

# Chesham Bois Parish Council

## DRAFT Social Media & Electronic Communication Policy

### 1. Introduction

The aim of this policy is to set out a Code of Practice to provide guidance to parish councillors, Council staff and other who engage with the Council using online communication collectively referred to as social media.

This policy sits alongside relevant existing policies which need to be taken into consideration.

### 2. Definition of Social Media

Social media is a collective term used to describe methods of publishing on the internet. This policy covers all forms of social media and social networking sites which include (but are not limited to):

- Website
- Facebook, Myspace and other social networking sites
- Twitter and other micro blogging sites
- LinkedIn
- YouTube and other video clips and podcast sites
- Emails
- Blogs, message boards and discussion forums.

### 3. Council Use of Social Media

Chesham Bois Parish Council has a website, Facebook pages and Twitter account, and Instagram page and uses email to communicate. Over time Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers.

Social media provides Council with the opportunity to communicate to a wider audience instantaneously on a range of subjects. It improves and expands the ways in which Council communicates with its local residents, local businesses and the various government agencies it deals with.

The use of social media will not replace existing forms of communication. The Council's website and other forms of social media will be used only to enhance existing communication.

#### **Communications from Council will meet the following criteria:**

- Be civil, respectful and relevant.
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive.
- Not contain content knowingly copied from elsewhere for which Council do not own the copyright.
- Not contain any personal information.
- If it is official Council business, it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council.
- Will not be used for the dissemination of any political advertising.

### 4. Responsibilities & Accountabilities

The Clerk is the designated 'Council' Moderator of Council's approved social media channels.

Council's Village Community Working Group has been appointed by Council to assist the Clerk in the dissemination of information and to ensure that information on social media networks are accurate, objective balanced and informative.

No account details may be changed without the permission of the Clerk.

New social media accounts in the Council's name must not be created unless authorised by Council.

Councillors are at liberty to set up their own social media accounts, but they should ensure they comply with this policy and ensure the 'personal view' disclaimer is used. Councillors should ensure that they comply with the Council's Code of Conduct and the Data Protection Act 2018 whenever they act or appear to act in an official capacity on social media.

Whilst independent communications with parishioners are important in order to engage and be approachable, the overarching rules are that Councillors should not make commitments on behalf of Council, nor bring Council into disrepute and always respect confidentiality.

Councillors or residents who have any concerns regarding content placed on social media sites should report them to the Clerk.

## 5. Website

Council's website aims to communicate with residents, local clubs, societies and organisations as well as external bodies including Buckinghamshire Council and Local and/or Central Government organisations. The website may be used to:

- Post agendas, minutes and dates of meetings
- Advertise parish events and activities
- Announce new information from Council
- Advertise staff and councillor vacancies and provide contact details for Officers and Councillors
- Share information from partner agencies such as Principal Authorities, Police, Health etc.
- Post or share information from other parish related community groups such as schools, sports clubs, community groups and charities
- Refer resident queries to the Clerk and all other Councillors.

Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the website. Council reserves the right to remove any or all of a local group's information from the website if it feels that the content does not meet Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of Council.

## 6. Facebook

Facebook offers a platform allowing Council to share content, including images and videos and may be used to:

- Share articles / blog posts / expertise
- Advertise events and activities
- Share information e.g. from Principal Authorities/Community groups
- Start discussions and ask questions to encourage interaction
- Create surveys to encourage participation from visitors
- Upload product images and videos
- Competitions
- Generic news – what's happening in the area.

The site is not monitored 24/7 and Council will not always be able to reply individually to all messages or comments received but will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities.

Sending a message/post via Facebook will not be considered as contacting Council for official purposes and Council are not obliged to monitor or respond to requests for information through these channels. Instead, direct contact should be made to the Council's Clerk by emailing [clerk@cheshamboispc.org.uk](mailto:clerk@cheshamboispc.org.uk).

One of the hallmarks of online networks is the ability to "friend" others – creating a group of others that share interests and personal news. 'Friends' will gain access to Council's network of contacts on the site. Accepting invitations to friend others within Council's social networking sites should only be authorised by the Clerk or delegated Councillor.

Good practice guidelines for the use of Facebook by Council are:

- Council has a professional image to uphold and how it communicates electronically impacts this image.
- Post only what you want the world to see. It is not like posting something to a website or blog and then realising that a story or photo should be taken down. On a social networking site, once you post something it may continue to be available, even after it is removed from the site.
- Do not disclose confidential matters or criticise Council policies or personnel.
- Ensure the parent Facebook page's profile's security and privacy settings are set carefully. At a minimum, privacy settings should be set to "only friends".
- Do not post images that include young people without parental permission.
- Pay close attention to the site's security settings and allow only approved personnel full access to the site.
- Only add "official" Council statements after they have been approved by either Council or the Clerk.
- Acknowledge queries posted to Council on the Facebook site publicly but respond privately in message form.
- Do not use commentary deemed to be defamatory, obscene, profane, proprietary, or libellous. Exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterisations.
- Weigh whether a particular posting puts the effectiveness as Council at risk.
- To reduce security risks, do not install any external applications that work with the social networking site. Examples of these sites are calendar programs and games.
- Maintain updated anti-virus and malware protection to avoid infections of spyware and adware that social networking sites might place on your computer.
- Be careful not to fall for phishing scams that arrive via email or on your wall, providing a link for you to click, leading to a fake login page.
- If you find information on the social networking site that falls under the mandatory reporting guidelines, then you must report it as required by law.

Council retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law.

Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at Council's discretion based on the message received. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page.

Council may post a statement that 'a post breaching Council's Social Media & Electronic Communication Policy has been removed'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to Council or report the matter to the Police as soon as possible to allow due process.

## 7. Twitter & Instagram

Twitter is a 'microblogging' platform which allows users to post short messages and converse with other users and Instagram is a social network for sharing photographs and videos. Unlike email or text messaging, these posts take place in the open and engage audiences in discussions about services, products and issues— connecting a vast amount of likeminded people in an often targeted and purposeful way. It may be used for:

- Updates on Council activities
- Announcements about matters of importance to residents and those who may be visiting or moving to the parish
- Requests for information and assistance including invitations to tender for Council services
- News about our online facilities
- Re-tweets from organisations that we are following which meet our Social Media Policy

Being followed on Twitter/Instagram does not imply endorsement of any kind.

These sites are not monitored 24/7 and Council will not always be able to reply individually to all messages or comments received but will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities.

Sending a message/post via Twitter or Instagram will not be considered as contacting Council for official purposes and Council are not obliged to monitor or respond to requests for information through these channels. Instead, direct contact should be made to the Council's Clerk by emailing [clerk@cheshamboispc.org.uk](mailto:clerk@cheshamboispc.org.uk).

## 8. Emails

Chesham Bois Parish Council maintains one email address [clerk@cheshamboispc.org.uk](mailto:clerk@cheshamboispc.org.uk), which is monitored during office hours. An 'out of office' message should be used when appropriate.

Emails will be used to distribute information on Council business. They will not replace traditional methods of notifying residents about Council business. Councillors and employees must be mindful in all communication of those residents who do not have internet access.

The Clerk is responsible for dealing with emails received and passing on any relevant mail to Councillors or external agencies for information and/or action.

Where communication from residents and other third parties is required to be discussed at a Council meeting, the item will be placed on the next available agenda, and a common response agreed by Council. Any response will then be included in the minutes of the meeting and placed on the appropriate website or social media platform. The original communicant shall be informed of the Council response directly.

All communications on behalf of Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk.

All new emails requiring data to be passed on, will be followed up with a Data Consent Form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk. Note that any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

Do not forward personal information onto other people or groups outside of Council, this includes names, addresses, email, IP addresses and cookie identifiers.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

## 9. Other Media

**SMS (texting) & WhatsApp:** Members and the Clerk may use SMS and WhatsApp as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

**Video Conferencing e.g. Zoom, Skype:** If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

## 10. Breach of this Policy

Failure to comply with this policy by Councillors will be deemed as a breach of the Members Code of Conduct and will be reported to the Monitoring Officer.

Employees should be aware that where breaches of this policy are found, action may be taken against under the Disciplinary Procedure.

Other violations, such as breaching the Data Protection Act 2018 could lead to criminal or civil action being taken against the individual(s) involved.

Council reserves the right to request the closure of any applications or removal of any content published by employees and Councillors deemed inappropriate, or which may adversely affect the reputation of Council, or put it at risk of legal action.

Adopted by Chesham Bois Parish Council on:

Agenda Item:

This Policy is to be reviewed annually.

Last Reviewed:

# CHESHAM BOIS PARISH COUNCIL

## Balance Sheet

March 2020

Actual  
YTD

### Assets

<b>CURRENT ASSETS</b>	
Debtors	£2,500.00
Vat to be Claimed	£1,227.15
<b>Total</b>	<b>£3,727.15</b>
<b>MONIES HELD</b>	
Unity Current Account	£11,253.25
Unity Deposit Account	£66,867.81
Cambridge Building Society	£0.00
National Savings Account	£100,000.00
Other monies in hand	£1.79
<b>Total</b>	<b>£178,122.85</b>
<b>Total Assets</b>	<b>£181,850.00</b>

### Liabilities

<b>MONIES OWED SHORT TERM</b>	
Creditors	£1,496.89
Payroll Taxation	£889.04
Wages	£0.72
<b>Total</b>	<b>£2,386.65</b>
<b>Total Liabilities</b>	<b>£2,386.65</b>

<b>Assets less Liabilities</b>	<b>£179,463.35</b>
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### REPRESENTED BY:

<b>Reserves</b>		<b>Spent YTD</b>	<b>Remaining</b>
General Reserves	£33,205.08	£1,202.50	£32,002.58
Burial Ground Reserve	£25,500.00		£25,500.00
Common & Woodlands Reserve: 10 year Management Plan	£27,597.00		£27,597.00
Streetlighting Reserve	£11,784.00		£11,784.00
Grants: Committed fete surplus	£0.00		£0.00
Devolved Services Reserve	£2,634.50		£2,634.50
LAF 50% Match Funding	£3,000.00		£3,000.00
Replacement Office	£30,000.00		£30,000.00
<b>Total Reserves</b>	<b>£133,720.58</b>	<b>£1,202.50</b>	<b>£132,518.08</b>

Income & Expenditure Account	
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£46,945.27

**£179,463.35**

## Chesham Bois Parish Council: Income & Expenditure

April & May 2020 17% through year	Annual Budget	Current Period	Current YTD	Budget Remaining	Should be 17%
<b>INCOME</b>					
Precept	£83,650.18	£41,825.09	£41,825.09	41,825.09	50%
Interest Received	£1,300.00	£192.19	£192.19	1,107.81	15%
Burial Ground Plots	£18,000.00	£11,000.00	£11,000.00	7,000.00	61%
Burial Ground Memorials	£4,000.00			4,000.00	0%
Burial Ground Other income	£10,000.00	£3,192.00	£3,192.00	6,808.00	32%
Wayleaves Income	£790.00			790.00	0%
Devolution Contribution	£2,734.82	£2,734.90	£2,734.90	0.08	100%
Licence Income	£5,200.00			5,200.00	0%
Fete Income		£100.00	£100.00		#DIV/0!
Misc. Income	£100.00			100.00	0%
<b>Total Income</b>	<b>£125,775.00</b>	<b>£59,044.18</b>	<b>£59,044.18</b>	<b>66,730.82</b>	<b>47%</b>
<b>EXPENDITURE</b>					
<b>SALARIES, PAYE &amp; NI</b>					
Clerk Salary	£21,650.00	£3,435.48	£3,435.48	£18,214.52	16%
Employers National Insurance	£1,565.00	£272.06	£272.06	£1,292.94	17%
Employers Pension Scheme	£4,960.00	£838.26	£838.26	£4,121.74	17%
<b>Total</b>	<b>£28,175.00</b>	<b>£4,545.80</b>	<b>£4,545.80</b>	<b>£23,629.20</b>	<b>16%</b>
<b>ADMINISTRATION</b>					
Photocopier Costs	£650.00			£650.00	0%
Stationery & Office Supplies	£300.00	£202.72	£202.72	£97.28	68%
Telephone & Broadband	£450.00	£78.66	£78.66	£371.34	17%
Postage	£100.00	£23.40	£23.40	£76.60	23%
Office Rent	£400.00			£400.00	0%
Office Electricity	£740.00			£740.00	0%
Wages - Cleaning	£300.00	£50.00	£50.00	£250.00	17%
Equipment & Software	£900.00			£900.00	0%
Training - Clerk	£250.00	£326.55	£326.55	-£76.55	131%
Training - Councillors	£320.00	£150.00	£150.00	£170.00	47%
Subscriptions	£1,200.00	£790.79	£790.79	£409.21	66%
Insurance	£1,600.00			£1,600.00	0%
Website	£400.00			£400.00	0%
APM/Elections/Public Meetings	£4,800.00	£28.78	£28.78	£4,771.22	1%
Audit & Accountancy Fees & Bank Charges	£1,200.00	£400.00	£400.00	£800.00	33%
Advertising	£200.00			£200.00	0%
Clerk/Cllr/Sundry Expenses	£100.00			£100.00	0%
S137 Grants					
<b>Total</b>	<b>£13,910.00</b>	<b>£2,050.90</b>	<b>£2,050.90</b>	<b>£11,859.10</b>	<b>15%</b>
<b>BURIAL GROUND</b>					
Burial Ground Maintenance	£14,000.00	£653.77	£653.77	£13,346.23	5%
Water	£60.00	-£7.06	-£7.06	£67.06	-12%

Electricity	£180.00	£43.48	£43.48	£136.52	24%
Sexton Costs/Wages	£4,200.00	£783.34	£783.34	£3,416.66	19%
Memorial Safety	£1,000.00			£1,000.00	0%
Chapel Maintenance	£1,000.00			£1,000.00	0%
Advertising & Marketing	£4,000.00	£237.50	£237.50	£3,762.50	6%
General Costs	£300.00	£15.50	£15.50	£284.50	5%
<b>Total</b>	<b>£24,740.00</b>	<b>£1,726.53</b>	<b>£1,726.53</b>	<b>£23,013.47</b>	<b>7%</b>
Burial Grd Reserves Expenditure Funded Reserve					
<b>COMMON &amp; WOODLANDS</b>					
Ground Maintenance	£4,500.00	£315.85	£315.85	£4,184.15	7%
Pond Maintenance	£2,500.00	£495.00	£495.00	£2,005.00	20%
Consultancy & Tree Inspections	£2,000.00			£2,000.00	0%
Emergency Treework	£20,000.00	£1,330.00	£1,330.00	£18,670.00	7%
Dog Bin Maintenance	£2,000.00			£2,000.00	0%
Management Plan	£6,000.00	£259.75	£259.75	£5,740.25	4%
Chiltern Society Work	£1,500.00			£1,500.00	0%
Sundry Expenses	£300.00			£300.00	0%
C&W Capital Fund	£1,000.00			£1,000.00	0%
<b>Total</b>	<b>£39,800.00</b>	<b>£2,400.60</b>	<b>£2,400.60</b>	<b>£37,399.40</b>	<b>6%</b>
C&W Expenditure Funded Reserve					
<b>TRANSPORT &amp; HIGHWAYS</b>					
Streetlights Maintenance	£1,000.00			£1,000.00	0%
Streetlights Electricity	£3,400.00	£174.88	£174.88	£3,225.12	5%
General Costs	£650.00			£650.00	0%
Devolved Services	£5,000.00			£5,000.00	0%
MVAS Maintenance	£1,000.00	£1,150.00	£1,150.00	£-150.00	115%
MVAS Capital Fund	£1,000.00			£1,000.00	0%
Streetlight Capital Fund	£2,000.00			£2,000.00	0%
<b>Total</b>	<b>£14,050.00</b>	<b>£1,324.88</b>	<b>£1,324.88</b>	<b>£12,725.12</b>	<b>9%</b>
Transport Expenditure Funded Reserve					
LAF Funded Reserve					
<b>VILLAGE COMMUNITY</b>					
Events	£2,000.00	£50.20	£50.20	£1,949.80	3%
Village Fete	£1,500.00			£1,500.00	0%
Communications	£600.00			£600.00	0%
Community Grants	£1,000.00			£1,000.00	0%
<b>Total</b>	<b>£5,100.00</b>	<b>£50.20</b>	<b>£50.20</b>	<b>£5,049.80</b>	<b>1%</b>
General Reserves Expenditure Funded Reserve		£1,202.50	£1,202.50		
<b>GRANTS</b>					
Funded from General Reserve					
<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Total Expenditure</b>	<b>£125,775.00</b>	<b>£13,301.41</b>	<b>£13,301.41</b>		<b>11%</b>
<b>NET SURPLUS(DEFICIT) Before Reserve Transfer</b>	<b>£0.00</b>	<b>£45,742.77</b>	<b>£45,742.77</b>		



<b>Reserve Transfers</b>	<b>£1,202.50</b>	<b>£1,202.50</b>
<b>NET SURPLUS(DEFICIT) After Reserve Transfer</b>	<b>£46,945.27</b>	<b>£46,945.27</b>

<b>PAYMENTS</b>	<b>Ref</b>	<b>Payment</b>	<b>NET</b>	<b>VAT</b>	<b>Amount</b>	<b>Description</b>
Mr T Baxter	Refund	FP	£20.00		£20.00	Fete Stall Refund F20/12
Buckland Landscapes	37998	FP	£969.62	£193.92	£1,163.54	May 20 Grounds Maintenance
Clearwater Pond Management	2908	FP	£495.00	£99.00	£594.00	Pond Maintenance May 20
DCK Beavers	P1889	FP	£25.00	£5.00	£30.00	June 20 Payroll Administration
HMRC	Q1	FP	£1,357.76		£1,357.76	Qtr1 NI/PAYE
Mrs S Payne	Expenses	FP	£49.99		£49.99	Bitdefender Internet Security Software 3 devices for 1 year
Ridgeway Woodlands	25/8/542	FP	£30.00		£30.00	Clear fallen tree over path on Common
Mr A Seymour	Refund	FP	£10.00		£10.00	Fete Stall Refund F20/13
SLCC	131843	FP	£120.00	£24.00	£144.00	Website Accessibility Webinar Training
SSE	0024	FP	£43.48	£2.17	£45.65	2020/21 Qtr1 BG Electricity
SSE	002/003	DD	£503.88	£96.48	£600.36	March & April 2020 Streetlight Electricity
Utility Warehouse	154562146	DD	£39.70	£2.40	£42.10	April 20 Telephone/May 20 Broadband
Staff Salaries	Payroll	FP	£2,341.57		£2,341.57	June 20 Payroll plus adjustment of 0.72p
					<b>£6,428.97</b>	
<b>RECEIPTS</b>						
Resident	20/06		£1,275.00		£1,275.00	Plot/Interment Q1030/1036
Non-Resident	20/07		£925.00		£925.00	Plot/Interment K612
Non-Resident	20/08		£1,675.00		£1,675.00	Plot/Interment W93
Non-Resident	20/09		£900.00		£900.00	Plot Q1023
Non-Resident	20/10		£1,675.00		£1,675.00	Plot/Interment W64
NS&I Savings			£94.52		£94.52	May 20 interest
					<b>£6,544.52</b>	

1. Management Plan for the Common and Woodlands

Now that there has been some relaxation of the lockdown rules, I am trying to arrange to meet John Morris to discuss Year 2 of the Management Plan, which will probably involve thinning of poor trees in the Chestnut Lane area of the Common (although quite a number of trees have been removed in this area since the original management plan survey).

2. Burial Ground Maintenance

Initial quotes for remodelling the burial ground entrance area have suggested that a bigger budget may be required if we want to use brickwork for a more permanent solution than using sleepers. Jane and I are getting more detail before coming back to Council.

3. Common Maintenance

No tree-work this month and maintenance has been proceeding during the lockdown.

The car which has been repeatedly parked on the Common in Manor Drive has been removed after a letter was sent to the owners.

Cllr C Thomas



## Council Meeting 8<sup>th</sup> June 2020

### Burial Grounds Management Working Group Report

#### Progress Against Defined Objectives

Objective for Working Group	Details of Latest Progress
Improving <b>Burial Ground Profile</b>	<b>Ongoing</b> The WG has approved the use of the Burial Ground as a film location, with appropriate safeguards. Filming by a small independent maker took place in July 2019, and links to the film will be made available for social media/website use when available.
Evaluating <b>Impact of Advertising</b> and marketing initiatives to inform future decisions	<b>Ongoing</b> WG met on 12 <sup>th</sup> July to agree an advertising strategy in various publications. It will be reviewed after a year.  There has been one Original Formal plot purchase, and three Woodland plots purchased in the last period, all by non-residents. The website was the source of two purchases, with local knowledge and a friend's referral the basis for the other two.
Developing plans for future <b>Burial Ground Events</b>	<b>Ongoing</b> Planning of events will be dependent upon the timing of any government announcements lifting the current social distancing guidelines.  The WG will support future Burial Ground open days linked to the national heritage festival, as appropriate within government guidelines.  This item will also include longer term planning for the Burial Ground centenary in 2024, as plans develop.
<b>Review Fees and Charges</b> as appropriate. ICCM best practice is that fees and charges are formally reviewed every 3-5 years. WG should also review informally annually alongside budget setting exercise.	<b>Complete for 2019/20.</b> Council approved a new schedule of fees at the December meeting, which came into effect on 1 <sup>st</sup> January 2020.
<b>Burial Ground Administration:</b> Updating electronic and paper database to reflect best practice and to enable smooth link with data from the digital mapping of the burial ground.	<b>Ongoing</b> Clerk working through identified anomalies. The Woodland and New Formal BG are now complete, with the appropriate amendments also being made to the electronic database, and the Original Formal is in progress, with seven sections completed. Clerk has agreed an action plan with Pear for developing accurate mapping for all three areas of the BG. <ul style="list-style-type: none"> <li>• The Original Formal map will be amended to take account of what the Clerk finds when her review of anomalies is complete.</li> <li>• New Formal: Clerk will GPS the existing graves and provide data to Pear who can then complete an accurate new grid.</li> </ul>

	<ul style="list-style-type: none"> <li>• Woodland Burial – Clerk will GPS the existing graves. Another contractor will GPS the trees. These can then be combined in a new grid by Pear which reflects the new numbering system.</li> </ul> <p>This physical mapping work is impacted by the Covid19 crisis. The budget for this work has been rolled forward again to FY20-21. Clerk has identified three providers of cemetery management software which as part of the offer will liaise with Pear to link the data to the map. Their charge to do this is part of the software set up fee. Clerk is waiting for detailed quotes.</p> <p>Clerk will reissue grants for those plots in Original Formal (2), New Formal (14) and Woodland Burial Ground (82) that are affected by Council decision of November 2017 to renumber the plots. Those plots in the New Formal and Woodland Burial Ground which require renumbering are dependent on the revised digital maps to be produced.</p> <p>Summary maps of the Grounds will be available once complete, in line with best practice. In time, a limited database will also be searchable online.</p>
<b>Evaluate Land Usage</b> and Future Land Needs	<b>Complete</b> Council considered Cllr Large’s review at its meeting of December 2019.
<b>Improving the Site Amenities</b>	<p><b>Ongoing</b> The following items will be taken forward (in collaboration with CWBGMWG) once social distancing restrictions have lifted:</p> <ul style="list-style-type: none"> <li>• Damp has been discovered in the internal Chapel walls at the rear lhs. Clerk is liaising with a contractor to identify the source of the problem and its solution.</li> <li>• The tap in the Burial Ground is leaking and needs repair. A plumber has inspected, but to repair it, needs to access the pipe leading to the tap stand. The line is not obvious, nor does it appear on any maps currently available. Clerk is checking with those who may have previous memory of site maintenance – but the eventual solution may include the need to dig up brickwork around tap and try and trace the pipe.</li> <li>• Funds to achieve low maintenance, long lasting scheme by improving planting and seating near entrance/toilet/Chapel area have been approved in 2020/21 budget. Cllrs Thomas and Large have received quotes from two of the three contractors invited.</li> <li>• Plan (including providing appropriate reserves) for the upgrading and improvement of the access tracks in the Original and New Formal Burial Ground.</li> </ul>

The latest amendments to Government regulations, and the associated advice from ICCM have been reviewed to ensure that BG operating arrangements are compliant and as helpful to mourners and visitors as possible. Signage at the BG was amended to reflect the changes which enabled greater freedom to enjoy outside spaces. No changes were required resulting from the most recent guidance which took effect on 1<sup>st</sup> June.

**Action for Council**

Councillors are invited to note the progress against objectives made.

Jane Large  
May 2020



## Request

I am thinking that a remembrance plaque would be something we we would like to install in the Remembrance Garden

I have seen the form and wanted to know if it would be acceptable to have the words painted on the plaque together with a small narrow boat?

Something like this but the exact layout would be better spaced

Donna Clayton-Jones

30<sup>th</sup> April 1951-2020

Always looking on the bright side of life



Figure 1 line drawing of a canal boat

## Current Council Guidelines

### Garden of Remembrance Plaque Fees

These must be in Karin Grey Granite and be of the following dimensions: -

A plaque of size 9" x 8" x 1" (225 x 200 x 25mm) bearing an inscription of up to 100 letters

- a) to be retained for 50 years £50
- b) to be retained for a further 25 years, an additional £50

Having sought and received approval from the Council, applicants must arrange, and pay direct, for the purchase of the plaques and for the fixing to the wall. Work must be carried out by an approved contractor. The Council reserves the right to remove plaques which do not meet with the above requirements or which are remaining outside the time purchased.

## **Transport Working Group Report for 8 June 2020 Council Meeting**

### **Mobile Vehicle Activated Sign (MVAS)**

We have 6 MVAS signs operational in the parish as detailed below:

MVAS 1 is relocated in Bois Lane near the Zebra Crossing. The display brightness needs to be reduced by 25%

MVAS 2 is relocated in Holloway Lane. The display brightness needs to be increased by 15%

MVAS 3 is located in North Road at the junction of Long Park.

MVAS 4 is relocated in Copperkins at the junction of Deep Acres.

MVAS 5 is located on the Amersham Road outside the Beacon school facing Chesham.

MVAS 6 is a solar powered unit and is located on the Amersham Road, outside the Beacon school, facing Amersham.

All MVAS are in full working order and were cleaned during the last battery change.

No data has been downloaded from any MVAS this month.

All units should be set to display speeds between 25mph to 40 mph. This saves battery power at the lower level and prevents speeding motorists trying to display a high number on the unit.

### **Devolution**

Chesham Town Council commenced the grass cutting programme w/c 25 May and has done a really good job throughout the parish. They have also completed the first cycle of strimming to the designated footpaths.

### **Street Lighting**

Having checked with Sparkx I'm hoping the replacement street light and power supply for the damaged light in Glebe Way will be actioned within the next 4 weeks. The value of this work is approximately £11,500 and will be funded from the street light reserves.

**Cllr David King 7 June 2020**