



Chesham TOWN COUNCIL

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

01494 774 842
enquiries@chesham.gov.uk
www.chesham.gov.uk

27th September 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 7th October, 2024 at 7.30pm:**

Agenda

1. Apologies for absence

To receive apologies for absence.

2. Declarations of interests

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Chesham Town Council Code of Conduct, Councillors will declare their interest in relation to this meeting.

3. Minutes of the previous Corporate Services meeting 22nd July 2024

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. Union Strike Update

6. April & May Payments

7. Casuals Rate Of Pay

To inform the committee of the current casual pay structure and recommend improvements for the coming financial year.

8. Accounting Services

To inform the Committee of the current arrangement and agree a way forward.

9. Recommendations from Operational Services Committee

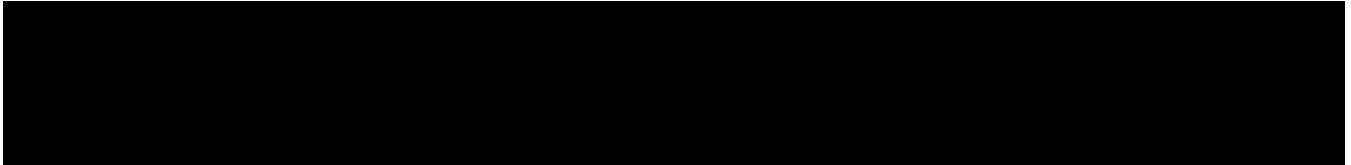
To inform the committee of the decisions made at Operational Services and seek approval for funding.

10. CEO/Town Clerk Training

To review the provision of training for the CEO and to make recommendations on funding for a Level 5 (Foundation Degree) Community Governance course.

11. Exclusion of the Public and Press

It is recommended that, pursuant to Section 100A of the Local Government Act 1972 (as amended), members of the press and public be excluded during consideration of items below as it was likely that there would be a disclosure of exempt information as defined in the relevant paragraphs specified in Part 1 of Schedule 12A to that Act.



Yours sincerely,

Louise Hayday

CEO/ Town Clerk

Cllr Alan Bacon
Cllr Joseph Baum (Chair)
Cllr Simon Booth
Cllr Majid Ditta
Cllr Mohammad 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 CORPORATE SERVICES COMMITTEE

held on 22nd 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 10th 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 9th 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

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 11th September, 2023				
33i	Cemetery: To update the Committee on consecrated space at the cemetery at a later date	Cemeteries, Allotments & Open Spaces Manager		
Monday 13th November, 2023				
42 iii	Moor Hard Standing consider longer-term solution	Head of Operational Services/ CEEM		Grant app approved to £19,200. Two more quotes being sourced.
48	Review following polices: Whistleblowing policy & procedure	Head of Corporate Services in conjunction with staff Worknest & NALC		
Monday 15th January 2024				
53 ii	Councillor Simon Booth to be removed from the bank mandate once the new member names have been added. Cllr Baum to be set up for payment authorisation.	Head of Corporate Services		Bank Mandate submitted – awaiting confirmation from Lloyds as to when the changes have been actioned. Simon Booth to be removed once bank confirms mandates changes have been implemented.
Tuesday 2nd April 2024				
71	Elgiva Heating: Wait until the PSDS opens in the autumn with a view to applying for funding for a new system and possibly other decarbonisation	CEEM		On track – waiting for fund to open

	measures.			
72i	Temperance Hall 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.	Head of Operational Services		To be progressed by the new Elgiva manager
72iii	To consider a business plan for the period of 6/12/18 months	CEO		To be passed to the new Elgiva manager
Monday 10th June 2024				
81	Grievance Policy handbook to be updated			Complete.
Monday 22nd July 2024				
90	CEO to investigate ESCROW accounts to safeguard funding for future projects.	CEO		
91ii.	Moor Access Road: officers to liaise with former Mayor Hudson and site owners to understand the issues on site and report to the next committee.	Head of Operational Services		Completed.
94v	Officers to consider a staff volunteering policy	CEO		
94vi	Officers to consider councillor safeguarding training as part of new member inductions.	CEO		

Our Ref 001543/80486/LOI



Town Clerk
Chesham Town Council
Chesham Town Council
Town Hall
Chesham
Buckinghamshire
HP5 1DS

UNISON
UNISON Centre
130 Euston Road
London
NW1 2AY
Phone: 0800 0 857 857
Email: m.ballots@unison.co.uk

14 August 2024

Dear Town Clerk

**TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992:
NOTICE TO EMPLOYER OF AN OFFICIAL INDUSTRIAL ACTION BALLOT**

UNISON is in dispute concerning the rates of pay for 2024/2025 for all workers whose pay is based upon pay awards made by the National Joint Council for Local Government Services. UNISON seeks an increase of £3,000 or 10%, whichever is the greater, on every spinal column point in pay for all such workers, payable from 1 April 2024.

Your organisation employs workers whose pay is based on pay awards made by the National Joint Council for Local Government Services. Unless and until your organisation agrees to a pay increase of £3,000 or 10% at every spinal column point in pay for all such workers, a trade dispute subsists between your organisation and members of this union employed by it.

UNISON intends to hold a ballot for industrial action to include its members employed by a number of employers with which it is in dispute in relation to the above matters. Included within that ballot will be all members employed by your organisation. We reasonably believe that ballot papers will be despatched on 4 September 2024.

We therefore intend to send ballot papers to all members of UNISON employed by your organisation.

These members comprise:

- (i) all members employed by your organisation paying subscriptions by DOCAS from which information, in relation to these employees, you will be able readily to deduce:
 - a. the total number of employees concerned,
 - b. the categories of employee to which the employees concerned belong and the number of employees concerned in each of those categories, and
 - c. the workplaces at which the employees concerned work and the number of them who work at each of those workplaces

and, in addition:

(ii) all members employed by your organisation who do not pay subscriptions by DOCAS who are listed overleaf by: category, workplace, the number in each category and at each workplace, and the total number.

Any lists and figures described at (ii) above have been arrived at by retrieving information from our membership database as to the categories and workplaces of members, and the number in each category at each workplace. We updated the database for the purpose of the ballot to ensure accuracy.

The information provided is as accurate as is reasonably practicable in light of the information in the union's possession. If there are any inaccuracies, this will have been caused by factors outside of our control, such as members not informing the union of any changes.

An independent scrutineer has been appointed:

Civica Election Services
Independence House
33 Clarendon Road
London
N8 0NW.

A sample ballot paper is attached to this notice.

Any communication regarding this notice should be addressed to me.

Yours sincerely

Mike Short

Mike Short
National Secretary

Ballot Paper



The trade dispute concerns the rates of pay for 2024/2025 for all workers whose pay is based upon pay awards made by the National Joint Council for Local Government Services. UNISON seeks an increase of £3,000 or 10%, whichever is the greater, on every spinal column point in pay for all such workers, payable from 1 April 2024.

VOTING INSTRUCTIONS

Vote by marking a cross 'X' in the box next to your chosen answer.

ARE YOU PREPARED TO TAKE PART IN INDUSTRIAL ACTION IN THE FORM OF STRIKE ACTION?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Members should not vote if they will no longer be employed on/before: **30 October 2024**

In the event of a vote in favour of industrial action, UNISON's National Executive Council has authorised the General Secretary to call upon members to take part, or continue to take part, in industrial action.

The law requires your union to ensure that your vote is accurately and fairly counted and that you are able to vote without interference from the union or any of its members, officials or employees and, so far as is reasonably practicable, in secret.

If you take part in a strike or other industrial action, you may be in breach of your contract of employment. However, if you are dismissed for taking part in strike or other industrial action which is called officially and is otherwise lawful, the dismissal will be unfair if it takes place fewer than twelve weeks after you started taking part in the action, and depending on the circumstances may be unfair if it takes place later.

RETURN INSTRUCTIONS

Please return your completed ballot paper in the pre-paid envelope provided. It should be received by the Independent Scrutineer, Civica Election Services, 33 Clarendon Road, London, N8 0NW, no later than **10am** on **Wednesday 16 October 2024**.

Your vote is completely secret

Please do not remove the number from the corner of your ballot paper as this will invalidate your vote.



The trade dispute concerns the rates of pay for 2024/2025 for all workers whose pay is based upon pay awards made by the National Joint Council for Local Government Services. UNISON seeks an increase of £3,000 or 10%, whichever is the greater, on every spinal column point in pay for all such workers, payable from 1 April 2024.

The period within which any industrial action is expected to take place is between 30 October 2024 and 15 April 2025.

April 2024 Payments List - (Excluding Salaries)

Cost Centre Description	Supplier Name	Transaction Detail	Invoice Date	Amount
Town Hall	BUCKINGHAMSHIRE COUNCIL	BUSINESS RATES	01/04/2024	16716.5
Chesham Moor Gym & Swim	BUCKINGHAMSHIRE COUNCIL	BUSINESS RATESA	01/04/2024	11193
The Elgiva	BUCKINGHAMSHIRE COUNCIL	BUSINESS RATES	01/04/2024	2682.12
Cemetery & Housing	BUCKINGHAMSHIRE COUNCIL	BUSINESS RATES	01/04/2024	2594.8
Cemetery & Housing	ICCM	ICCM CORP SUBS 2024/25	01/04/2024	100
Chesham Moor Gym & Swim	KINGFISHER ENVIRONMENTAL SERVI	Pool Sampling April 24	01/04/2024	91.38
Open Spaces & Amenities	NATIONAL ASSOC OF BRITISH MARK	NABMA 2024/25	01/04/2024	434
The Elgiva	SPEKTRIX LIMITED	Spektrix March 24	01/04/2024	1405.86
Works Depot	UK SECURITY GROUP LTD	Tracking & dashcam April 24	01/04/2024	80
The Elgiva	ARTIFAX SOFTWARE LIMITED	145022/44/ARTIFAX SOFTWARE LIM	01/04/2024	295
Central Support Services	SLCC ENTERPRISES LIMITED	2nd Payment Com Gov L4	01/04/2024	3250
Chesham Moor Gym & Swim	UK MATS LTD	Mats	01/04/2024	207.22
The Elgiva	DAYLA LIMITED	Bar Supplies	02/04/2024	229.66
Cemetery & Housing	BUCKLAND LANDSCAPES LTD	Site Maintenance For March 24	02/04/2024	1843.7
The Elgiva	CAROL WILES	Cleaning Services for March 24	02/04/2024	1294
The Elgiva	WATERDENE FOODSERVICE LTD	Canned Drinks	02/04/2024	73.93
Chesham Moor Gym & Swim	RIVANS ELECTRICAL LIMITED	Rewire lights	02/04/2024	1130
Central Support Services	ARDENLEA FIRE CONSULTING LTD	Fire Audit - all premises	02/04/2024	2000
Chesham Moor Gym & Swim	CASTLE WATER LIMITED	CHARGES 01/03/2024-31/03/2024	02/04/2024	274.99
Open Spaces & Amenities	BUTTERFLY PRINT éí	Codmore Signage	03/04/2024	110
Chesham Moor Gym & Swim	JACQUIE DAVIES	AQUA CLASSES	03/04/2024	216
Open Spaces & Amenities	CASTLE WATER LIMITED	CHARGES 01/03/2024-31/03/2024	03/04/2024	61.49
Town Hall	CASTLE WATER LIMITED	CHARGES 01/03/2024-31/03/2024	03/04/2024	63.98
The Elgiva	AVICA UK LTD	Glasswash Detergent	04/04/2024	27.43
Open Spaces & Amenities	NPOWER LTD	1 Jan 24 - 31 March 24	04/04/2024	21.53
Open Spaces & Amenities	NPOWER LTD	CCTV Electricity	04/04/2024	258.92
The Elgiva	AMAZON PAYMENTS UK LIMITED	Click Counters x 2	04/04/2024	6.24
The Elgiva	AMAZON PAYMENTS UK LIMITED	Folding Display Board	04/04/2024	136.64
Chesham Moor Gym & Swim	STUDIO BEAM LIMITED	Web & Social Media for March24	04/04/2024	150
Works Depot	CASTLE WATER LIMITED	CHARGES 01/03/2024-31/03/2024	04/04/2024	13.8
Chesham Moor Gym & Swim	BRITISH TELECOMMUNICATIONS PLC	ALARM LINE RENTAL	04/04/2024	151.65
The Elgiva	BRITISH TELECOMMUNICATIONS PLC	ALARM LINE RENTAL	04/04/2024	145.02
The Elgiva	BRITISH TELECOMMUNICATIONS PLC	BROADBAND LINE RENTAL	04/04/2024	145.02
The Elgiva	BRITISH TELECOMMUNICATIONS PLC	BROADBAND SERVICE	04/04/2024	224.76
The Elgiva	DAYLA LIMITED	Bar Supplies	05/04/2024	245.04
Central Support Services	BMKALC	BMKALC Annual Subs 24/25	05/04/2024	3550.89
Central Support Services	SHARP IT SERVICES (UK) LTD	Opera Support	05/04/2024	805
The Elgiva	OFF THE KERB PRODUCTIONS	90892 OFFTHE KERB	05/04/2024	3186.66
The Elgiva	EDEN FARM HULLEYS LIMITED	Ice Cream	05/04/2024	521.6
Town Hall	AMBASSADOR LIFT COMPANY LTD	LIFT REPAIR	05/04/2024	67.2
Chesham Moor Gym & Swim	NORTH EAST REGIONAL EMPLOYERS	DBS Checks	08/04/2024	48
Works Depot	NOVUNA BUSINESS FINANCE	ANNUAL FEE WOODCHIPPER	08/04/2024	35
The Elgiva	IMMERSION THEATRE COMPANY LTD	ALICE IN WONDERLAND 30/03/2024	08/04/2024	2297.03
Chesham Moor Gym & Swim	AMAZON PAYMENTS UK LIMITED	Fire Action Notice Sign	09/04/2024	16.63
Chesham Moor Gym & Swim	AMAZON PAYMENTS UK LIMITED	Staff Only Signs	09/04/2024	3.32
Central Support Services	JAMES HALLAM LTD	Addition of mower to fleet	09/04/2024	501.23
The Elgiva	WATERDENE FOODSERVICE LTD	Soft drinks and Ice	09/04/2024	111.85
Works Depot	NOVUNA BUSINESS FINANCE	LEASE RENTAL WOODCHIPPER	09/04/2024	252.72
Works Depot	NOVUNA BUSINESS FINANCE	LEASE SERVICE WOODCHIPPER	09/04/2024	43.28
Works Depot	DE LAGE LANDEN LEASING LTD	LEASE RENTAL RANSOMES MOWER	09/04/2024	555.12
Chesham Moor Gym & Swim	SECOM PLC	Annual Alarm Service Moor	10/04/2024	1131.7
Central Support Services	AMAZON PAYMENTS UK LIMITED	Stapler	10/04/2024	3.7
Central Support Services	AMAZON PAYMENTS UK LIMITED	AA Batteries	10/04/2024	30.3
Chesham Moor Gym & Swim	AVICA UK LTD	Cleaning Supplies	11/04/2024	291.43
The Elgiva	AMAZON PAYMENTS UK LIMITED	Hoover crevice tool	11/04/2024	7.42

The Elgiva	AMAZON PAYMENTS UK LIMITED	Signs	11/04/2024	12.4
The Elgiva	AMAZON PAYMENTS UK LIMITED	Waterproof seat covers	11/04/2024	17.16
Works Depot	NOVUNA BUSINESS FINANCE	LEASE RENTAL TRIMAX MOWER	11/04/2024	182
Works Depot	NOVUNA BUSINESS FINANCE	LEASE SERVICE TRIMAX MOWER	11/04/2024	11.67
Central Support Services	VODAFONE LIMITED	MOBILE TELEPHONE CHARGES	11/04/2024	93.87
The Elgiva	AMAZON PAYMENTS UK LIMITED	HOOVER PIPE EXTENSION	12/04/2024	12.49
The Elgiva	AVICA UK LTD	Cleaning Supplies	12/04/2024	275.93
Central Support Services	BRIGHTHR LTD	HR SOFTWARE APRIL	12/04/2024	337.4
The Elgiva	PAYTEK ADMINISTRATION SERVICES	SERVICE CHARGES APRIL 2024	15/04/2024	30
The Elgiva	PAYTEK ADMINISTRATION SERVICES	SERVICE CHARGES APRIL 2024	15/04/2024	14
Chesham Moor Gym & Swim	PAYTEK ADMINISTRATION SERVICES	SERVICE CHARGES APRIL 2024	15/04/2024	15
The Elgiva	EPOS NOW LTD	SERVICE CHARGES APRIL	15/04/2024	30
Chesham Moor Gym & Swim	FIRST DATA EUROPE LIMITED	SERVICE CHARGES MARCH 2024	15/04/2024	108.37
The Elgiva	FIRST DATA EUROPE LIMITED	SERVICE CHARGES MARCH 2024	15/04/2024	298.07
The Elgiva	DAYLA LIMITED	Bar Supplies	16/04/2024	644.55
The Elgiva	TECHNICAL VENDING SUPPORT LID	INV-55183/47/TECHNICAL VENDING	16/04/2024	177.59
Works Depot	ARVAL UK LIMITED	LEASE RENTAL BP19 LNN	16/04/2024	284.94
Works Depot	ARVAL UK LIMITED	LEASE RENTAL LR69 DHM	16/04/2024	150.58
Works Depot	ARVAL UK LIMITED	LEASE SERVICE BP19 LNN	16/04/2024	38.14
Works Depot	ARVAL UK LIMITED	LEASE SERVICE LR69 DHM	16/04/2024	22.96
Chesham Moor Gym & Swim	AMAZON PAYMENTS UK LIMITED	Wooden Stirers	17/04/2024	8.24
Chesham Moor Gym & Swim	AMAZON PAYMENTS UK LIMITED	Pool Brush Head	17/04/2024	12.46
The Elgiva	EDEN FARM HULLEYS LIMITED	Ice Creams	17/04/2024	410.76
The Elgiva	DAYLA LIMITED	Bar Supplies	17/04/2024	576.53
Allotments	CASTLE WATER LIMITED	HARRIES CLOSE MARCH CHGS	18/04/2024	28.94
The Elgiva	SSE ENERGY SUPPLY LTD	CHARGES 01/03/2024-31/03/2024	18/04/2024	3303.83
Town Hall	SSE ENERGY SUPPLY LTD	CHARGES 01/03/2024-31/03/2024	18/04/2024	859.11
Chesham Moor Gym & Swim	CHURCHES FIRE SECURITY LTD	EXTINGUISHERS	22/04/2024	153.37
The Elgiva	TRAFALGAR RELEASING LTD	ROH MACMILLAN CELEBRATED	22/04/2024	282.54
Open Spaces & Amenities	SSE ENERGY SUPPLY LTD	PARK FOUNTAIN CHGS TO 31/03/24	22/04/2024	202.31
The Elgiva	VIRGIN MEDIA BUSINESS LTD	715522001/001/0424/51/VIRGIN M	26/04/2024	11.11
Cemetry & Housing	EMPIRE LANDSCAPES LIMITED	Grounds Maintenance Services	26/04/2024	1915
Chesham Moor Gym & Swim	BNP PARIBAS LEASING SOLUTIONS	LEASE RENTAL COFFEE MACHINE	29/04/2024	269.62

May 2024 Payments List - (Excluding Salaries)

Cost Centre Description	Supplier Name	Transaction Detail	Invoice Date	Amount
Town Hall	BUCKINGHAMSHIRE COUNCIL	BUSINESS RATES	01/04/2024	16716.5
Chesham Moor Gym & Swim	BUCKINGHAMSHIRE COUNCIL	BUSINESS RATESA	01/04/2024	11193
The Elgiva	BUCKINGHAMSHIRE COUNCIL	BUSINESS RATES	01/04/2024	2682.12
Cemetry & Housing	BUCKINGHAMSHIRE COUNCIL	BUSINESS RATES	01/04/2024	2594.8
Cemetry & Housing	SSE ENERGY SUPPLY LTD	ELECTRICITY CEMETERY OFFICE	17/04/2024	80.8
Chesham Moor Gym & Swim	PAYMENTSSENSE LTD	PCI NON COMPLIANCE MARCH 2024	18/04/2024	42
The Elgiva	PAYMENTSSENSE LTD	PCI NON COMPLIANCE MARCH 2024	18/04/2024	42
Open Spaces & Amenities	CASTLE WATER LIMITED	CLOCK TOWER CHARGES MARCH	04/04/2024	9.61
Town Hall	SSE ENERGY SUPPLY LTD	GAS CHARGES 01/12/23-14/04/23	22/04/2024	4910.32
The Elgiva	SSE ENERGY SUPPLY LTD	GAS CHARGES 01/12/23-14/04/24	22/04/2024	3812.79
Central Support Services	BRIGHTHR LTD	HR MANAGEMENT SERVICES MAY	07/05/2024	404.88
Works Depot	THE RIGHT FUELCARD CO LIMITED	FUEL CHARGES APRIL 2024	30/04/2024	791.21
Works Depot	DE LAGE LANDEN LEASING LTD	LEASE RENTAL RANSOMES MOWER	09/04/2024	666.14
Central Support Services	BARCLAYS MERCHANT SERVICES	MERCHANT CHARGES APRIL 2024	01/05/2024	73.16
The Elgiva	BARCLAYS MERCHANT SERVICES	MERCHANT CHARGES APRIL 2024	01/05/2024	148.28
The Elgiva	BARCLAYS MERCHANT SERVICES	MERCHANT CHARGES APRIL 2024	01/05/2024	855.92
The Elgiva	IMAGE LINK CHESHAM LTD	YOUR CHESHAM/AMERSHAM JAN/FEB	30/01/2024	2640
C, E & E	IMAGE LINK CHESHAM LTD	Your Chesham May 2024	01/05/2024	120
The Elgiva	SWEENEY ENTERTAINMENTS LTD	Abba Forever 05/04/2024	01/05/2024	5291.25
The Elgiva	DOTCO LIMITED	Fix box office email	01/05/2024	270
Town Hall	CHUBB FIRE	Fire alarm service & parts	01/05/2024	258.52
Town Hall	CHUBB FIRE	Fire alarm service & parts	01/05/2024	112.5
Central Support Services	DCK PAYROLL SOLUTIONS LIMITED	April Payroll	01/05/2024	691.32
Central Support Services	DCK PAYROLL SOLUTIONS LIMITED	PAYE Year End	01/05/2024	771.84
Chesham Moor Gym & Swim	ENVIRONMENT AGENCY	Water Abstaction	01/05/2024	120
The Elgiva	EPM (ESSEX) LTD	Film transport	01/05/2024	72.46
Chesham Moor Gym & Swim	KINGFISHER ENVIRONMENTAL SERVI	May 2024 water sampling	01/05/2024	109.66
Chesham Moor Gym & Swim	IAN OGILVIE	Lifeguard Training	01/05/2024	452.5
The Elgiva	PPL PRS LTD	PRS	01/05/2024	2061.84
The Elgiva	SPEKTRIX LIMITED	Service Charge & Emails	01/05/2024	1893.02
The Elgiva	UK SECURITY GROUP LTD	Replace CCTV system	01/05/2024	1498.8
Works Depot	UK SECURITY GROUP LTD	Monthly Tracking - May 24	01/05/2024	96
Chesham Moor Gym & Swim	BIDFOOD	Vending supplies	01/05/2024	461.52
The Elgiva	BIDFOOD	Bar Supplies	01/05/2024	218.81
Open Spaces & Amenities	DAVID OGILVIE ENGINEERING LIMITED	Memorial Bench	01/05/2024	1365.6
Chesham Moor Gym & Swim	JACQUIE DAVIES	Aqua	01/05/2024	360
Open Spaces & Amenities	GIL-LEC LIMITED	1 gang grid plate	01/05/2024	5.5
Central Support Services	LYRECO UK LIMITED	Stationery	01/05/2024	392.66
Chesham Moor Gym & Swim	GLATZ PIONEER (UK) LTD	Pool cover service/repair	01/05/2024	551.96
The Elgiva	WATERDENE FOODSERVICE LTD	Bar Supplies	01/05/2024	259.65
The Elgiva	WATERDENE FOODSERVICE LTD	Bar Supplies	01/05/2024	341.68
The Elgiva	DAYLA LIMITED	Bar Supplies	01/05/2024	859.88
The Elgiva	DAYLA LIMITED	Bar Supplies	01/05/2024	1212.96
The Elgiva	DAYLA LIMITED	Bar Supplies	01/05/2024	1555.01
The Elgiva	DAYLA LIMITED	Bar Supplies	01/05/2024	720.72
The Elgiva	DAYLA LIMITED	Bar Supplies	01/05/2024	853.55
The Elgiva	EDEN FARM HULLEYS LIMITED	Ice Cream	01/05/2024	312.96
The Elgiva	CAROL WILES	Payment for April cleaning	01/05/2024	1268.24
Open Spaces & Amenities	SCREWFIX DIRECT	Door bolt & silicon	01/05/2024	28.78
Central Support Services	SHARP IT SERVICES (UK) LTD	May billing	01/05/2024	966
The Elgiva	EROS HIRE TOOLS LTD	Boom Lift	01/05/2024	470.4
Town Hall	AVICA UK LTD	Cleaning Supplies	01/05/2024	468.47
Chesham Moor Gym & Swim	AMAZON PAYMENTS UK LIMITED	Sponge Footballs	01/05/2024	49.95
Chesham Moor Gym & Swim	AMAZON PAYMENTS UK LIMITED	12oz disposable cups	01/05/2024	49.98
Open Spaces & Amenities	AMAZON PAYMENTS UK LIMITED	Fire Exit Sign	01/05/2024	5.12
The Elgiva	AMAZON PAYMENTS UK LIMITED	PAT test labels	01/05/2024	9.95

The Elgiva	AMAZON PAYMENTS UK LIMITED	Signs	01/05/2024	31.88
The Elgiva	AMAZON PAYMENTS UK LIMITED	Urinal Mats	01/05/2024	35.98
The Elgiva	AMAZON PAYMENTS UK LIMITED	Cork Notice Boards	01/05/2024	59.96
The Elgiva	AMAZON PAYMENTS UK LIMITED	Indoor Thermometer	01/05/2024	19.99
The Elgiva	AMAZON PAYMENTS UK LIMITED	Door Sign	01/05/2024	8.95
Chesham Moor Gym & Swim	STUDIO BEAM LIMITED	PO 23463 Website & Socials	02/05/2024	150
The Elgiva	AMAZON PAYMENTS UK LIMITED	security bolts and print cartri	03/05/2024	68.27
The Elgiva	AMAZON PAYMENTS UK LIMITED	security bolts and print cartri	03/05/2024	45.09
The Elgiva	AMAZON PAYMENTS UK LIMITED	Signs	04/05/2024	44
Central Support Services	RICOH UK LTD	Photocopier	05/05/2024	352
C, E & E	STUDIO BEAM LIMITED	PO 22986 Christmas In Chesham	08/05/2024	60
Chesham Moor Gym & Swim	BARNET POOL MAINTENANCE LIMITE	Supply & Fit Pool Pump	08/05/2024	1297.2
The Elgiva	COFFEE WORLD (UK) LTD	Cappuccino Topping	08/05/2024	61.69
The Elgiva	AMAZON PAYMENTS UK LIMITED	Sliced Lemons	08/05/2024	5.85
The Elgiva	A C ENTERTAINMENT TECHNOLOGIES	PVC Tape	09/05/2024	295.18
The Elgiva	PARTY PLASTICS LLP	Pint Glasses & 9oz wine	09/05/2024	361.02
Chesham Moor Gym & Swim	AVICA UK LTD	Cleaning Supplies	09/05/2024	380.4
Town Hall	AMAZON PAYMENTS UK LIMITED	Descaling Ball	09/05/2024	5.85
Chesham Moor Gym & Swim	AMAZON PAYMENTS UK LIMITED	Aquatic Dumbbells	09/05/2024	113.5
Town Hall	AMAZON PAYMENTS UK LIMITED	Oven Brite	09/05/2024	5.46
The Elgiva	EDEN FARM HULLEYS LIMITED	Ice Cream	10/05/2024	508.56
Town Hall	AMAZON PAYMENTS UK LIMITED	H&S Equipment	10/05/2024	12.71
Town Hall	AMAZON PAYMENTS UK LIMITED	Viakal	11/05/2024	5.99
The Elgiva	AMAZON PAYMENTS UK LIMITED	Water Filter	12/05/2024	55.46
The Elgiva	AMAZON PAYMENTS UK LIMITED	Tea & Coffee	12/05/2024	30.54
The Elgiva	AMAZON PAYMENTS UK LIMITED	Rubber Bands	12/05/2024	0.78
The Elgiva	AMAZON PAYMENTS UK LIMITED	Jubilee Clips	12/05/2024	11.99
Works Depot	SUMMIT HYGIENE	Cleaning Supplies	13/05/2024	291.71
Central Support Services	BMKALC	G Fernandez Cilca	16/05/2024	350
C, E & E	M T LOOS	Toilets for Carnival	29/05/2024	912
C, E & E	THE CHILTERN SOCIETY	Annual Subscription	29/05/2024	30
The Elgiva	CHUBB FIRE	Alarm Service & Parts	29/05/2024	861.25
The Elgiva	CHUBB FIRE	Alarm Service & Parts	29/05/2024	337.5
The Elgiva	IMAGE LINK CHESHAM LTD	Your Amersham & Chesham	30/05/2024	1440
The Elgiva	CINEMALIVE LIMITED	Kinky Boots The Musical	01/05/2024	370.1
The Elgiva	CINEMALIVE LIMITED	My favourite things	01/05/2024	263.3
The Elgiva	CINEMALIVE LIMITED	Titanic The Musical	01/05/2024	177.55
The Elgiva	THE WALT DISNEY COMPANY LTD -	All of Us Strangers	01/05/2024	370.66
The Elgiva	ROYAL NATIONAL THEATRE	NTL Skylight	01/05/2024	314.88
Open Spaces & Amenities	JEWSON LIMITED	Gravel/Shingle	08/05/2024	157.13
Chesham Moor Gym & Swim	KOHLER MIRA LIMITED	Shower control	08/05/2024	366.77
The Temperance Hall	AVICA UK LTD	Cleaning supplies	10/05/2024	77.53
The Elgiva	NEWSQUEST MEDIA GROUP LTD	Job Ad	14/05/2024	449.99
Chesham Moor Gym & Swim	RLSS UK ENTERPRISES LIMITED	Lifeguard Uniform	15/05/2024	390.9
The Elgiva	AMAZON PAYMENTS UK LIMITED	Paper & Ink	16/05/2024	90.25
The Elgiva	AMAZON PAYMENTS UK LIMITED	Office Chair	16/05/2024	24.94
The Elgiva	AMAZON PAYMENTS UK LIMITED	Aladdin Cartoon cut out	17/05/2024	36.99
The Elgiva	AMAZON PAYMENTS UK LIMITED	Duct Pipe	17/05/2024	7.99
The Elgiva	AMAZON PAYMENTS UK LIMITED	Photo Keyrings	17/05/2024	5.98
C, E & E	STUDIO BEAM LIMITED	Artwork changes	17/05/2024	60
The Elgiva	FILMBANK MEDIA	Minimum Guarantee	18/05/2024	208.8
Chesham Moor Gym & Swim	CHUBB FIRE	Call out & Parts	20/05/2024	478.9
Chesham Moor Gym & Swim	IAN OGILVIE	Lifeguard Training	21/05/2024	120
The Elgiva	DAYLA LIMITED	Bar Drinks	21/05/2024	2213.08
The Elgiva	DAYLA LIMITED	Bar Drinks	21/05/2024	47.99
The Elgiva	TRAFALGAR RELEASING LTD	Uk - ROH CARMEN	22/05/2024	1148.24
The Elgiva	TRAFALGAR RELEASING LTD	Uk - ROH Swan Lake	22/05/2024	698.47

AGENDA ITEM NO 7: Casual rates of pay

Reporting Officer:

Name: Louise Hayday

Title: CEO/Town Clerk

Contact No:01494 774842

Email: louise.hayday@chesham.gov.uk

Purpose of Report

1. To inform the committee of the current casual pay structure and recommend improvements for the coming financial year.

Background Information

2. The Council currently pays casual lifeguards at the Gym & Swim and casual Caretakers at the Town Hall SCP 2 (currently £11.62 but subject to a pay award likely to take the rate to £12.29).
3. Casuals employed at the Elgiva are paid in line with the nation minimum wage regulations depending on their ages.
4. The current rates for the National Living Wage (21 and over) and the Minimum Wage age bands are below:

21 and over	18 to 20	Under 18	Apprentice
£11.44	£8.60	£6.40	£6.40

5. Apprentices (2 at the Gym & Swim) are paid the minimum apprentice hourly rate.

Findings

6. The above minimum rates have been justified in the past as a way of saving money. However with the current heightened cost of living, young workers are just as likely to struggle to afford the basics; whether that's travel to work, food or bills.
7. It can often be the case that several staff may be on shift together, all doing the same job to the same standard but being paid differently based purely on their age. This is unfair and outdated.
8. The Low Pay Commission (LPC) has recommended to government that the 18-20 youth band should be abolished.
9. A quick google search will show that many companies have chosen not to pay the minimum apprenticeship rate and pay a more generous rate which varies according to the role in question. The current apprentices are expected to have completed their training before April 2025.
10. Some Councils have gone one step further in ensuring that all staff are paid the 'Real Living Wage', currently set at £12 per hour outside of London. There are currently 32 Town Councils and 13 Parish Councils across the Country that have

adopted the Real Living Wage. This is something the Council may wish to consider in the future

Implications

11. Financial: in the first half of the current financial year paying all casuals at £11.44 would have resulted in an increase of £655.61 on the staffing expenditure, so approx. £1200 over the year.
12. Strategic: We will ensure that the money entrusted to us by the residents of Chesham is securely managed and spent effectively on achieving the above strategic objectives.
13. Environmental: None pertaining to this report
14. Equality Act: none pertaining to this report.

Recommendation:

- i) **To budget to pay all staff, regardless of age, The National Living Wage (currently £11.44 per hour) from April 2025.**
- ii) **To consider the rate to pay apprentices going forward, prior to any new contracts being offered.**

AGENDA ITEM NO 8: Accounting Services

Reporting Officer:

Name: Louise Hayday

Title: CEO/Town Clerk

Contact No:01494 774842

Email: louise.hayday@chesham.gov.uk

Purpose of Report

1. To inform the Committee of the current arrangement and agree a way forward.

Background Information

2. The Council currently engages the services of DCK Accounting Solutions to produce year end accounts, and appears to have done for around 20 years.
3. DCK Accounting Solutions prepares the accounts in accordance with the Finance Reporting Standard for Smaller Entities (FRSSE 2008), however in 2016 this was replaced by FRS102, although in practice this represents no significant change to the way the accounts are prepared.
4. Pre 2011 the Council was considered a 'smaller relevant body' and therefore was required to submit a full set of FRSSE accounts to the external auditor.
5. ACCOUNTS AND AUDIT (ENGLAND) REGULATIONS 2011
- These Regulations changed the definition of a smaller relevant body from one whose expenditure or income exceeded £1,000,000 to one whose expenditure or income exceeded £6,500,000. As a result the Council was then required to submit an Annual Return (AGAR) rather than full accounts complying with FRSSE.
The Regulations permitted the Council to elect to continue to produce FRSSE-compliant accounts. – It is assumed that at this time the Council were either not aware of this right or they elected to continue to produce FRSSE compliant accounts.

Findings

6. The Council continues to pay for an accountant to produce a full set of FRSSE compliant accounts, these accounts are not submitted to the external auditor and are not referred to by any officers or Councillors, other than to extract the figures needed for the annual return (AGAR). The annual cost for the set of accounts from DCK is £1,600.00
7. The accounts were returned twice this year for obvious errors before the final accounts were submitted. A further error that was not identified at the time has since caused issues with the opening figures for the current year in Rialtas. The asset register is inaccurate and hasn't been properly updated for many years. The stock figure for the Elgiva and the G&S has also remained the same for the last couple of years with no update.
7. The new finance software (Rialtas) is capable of producing the required AGAR figures by simply running the annual return report.

8. Rialtas offer a year end close down service if it was to be required for a fee of £868.00

Implications

9. Financial: The Council could be saving £732 per year using Rialtas rather than the current accountant.
10. Strategic: We will ensure that the money entrusted to us by the residents of Chesham is securely managed and spent effectively on achieving the above strategic objectives.
10. Environmental: None pertaining to this report
11. Equality Act: none pertaining to this report.

Recommendation:

- i) **That FRSSE complaint reports are no longer completed for the Council and the services of DCK for accounting purposes are not contracted for the 24/25 financial year or for future years.**

AGENDA ITEM NO 9: Recommendations from Operational Services Committee

Reporting Officer:

Name: Louise Hayday

Title: CEO/Town Clerk

Contact No:01494 774842

Email: louise.hayday@chesham.gov.uk

Purpose of Report

1. To inform the committee of the decisions made at Operational Services and seek approval for funding.

Background Information

2. The Operational Services Committee met on the 16th September 2024 and agreed to proceed with two projects that requires funding approval from this committee.

Findings

3. Project One – Toilet provision at the depot.
Currently there is only one toilet at the depot, this is shared by both male and female employees, there is no hot water available for hand washing. The Operational Services Committee agreed that this is unacceptable and agreed to renovate the toilet area to provide one male and one female toilet, together with sinks and hot water.
4. At the time of the Operational Services Committee meeting only two quotes had been returned for carrying out the work. Three quotes have now been received and it is recommended that Quote 2 is awarded the contract for the work at a cost of £10,000. (All three quotes in appendices)
5. Project Two – Friedrichsdorf Corner Wall
This wall was damaged a year ago and presents a poor image of the town on one of the main routes into Chesham. The work involves careful removal of bricks from the stream, the rebuild of the wall with matching bricks and replacement of the top layer of bricks on the wall as all are loose. – Funds required £14,800.

Implications

6. Financial: The Council currently has a capital fund EMR that can only be spent on capital items (purchasing or upgrading fixed assets, buildings, vehicles, equipment or land). The current balance of this EMR is £36,471.10. It is proposed that both projects are funded from this EMR, this will leave a balance of £11,671.10.
7. Strategic: To encourage and promote the economic and commercial vitality of Chesham in a way that encourages sustainable employment opportunities, housing and business facilities that respect the Area of Outstanding Natural Beauty in which it is situated.

8. Environmental: None pertaining to this report
9. Equality Act: none pertaining to this report.

Recommendation:

That the Committee RESOLVES to:

- 1. Approve Quote 2 as the contractor for the depot toilets work.**
- 2. Approve the funding of the depot toilets from the Capital Fund EMR at a cost of £10,000**
- 3. Approve the funding of the wall repair from the Capital Fund EMR at a cost of £14,800**

Quote 1

ESTIMATE

Danny Essex
Chesham Town Hall

Date
5th September 2024

Reference
Parks and Premises

Chesham
Bucks
HP5 1SE

VAT Number
164980575

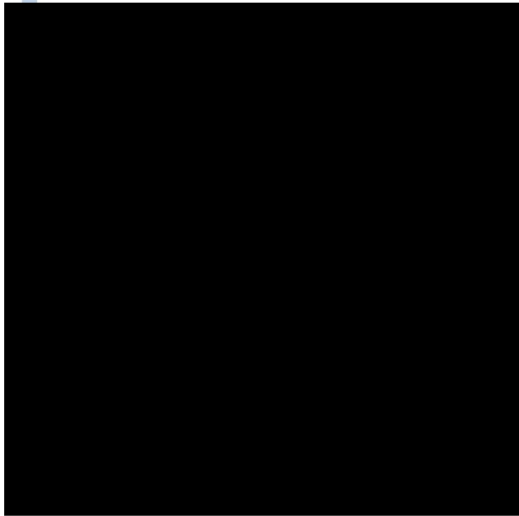
<u>Description</u>	<u>Quantity</u>	<u>VAT</u> 20%	<u>Amount GBP</u> £10,500.00
Remove dividing wall			
Remove toilet and wash basin			
Build two separate toilet cubicles			
Supply and fit two new doors, male and female signs required with fixtures.			
Extractor fans X 2			
Screed floor, adhesive tiles to match			
Stud, insulate and plaster exterior wall			
Sink and isolator valve			
Water boiler required for hot supply			

TOTAL VAT 20% £2,100.00

TOTAL GBP £12,600.00



Quote 2



QUOTATION: PARKS AND PREMISES
DATE: 6TH SEPTEMBER 2024

EXPIRY DATE: 6TH OCTOBER 2024

TO Mr Danny Essex
Head of Operational Services
Chesham Town Council

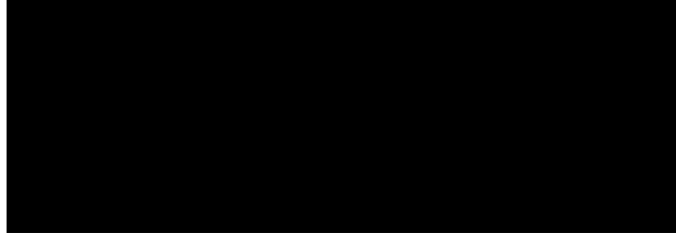
Dear Mr Essex

Thanks for letting us price the works at your business, please find breakdown of costs below. If you have any questions at all or would like to discuss further please let me know, I will be happy to go through it.
Kind regards.



ITEM NUMBER	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	Remove existing WC and washbasin		
2.00	Remove interior dividing wall which is made of brick, further investigation required to find out if this is a supporting wall.		
3.00	Screed floor, vinyl adhesive tiles to match Rest Room		
4.00	Build studwork frame to create two individual WC's, plasterboard and skim, skirting, paint finish		
5.00	Stud, insulate, plasterboard and skim exterior wall		
6.00	Supply and fit two new doors (with locks and male/female signs) paint finish		
7.00	Supply and fit extractor fans for both WC's and isolator switches		
8.00	Supply and fit handwashing sink with isolator valve to area directly outside WC's.		
9.00	Supply and fit minimum 7/8 litre water boiler, located to also feed hot supply to kitchen		
TOTAL EXC VAT			10,000.00
VAT @ 20%			2,000.00
TOTAL			12.000.00

Quote 3



Our Ref: KKR\Parks

18th September 2024

Mr. D. Essex
Chesham Town Council
Town Hall
Chesham
Bucks

Ref: Removal of existing WC and install of two cubicled toilets

Description of works

Remove existing WC, fittings and wall

Screed floor and cover with vinyl

Install two independent ceiling lights controlled via movement sensor

Supply and fit one wall mounted heater in washbasin area and one to each WC cubicle

Install air extraction

Install one ceiling light to service the washbasin area, also on movement sensor

Plumb in for two toilets and one wash basin

Stud wall where appropriate and insulate

Supply two toilets and one washbasin with chrome taps

Supply water boiler

Decorate to finish

Apply Male/Female signs to toilet doors

(Please note; customer to supply and fit toilet roll dispensers and hand paper towels)

Cost to carry out the above works £12,620.00

Your sincerely



Terms: Strictly 30 days from date of invoice

AGENDA ITEM NO 10: CEO/Town Clerk Training

Reporting Officer:

Name: Louise Hayday

Title: CEO/Town Clerk

Contact No:01494 774842

Email: louise.hayday@chesham.gov.uk

Purpose of Report

1. To review the provision of training for the CEO and to make recommendations on funding for a Level 5 (Foundation Degree) Community Governance course.

Background Information

2. The Society of Local Council Clerks (SLCC) runs the continuing professional development programme for town and parish clerks.
3. The first two tiers of these are the ILCA (Introduction to Local Council Administration) and CiLCA (Certificate in Local Council Administration). The CiLCA is the minimum requirement needed to achieve the status of a 'qualified' clerk.
4. In addition to these, there are three higher education qualifications as part of the SLCC's Community Governance programme: a Certificate of Higher Education (Level 4); Foundation Degree (Level 5); and Honours Degree (Level 6); all with accreditation through De Montfort University.
5. For the past two years the CEO has been undertaking the Level 4 Community Governance course, funded by the Council. The course develops knowledge and skills in area such as law and procedures; finance; community-led planning; project management; and community engagement. The Level 4 course will be completed in November of this year.
6. If she were to continue on to the Level 5 course, this would further develop skills and knowledge in management and leadership; research methods; sustainable communities; management and leadership; and communities in the broader political context.
7. The total fees for the Level 5 (Foundation Degree) course are £3,400 per year for two years (£6,800 in total).

Findings

8. As well as improving the CEO's general skills and knowledge-base in order to serve the Council as best as possible, the courses have many direct practical implications, with many of the Council's projects and services forming the basis of the CEO's coursework thereby receiving additional scrutiny and professional input. The course also provides a valuable opportunity for learning through peer support and knowledge sharing.
9. If the forthcoming year's staff training budget is retained at the current level of £5,000 this would be sufficient for progressing to the Level 5 course, as well as providing sufficient budget for other staff professional development, and so no increase in the budget on the current year

is required.

10. As per the CEOs contract, the funding for the course would be on the agreement that any funding would be repaid by the CEO pro rata should she leave within a year of completing the course.
 - While the course is on-going or up to 6 months after completion of the course – 100%
 - Between 6 months and 9 months after completion of the course – 75%
 - Between 9 months and 12 months after completion of the course – 50%
11. The CEO would also like to take this opportunity to thank the Council for its support over the past year.

Implications

12. Financial: As above
13. Strategic: We will ensure that the money entrusted to us by the residents of Chesham is securely managed and spent effectively on achieving the above strategic objectives.
14. Environmental: None pertaining to this report
15. Equality Act: none pertaining to this report.

Recommendation:

It is recommended that the Committee **RESOLVES** that funding for the Level 5 (Foundation Degree) Community Governance course for the CEO be approved, subject to any funding being repaid by the CEO pro rata should she leave a year of completing the course.

