

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

**held on 22<sup>nd</sup> July 2024**

**Councillors:**

Councillor Alan Bacon  
Councillor Joseph Baum  
Councillor Simon Booth  
Councillor Majid Ditta

Councillor Mohammad Fayyaz  
Councillor Justine Fulford  
Councillor Francis Holly

**In attendance:**

Louise Hayday  
Georgina Fernandez  
Ashley Myers

CEO/Town Clerk  
Democratic Services Officer  
Head of Corporate Services

**86. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Matthews. No apologies were received from Councillor Hood and she was considered absent.

**87. DECLARATIONS OF INTEREST**

Councillor Fulford highlighted that she was a trustee of the Duke of Bedford Trust but that there was no pecuniary interest.

**88. MINUTES OF PREVIOUS MEETINGS**

The minutes of the Corporate Services Committee held on 10<sup>th</sup> June 2024 were approved as a correct record and signed by the chair.

**89. ACTION TRACKER**

The action tracker was noted by members.

**90. CAPLOR ENERGY**

The report on the administration of Caplor Energy was noted by members.

**RESOLVED:**

**CEO to investigate ESCROW accounts to safeguard funding for future projects.**

**91. MOOR ACCESS ROAD**

A report on the condition of the access road surface adjacent to the Moor was presented.

**RESOLVED:**

- i) **That members authorise expenditure to the amount of £3100.00 (ex VAT) from the Repairs and Renewals earmarked reserve to fix the road.**
- ii) **Officers to liaise with former Mayor Hudson and site owners to understand the issues on site and report to the next committee.**

**92. MOWER**

**RESOLVED:**

To agree the new HP agreement for 36 months on a new Trimax Stealth.

**93. WORKNEST EMPLOYMENT LAW & HR SUPPORT CONTRACT RENEWAL**

**RESOLVED:**

To approve the renewal of a three-year contract with Worknest for Employment Law, HR support and legal expenses insurance.

**94. HUMAN RESOURCES POLICIES**

**RESOLVED:**

To adopt four new policies with the following amends:

- i. Safeguarding – to replace ‘living in council’ with appropriate phrasing
- ii. Flexible Working
- iii. Stress Management
- iv. Carers Leave – to amend the use of ‘company’ to ‘council’
- v. Officers to consider a staff volunteering policy
- vi. Officers to consider councillor safeguarding training as part of new member inductions

**95. TAPESTRY**

**RESOLVED:**

- i. To allocate £1,000 towards the restoration and conservation of the Chesham Tapestry.
- ii. That a report proposing the position of the tapestry in the Council Chamber be discussed at the full Council meeting on 9<sup>th</sup> September.
- iii. The layout of all other items in the council chamber e.g. cabinet to be agreed informally by the CEO.

**96. EXCLUSION OF THE PUBLIC & PRESS**

*The Public Bodies (Admission to Meetings) Act 1960 makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest.*

**97. CEO PROBATION**

Members noted the probation review report provided by Councillors Joseph Baum and Simon Booth and resolved to proceed with the recommended remuneration.

The meeting closed at 8.48pm