | 2022      |
|-----------|-----------|-----------|
|           | Number    | Number    |
| Full-time | 16        | 13        |
| Part-time | 15        | 15        |
| Temporary | 59        | 27        |
|           | <u>90</u> | <u>55</u> |

All staff are paid in accordance with nationally agreed pay scales.

## Chesham Town Council

### Notes to the Accounts

31 March 2023

#### **10 Pension Costs**

The council participates in the Buckinghamshire Pension Fund. The Buckinghamshire Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2023 was £206,105 (31 March 2022 - £163,944).

The most recent actuarial valuation was carried out as at 31st March 2022, and the council's contribution rate is confirmed as being 23.70% of employees' pensionable pay, plus a lump sum of £0 with effect from 1st April 2023 (year ended 31 March 2023 – 25.10%, , plus a lump sum of £0).

Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as Buckinghamshire Pension Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

#### **11 Tangible Fixed Assets**

|                        | <b>Operational<br/>Freehold<br/>Land and<br/>Buildings</b> | <b>Vehicles and<br/>Equipment</b> | <b>Infra-<br/>structure<br/>Assets</b> | <b>Community<br/>Assets</b> | <b>Investment<br/>Properties</b> | <b>Total</b> |
|------------------------|--|-----------------------------------|--|-----------------------------|----------------------------------|--------------|
| <b>Cost</b>            | <b>£</b>   | <b>£</b>                          | <b>£</b>                               | <b>£</b>                    | <b>£</b>                         | <b>£</b>     |
| At 31 March 2022       | 5,149,895  | 1,031,766                         | 440,298                                | 26                          | 460,000                          | 7,081,985    |
| Additions              | -  | 121,834                           | -                                      | -                           | -                                | 121,834      |
| Disposals              | -  | (18,420)                          | -                                      | -                           | -                                | (18,420)     |
| At 31 March 2023       | 5,149,895  | 1,135,180                         | 440,298                                | 26                          | 460,000                          | 7,185,399    |
| <b>Depreciation</b>    |  |                                   |  |                             |                                  |              |
| At 31 March 2022       | (1,839,383)  | (891,465)                         | (229,157)                              | -                           | -                                | (2,960,005)  |
| Charged for the year   | (125,097)  | (51,982)                          | (21,603)                               | -                           | -                                | (198,682)    |
| Eliminated on disposal | -  | 18,420                            | -                                      | -                           | -                                | 18,420       |
| At 31 March 2023       | (1,964,480)  | (925,027)                         | (250,760)                              | -                           | -                                | (3,140,267)  |
| <b>Net Book Value</b>  |  |                                   |  |                             |                                  |              |
| At 31 March 2023       | 3,185,415  | 210,153                           | 189,538                                | 26                          | 460,000                          | 4,045,132    |
| At 31 March 2022       | 3,310,512  | 140,301                           | 211,141                                | 26                          | 460,000                          | 4,121,980    |

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

#### **Fixed Asset Valuation**

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2007 by external independent valuers, Messrs The Valuation Agency. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

#### **Assets Held under Finance Agreements**

The council holds no such assets

**Chesham Town Council**

**Notes to the Accounts**

**31 March 2023**

**12 Financing of Capital Expenditure**

|  | 2023          | 2022         |
|--|---------------|--------------|
|  | £             | £            |
| The following capital expenditure during the year: |               |              |
| Fixed Assets Purchased                             | 121,834       | 53,198       |
|  | <hr/> 121,834 | <hr/> 53,198 |
|  | <hr/> <hr/>   | <hr/> <hr/>  |
| was financed by:                                   |               |              |
| Capital Receipts                                   | 17,000        | -            |
| Capital Grants                                     | 25,000        | -            |
| Revenue:   |               |              |
| Capital Projects Reserve                           | 79,834        | -            |
| Equipment Replacement Reserve                      | -             | 25,000       |
| Precept and Revenue Income                         | -             | 28,198       |
|  | <hr/> 121,834 | <hr/> 53,198 |
|  | <hr/> <hr/>   | <hr/> <hr/>  |

**13 Information on Assets Held**

Fixed assets owned by the council include the following:

**Operational Land and Buildings**

Chesham Town Hall  
The Elgiva Theatre  
Works Depot  
Pavilion – at 1 recreation ground  
Clock Tower, Market Square  
Gazebo, Red Lion Street  
Cemetery Chapel  
The Temperance Hall  
Open Air Swimming Pool and Sports Complex

**Investment Properties**

Former Cemetery Lodges (let on commercial terms) - 2

**Vehicles and Equipment**

Light Vans – 2  
Tractors - 1  
Sundry grounds maintenance equipment  
Sundry office equipment  
Town Hall and Elgiva Theatre furniture and equipment  
Swimming Pool and Gym Equipment

**Chesham Town Council**

**Notes to the Accounts**

**31 March 2023**

**13 Information on Assets Held (cont'd)**

**Infrastructure Assets**

Skateboard Park  
Fencing etc  
Bus shelters - 2  
Other street furniture

**Community Assets**

Various Open Spaces  
Chesham Cemetery  
Allotments – 3 sites  
Recreation grounds and playing fields  
Childrens' Play Areas

**14 Current Asset Investments**

|                                  | <b>2023</b>   | <b>2022</b>   |
|----------------------------------|---------------|---------------|
|                                  | <b>£</b>      | <b>£</b>      |
| Lloyds Bank PLC Treasury Deposit | 294,964       | 592,101       |
|                                  | <hr/> 294,964 | <hr/> 592,101 |

**15 Stocks**

|                        | <b>2023</b>  | <b>2022</b> |
|------------------------|--------------|-------------|
|                        | <b>£</b>     | <b>£</b>    |
| Theatres               | 5,372        | 4,402       |
| Community Centres      | 147          | 167         |
| Leisure/Sports Centres | 9,511        | 3,022       |
|                        | <hr/> 15,030 | <hr/> 7,591 |

**Chesham Town Council**

**Notes to the Accounts**

**31 March 2023**

**16 Debtors**

|                         | <b>2023</b>    | <b>2022</b>    |
|-------------------------|----------------|----------------|
|                         | <b>£</b>       | <b>£</b>       |
| General Debtors         | 66,854         | 28,579         |
| Elgiva Theatre Debtors  | 18             | -              |
| Trade Debtors           | 66,872         | 28,579         |
| VAT Recoverable         | 111,722        | 27,030         |
| Other Debtors           | 9,519          | 8,363          |
| Prepayments             | 101,827        | 39,891         |
| Accrued Income          | 25,421         | 36,033         |
| Accrued Interest Income | 95             | 9              |
|                         | <u>315,456</u> | <u>139,905</u> |

**17 Creditors and Accrued Expenses**

|                                   | <b>2023</b>    | <b>2022</b>    |
|-----------------------------------|----------------|----------------|
|                                   | <b>£</b>       | <b>£</b>       |
| Trade Creditors                   | 100,178        | 98,987         |
| Other Creditors                   | 49,723         | 77,957         |
| Superannuation Payable            | 20,389         | 16,364         |
| Payroll Taxes and Social Security | 17,472         | 13,419         |
| Accruals                          | 104,839        | 158,908        |
| Income in Advance                 | 58,802         | 50,271         |
| Capital Creditors                 | 45,000         | -              |
|                                   | <u>396,403</u> | <u>415,906</u> |

**18 Financial Commitments under Operating Leases**

The council had annual commitments under non-cancellable operating leases of equipment as follows:

|   | <b>2023</b>   | <b>2022</b>   |
|---|---------------|---------------|
|   | <b>£</b>      | <b>£</b>      |
| Obligations expiring within one year            | 5,695         | 6,165         |
| Obligations expiring between two and five years | 27,642        | 21,400        |
| Obligations expiring after five years           | -             | -             |
|   | <u>33,337</u> | <u>27,565</u> |

**Chesham Town Council**

**Notes to the Accounts**

**31 March 2023**

**19 Long Term Liabilities**

|                         | 2023         | 2022         |
|-------------------------|--------------|--------------|
|                         | £            | £            |
| Public Works Loan Board | 45,529       | 51,392       |
|                         | <hr/> 45,529 | <hr/> 51,392 |

|   | 2023         | 2022         |
|---|--------------|--------------|
|   | £            | £            |
| The above loans are repayable as follows: |              |              |
| Within one year                           | 6,142        | 5,863        |
| From one to two years                     | 6,434        | 6,142        |
| From two to five years                    | 21,195       | 20,233       |
| From five to ten years                    | 11,758       | 19,154       |
| Over ten years                            | -            | -            |
|   | <hr/> 45,529 | <hr/> 51,392 |
| Total Loan Commitment                     | 45,529       | 51,392       |
| Less: Repayable within one year           | (6,142)      | (5,863)      |
|   | <hr/> 39,387 | <hr/> 45,529 |

**20 Deferred Grants**

|                                       | 2023         | 2022         |
|---------------------------------------|--------------|--------------|
|                                       | £            | £            |
| <b>Capital Grants Unapplied</b>       |              |              |
| At 01 April                           | -            | -            |
| Grants received in the year           | 25,000       | -            |
| Applied to finance capital investment | (25,000)     | -            |
| At 31 March                           | <hr/> -      | <hr/> -      |
| <b>Capital Grants Applied</b>         |              |              |
| At 01 April                           | 86,496       | 98,808       |
| Grants Applied in the year            | 25,000       | -            |
| Released to offset depreciation       | (13,343)     | (12,312)     |
| At 31 March                           | <hr/> 98,153 | <hr/> 86,496 |
| <b>Total Deferred Grants</b>          |              |              |
| At 31 March                           | 98,153       | 86,496       |
| At 01 April                           | <hr/> 86,496 | <hr/> 98,808 |

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

## Chesham Town Council

### Notes to the Accounts

31 March 2023

#### 21 Capital Financing Account

|   | 2023      | 2022      |
|---|-----------|-----------|
|   | £         | £         |
| Balance at 01 April                       | 3,984,092 | 4,102,710 |
| Financing capital expenditure in the year |           |           |
| Additions - using capital receipts        | 17,000    | -         |
| Additions - using revenue balances        | 79,834    | 53,198    |
| Loan repayments                           | 5,863     | 5,597     |
| Disposal of fixed assets                  | (18,420)  | -         |
| Depreciation eliminated on disposals      | 18,420    | -         |
| Reversal of depreciation                  | (198,682) | (189,725) |
| Deferred grants released                  | 13,343    | 12,312    |
| Balance at 31 March                       | 3,901,450 | 3,984,092 |

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

#### 22 Usable Capital Receipts Reserve

|                                  | 2023     | 2022   |
|----------------------------------|----------|--------|
|                                  | £        | £      |
| Balance at 01 April              | 17,000   | 17,000 |
| <i>Less:</i>                     |          |        |
| Capital used to fund expenditure | (17,000) | -      |
| Balance at 31 March              | -        | 17,000 |

The Usable Capital Receipts Reserve represents capital receipts available to finance capital expenditure in future years.

#### 23 Earmarked Reserves

|                           | Balance at<br>01/04/2022 | Contribution<br>to reserve | Contribution<br>from reserve | Balance at<br>31/03/2023 |
|---------------------------|--------------------------|----------------------------|------------------------------|--------------------------|
|                           | £                        | £                          | £                            | £                        |
| Capital Projects Reserves | 125,000                  | -                          | (88,529)                     | 36,471                   |
| Asset Renewal Reserves    | -                        | -                          | -                            | -                        |
| Other Earmarked Reserves  | 59,960                   | 33,162                     | (18,760)                     | 74,362                   |
| Total Earmarked Reserves  | 184,960                  | 33,162                     | (107,289)                    | 110,833                  |

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2023 are set out in detail at Appendix A.

**Chesham Town Council**

**Notes to the Accounts**

**31 March 2023**

**24 Capital Commitments**

The council had no capital commitments at 31 March 2023 not otherwise provided for in these accounts.

**25 Contingent Liabilities**

The council is not aware of any contingent liabilities at the date of these accounts.

**26 Reconciliation of Revenue Cash Flow**

|  | <b>2023</b>      | <b>2022</b>    |
|--|------------------|----------------|
|  | <b>£</b>         | <b>£</b>       |
| Net Operating (Deficit)/Surplus for the year | (195,478)        | 128,807        |
| Add/(Deduct)                                 |                  |                |
| Interest Payable                             | 2,347            | 2,613          |
| Interest and Investment Income               | (5,788)          | (323)          |
| (Increase) in stock held                     | (7,439)          | (2,958)        |
| (Increase)/Decrease in debtors               | (175,551)        | 466            |
| (Decrease)/Increase in creditors             | (64,503)         | 162,676        |
| Revenue activities net cash (outflow)/inflow | <u>(446,412)</u> | <u>291,281</u> |

**27 Movement in Cash**

|                                  | <b>2023</b>      | <b>2022</b>    |
|----------------------------------|------------------|----------------|
|                                  | <b>£</b>         | <b>£</b>       |
| <b>Balances at 01 April</b>      |                  |                |
| Cash with accounting officers    | 2,701            | 2,767          |
| Cash at bank                     | 781,187          | 394,303        |
|                                  | <u>783,888</u>   | <u>397,070</u> |
| <b>Balances at 31 March</b>      |                  |                |
| Cash with accounting officers    | 2,701            | 2,701          |
| Cash at bank                     | 577,656          | 781,187        |
|                                  | <u>580,357</u>   | <u>783,888</u> |
| <b>Net cash (outflow)/inflow</b> | <u>(203,531)</u> | <u>386,818</u> |



**Chesham Town Council**

**Notes to the Accounts**

**31 March 2023**

**28 Reconciliation of Net Funds/Debt**

|   | <b>2023</b>    | <b>2022</b>    |
|---|----------------|----------------|
|   | <b>£</b>       | <b>£</b>       |
| (Decrease)/Increase in cash in the year           | (203,531)      | 386,818        |
| Cash outflow from repayment of debt               | 5,863          | 5,597          |
| <b>Net cash flow arising from changes in debt</b> | <b>5,863</b>   | <b>5,597</b>   |
| Movement in net debt/funds in the year            | (197,668)      | 392,415        |
| Cash at bank and in hand                          | 783,888        | 397,070        |
| Total borrowings                                  | (51,392)       | (56,989)       |
| <b>Net funds at 01 April</b>                      | <b>732,496</b> | <b>340,081</b> |
| Cash at bank and in hand                          | 580,357        | 783,888        |
| Total borrowings                                  | (45,529)       | (51,392)       |
| <b>Net funds at 31 March</b>                      | <b>534,828</b> | <b>732,496</b> |

**29 Post Balance Sheet Events**

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 19th June 2023), which would have a material impact on the amounts and results reported herein.

**Chesham Town Council**

**Appendices**

**31 March 2023**

**Appendix A**

**Schedule of Other Earmarked Reserves**

|  | <u>Balance at</u><br><u>01/04/2022</u> | <u>Contribution</u><br><u>to reserve</u> | <u>Contribution</u><br><u>from reserve</u> | <u>Balance at</u><br><u>31/03/2023</u> |
|--|--|--|--|--|
|  | £                                      | £  | £  | £                                      |
| <b><u>Capital Projects Reserves</u></b>  |  |  |  |  |
| Capital Fund                             | 125,000                                |  | (88,529)                                   | 36,471                                 |
|  | <u>125,000</u>                         | <u>0</u>                                 | <u>(88,529)</u>                            | <u>36,471</u>                          |
| <b><u>Asset Replacement Reserves</u></b> |  |  |  |  |
| None                                     | 0                                      |  |  | 0                                      |
|  | <u>0</u>                               | <u>0</u>                                 | <u>0</u>                                   | <u>0</u>                               |
| <b><u>Other Earmarked Reserves</u></b>   |  |  |  |  |
| Staff Sickness Fund                      | 13,185                                 |  |  | 13,185                                 |
| Produce Market Reserve                   | 0                                      | 1,348                                    |  | 1,348                                  |
| Codmore Pavilion Fund                    | 3,222                                  |  |  | 3,222                                  |
| Green Flag Reserve                       | 769                                    |  |  | 769                                    |
| Lords Mill Weir                          | 10,000                                 |  |  | 10,000                                 |
| Portas Funds                             | 5,550                                  |  | (5,550)                                    | 0                                      |
| Play Equipment                           | 12,500                                 |  | (12,500)                                   | 0                                      |
| CIL 2021-22                              | 14,734                                 | 25,817                                   | (710)                                      | 39,841                                 |
| CIL 2022-23                              |  | 5,997                                    |  | 5,997                                  |
|  | <u>59,960</u>                          | <u>33,162</u>                            | <u>(18,760)</u>                            | <u>74,362</u>                          |
| <b>TOTAL EARMARKED RESERVES</b>          | <b><u>184,960</u></b>                  | <b><u>33,162</u></b>                     | <b><u>(107,289)</u></b>                    | <b><u>110,833</u></b>                  |

## Chesham Town Council

31 March 2023

### Annual Report Tables

**Table. 1 – Budget & Actual Comparison**

|   | <b>Budget £</b>         | <b>Actual £</b>         |
|---|-------------------------|-------------------------|
| Net Expenditure                                     |                         |                         |
| Cultural & Heritage                                 | 138,528                 | 124,747                 |
| Recreation & Sport                                  | 161,904                 | 264,436                 |
| Open Spaces   | 263,928                 | 290,280                 |
| Cemetery, Cremation & Mortuary                      | 996                     | 5,592                   |
| Environmental Health                                | 10,548                  | 8,389                   |
| Community Safety (Crime Reduction)                  | -                       | 525                     |
| Planning & Development Services (including Markets) | 43,500                  | 64,726                  |
| Community Infrastructure Levy                       | -                       | (31,814)                |
| Investment Properties                               | (12,216)                | (8,930)                 |
| Net Direct Services Costs                           | <u>607,188</u>          | <u>717,951</u>          |
|   |                         |                         |
| Corporate Management                                | 459,950                 | 496,186                 |
| Democratic & Civic                                  | 22,258                  | (4,032)                 |
| Net Democratic, Management and Civic Costs          | <u>482,208</u>          | <u>492,154</u>          |
|   |                         |                         |
| Interest & Investment Income                        | (6,996)                 | (5,874)                 |
| Loan Charges  | 8,208                   | 8,210                   |
| Capital Expenditure                                 | 44,500                  | 96,834                  |
| Transfers to/(from) other reserves                  | -                       | (91,127)                |
| (Deficit from) General Reserve                      | <u>(124,008)</u>        | <u>(207,048)</u>        |
| <b>Precept on Principal Authority</b>               | <u><u>1,011,100</u></u> | <u><u>1,011,100</u></u> |

## Chesham Town Council

31 March 2023

### Annual Report Tables

Table. 2 – Service Income & Expenditure

| Notes                                      | 2023<br>£            | 2023<br>£          | 2023<br>£          | 2022<br>£          |
|--|----------------------|--------------------|--------------------|--------------------|
|  | Gross<br>Expenditure | Income             | Net<br>Expenditure | Net<br>Expenditure |
| <b>CULTURAL &amp; RELATED SERVICES</b>     |                      |                    |                    |                    |
| Cultural & Heritage}                       | 789,475              | (664,728)          | 124,747            | 140,812            |
| Recreation & Sport                         | 690,082              | (425,646)          | 264,436            | 86,710             |
| Open Spaces                                | 380,241              | (89,961)           | 290,280            | 214,685            |
| <b>ENVIRONMENTAL SERVICES</b>              |                      |                    |                    |                    |
| Cemetery, Cremation & Mortuary             | 29,968               | (24,376)           | 5,592              | 4,483              |
| Environmental Health                       | 8,389                | -                  | 8,389              | 9,528              |
| Community Safety (Crime Reduction)         | 525                  | -                  | 525                | 658                |
| <b>PLANNING &amp; DEVELOPMENT SERVICES</b> |                      |                    |                    |                    |
| Planning & Development Services            | 246,039              | (234,816)          | 11,223             | -                  |
| Economic Development (including markets)   | 45,112               | (3,490)            | 41,622             | 17,952             |
| Community Development                      | 11,881               | -                  | 11,881             | 6,450              |
| <b>OTHER SERVICES</b>                      |                      |                    |                    |                    |
| Community Infrastructure Levy              | -                    | (31,814)           | (31,814)           | (14,734)           |
| Investment Properties                      | 4,606                | (13,536)           | (8,930)            | (11,617)           |
| <b>CENTRAL SERVICES</b>                    |                      |                    |                    |                    |
| Corporate Management                       | 526,387              | (30,201)           | 496,186            | 347,911            |
| Democratic & Civic                         | 2,001                | -                  | 2,001              | 27,493             |
| Civic Expenses                             | 3,211                | (9,244)            | (6,033)            | 1,715              |
| <b>Net Cost of Services</b>                | <b>2,737,917</b>     | <b>(1,527,812)</b> | <b>1,210,105</b>   | <b>832,046</b>     |