

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

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Tuesday 9th January 2024

Dear Councillor,

You are hereby summoned to a **Meeting of the CORPORATE SERVICES COMMITTEE** to be held in the Council Chamber, Town Hall, Chesham, on **MONDAY 15th January 2024 at 6pm:**

Agenda

1. Apologies for absence

To receive apologies for absence

2. Declarations of interests

To note any declarations of Interest

3. Minutes of the previous Corporate Services meeting 13th November 2023

To approve the minutes of the previous meeting and authorise the Chair to sign the same

4. Action Tracker

To note the Committee's Action Tracker

5. Bank Mandate

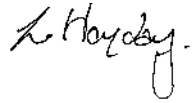
In accordance with Financial Regulations to agree the addition of two new named individuals to the bank mandate for all the council's accounts held with Lloyds Bank plc. Those individuals to be Joseph Baum – Chairman of the Corporate Services Committee and Louise Hayday – CEO/Town Clerk.

6. Budget 2024/25

To present detailed 2024-25 budget information and options for the Committee to consider with a view to the Committee making recommendations to Full Council about the budget and consequent precept.

7. The Elgiva Theatre Pantomime Tender - 2024 to 2029

Following a tender process, to seek approval from members to appoint New Pantomime Productions as the Elgiva Theatre's pantomime producer for the period of 2024 to 2029.



Louise Hayday
CEO/ Town Clerk

Cllr Alan Bacon	Cllr Justine Fulford
Cllr Joseph Baum (Chair)	Cllr Francis Holly
Cllr Simon Booth	Cllr Chasey Hood
Cllr Majid Ditta	Cllr Rachael Matthews
Cllr Mohammad Fayyaz	

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 CORPORATE SERVICES COMMITTEE

held on 13th November 2023

Councillors:

Councillor Alan Bacon	Councillor Justine Fulford
Councillor Joseph Baum	Councillor Francis Holly
Councillor Simon Booth	
Councillor Mo Fayyaz	

In attendance:

Jane MacBean	Councillor
Louise Steele	Interim RFO
Nina Villa (remotely)	Interim CEO/Town Clerk
Georgina Fernandez	Democratic Services Officer
Danny Essex	Head of Operational Services
Ashley Myers	Head of Corporate Services

35. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Matthews and Ditta.

36. DECLARATIONS OF INTEREST

There were no declarations of interest.

37. MINUTES OF PREVIOUS MEETINGS

The minutes of the Corporate Services Committee on 11th September 2023 were noted and approved by members.

38. ACTION TRACKER

This was noted and approved by members.

Councillor Baum asked to be copied in on correspondence with regards to The Living Wall.

39. IMPLEMENTATION OF 2023-2024 STAFF PAY AWARD

In accordance with Financial Regulation 7.3 the Committee considered a report seeking consent to implement the 2023-24 NJC pay award for all staff and to complete the implementation of the 2022-23 NJC settlement.

RESOLVED:

- i. To implement the 2023-24 pay award for all staff back dated to 1 April 2023;**
- ii. To move staff currently employed on SCP1 to SCP2 back dated to 1 April 2023; and**
- iii. That former members of staff who request the back dated element of pay should receive it.**

40. CREDIT CARD POLICY

An updated credit card policy was presented by the Head of Corporate Services.

RESOLVED:

That the revised Credit and Fuel Card Policy is recommended to Council for adoption.

41. CLOCK TOWER

To consider a report on the Clock Tower and to consider whether to include this as a project for inclusion in the 2024/25 budget.

It was noted that going forward servicing of the clock tower should be scheduled periodically.

RESOLVED:

- i. The report was noted by Councillors**
- ii. Democratic Services Officer to set up a meeting for the property & assets working group with [REDACTED] to attend.**
- iii. The Head of Operational Services to source three quotes for the scaffolding.**
- iv. The Head of Operational Services to determine/ source if a previous structural survey has been carried out on the clock tower.**

42. MOOR HARD STANDING

To consider a report recommending repairs to the Moor Hard Standing.

RESOLVED:

- i. It was resolved that the quote for repairs be approved if an alternative/ cheaper option cannot be sourced.**
- ii. The Head of Operational Services to contact HS2 to explore the possibility of a waste product donation.**
- iii. The Head of Operational Services to consider a longer-term solution for Moor Hard standing.**

43. PARKS AND PREMISES

To consider a report on the condition of the Rest Room and whether to include this as a project for inclusion in the 2024/25 budget.

The Head of Operational Services confirmed that staff had been consulted for this report and share these views. The current conditions are a barrier to staff recruitment and currently all staff only share one toilet. Updating is required to comply with current regulations.

RESOLVED:

- i. It was resolved to include Parks and Premises as a project for inclusion in the 2024/25 budget.**
- ii. The Head of Operational Services to speak with the previous architect with regard to his thoughts on the premises.**

44. WOODLAND VIEW PLAY AREA

To provide an update on the current condition of the fence surrounding the play area.

RESOLVED:

- i. The report was acknowledged by Councillors**
- ii. The Head of Operational Services to look at alternative natural and environmental barriers e.g. hedging and to pursue match funding opportunities.**
- iii. The Head of Operational Services to confirm with ROSPA on recommended fencing for playgrounds.**
- iv. The Head of Operational Services to review quotes ready for presentation at budget setting.**
- v. Councillors to visit the site prior to budget decisions.**

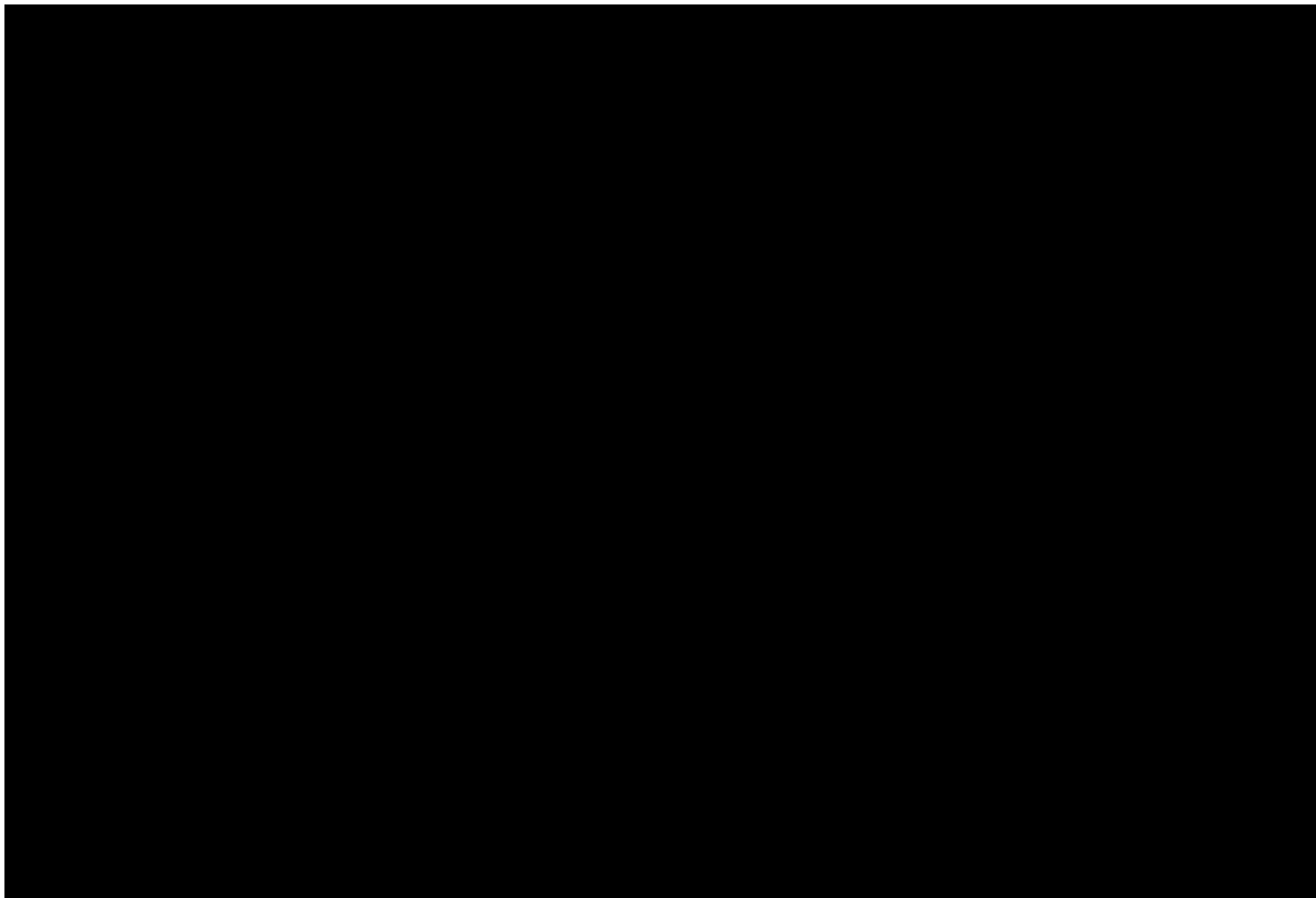
45. PLANS TO WELCOME THE NEW CEO

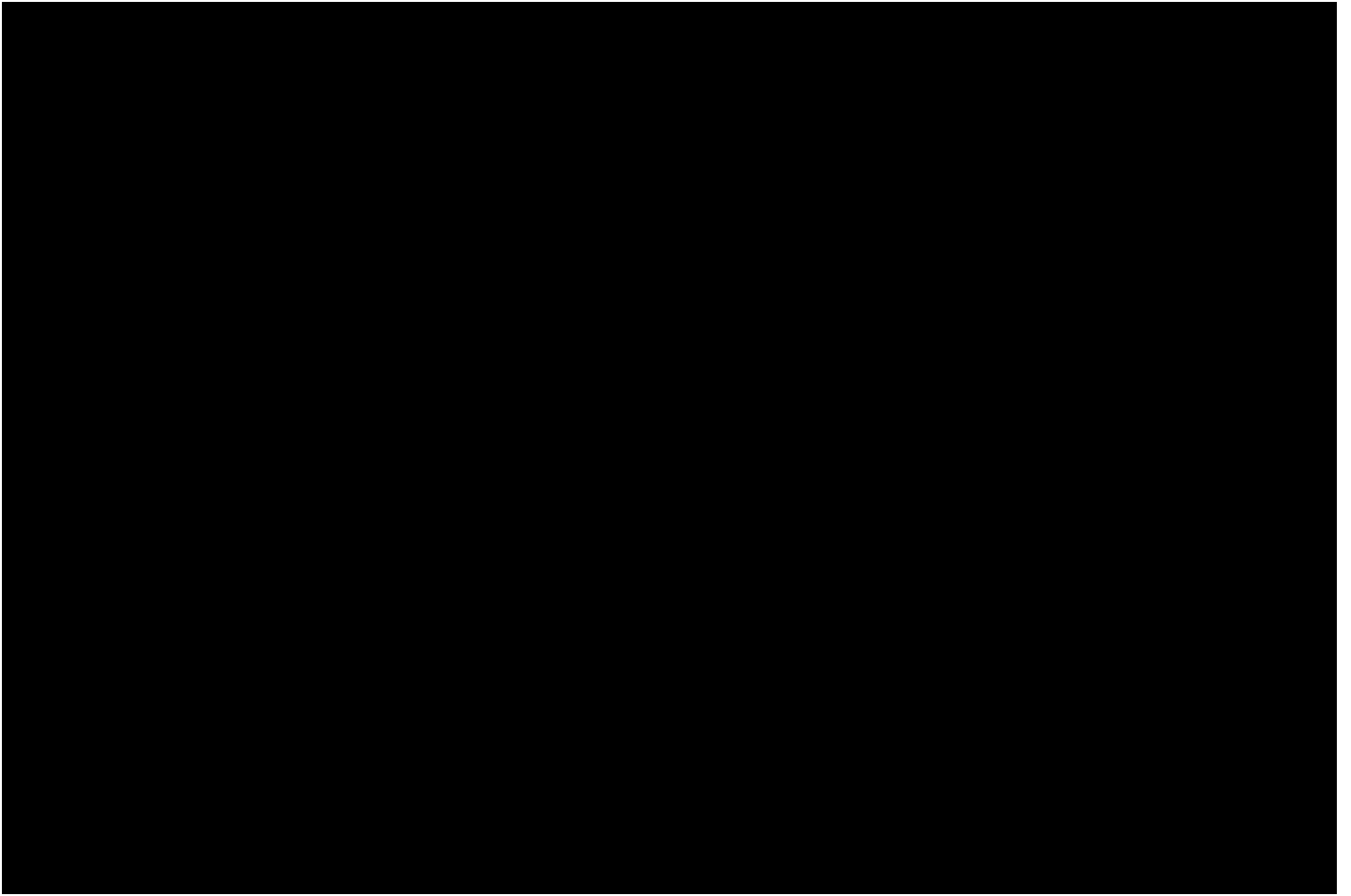
It was confirmed that the new CEO would commence work on 2nd January 2024 and that the second reference had been received and contracts signed.

RESOLVED:

- i. Democratic Services Officer to put a date in the diary, late January for a town Council get together.**
- ii. Interim CEO to check with the future CEO on dates available to meet staff and to consider a drop-in session for members.**

46. EXCLUSION OF PUBLIC AND PRESS





The meeting closed at 9.16pm.

AGENDA ITEM: 4

Corporate Services 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
Monday 20 March 2023				
57i)	Head of Corporate Services to confirm the fuel and credit card limits	Head of Corporate Services	Blue	Credit card and fuel card limits received are being added to the policy for adoption at Council. Updated policy considered on 13 November – adopted by Full Council on 11 December 2023
60	The Head of Corporate Services to contact Paradigm to ascertain contract responsibilities and detail	Head of Corporate Services	Green	It has been difficult to get Paradigm to respond to our queries but this is starting to move forward now.
Monday 12th June 2023				
10i	Elgiva installation of solar panels	Head of Operational Services /CEEM	Green	Solar panels on hold.
Monday 17th July 2023				
21ii	Bank mandates to be included as a recurring item at first Corporate Services Committee of each new calendar year	DSO	Green	On the agenda for this meeting
24v	To communicate Town Partner feedback via external comms	DSO	Green	On going
24vi	Report of Town Partners donations and how they have been utilised to be included on agenda of Annual Town Meeting	DSO/CEEM	Green	
Monday 11th September, 2023				
31i	The agenda for the Annual Meeting of Council to include the appointment of the Internal Auditor as a standing item	DSO	Green	
33i	Cemetery: To update the Committee on consecrated space at the cemetery at a later date	Cemeteries, Allotments & Open Spaces Manager	Green	
34	Living Wall: Officers to write to Buckinghamshire Council sharing this council's concern that Buckinghamshire Council should be seeking to remove a feature intended to address air pollution.	CEEM	Blue	Awaiting response to letter – Cllr Baum to be copied on Future correspondence (minute 38 – 13/11/23)

Monday 13 th November, 2023				
39	Implementation of 2023-24 pay award	Head of Corporate Services		Implemented in December payroll.
41 ii	Clock Tower – convene meeting of the property & assets working group with Steve Crawley to attend	DSO		Meeting being arranged.
41 iii & iv	Clock Tower – source 3 quotes for scaffolding; determine/source any previous structural survey	Head of Operational Services		No evidence of any previous structural survey
42 i & ii	Moor Hard Standing explore possibility of waste product from HS2 and proceed with repairs	Head of Operational Service		Repairs complete
42 iii	Moor Hard Standing consider longer-term solution	Head of Operational Service		
43	Parks & Premises – Include rest room project in 2024/25 budget	Interim RFO		Included in 2024/25 budget
44	Woodland View Play Area - Look at alternative natural and environmental barriers e.g. hedging and to pursue match funding opportunities. Confirm with ROSPA on recommended fencing for playgrounds. Review quotes ready for presentation at budget setting. Councillors to visit the site prior to budget decisions.	Head of Operational Services Councillors		ROSPA – confirm no requirement for hard boundary treatment
47	Write to Buckinghamshire Council ref closure of Amersham Office	Interim CEO		
48	Review following policies: Collective Grievance Policy Grievance Policy & procedure Whistleblowing policy & procedure	Head of Corporate Services in conjunction with staff Worknest & NALC		

Report of the Officers to a meeting of the Corporate Services Committee on 15 January 2024

AGENDA ITEM NO 6: Budget 2024-25

Reporting Officer:

Louise Steele

Interim Responsible Finance Officer

01494 774 842 ext. 116

louise.steele@chesham.gov.uk

Purpose of Report

1. To present detailed 2024-25 budget information and options for the Committee to consider with a view to the Committee making recommendations to Full Council about the budget and consequent precept.

Background Information

2. Chesham Town Council is obliged to set a balanced budget and to agree a precept annually. This report covers the Financial Year 1 April 2024 to 31 March 2025. The precept is the amount of money that the Town Council asks Buckinghamshire Council (Bucks) to collect on the Town Council's behalf from the council tax payers in the town's area. The precept is expressed as a total cash sum and as an amount per Band D household.
3. Setting the budget and agreeing the precept is the responsibility of Full Council – it cannot lawfully be delegated to a committee.
4. Tax base
Buckinghamshire Council calculates the tax base figure for the county and for each town or parish within the district – the tax base figure is expressed as an averaged number of Band D households. The precept per Band D household is calculated by dividing the total precept sum by the tax base. For Chesham Town Council the tax base figure for 2024/25 is 8,340.6 being a small increase on the 2023/24 figure of 8,288.68 (Broadly speaking the tax base figure increases in line with the number of homes in the town but it is reduced for the number of households in receipt of Council Tax benefit – even if there were to be no change in the number of homes the tax base would still fluctuate if the number of households in receipt of Council Tax benefit changed).

Detailed Budget Figures

5. Detailed budget figures are annexed to this report. There are summary pages – showing the net expenditure analysed by cost centre; this is supported by detailed pages for each cost centre.

One significant change to budgeting is proposed and that is that the sum allowed for staffing and the cost of living increase/annual pay award (currently 5% - £65,200) is retained centrally until the pay award is settled. Upon settlement there should be a virement of budget to the relevant cost centres. Should the pay award be settled for less than the sum allowed the remainder will be retained centrally.

6. Precept

Before any decisions are made about one-off projects and purchases the detailed budget figures imply a precept figure of £1,152,771 (Option 1) to balance the 2024/25 budget. This is an increase of £34,877 over the precept agreed for 2023/24. At Band D the precept increases from £134.87 per household to £138.21.

		2022-23	2023-24	2024-25	Change
	PRECEPT	1,011,100	1,117,894	1,152,771	34,877
	Taxbase	8175.53	8288.68	8340.6	51.92
	Charge @ Band D	£123.67	£134.87	£138.21	£3.34
	% increase				
	Cash		10.6%	3.1%	
	Band D		9.1%	2.5%	

Option 2 includes a £61,860 sum capable of allocation to projects and one-off purchases giving a precept of £1,214,631. This is would be an increase of £96,737 over the precept agreed for 2023/24. At Band D the precept increases from £134.87 per household to £145.63.

		2022-23	2023-24	2024-25	Change
	PRECEPT	1,011,100	1,117,894	1,214,631	96,737
	Taxbase	8175.53	8288.68	8340.6	51.92
	Charge @ Band D	£123.67	£134.87	£145.63	£10.76
	% increase				
	Cash		10.6%	8.7%	
	Band D		9.1%	8.0%	

7 Reserves

The budget figures indicate that as at 31 March 2024, and assuming no overspend against budget, there should be total reserve of £589,155. Of this figure £71,391 is ringfenced for Community Infrastructure Levy projects (and £50,000 of that is allocated to specific projects). (See Reserves page in the attached budget papers). This is 44.9% of the implied precept. The Council has previously set a target of a general reserve of 25% of precept - it is assumed that this figure has been taken as proxy for the a reserve equivalent to three months expenditure equivalent suggested by paragraph 5.34 of the Joint Panel on Accountability and Governance (JPAG) 2023 edition of the Practitioners' Guide ¹ However, the Town Council has a turnover

¹ General reserves:

5.32. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.33. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

each year in excess of £2.5million and the Locum RFO advises that in her view the general reserve should be 25% of this higher sum – i.e. £625,000. This is particularly the case because the Council has no significant earmarked reserves to deal with the liabilities that arise in the management of property assets.

Recommendation:

8. It is recommended that the Committee:

- considers the 2024/25 budget and the level of precept to be set;
- considers the funding of projects; and
- makes appropriate recommendations to Full Council.

5.34. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.35. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.36. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly

CHESHAM TOWN COUNCIL
NET EXPENDITURE BUDGET 2024-25

Code	Name	Budget 2022-23	Actual 2022 23	Budget 2023-24	Actual to Sept 2023-24	Budget 2024-25
101	Central Support Services	425,822	403,894	442,693	221,023	424,620
102	Community, Economy & Environment	10,930	3,673	19,050	5,218	20,670
104	Chesham Cemetery	0	3,253	1,776	-1,974	3,180
105	St Marys Closed Churchyard	1000	2,340	0	0	0
106	Interest Income	-7,000	-5,874	-3,000	-5,806	-3,000
107	Housing	-12,210	-8,930	-12,474	897	-12,600
108	Corporate Management	34,125	32,028	36,300	58,619	107,600
109	Democratic Services	11,340	3,466	2,500	2,500	2,500
201	Gym & Swim	102,000	150,723	118,363	439	62,020
202	Codmore Pavilion	6,215	855	9,150	1,645	8,950
203	Football Pitches	-2,000	-1,700	-4,300	-3,130	-2,400
206	Amenities	8,850	3,283	8,850	13,077	9,000
207	Open Spaces	10,500	5,475	0	-1,144	-500
208	Lowndes Park Toilets	18,750	16,599	19,750	-804	18,950
218	Depot	246,000	280,247	305,978	141,648	328,164
301	The Elgiva Theatre	138,500	138,857	112,258	200,713	101,532
303	Temperance Hall	-100	-100	-100	0	-100
304	Town Hall	80,000	84,830	56,050	70,647	75,820
402	Allotments	-1,425	1,276	-1,425	-1,212	-1,120
503	Town Centre	43,500	37,947	10,475	11,948	11,485
599	Asset Management	-3,100	-4,669	-4,000	-1,364	-4,000
601	Investments	9,000	34,272	0	0	0
603	IT Tender	0	0	0	64,743	0
604	Gym & Swim Extension	0	17,680	0	12,525	0
605	Elgiva Extension	0	0	0	475	0
606	Neighbourhood Plan	0	11,223	0	15,636	2,000
607	Nashleigh Hill Play Area	7,500	7,500	0	650	0
	Net Expenditure	1,128,197	1,218,148	1,117,894	806,969	1,152,771
702	Precept	-1,011,100	-1,011,100	-1,117,894	-558,947	-1,152,771
702	Use of CIL	0	-31,814	0	-4,150	0
	Use of General Reserve	-117,097	-175,234	0	-121,592	0
	Balance	0	0	0	122,280	0

CHESHAM TOWN COUNCIL
INCOME BUDGET 2024-25

Code	Name	Budget 2022-23	Actual 2022-24	Budget 2023-24	Actual to Sept 2023-24	Draft Budget 2024-24
101	Central Support Services	-24	-307	-487	-171	-500
102	Community, Economy & Environment	0	-9,244	-3,000	-555	-4,000
104	Chesham Cemetery	-25,960	-24,376	-24,020	-13,895	-25,020
106	Interest Income	-7,000	-5,874	-3,000	-5,806	-3,000
107	Housing	-13,530	-13,536	-14,310	0	-14,500
108	Corporate Management	0	-23,984	0	0	0
109	Democratic Services	0	0	0	0	0
201	Gym & Swim	-385,335	-396,749	-494,300	-258,691	-499,800
202	Codmore Pavilion	-4,200	-4,079	-4,400	-1,750	-500
203	Football Pitches	-3,300	-1,850	-5,400	-3,130	-4,700
206	Amenities	-1,800	-15,105	-1,300	0	-1,300
207	Open Spaces	-4,600	-21,119	-5,800	-5,277	-6,300
208	Lowndes Park Toilets	0	0	0	0	0
218	Depot	-64,250	-63,131	-70,554	-32,118	-54,157
301	The Elgiva Theatre	-671,930	-664,728	-708,800	-272,593	-728,300
303	Temperence Hall	-100	-100	-100	0	-100
304	Town Hall	-42,400	-22,867	-40,000	-10,105	-25,168
402	Allotments	-4,200	-4,001	-4,500	-2,762	-4,500
503	Town Centre	-1,820	-3,490	-3,000	-1,920	-3,000
599	Asset Management	-3,100	-4,669	-4,000	-1,364	-4,000
606	Neighbourhood Plan	0	-234,816	0	-85	0
	Sub - Total Income	-1,233,549	-1,514,025	-1,386,971	-610,222	-1,378,845
702	Precept	1,011,100	1,011,100	1,117,894	-558,947	1,152,771

CHESHAM TOWN COUNCIL
EXPENDITURE BUDGET 2024-25

Code	Name	Budget 2022-23	Actual 2022-23	Budget 2023-24	Actual to Sept 2023-24	Draft Budget 2024-25
101	Central Support Services	425,846	404,201	443,180	221,194	425,120
102	Community, Economy & Environment	10,930	12,917	22,050	5,773	24,670
104	Chesham Cemetery	25,960	27,629	25,796	11,921	28,200
105	St Marys Closed Churchyard	1,000	2,340	0	0	0
107	Housing	1,320	4,606	1,836	897	1,900
108	Corporate Management	34,125	56,012	36,300	58,619	107,600
109	Democratic Services	11,340	3,466	2,500	2,500	2,500
201	Gym & Swim	487,335	547,472	612,663	259,130	561,820
202	Codmore Pavilion	10,415	4,934	13,550	3,395	9,450
203	Football Pitches	1,300	150	1,100	0	2,300
206	Amenities	10,650	18,388	10,150	13,077	10,300
207	Open Spaces	15,100	26,594	5,800	4,133	5,800
208	Lowndes Park Toilets	18,750	16,599	19,750	-804	18,950
218	Depot	310,250	343,378	376,532	173,766	382,321
301	The Elgiva Theatre	810,430	803,585	821,058	473,306	829,832
303	Temperence Hall	0	0	0	0	0
304	Town Hall	122,400	107,697	96,050	80,752	100,988
402	Allotments	2,775	5,277	3,075	1,550	3,380
503	Town Centre	45,320	41,437	13,475	13,868	14,485
599	Asset Management	0	0	0	0	0
606	Neighbourhood Plan	0	246,039	0	15,721	2,000
Net Expenditure		2,345,246	2,672,721	2,504,865	1,338,798	2,531,616

APPENDIX 2

RESERVES 2023/24

CHESHAM TOWN COUNCIL

	01-Apr-23	Post Y/E Adj	CIL Allocation ¹	Tfr to Revenue A/c ²	Tfr from Revenue A/c	Current Balances
General Reserve, Opening Balance for 2023-24	698,571	-13,395		-237,490		447,686
Earmarked reserves:						0
CIL	45,837		-40,755		21,391	26,473
Capital Fund	36,471					36,471
Staff Sickness	13,185					13,185
Produce Market	1,349					1,349
Codmore Pavilion	3,222					3,222
Green Flag	769					769
Lords Mill Weir	10,000					10,000
	110,833					
Bois Moor Road Play Area		13,395	1,605			15,000
Lowndes Park Play Area			35,000			35,000
Woodland View Play Area			4,150	-4150		0
						<u>141,469</u>
TOTALS	809,404	0	0	-241,640	21,391	0
						589,155

Notes

1 - Allocation as per CARE Committee 3 April 2023

2 - Items agreed to be funded from Reserves;

Web site	5,000	Budget setting & confirmed by FC 31 Aug 2023
Cam Am Traxter	4,000	Budget setting
LED Lights	74,024	Budget setting
Elgiva Hot Water Boiler	22,989	
Elgiva CH Bolier	7,000	
Town Hall Solar Panels	64,888	Budget setting & Full Council
Town Hall Boiler	19,989	
Neighbourhood Plan	22,100	Full Council 25 Sept 2023
Premises Surveys etc	17,500	Finance Committee 10 May 2023
Total from General Reserve	237,490	
Woodland View Fencing	4,150	
Total from CIL	4,150	

CHESHAM TOWN COUNCIL

Projects referenced in 2023-24 budget

2023 - 2024

Agreed but not spent

Code	Venue	Item	Reason	£
102	Community, Economy & Environment	Japanese Knotweed		2,500
Total Expenditure				2,500

To be funded by PWLB loan - not yet progressed

Code	Venue	Item	Reason	£
604	Gym & Swim Development	Professional Fees	Stage 3 detailed design and planning application	100,000
Total Expenditure				100,000

To proceed only if external funding achieved or a business case for reserves / PWLB proved

Code	Venue	Item	Reason	£
206	Lowndes Park Play Area		Play Areas working group seeking funding currently ¹	115,000
207	Lowndes Park Master Plan Implementation		Once master plan is complete next steps will be considered	TBC
202	Codmore Pavilion		Potential for FA funding for Pavilion	100,000
201	Gym & Swim	Pool cover	Energy saving	20,000
201	Gym & Swim	Pool filter	10 year life span passed in 2023 ²	8,000
301	Elgiva	Digital projector	Invest to save as we rent a projector currently ³	35,000
301	Elgiva	Solar Panels	Energy saving report recommendation ⁴	0
Total Expenditure				278,000

¹ - originally stated as £150k - £35k of CIL now allocated² - now £9,000³ - the projector is not rented but is need of replacement - short-term repairs have recently taken place⁴ - Project shelved pending roof repairs - funds committed to other projects

CHESHAM TOWN COUNCIL

Projects

2024 - 2025

Already considered by Committee(s) - to be revisited as part of budget setting

Code	Venue	Item	Reason	£
104	Cemetery	Land Clearance	Provide additional burial spaces	7,000
503	Town Centre	Clock Tower	Scaffolding/investigation & repairs - clock is not working	27,000
218	Works Depot	Depot Rest Room	Renovation/improvements required	15,000
206	Woodland View Play Area	Fencing	Additional fencing required	12,000
301	Elgiva	Roof	Partial/Full re-roofing required	250,000

Budget Requests from Managers

Code	Venue	Item	Reason	£
201	Gym & Swim	Gym Equipment	Replacement required	120,000
201	Gym & Swim	Inflatable	Replacement required	4,600
201	Gym & Swim	Lane Ropes	Replacement required	1,625
201	Gym & Swim	Tennis court	Resurfacing required	20,000
201	Gym & Swim	Multi Court	Resurfacing required	20,000
218	Depot	Ride on mower	Replacement required (net of trade-in)	18,000
218	Depot	Van		???
301	Elgiva	Digital Projector	Replacement required - see also 2023-24 projects above	44,000

101 - CENTRAL SUPPORT SERVICES

	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Budget Variance 23/4-24/5
1199 - SUNDRY INCOME	-24	-307	-487	-171	-500	-13
Total Income	-24	-307	-487	-171	-500	-13
4001 - GROSS SALARY COSTS	393,616	330,554	398,850	155,028	372,190	-26,660
4002 - CONTRACTORS		32,788	0	39,626	0	0
4007 - COURSES/CONFERENCES	500	135	0	0	0	0
4008 - TRAINING	800	2,253	800	940	5,000	4,200
4009 - TRAVELLING	400	0	0	0	400	400
4010 - MISC STAFF COSTS	200	250	0	98	200	200
4017 - WASTE DISPOSAL	270	278	270	96	270	0
4021 - TELEPHONE	2,100	1,835	600	564	1,100	500
4022 - POSTAGE	1,500	1,768	1,000	577	1,000	0
4023 - STATIONERY	2,500	2,478	1,000	873	2,100	1,100
4024 - SUBSCRIPTIONS	800	496	3,700	4,016	4,000	300
4026 - PUBLIC LICENCES	60	55	60	0	60	0
4028 - PHOTO-COPIER	1,100	1,049	1,000	582	1,050	50
4030 - RECRUITMENT ADVERTS	500	349	300	575	300	0
4038 - MAINTENANCE CONTRACTS	17,000	22,296	33,000	14,813	33,000	0
4041 - EQUIPMENT RENTAL	565	564	550	502	550	0
4042 - EQUIPMENT MAINTENANCE	300	1,751	0	86	300	300
4048 - EQUIPMENT	500	937	500	814	1,000	500
4059 - PROFESSIONAL FEES	1,400	1,962	0	475	1,000	1,000
4197 - CREDIT CARD	1,050	1,121	1,000	602	1,000	0
4199 - SUNDRY EXPENSES	100	421	0	344	0	0
4280 - WEBSITE	585	543	550	583	600	50
4281 - COMPUTER SUPPORT	0	318	0	0	0	0
Total Expenditure	425,846	404,201	443,180	221,194	425,120	-18,060
Net Expenditure	425,822	403,894	442,693	221,023	424,620	-18,073

102 - COMMUNITY, ECONOMY AND ENVIRONMENT

	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
1005 - CORONATION OF KING CHARLES III	0	-60	0	-620	0	0
1068 - CHRISTMAS IN CHESHAM	0	-8084	-3000	165	-4000	-1,000
1177 - DONATIONS	0	-1,100	0	-100	0	0
Total Income	0	-9,244	-3,000	-555	-4,000	-1,000
4005 - CORONATION OF KING CHARLES III	0	0	0	327	0	0
4024 - SUBSCRIPTIONS	450	411	425	262	425	0
4032 - PUBLICITY	500	300	300	190	300	0
4036 - PROPERTY MAINTENANC	0	0	0	0	0	0
4048 - EQUIPMENT	0	0	0	0	0	0
4060 - TOWN CRIER	200	0	0	0	0	0
4062 - GRANTS	6,500	6,500	6,000	750	6,000	0
4143 - SCHOOLS CARNIVAL	220	455	725	760	725	0
4144 - CIVIC SERVICE	0	0	50	0	0	-50
4145 - CAROL SERVICE	500	0	100	600	530	430
4146 - REMEMBRANCE SUNDAY	0	0	50	0	190	140
4147 - CHRISTMAS IN CHESHAM	0	4,926	5,800	87	6,500	700
4148 - CHRISTMAS LIGHTS	0	0	5,800	0	6,500	700
4201 - MUSIC IN THE PARKS	0	0	2,800	1,500	3,500	700
4199 - SUNDRY EXPENSES	560	325	0	1,297	0	0
4860 - INVESTMENTS & CAPITAL	2,000	0	0	0	0	0
Total Expenditure	10,930	12,917	22,050	5,773	24,670	2,620
Net Expenditure	10,930	3,673	19,050	5,218	20,670	1,620

104 - CHESHAM CEMETERY

	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
1151 - BURIAL FEES	-23,420	-20,202	-19,000	-11,005	-20,000	-1000
1152 - MEMORIAL FEES	-2,200	-3,777	-4,500	-2,538	-4,500	0
1154 - DEED OF GRANT TRANSFER	-170	-190	-300	-182	-300	0
1155 - MEMORIAL RENEWAL PERMIT	-170	-207	-220	-170	-220	0
Total Income	-25,960	-24,376	-24,020	-13,895	-25,020	-1,000
4002 - CONTRACTORS	20,900	22,124	22,000	9,219	23,000	1,000
4011 - RATES	1,070	1,073	1,100	1,193	1,250	150
4012 - WATER RATES	60	59	66	63	70	4
4014 - ELECTRICITY	400	336	1,600	646	1,500	-100
4023 - STATIONERY	0	0	0	0	0	0
4024 - SUBSCRIPTIONS	100	95	100	95	100	0
4035 - MEMORIAL SAFETY CHECKS	250	1,100	250	0	1,000	750
4036 - PROPERTY MAINTENANC	500	0	0	402	600	600
4037 - GROUNDS MAINTENANCE	500	639	500	128	500	0
4038 - MAINTENANCE CONTRACTS	180	163	180	175	180	0
4860 - INVESTMENTS & CAPITAL	2,000	2,040	0	0	0	0
Total Expenditure	25,960	27,629	25,796	11,921	28,200	2,404
Net Expenditure	0	3,253	1,776	-1,974	3,180	1,404

106 - INTEREST INCOME

1190 - INTEREST INCOME

Net Expenditure

2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
-7,000	-5,874	-3,000	-5,806	-3,000	0
-7,000	-5,874	-3,000	-5,806	-3,000	0

107 - HOUSING

	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
1103 - HOUSING RENT	-13,200	-13,200	-13,860	0	-14,000	-140
1121 - WATER CHARGES	-330	-336	-450	0	-500	-50
Total Income	-13,530	-13,536	-14,310	0	-14,500	-190
4012 - WATER RATES	0	405	450	427	500	50
4102 - COMMISSION PARADIGM	1,320	1,351	1,386	470	1,400	14
4860 - INVESTMENTS & CAPITAL	0	2,850	0	0	0	0
Total Expenditure	1,320	4,606	1,836	897	1,900	64
Net Expenditure	-12,210	-8,930	-12,474	897	-12,600	-126

108 - CORPORATE MANAGEMENT

	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
1178 - GRANTS	0	-23480	0	0	0	0
1199 - SUNDRY INCOME	0	-504	0	0	0	0
Total Income	0	-23,984	0	0	0	0
TBA - CONTINGENCY FOR COSTOF LIVING	0	0	0	0	65,200	65200
4022 - POSTAGE	0	0	0	0	0	0
4024 - SUBSCRIPTIONS	0	320	0	0	0	0
4025 - INSURANCE	16,000	19,511	19,500	23,066	25,000	5500
4032 - PUBLICITY	0	900	0	0	0	0
4038 - MAINTENANCE CONTRACTS	840	496	0	0	0	0
4057 - AUDIT FEES	2,000	2,400	2,000	120	2,400	400
4058 - INTERNAL AUDIT FEES	1,440	790	1,000	0	1,000	0
4059 - PROFESSIONAL FEES	11,500	32,284	11,800	34,655	12,000	200
4194 - BANK SERVICE CHARGE	2,345	2,541	2,000	778	2,000	0
4199 - SUNDRY EXPENSES	0	2,744	0	0	0	0
4710 - COVID RECOVERY & TRANSFORMATION	0	-5,974	0	0	0	0
4730 - ECO PROJECTS	0	0	0	0	0	0
4860 - INVESTMENTS & CAPITAL	0	0	0	0	0	0
Total Expenditure	34,125	56,012	36,300	58,619	107,600	71,300
Net Expenditure	34,125	32,028	36,300	58,619	107,600	71,300

109 - DEMOCRATIC MANAGEMENT	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
4007 - COURSES	1,000	65	0	0	0	0
4008 - TRAINING	0	85	0	0	0	0
4023 - STATIONERY	0	61	0	0	0	0
4038 - MAINTENANCE CONTRACTS	800	427	0	0	0	0
4055 - TOWN MAYORS ALLOWANCE	2,800	3,211	2,500	2500	2500	0
4199 - SUNDRY EXPENSES	40	327	0	0	0	0
4300 - ELECTION EXPENSES	6,700	0	0	0	0	0
4942 - TFRS TO/FROM CIL RESERVE	0	-710	0	0	0	0
Total Expenditure	11,340	3,466	2,500	2,500	2,500	0
Net Expenditure	11,340	3,466	2,500	2,500	2,500	0

201 - CHESHAM MOOR GYM & SWIM

	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
1002 - ICE CREAM SALES	-5,500	0	0	-2,454		0
1004 - POOL HOT DRINK SALE	-11,500	0	0	0		0
1007 - MERCHANDISE	-9,200	-12,079	-9,500	-3,769	-9,500	0
1105 - RENT BUILDINGS	-5,000	-4,560	-5,500	-2,280	-5,500	0
1175 - SALE OF ASSETS	0	-125	0	0	0	0
1178 - GRANTS	0	-500	0	0	0	0
1197 - OVERS/UNDERS	0	-56	0	-12	0	0
1199 - SUNDRY INCOME	-25	-1,808	0	-130	0	0
1501 - ADULT SWIMMING	-400	-1,010	-2,000	-3,860	-3,000	-1000
1502 - JUNIOR SWIMMING	-250	-693	-1,500	-1,367	-1,500	0
1503 - SENIOR SWIMMING	-200	-312	-500	-272	-500	0
1507 - POOL HIRE	-15,000	-17,097	-19,500	-14,175	-19,500	0
1508 - SWIMMING LESSONS	0	-667	-1,000	-1,125	-1,500	-500
1509 - WET CLASS	0	-1,780	-3,100	-154	-1,000	2100
1510 - GYM	-20,000	-24,447	-36,000	-17,725	-36,400	-400
1512 - COURT	-200	-74	-200	-273	-400	-200
1513 - VENDING	-1,200	-2,875	-10,500	-8,762	-16,000	-5500
1514 - FOOTBALL PITCHES	-2,080	-2,131	0	0	0	0
1515 - DRY CLASS	-600	-3,628	-4,000	-1,731	-3,500	500
1601 - SEASON TICKETS	-5,000	-9,544	-13,500	-7,404	-13,500	0
1611 - ROOM HIRE EXEMPTION	-1,100	-953	-1,500	-371	-1,200	300
1612 - COURT EXEMPTION	0	-450	0	-140		0
1702 - ASHBOURNE MANAGEMENT	-308,080	-311,960	-386,000	-192,687	-386,800	-800
0340 - EAR MARKED RESERVE	0	0	0	0	0	0
Total Income	-385,335	-396,749	-494,300	-258,691	-499,800	-5,500

201 - CHESHAM MOOR GYM & SWIM

	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
3002 - ICE CREAM SUPPLIES	3,000	0	0	220	0	0
3003 - COLD DRINKS SUPPLIES	1,000	18	0	0	0	0
3004 - POOL VENDING SUPPLIES	0	1,259	2,000	135	4,800	2800
3006 - POOL CAFE SUPPLIES	1,500	243	0	3,511	0	0
3007 - POOL MERCHANDISE	6,000	3,828	4,000	1,675	4,000	0
3008 - POOL COFFEE MACHINE	5,125	2,698	0	1,554	0	0
3009 - POOL VENDING MACHINE	520	1,500	0	0	0	0
4001 - GROSS SALARY COSTS	271,500	275,314	244,293	124,374	260,430	16137
4002 - CONTRACTORS	0	0	0	0	0	0
4006 - SUB CONTRACTORS	4,000	3,906	4,000	0	4,000	0
4008 - TRAINING	2,000	2,988	2,000	1,258	2,000	0
4009 - TRAVELLING	50	0	0	0	0	0
4010 - MISC STAFF COSTS	2,000	4,094	0	1,754	2,000	2000
4011 - RATES	36,000	35,328	35,500	40,662	43,000	7500
4012 - WATER RATES	12,000	10,554	12,500	4,131	12,500	0
4014 - ELECTRICITY	15,000	21,159	53,000	17,559	53,000	0
4015 - GAS	30,000	54,787	154,420	21,400	85,000	-69420
4016 - CLEANING	3,300	3,760	3,000	2,592	4,000	1000
4017 - WASTE DISPOSAL	230	278	270	96	270	0
4019 - CHEMICALS	8,000	10,633	9,000	4,067	10,000	1000
4021 - TELEPHONE	1,500	883	0	238	0	0
4022 - POSTAGE	25	12	30	0	20	-10
4023 - STATIONERY	500	437	300	90	300	0
4026 - PUBLIC LICENCES	2,600	4,827	3,000	696	3,000	0
4030 - RECRUITMENT ADVERTS	500	0	300	0	300	0
4032 - PUBLICITY	4,525	2,962	3,000	805	3,000	0
4036 - PROPERTY MAINTENANC	7,500	12,073	8,000	4,798	12,000	4000
4037 - GROUNDS MAINTENANCE	200	55	150	64	0	-150
4038 - MAINTENANCE CONTRACTS	27,000	25,344	27,000	15,033	27,000	0
4042 - EQUIPMENT MAINTENANCE	14,000	12,705	14,000	5,590	14,000	0

4047 - ALARM	1,500	3,944	1,500	1,472	1,500	0
4048 - EQUIPMENT	7,000	10,479	10,000	1,454	10,000	0
4059 - PROFESSIONAL FEES	0	3,950	0	0	0	0
4065 - LEASE RENTALS	0	3,181	3,500	1,887	3,500	0
4151 - HANGING BASKETS	460	355	400	680	700	300
4193 - IRRECOVERABLE VAT	17,000	-49,074	16,000	0	0	-16000
4197 - CREDIT CARD	1,000	1,904	1,500	946	1,500	0
4199 - SUNDRY EXPENSES	800	658	0	322	0	0
4280 - WEBSITE	0	0	0	200	0	0
4860 - INVESTMENTS & CAPITAL	0	92,580	0	-133	0	0
4940 - TFR TO/FR CAP REC R	0	-17,000	0	0	0	0
4990 - ASSETS CAPITALISED	0	4,850	0	0	0	0
Total Expenditure	487,335	547,472	612,663	259,130	561,820	-50,843
Net Expenditure	102,000	150,723	118,363	439	62,020	-56,343

202 - CODMORE PAVILION

	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
1101 - HIRE FEES	0	-229	0	0	-500	-500
1105 - RENT BUILDINGS	-4,200	-3,850	-4,400	-1,750	0	4,400
Total Income	-4,200	-4,079	-4,400	-1,750	-500	3,900
4012 - WATER RATES	1,000	0	100	0	100	0
4014 - ELECTRICITY	3,000	1,820	12,500	1,853	6,000	-6,500
4036 - PROPERTY MAINTENANC	500	1,860	0	435	2,000	2,000
4038 - MAINTENANCE CONTRACTS	15	500	300	420	600	300
4047 - ALARM	500	754	650	687	750	100
4048 - EQUIPMENT	400	0	0	0	0	0
4860 - INVESTMENTS & CAPITAL	5,000	0	0	0	0	0
Total Expenditure	10,415	4,934	13,550	3,395	9,450	-4,100
Net Expenditure	6,215	855	9,150	1,645	8,950	-200

203 - FOOTBALL PITCHES	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
1111 - PITCH FEES FOOTBALL	-2,140	-650	-1,400	-786	-700	700
1514 - FOOTBALL PITCHES	-1,160	-1,200	-4,000	-2,344	-4,000	0
Total Income	-3,300	-1,850	-5,400	-3,130	-4,700	700
4037 - GROUNDS MAINTENANCE	1,000	0	800	0	800	0
4048 - EQUIPMENT	100	0	0	0	1,100	1,100
4139 - PITCH MARKING SUPPLIES	200	150	300	0	400	100
4199 - SUNDRY EXPENSES	0	0	0	0	0	0
Total Expenditure	1,300	150	1,100	0	2,300	1,200
Net Expenditure	-2,000	-1,700	-4,300	-3,130	-2,400	1,900

206 - AMENITIES	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
1160 - FAIRS	-1,800	-1,710	-1,300	0	-1,300	0
1187 - INSURANCE CLAIMS	0	-13,395	0	0	0	0
Total Income	-1,800	-15,105	-1,300	0	-1,300	0
4012 - WATER RATES	50	75	87	193	200	113
4038 - MAINTENANCE CONTRACTS	600	163	163	175	200	37
4046 - PLAY EQUIPMENT MAINTENANCE	3,500	12,841	3,000	1,955	3,000	0
4141 - SEATS & LITTER BINS	1,000	1,076	1,100	0	1,100	0
4142 - FLOWER BEDS	1,200	502	1,300	2,054	1,300	0
4149 - EMPTYING DOG BINS	3,800	3,485	4,000	3,844	4,000	0
4154 - TOWN CLOCKS	500	246	500	266	500	0
4199 - SUNDRY EXPENSES	0	0	0	0	0	0
4860 - INVESTMENTS & CAPITAL	0	0	0	4,590		
4942 - TO EAR MARKED RESERVE	0	0	0	0	0	0
Total Expenditure	10,650	18,388	10,150	13,077	10,300	150
Net Expenditure	8,850	3,283	8,850	13,077	9,000	150

207 - OPEN SPACES

	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
1101 - HIRE FEES	-200	-792	-1,300	-267	-1,300	0
1102 - WAYLEAVES	-100	-92	0	-10		0
1162 - ICE CREAM CONCESSION	-4,250	-4,250	-4,500	-5000	-5,000	-500
1178 - GRANTS	0	-15,810	0	0		0
1199 - SUNDRY INCOME	-50	-175	0	0		0
Total Income	-4,600	-21,119	-5,800	-5,277	-6,300	-500
4012 - WATER RATES	50	0	50	0	50	0
4014 - ELECTRICITY	1,000	845	4,500	1522	4,000	-500
4026 - PUBLIC LICENCES	100	127	250	0	250	0
4032 - PUBLICITY	200	56	0	0	0	0
4036 - PROPERTY MAINTENANCE	0	0	0	1130		
4037 - GROUNDS MAINTENANCE	1,000	622	1,000	1181	1,500	500
4048 - EQUIPMENT	0	228	0	0		0
4059 - PROFESSIONAL FEES	0	148	0	0		0
4201 - EVENTS IN PARK	2,750	2,257	0	300		0
4860 - INVESTMENTS & CAPITAL	10,000	22,311	0		0	0
Total Expenditure	15,100	26,594	5,800	4,133	5,800	0
Net Expenditure	10,500	5,475	0	-1,144	-500	-500

208 - LOWNDES PARK TOILETS

	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
4002 - CONTRACTORS	7,000	5,922	7,200	0	7,200	0
4012 - WATER RATES	300	1,157	650	-109	650	0
4014 - ELECTRICITY	500	400	2,000	-600	1,200	-800
4036 - PROPERTY MAINTENANC	1,800	0	200	9	200	0
4038 - MAINTENANCE CONTRACTS	750	910	1,300	-104	1,300	0
4053 - LOAN INTEREST	2,500	2,347	2,300	0	2,200	-100
4054 - P.W.L.B.	5,700	5,863	5,900	0	6,000	100
4103 - WATER CHECKS	200	0	200	0	200	0
4199 - SUNDRY EXPENSES	0	0	0	0	0	0
Net Expenditure	18,750	16,599	19,750	-804	18,950	-800

218 - WORKS DEPOT

	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
1121 - WATER CHARGES	0	0	0	0		0
1131 - BUCKS WINDSOR ROAD	-6,200	-6,547	-6,820	0	-6820	0
1132 - BUCKINGHAMSHIRE COUNCIL	-21,270	-21,477	-23,397	-23410	-25000	-1603
1133 - BUCKS MARKET MANAGEMENT	-6,670	-6,667	-7,337	0	-7337	0
1136 - CONTRACT WORKS	-30,000	-28,350	-33,000	-8618	-15000	18000
1188 - EQUIPMENT HIRE	0	-90	0	-90	0	0
1199 - SUNDRY INCOME	-110	0	0	0	0	0
Total Income	-64,250	-63,131	-70,554	-32,118	-54,157	16,397
4001 - GROSS SALARY COSTS	237,270	260,185	303,482	129,145	302,241	-1,241
4002 - CONTRACTORS	0	1,522	0	0		0
4008 - TRAINING	1,300	3,038	2,000	0	3,000	1,000
4010 - MISC STAFF COSTS	2,500	1,991	2,000	1,239	2,000	0
4012 - WATER RATES	1,000	783	1,000	123	1,000	0
4014 - ELECTRICITY	2,880	1,645	6,000	3,768	8,000	2,000
4016 - CLEANING	1,800	1,180	1,650	698	1,650	0
4017 - WASTE DISPOSAL	1,500	1,825	2,000	1,612	2,000	0
4021 - TELEPHONE	800	524	0	0	0	0
4022 - POSTAGE	0	16	0	0	0	0
4023 - STATIONERY	0	316	0	223	0	0
4030 - RECRUITMENT ADVERTS	500	184	0	0	0	0
4032 - PUBLICITY	0	145	0	0	0	0
4036 - PROPERTY MAINTENANC	500	4,129	1,000	73	1,200	200
4037 - GROUNDS MAINTENANCE	2,000	2,176	2,000	66	2,200	200
4038 - MAINTENANCE CONTRACTS	900	2,219	2,000	1,690	2,200	200
4042 - EQUIPMENT MAINTENANCE	2,000	2,441	2,000	861	2,500	500
4043 - VEHICLE MAINTENANCE	5,000	5,458	5,000	3,888	5,250	250
4044 - VEHICLE FUEL	9,500	10,416	9,500	5,296	10,500	1,000
4045 - VEHICLE TAX	400	594	400	375	600	200

4047 - ALARM	500	517	500	234	530	30
4048 - EQUIPMENT	4,000	6,253	4,000	5,595	4,200	200
4065 - LEASE RENTALS	27,900	26,265	25,000	14,280	26,250	1,250
4069 - MAINTENANCE TOOLS	1,000	0	1,000	0	1,000	0
4153 - TREE WORKS	4,000	6,300	6,000	4,600	6,000	0
4155 - INSURANCE CLAIMS	0	225	0	0	0	0
4199 - SUNDRY EXPENSES	0	44	0	0	0	0
4860 - INVESTMENTS & CAPITAL	3,000	2,987	0	0	0	0
Total Expenditure	310,250	343,378	376,532	173,766	382,321	5,789
Net Expenditure	246,000	280,247	305,978	141,648	328,164	22,186

301 - THE ELGIVA

	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
1001 - ELGIVA BAR SALES	-95,000	-117,871	-115,000	-46,463	-115,000	0
1002 - ICE CREAM SALES	-30,000	-14,692	-20,000	-10,373	-25,000	-5000
1007 - MERCHANDISE	0	-2,425	-3,300	-289	-2,000	1300
1101 - HIRE FEES	-56,000	-66,646	-61,600	-28,392	-68,000	-6400
1139 - LIVE STREAMING	-100,000	-30,549	-45,000	-19,126	-42,000	3000
1140 - CINEMA	-47,000	-33,562	-55,000	-18,204	-41,000	14000
1141 - CINEMA MEDIA	-2,500	-1,907	-2,500	-602	-2,500	0
1142 - COUNCIL PROMOTIONS	-150,000	-168,213	-170,000	-109,768	-178,000	-8000
1143 - PANTO TICKETS	-110,000	-118,600	-135,000	0	-150,000	-15000
1144 - CATERING	-9,530	-9,974	-10,000	-3,761	-11,000	-1000
1146 - TICKET ADMIN CHARGE	-1,800	-2,003	-1,800	-573	-1,200	600
1147 - COMMISSION ON TICKETS	-11,000	-10,319	-12,000	-3,024	-10,000	2000
1150 - PANTO SPONSORSHIP	-1,400	-154	0	0	0	0
1156 - TRANSACTION CHARGES	-35,000	-56,153	-48,000	-21,027	-52,000	-4000
1177 - DONATIONS	0	-5,813	-6,600	-2,149	-6,600	0
1178 - GRANTS	0	-4,000	0	-750	0	0
1180 - PANTO PROGRAMMES	-2,000	0	0	0	0	0
1181 - LOVE ELGIVA RETAIL PARTNER	0	-60	0	-13	0	0
1182 - LOVE ELGIVA MEMBER	0	-2,765	-3,500	-1,235	-3,500	0
1188 - EQUIPMENT HIRE	-5,500	-8,505	-8,000	-4,004	-9,000	-1000
1194 - STAFF CHARGES	-7,500	-6,668	-9,000	-2,420	-9,000	0
1195 - ELECTRICITY RECHARGE	-900	0	0	0	0	0
1196 - PUBLICITY INCOME	-6,000	-3,163	-2,500	-875	-2,500	0
1197 - OVERS/UNDERS	0	194	0	486	0	0
1199 - SUNDRY INCOME	-800	-880	0	-31	0	0
Total Income	-671,930	-664,728	-708,800	-272,593	-728,300	-19,500

301 - THE ELGIVA

	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
3001 - BAR SUPPLIES	40,000	41,460	45,000	19,684	34,500	-10500
3002 - ICE CREAM SUPPLIES	8,000	7,880	6,000	3,656	6,250	250
4001 - GROSS SALARY COSTS	321,000	327,801	326,358	157,346	320,782	-5576
4002 - CONTRACTORS	14,500	14,570	14,500	6,241	14,500	0
4006 - SUB CONTRACTORS	0	2,277	0	0	0	0
4008 - TRAINING	500	700	1,200	834	1,200	0
4009 - TRAVELLING	100	82	0	32	0	0
4010 - MISC STAFF COSTS	400	355	0	194	0	0
4011 - RATES	7,500	14,471	15,000	10,729	12,000	-3000
4012 - WATER RATES	2,800	1,270	1,900	212	1,900	0
4014 - ELECTRICITY	24,000	34,677	23,000	30,588	72,000	49000
4015 - GAS	9,500	16,918	36,000	11,981	24,000	-12000
4016 - CLEANING	3,000	2,591	2,000	1,025	2,000	0
4017 - WASTE DISPOSAL	3,000	3,226	3,000	2,296	3,000	0
4021 - TELEPHONE	3,000	2,418	0	912	0	0
4022 - POSTAGE	12,000	7	0	0	0	0
4023 - STATIONERY	3,000	648	500	466	500	0
4024 - SUBSCRIPTIONS	200	0	300	270	300	0
4026 - PUBLIC LICENCES	1,700	-3,755	1,800	4,568	1,800	0
4030 - RECRUITMENT ADVERTS	500	1,406	1,000	0	1,000	0
4032 - PUBLICITY	33,000	29,820	25,000	12,200	25,000	0
4034 - PANTO PUBLICITY	3,000	3,755	2,000	1,316	3,000	1000
4036 - PROPERTY MAINTENANC	5,000	8,345	5,500	1,970	5,500	0
4038 - MAINTENANCE CONTRACTS	33,000	36,196	34,000	21,091	34,000	0
4041 - EQUIPMENT RENTAL	0	1,819	0	2,851	2,000	2000
4042 - EQUIPMENT MAINTENANCE	3,500	8,842	8,000	2,099	8,000	0
4047 - ALARM	1,200	1,796	1,800	3,066	2,200	400
4048 - EQUIPMENT	1,500	6,382	3,500	2,741	3,500	0
4049 - CONSUMABLES	2,300	807	2,300	425	2,500	200

4059 - PROFESSIONAL FEES	500	275	0	0	0	0
4065 - LEASE RENTALS	1,200	1,227	1,300	501	1,300	0
4103 - WATER CHECKS	200	0	200	0	200	0
4152 - HOSPITALITY	300	407	300	30	300	0
4180 - COUNCIL PRODUCTIONS	120,000	104,424	127,500	53,949	127,500	0
4181 - CINEMA PRODUCTIONS	17,000	13,943	22,000	7,617	18,000	-4000
4182 - LIVE STREAMING	50,000	16,110	30,800	10,496	20,000	-10800
4183 - PANTO PRODUCTION COSTS	60,500	63,298	70,000	627	71,800	1800
4197 - CREDIT CARD	14,000	9,773	9,000	5,572	9,000	0
4199 - SUNDRY EXPENSES	800	640	0	858	0	0
4280 - WEB SITE	80	185	100	880	100	0
4281 - COMPUTER SUPPORT	150	80	200	0	200	0
4860 - INVESTMENTS & CAPITAL	8,500	12,350	0	93,983	0	0
4990 - ASSETS CAPITALISED	0	14,109	0	0	0	0
Total Expenditure	810,430	803,585	821,058	473,306	829,832	8,774
Net Expenditure	138,500	138,857	112,258	200,713	101,532	-10,726

303 - TEMPERANCE HALL

1105 - RENT BUILDINGS

Net Expenditure

2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
-100	-100	-100	0	-100	0
-100	-100	-100	0	-100	0

304 - TOWN HALL

	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
1101 - HIRE FEES	-39,000	-21,834	-39,000	-9,986	-20,000	19,000
TBC - RENT	0	0	0	0	-4,168	-4,168
1144 - CATERING	-700	-90	0	-54	0	0
1188 - EQUIPMENT HIRE	-2,700	-943	-1,000	-65	-1,000	0
Total Income	-42,400	-22,867	-40,000	-10,105	-25,168	14,832
4001 - GROSS SALARY COSTS	49,500	51,626	47,602	18,569	48,148	546
4006 - SUB CONTRACTORS	500	0	0	0	0	0
4008 - TRAINING	300	60	100	0	100	0
4010 - MISC STAFF COSTS	100	0	0	0	0	0
4011 - RATES	8,000	15,719	16,000	16,717	17,540	1,540
4012 - WATER RATES	1,200	761	700	393	700	0
4014 - ELECTRICITY	7,750	10,615	1,800	7,861	4,000	2,200
4015 - GAS	2,800	7,077	14,148	5,060	12,000	-2,148
4016 - CLEANING	1,200	1,194	800	743	1,200	400
4017 - WASTE DISPOSAL	1,055	939	1,000	579	1,000	0
4021 - TELEPHONE	210	85	0	0	0	0
4023 - STATIONERY	0	45	0	0	0	0
4030 - RECRUITMENT ADVERTS	500	0	0	0	0	0
4032 - PUBLICITY	1,500	722	0	0	0	0
4036 - PROPERTY MAINTENANC	2,500	2,293	1,500	3,900	2,000	500
4038 - MAINTENANCE CONTRACTS	5,500	5,097	5,500	3,615	5,800	300
4041 - EQUIPMENT RENTAL	1,285	1,260	1,000	847	1,000	0
4042 - EQUIPMENT MAINTENANCE	2,500	2,624	1,000	702	2,500	1,500
4047 - ALARM	1,250	1,368	1,250	1,062	2,000	750
4048 - EQUIPMENT	1,000	1,500	500	363	500	0
4103 - WATER CHECKS	3,150	2,230	3,150	0	2,500	-650
4152 - HOSPITALITY	400	452	0	189	0	0
4199 - SUNDRY EXPENSES	200	148	0	163	0	0
4860 - INVESTMENTS & CAPITAL	30,000	1,882	0	19,989	0	0
Total Expenditure	122,400	107,697	96,050	80,752	100,988	4,938
Net Expenditure	80,000	84,830	56,050	70,647	75,820	19,770

402 - ALLOTMENTS

	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
1101 - HIRE FEES	-4,200	-4,001	-4,500	-2,762	-4,500	0
Total Income	-4,200	-4,001	-4,500	-2,762	-4,500	0
4012 - WATER RATES	1,500	4,528	2,500	1,056	2,500	0
4022 - POSTAGE	200	0	0	0	0	0
4036 - PROPERTY MAINTENANCE	0	0	0	7	0	0
4037 - GROUNDS MAINTENANCE	1,000	637	575	450	580	5
4042 - EQUIPMENT MAINTENANCE	0	12	0	23		0
4048 - EQUIPMENT	0	88	0	14		0
4199 - SUNDRY EXPENSES	75	12	0	0	300	300
Total Expenditure	2,775	5,277	3,075	1,550	3,380	305
Net Expenditure	-1,425	1,276	-1,425	-1,212	-1,120	305

503 - TOWN CENTRE

	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
1134 - MARKET STALL RENT	-1,800	-3,240	-3,000	-1920	-3000	0
1135 - MARKET STALL ELECTRICITY	-20	0	0	0	0	0
1178 - GRANTS	0	-200	0	0	0	0
1199 - SUNDRY INCOME	0	-50	0	0	0	0
Total Income	-1,820	-3,490	-3,000	-1,920	-3,000	0
4012 - WATER RATES	70	73	100	59	100	0
4014 - ELECTRICITY	250	225	1,000	225	1000	0
4018 - CCTV ELECTRICITY	470	525	2,000	162	1000	-1000
4024 - SUBSCRIPTIONS	400	384	375	384	385	10
4026 - PUBLIC LICENCES	0	-1,690	0	0	0	0
4036 - PROPERTY MAINTENANCE	0	0	0	850	0	0
4042 - EQUIPMENT MAINTENANCE	0	0	0	100	0	0
4134 - MARKET PROMOTIONAL	1,000	543	1,000	150	1000	0
4135 - MARKET SHARE TO C I	200	1,349	1,000	0	1000	0
4148 - CHRISTMAS LIGHTING	6,000	7,802	0	-30	0	0
4151 - HANGING BASKETS	4,550	8,804	4,000	0	5000	1000
4157 - WAR MEMORIAL	130	0	0	0	0	0
4199 - SUNDRY EXPENSES	0	3,785	0	2319	0	0
4255 - TOWN CENTRE PLANTERS	4,250	0	4,000	9649	5000	1000
4860 - INVESTMENTS & CAPITAL	28,000	23,838	0	0	0	0
4925 - TFR TO/FR MARKET RESERVE	0	1,349		0	0	0
4937 - TFR TO/FR PORTAS FUNDS	0	-5,550	0	0	0	0
Total Expenditure	45,320	41,437	13,475	13,868	14,485	1,010
Net Expenditure	43,500	37,947	10,475	11,948	11,485	1,010

599 - ASSET MANAGEMENT

1014 - SOLAR ENERGY GENERATION

Net Expenditure

2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
-3,100	-4,669	-4,000	-1364	-4000	0
-3,100	-4,669	-4,000	-1,364	-4,000	0

606 - NEIGHBOURHOOD PLAN

	2022-23 BUDGET	2022-23 ACTUAL	2023-24	2023-24 Actual to Sept	2024-25	Variance
1178 - GRANTS	0	-234,816	0	-85	0	0
Total Income	0	-234816	0	-85	0	0
4032 - PUBLICITY	0	1,647	0	4,627	0	0
4059 - PROFESSIONAL FEES	0	240,595	0	11,094	2,000	2,000
4141 - SEATS & LITTER BINS	0	3,797	0	0	0	0
Total Expenditure	0	246,039	0	15,721	2,000	2,000
Net Expenditure	0	11,223	0	15,636	2,000	2,000

AGENDA ITEM NO 7: Elgiva Theatre Pantomime Tender - 2024 to 2029

Reporting Officer:

Name David Cooper

Title Manager

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Purpose of Report

1. Following a tender process, to seek approval from members to appoint New Pantomime Productions as the Elgiva Theatre's pantomime producer for the period of 2024 to 2029.

Background Information

2. Every year since its opening in 1998 the Elgiva Theatre has delivered a family pantomime over the festive season. It is the premier event in the theatre's annual programme. It accounts for 20% of the theatre's annual ticketed attendances and is a vitally important source of revenue each year.

Pantomime attendances were decreasing each year between 2015 and 2018. A formal tendering process was held in November 2018 to test the market and appoint a pantomime producer for the 2019 pantomime Cinderella. The quality of the production has increased each year, although there was a break in 2020 due to the COVID pandemic.

3. The tender is for 5 years with a mutual 12 months' notice, cancellation clause. This is intended to give the producer the incentive to invest in the production, knowing they will benefit from the investment in future years. An invitation to tender was advertised on 18th September 2023 with a return deadline of 17th November 2023. The tender specification identified the type and quality of pantomime production that is required. (Appendix A)
4. A total of six applications were received. This compares favourably with the four applications received in the 2018 tender process. Various deals were offered. A summary of the various bids, based on the sales figures for 2022's Sleeping Beauty production and their quality verses specification is provided. (Appendix B & C).

5. This year's pantomime, Cinderella, has broken both box office and attendance records with 12,101 people attending the production this year. Since New Pantomime Production's appointment for the 2019 pantomime:

- Total attendances have increased by 2267. An increase of 23%
- Box office income has risen by £47,251 an increase of 37.5%
- Average capacity per performance has risen by 54 seats, an increase of 30%

Implications

9. Financial: To achieve the best return financially from the Elgiva Theatre's annual pantomime.
10. Strategic: S6 – To ensure residents enjoy high quality social, recreational and cultural facilities by improving them in accordance with the desires expressed by residents.
11. Environmental: None pertaining to this report
12. Equality Act: none pertaining to this report.

Recommendation:

13. The following recommendations are made:

i)



Elgiva Theatre - Pantomime Specification

General

The Elgiva Theatre

The Elgiva Hall opened on its original location in 1976. The Elgiva is a 300 seated / 400 standing capacity theatre, with a digital cinema that allows it to show both films and live theatre / opera productions. The Elgiva presents a wide-ranging programme of professional and amateur productions, top comedy, musicals, ballet/dance, one-night shows, a professional pantomime, an eclectic range of movies, exhibitions, weddings and other public and private events.

Please note that facilities may be subject to upgrade or change during the life of the contract.

The Pantomime

1. The production must be a traditional-style pantomime – i.e. to include audience participation, use of ‘dames’, contemporary references etc.
2. The production must be accessible and appealing to children aged 5 years and over, particularly schoolchildren.
3. The production must be attractive and colourful with high production values, including special effects, and “wow” factors. All set and costume designs, and special effects must be approved by the management of The Elgiva Theatre before they are progressed.
4. The production must utilise professional performers, stage management and production team.
5. Performances must be no longer than 2 hours 30 minutes including 20-minute interval.
6. The expected adult professional cast number in The Elgiva Theatre Aladdin pantomime is 8 principals and 2 ensemble dancers. Although tenders for reduced numbers are acceptable, it should be considered that casts of at least 10 professional adult performers will be the preferred option. There should also be a group of amateur child performers with a full chaperone service to any juvenile dancers/performers.
7. Appropriate consideration should be given to contingency plans in the event of staff illness, bereavement, etc. Details of these contingencies must be provided to The Elgiva Theatre by commencement of the performance period.
8. Members of the cast must be available for publicity purposes at no cost to The Elgiva Theatre on 2 occasions prior to the opening night, dates to be agreed. This should be included in any contract the company has with performers.
9. No writers royalties based on box office income will be payable and should be included within the overall budget.
10. No royalty will be paid by The Elgiva Theatre for any music utilised within the production – all music payments are the responsibility of the producing company. This should be considered by the company when deciding upon using original or pre-existing music.
11. The producing company is asked to consider the use of live music and professional musicians; however, this is not mandatory. The orchestra pit is available without any loss of seats.
12. Producing company will at all times abide by the terms and conditions set out in the current Equity and/or industry standards.

13. The production will be billed as 'The Elgiva Theatre in association with (producing company name) presents (name of production)'

14. A list of production team members and performers to be provided by 1st October 2024.

15. The pantomime title for 2024/25 is to be Aladdin which follows Cinderella, the production title for 2023/24

16. The company will be expected to assist in whatever way required with the provision of one BSL signed and one relaxed performance during the run of the show.

17. The Elgiva Theatre will be producing a programme and a range of merchandise for sale. The company will provide copy and images for the programme at an agreed time as identified in the marketing plan

Administrative

1. The proposed dates for the performances are: Saturday 7th December 2024 to Sunday 5th January 2025 inclusive.

2. The Elgiva Theatre will receive a copy of the proposed script at least one month prior to the start of the production week. In addition, The Elgiva Theatre is to be given access to rehearsals as deemed necessary and at prearranged times.

3. The Auditorium will be available from Thursday 28th November 2024 for the production week. Please note the theatre will not be available on Saturday 30th November 2024 due to an event taking place in the auditorium. The stage will not be used for the event.

4. Payment terms are subject to negotiation.

5. Payment of all fees / salaries / subsistence / per diems / NI contributions / PAYE, etc to performers /stage management / production team will be the sole responsibility of the producing company.

6. The producing company must be covered by appropriate Employer's Liability and Public Liability Insurance, copies of same to be provided to The Elgiva Theatre

7. The producing company must operate an equal opportunities policy, said policy to operate within equal opportunities guidelines.

8. The Elgiva Theatre is covered by necessary licences, Health & Safety provisions and Public Liability Insurance.

9. CANCELLATION

a. In the event that any performances of the production are cancelled by the producing company or due to any infringement by the producing company of Health & Safety or other legislation, it will forfeit all rights to payment for that performance. The cost of each performance will be decided by dividing the total fee by the total number of performances. Then, in addition, The Elgiva Theatre will be entitled to claim compensation from the producing company for all sums paid out in refunded tickets and for all costs in administering any refunds. It is strongly advised that contingencies in relation to cast illness, etc. be considered fully.

b. In the event that any performances of the production are cancelled by The Elgiva Theatre (outside force majeure cancellations as per (c) below), the full fee shall remain payable to the producing company. Any cancellations of performances will be communicated to the producing company at least 24 hours prior to the performance being due to happen.

c. In the event of any of the scheduled performances being cancelled by reason of governmental order (local or national), Royal demise, act of God, or other force majeure 1 event, neither The Elgiva Theatre nor the producing company shall suffer any penalty.

10. All tickets will be sold through The Elgiva Theatre Box Office subject to the venue's standard terms and conditions. Ticket prices will be set by The Elgiva Theatre. An Elgiva Theatre booking fee of £1.50 per ticket for tickets valued £10 and over, 75p for tickets under £10 will be charged in addition to the agreed ticket prices for all productions. The Elgiva Theatre reserves the right to increase this booking fee if it is deemed necessary. The Elgiva Theatre reserves the right to introduce a separate restoration or renovation levy not in excess of £1.50 per transaction.

This levy and booking fee do not constitute part of the Box Office of the production. The Resident Manager shall be exclusively entitled to the proceeds of the theatre restoration levy for the purpose of improving the fabric, equipment and facilities of the theatre.

11. A maximum of 2 complimentary tickets in total per adult professional cast/crew member will be provided over the course of the run subject to availability. All other tickets must be paid for in the normal manner. 2 tickets per performance will be available for the writer/director. These must be booked in the normal manner. Where a show is sold out and the writer / director has not booked in advance these 2 seats will not be available.

Technical

1. Production meetings between The Elgiva Theatre & the producing company will be organised as and when required.

2. The Elgiva Theatre's technical team of up to 3 will be available during the week beginning 28th November 2024 for fit up and rehearsals for a maximum of 111 single time hours. Any additional crew requirements will be chargeable to the producing company. All theatre crew requirements must be agreed with, and organised by, the Senior Theatre Technician.

3. The Elgiva Theatre will provide a total of 3 technicians / stage crew for each show during the run. Any additional crew requirements and the Get Out will be chargeable to the producing company at the prevailing contra rate. All crew requirements must be agreed with and organised by the Senior Theatre Technician. At all times The Elgiva Theatre staff shall remain under the employment and responsibility of Chesham Town Council and not the producing company.

4. The Elgiva Theatre technical complement will assist with on stage technical duties such as scene changes, flying, set dressing, props, lighting and sound operation and "stage hands". They will not be permitted to perform in the role of an actor or required to be dressed in a costume for the portrayal of a character. Stage blacks will be worn if necessary.

5. The producing company will provide a lighting design for the production. The producing company will have the use of the theatre's lighting stock as outlined in the theatre's technical specification. Any additional lighting hires costs will be paid for by the producing company.

6. The rig plan must be received 6 weeks prior to the get in date. This should be accompanied by a complete colour call and focus notes.

7. The producing company can use the technical equipment, which is currently in The Elgiva Theatre's Technical Specification (Appendix 1). All additional technical equipment required for the production will have to be organised and paid for by the producing company. The producing company will be required to provide and pay for additional sound equipment (including radio mics for the company), designer and operator.

8. All sound recording is the sole responsibility and at the sole cost of the producing company.

9. Batteries for radio microphones will be provided by the producing company.

10. With regard to weapons, firearms, pyrotechnics, the use of explosives or inflammable spirit, flame or smoke or real flame or performance involving hypnotism or strobe lighting effects, the producing company must hold the necessary licences and permission and produce them for inspection by the theatre's Senior Theatre Technician or other person in authority. The Elgiva is required to gain permission for theatrical effects from the licensing authority,

Buckinghamshire Council, no later than 6 weeks prior to their use. All risk assessments and show specific information need to be provided to the Elgiva Theatre's Senior Theatre Technician no later than 8 weeks prior to their use

11. The producing company must comply with all relevant Health & Safety legislation and in particular ensure that all set and costume materials are appropriately flame proofed.

12. The producing company must provide copies of risk assessments for all elements of the production.

13. The producing company will have access to laundry facilities within The Elgiva Theatre. Access to dry-cleaning is not provided. All powder purchases, etc. are the responsibility of the producing company.

14. The Senior Theatre Technician shall remain in overall charge of all things technical and related to Health & Safety on The Elgiva Theatre stage.

15. A draft list of performances for 2022/23 is included in Appendix 2.

16. All seats within the Auditorium must have an unobstructed view of all set elements and on-stage activity. Technical information can be downloaded from the website www.elgiva.com.

17. If the floor of the stage is to be painted, the colour must be agreed with The Senior Theatre Technician, and the floor must be returned to its original colour after the Get Out.

18. The set must be removed from The Elgiva Theatre by 9am on Tuesday 7th January 2025 unless prior agreement has been made with the Senior Theatre Technician. All Get Out costs will be paid by the producing company.

Marketing

The producing company will arrange, provide and pay for all publicity materials connected to the production. It is anticipated that the company will provide the following in two stages as agreed with Elgiva Manager:

Design & Print

A5	5000 A5 flyers delivered to 1 address
A4	20 A4 Posters delivered to 1 address
A3	5 A3 posters delivered to 1 address
A2	2 A2 posters delivered to 1 address
A1	20 A1 posters delivered to 1 address
A0	1 A0 poster delivered to 1 address
Roller Banners	2 roller banners to be delivered to 1 address
Giant Banners	2 x 3m portrait banner and 4.7m x 2.3m external banner delivered to theatre for 1 st Oct
Free Standing Cut outs	2 x life size cut outs

Artwork only

Web banner (artwork only)	1 x 960 x 320 pixels landscape web banner 1 x 400 x 150 pixels landscape web banner
Facebook (artwork only)	Suitably sized images for use on social media
Newspaper and magazine adverts (artwork only)	Design of at 2 print adverts (1 with Hero graphic and one with cast - a portrait and landscape version of each)
Provide <u>CUT OUT</u> photos of cast in costume (artwork only)	At least 1 image of each cast member to be provided as cut out for use in brochure and online

1. Design & content will be discussed between the producing company and the Elgiva Manager. The producing company will also be expected to provide and pay for a video trailer to use on our website and social media, and a radio advert.

In addition, a local marketing and advertising budget will be mutually agreed by the parties, and the costs will be shared by agreement. It is anticipated that the producing company will have to contribute at least £3,000 plus VAT towards this budget however this will be dependent on the final financial agreement. E.g. If a box office split agreement is reached then marketing costs will be split in a similar proportion.

2. The Elgiva Theatre will be producing a programme for the production. Programme information will be provided by the producing company by 1st November 2024.

3. A press launch will take place on a date to be mutually agreed with the Elgiva Manager. The press launch will take place prior to the start of the rehearsal period. The company must plan for at least four members of the cast; some costume pieces and appropriate props will be provided to The Elgiva Theatre for this event. The Elgiva Manager will liaise with the producing company to ensure that maximum coverage is obtained.

4. Biographies and photographs of the production team, performers and stage management team must be provided to the Elgiva Manager by the 1st of October 2024.

5. The cast, including the stars, must be made available for the Christmas Lights switch on in Chesham in November (date tba) and also on at least one occasion during the production week for publicity purposes and at no cost to The Elgiva Theatre. This may be for up to 90 minutes and may include walkabout or public appearances. This date to be agreed between the producing company and Elgiva Manager. This should be included in any contract between the production company and cast members.

6. The Elgiva Theatre will be sourcing sponsors for the pantomime, and their name and logo will be placed on all marketing materials. The Elgiva Theatre shall be exclusively entitled to the proceeds of the sponsorship.

Financial

In 2022/23, "Sleeping Beauty" was presented from 3rd December 2022 to 31st December 2022 inclusive, for 52 performances. The gross box office was £149,505 The number of seats sold (excluding comps) was 11,420

This represented 73.21% of seating capacity.

The average yield per seat was £13.09

These figures do not include the booking fee as they do not constitute part of the box office.

The draft ticket prices for 2023/24 are attached in *Appendix 2*.

TENDER QUALITY ASSESSMENT (TQA)

The response to this TQA will form part of the Tender Response Document. As such, it will form part of your contractual obligations to the Authority if you are awarded a contract.

Note – You may adjust the size of the following text boxes to suit your response.

1 TECHNICAL ABILITY, EXPERIENCE AND QUALITY

1.1 Please describe your artistic policy in terms of the style of Pantomime that you would produce for this contract

Response (max 500 words)

1.2 Please provide DVDs, photographs and reviews of previous pantomimes. Please provide production DVD, photos

Response (max 500 words)

1.3 Please describe how you would cast the pantomime giving an idea of the quantity and profile of any stars

Response (max 500 words)

1.4 Describe the estimated total size of the cast with a breakdown of the number of professional actors you would use and the number and sex of the professional dancers

Response (max 500 words)

1.5 Please detail your business improvement model, in particular reference to technical improvements, marketing and business investments over the course of the contract

Response (max 500 words)

1.6 Please outline your artistic approach in terms of song and music selection

Response (max 500 words)

1.7 Please specify who will have the responsibility for sound design and any associated costs.

Response (max 500 words)

1.8 Please provide a list of the proposed staff/crew that you would require to work on the production, detailing which staff you would expect the venue to provide and pay for.

Response (max 500 words)

1.9 Please detail all the stage and company management you would provide

Response (max 500 words)

1.10 Please outline any proposals that you might have to add value or generate additional income for both your company and the venue

Response (max 500 words)

2 Publicity and Marketing

- 2.1 Please outline the activity that you would suggest and identify the resources available to contribute to the Publicity and Marketing of the production

Response (max 500 words)

3 Health & Safety

- 3.1 Please provide details of how your company will work with The Elgiva Theatre to ensure a safe environment detailing how your health and safety policies will contribute to the good running of this contract

Response (max 500 words)

4 Budgets

- 4.1 Please provide a comprehensive budget for the entire production, this should include a detailed breakdown of all costs including: pre-production costs, physical production costs (including scenery, costumes, special effects), technical costs, hires, rehearsals costs, creative team fees and expenses, artists fees and expenses, marketing, overheads, and any other direct costs.

Response (max 500 words)

COMMERCIAL SCHEDULE

1 GENERAL INSTRUCTIONS

- 1.1 All pricing should be in pound sterling (£GBP). If applicable, please convert your currency into UK sterling using the rate published by the European Central Bank on the date you submit your Tender.
- 1.2 Costs should be quoted exclusive of VAT. Please confirm this in your pricing schedule, and indicate if the project will attract VAT and at what rate.
- 1.3 If your proposal includes costs for sub-contractors these costs must be identified and shown inclusive of any VAT, they will charge you.

2 PRICING MODEL AND CONNECTED QUESTIONS

2.1 Please break down your price by completing the table below. This should include your total charge for the entire production

Service	Price
A guaranteed fee	£
A first call	£
A percentage of the box office	%
Hire fee payable to the Council	£
Combination	£

ADMINISTRATIVE INSTRUCTIONS

Note to Bidders: Please complete this Annex. If you are awarded a contract, the details you provide here will be used in the final contract.

1 CONTRACT MANAGERS

1.1 For the Supplier, the Contract Manager at the commencement of the contract will be as follows:

Name	[Insert name]
Contact details	[Insert address, e-mail address]
Role	[Insert details]

2 NOTICES

2.1 Any notices served on the Supplier under the contract are to be delivered to:

Name	[Insert name]
Address	[Insert address]
Role	[Insert details]

3 MANAGEMENT LEVELS FOR DISPUTE RESOLUTION

3.1 The management levels at which a dispute will be dealt with are as follows:

Level	Supplier representative
1	[Contract manager]
2	[Insert role]
3	

FORM OF TENDER

DECLARATIONS BY THE BIDDER (TO BE SIGNED AND RETURNED BY THE BIDDER)

FORM OF TENDER, NON-COLLUSION, CONFLICTS OF INTEREST AND ANTI-CANVASSING

DECLARATIONS

TO: CHESHAM TOWN COUNCIL

PROPOSAL TO PROVIDE: The Pantomime Production at The Elgiva Theatre Chesham

Form of Tender

We have examined the invitation to tender ("ITT") and all accompanying annexes and schedules. This Tender is made subject to the terms of the ITT, including but not limited to the instructions to Bidders.

We declare that to the best of our knowledge the answers submitted in response to the Eligibility Questions (Annex B1 of the ITT) are correct.

We Tender against the requirements, and offer to enter into a contract with the Authority comprising the following:

- the Specification (including our response to the Specification);
- our responses to the Tender Quality Assessment
- our response to the Pricing Schedule (Commercial Schedule).

Accordingly, this Tender is a contractual offer capable of acceptance by the Authority. If the Authority unequivocally notifies us of its acceptance of this offer or issues a purchase order in respect of this offer, a legally binding contract shall come into force on the terms of the offer and acceptance.

We undertake to keep the Tender open for acceptance by the Authority for a period of ninety days (90) days from the deadline for receipt of Tenders.

We understand that you are not bound to accept the lowest priced, or any, Tender.

Non-collusive tendering

In recognition of the principle that the essence of tendering is that the Authority shall receive bona fide competitive Tenders from all those tendering, we certify that this Tender is a bona fide Tender that is intended to be competitive.

We have not fixed or adjusted the amount of this Tender under, or in accordance with, any agreement or arrangement with any other person.

We have not done, and we undertake that, we will not do at any time before the hour specified for the return of the Tender any of the following acts:

- communicate to a person other than the Authority the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender);

- agree with any person that they shall refrain from tendering or as to the amount of any Tender to be submitted; and
- offer to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender any act or thing of the sort described above.

Conflicts of interest

We acknowledge that we are responsible for ensuring that no conflicts of interest exist between us (and our advisers) and the Authority.

So far as any possible conflict of interest has arisen, we have notified the Authority promptly in writing of that potential conflict of interest and have taken any steps agreed with the Authority to avoid the conflict.

We acknowledge that if we fail to comply with this requirement, we may be disqualified from the procurement at the discretion of the Authority.

Anti-canvassing confirmation

We have not canvassed or solicited any member, officer or employee of the Authority, in connection with the proposed contract award and to the best of our knowledge and belief nor has any person employed by us or acting on our behalf done any such act.

We further undertake that we will not in the future canvass or solicit any member, officer or employee of the Authority, in connection with the proposed contract and that no person employed by us or acting on our behalf will do any such act.

Name of person duly authorised to sign tenders:

Date:

Name:

in the capacity of:

duly authorised to sign tenders for and on behalf of:

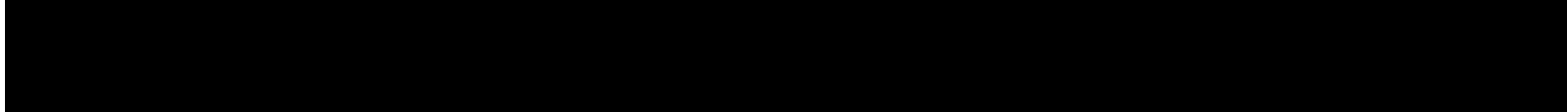
.....

By completing this Form of Tender and submitting your Tender you have agreed that the statements in this Form of Tender are correct and that you have complied, and will continue to comply, with the Authority's policies on non-collusion, conflicts of interest and anti-canvassing.

Tender Comparison Pantomime 2025-2030

Based on the box office figures from the previous pantomime, Sleeping Beauty in 2022

Producer Name																
								Option A	Option B							Option B
Total Box Office Sales		Gross	149506		149506		149506	149506	149506		149506				1495	
Net of 20% VAT		Net	124589		124589		124589	124589	124589		124589					
Minus PRS @ .5%		PRS 0.5%	623		623		623	623	623		623					
Sub Total		Sub Total	123966		123966		123966	123966	123966		123966					
Guarantee							130000*	71509	83509							
First call to Producer																
First Call to Elgiva +								15759								
Second Call to Elgiva																
Subtotal after calls																
Box Office Split	Company	67%	83057	69%	85536	75%	92									
	Venue	33%	40909	31%	38429	25%										
Marketing	Company		7060													
	Venue		0													
Total To CTC			40909		38429		30991	34108	28108		52785			34690	34758	



+ Elgiva Staffing and Equipment Costs from 2022