

**CHESHAM TOWN COUNCIL**  
**MINUTES of the meeting of the CORPORATE SERVICES COMMITTEE**

**held on 2<sup>nd</sup> April 2024**

**Councillors:**

Councillor Alan Bacon  
Councillor Joseph Baum  
Councillor Simon Booth

Councillor Majid Ditta  
Councillor Justine Fulford

**In attendance:**

Louise Hayday  
Georgina Fernandez  
Danny Essex  
Ashley Myers  
David Cooper

CEO/ Town Clerk  
Democratic Services Officer  
Head of Operational Services  
Head of Corporate Services  
Elgiva Manager

**56. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Fayyaz, Holly, Hood and Matthews.

**57. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**58. MINUTES OF PREVIOUS MEETINGS**

The minutes of the Corporate Services Committee held on 15<sup>th</sup> January 2024 were noted.

**59. ACTION TRACKER**

This was noted by members.

Councillor Fulford asked for a report on the town hall solar panels to go to the next meeting, outlining the loss of £20,000 due to the supplier going into liquidation. The CEO confirmed that alternative reputable companies are being sourced.

**RESOLVED:**

**CEO to provide a report updating members on the town hall solar panels.**

**60. INTERNAL AUDIT REPORT**

This were noted by members.

**61. REVIEW OF INTERNAL CONTROLS**

To document a review of the effectiveness of internal controls, identify any weaknesses and an action plan for dealing with them.

This was noted by members.

**62. TO RECEIVE MANAGEMENT ACCOUNTS FOR DECEMBER 2023**

This was noted by members.

**63. FINANCE SYSTEMS**

To receive an update on the current and proposed finance systems.

**RESOLVED:**

- i. To alter the staffing structure as outlined in the report.
- ii. To proceed with changes to the financial operating system, moving away from Opera and to Rialtas Omega.
- iii. To implement the facilities booking system in tandem to cut paper processes and increase efficiency.
- iv. To review the structure and system after 6 months

**64. STANDING ORDERS & FINANCIAL REGULATIONS**

To review the current standing orders and financial regulations

**RESOLVED:**

**Standing Orders:**

- i. To approve amends with the following further additions:-
  - a. To review references to district and county throughout.
  - b. To embolden statutory requirements on the front sheet
  - c. Delete section 4d.v
  - d. 9.b – change to 10 clear days
  - e. 9.10 – change to 5 clear days
- ii. To present to Council for adoption at the Annual Meeting of the Town Council in May

**Financial Regulations:**

- i. To approve amends.
- ii. To present to Council for adoption at the Annual Meeting of the Town Council in May

**65. TREASURY MANAGEMENT PLAN POLICY UPDATE**

**RESOLVED:**

To adopt all proposed amendments

**66. RESERVES POLICY UPDATE**

Councillor Bacon proposed that the figure for general reserves should be 25% of general turnover, as recommended by the previous interim RFO. This was seconded by Councillor Fulford. A vote was taken, the motion not carried.

**RESOLVED:**

To adopt all proposed amendments

## **67. FREIDRICHSDORF CORNER**

To explore a resident request to purchase a piece of Council owned land.

All Councillors expressed concerns about the impact that any potential development would have on this land, which is potentially of environmental, ecological and amenity value. It was also noted that strong national and local safeguards are in place which would make development of the site very difficult to achieve in the event that a future landowner sought to submit a planning application. Councillors Baum, Booth and Ditta agreed that it would be useful to understand the current value of the land given the time that has elapsed since the last valuation in 2009.

### **RESOLVED:**

- i. CEO to write to the residents to understand their intentions for the land.**
- ii. The Chair to approve the letter prior to dispatch**
- iii. To confirm if there are any TPO's on the land**
- iv. To clarify if this is amenity land.**
- v. A valuation by the district council to be obtained for the land and the intended purchaser to pay for this valuation.**
- vi. HOP to review the condition of the Freidrichsdorf mosaic**
- vii. An update report to be presented with all information to hand, for members to make an informed decision at the next meeting.**

## **68. LIVING WALL**

It was noted by members that the living wall has now been removed.

## **69. CHRISTMAS IN CHESHAM**

To recommend an external agency to formally assist with the organisation and management of the Christmas in Chesham event.

All members agreed that the Community, Economy & Environment Manager should be applauded for her dedication to this project and hard work.

### **RESOLVED:**

**To approve the engagement of Allan Parker Event Consultancy & Management for the Christmas in Chesham 2024 event, at a cost of £2000. Any continued engagement to be reviewed early 2025.**

## **70. GYM & SWIM EQUIPMENT**

To update members with an overview of the existing fitness kit and the need to consider a 5 year leasing agreement of a new range.

A vote was taken and it was:

### **RESOLVED:**

**Officers to proceed with supplier 2 and a 5-year lease.**

## **71. ELGIVA HEATING**

To review options for the heating and cooling system at the Elgiva.

**RESOLVED:**

**To continue with the current arrangements for heating and cooling using portable heaters and hiring an air con unit if required in the summer. Wait until the PSDS opens in the autumn with a view to applying for funding for a new system and possibly other decarbonisation measures.**

**72. TEMPERANCE HALL**

To receive an update on the current situation with regards to Temperance Hall and present a recommendation for the future of the site.

**RESOLVED:**

- i. To bring Temperance Hall back under the management of the Town Council, with the day to day running of the facility delegated to the Elgiva management team.**
- ii. To consider, at a later date, the installation of a café in the rear of the building to serve Lowndes Park and to review access safety.**
- iii. To confirm deeds of ownership of the Temperance Hall extension**
- iv. To consider a business plan for the period of 6/12/18 months**

**73. DONATIONS SCHEME**

To consider a revision to the donations scheme.

A vote was taken and it was:

**RESOLVED:**

**That the process for the Donations Scheme be amended to include scrutiny of officer recommendations by the Mayor and Deputy Mayor before submission to Council.**

The meeting closed at 9.45pm