



# PRINCES RISBOROUGH TOWN COUNCIL



**MTO: THE MEMBERS OF THE TOWN COUNCIL (Councillors M Walsh, A Turner, G Hall, I Pearce, N Davis, J Coombs, I McLauchlan, J Roberts, D Knights, P Summerbell, T Murali, A Ball and L Byrne)**

Dear Councillor,

You are summoned to attend the meeting of the **Town Council** to be held at **The Princes Centre, Clifford Road, Princes Risborough** on **Tuesday 28<sup>th</sup> January 2020 AT 7.00 PM** when the business set out in the following agenda will be transacted.

*Susanne Griffiths*

**Clerk to the Town Council**  
**22<sup>nd</sup> January 2020**

## AGENDA

### **The Town Council Prayer**

**A minute's silence in respect of the late Cllr Eunice Clifford (Cllr M Walsh)**

#### **1. Welcome and Apologies for Absence**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk

#### **2. Acceptance of Minutes of Previous Meeting of the 14<sup>th</sup> January 2020**

To receive and approve as a correct record the [minutes](#) of the Town Council meeting held on the 14<sup>th</sup> January 2020

#### **3. Declarations of Interest and Dispensations**

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure)

#### **4. Public Forum**

Ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda, as provided for in Standing Order Numbers 3 e-k. The public are welcome to stay and observe the rest of the meeting

#### **5. Report from Thames Valley Police**

To receive a report from Thames Valley Police.

#### **6. Reports from District and County Councillors**

To receive a report from Cllr Bendyshe-Brown (BCC) and Wycombe District Councillors (WDC) on matters concerning Princes Risborough



# PRINCES RISBOROUGH TOWN COUNCIL



## 7. Council Committees

- (a) To receive and note the minutes of: -  
Planning Committee [3<sup>rd</sup> December 2019](#) Planning Committee [14<sup>th</sup> January 2020](#)  
(draft)  
Town Committee [3<sup>rd</sup> December 2019](#)  
Finance Committee [18<sup>th</sup> November 2019](#) Finance Committee [16<sup>th</sup> December 2019 \(draft\)](#)  
Admin/H&R Committee [5<sup>th</sup> December 2019](#) Admin/H&R Committee  
[13<sup>th</sup> January 2020](#) (draft)  
Commercial Services Committee [17<sup>th</sup> December 2019](#) (draft)

## 8. Correspondence

To decide on the response to correspondence received at the Town Council

## 9. Payments for Approval

To approve payments for street lighting

## 10. Councillor Vacancy

To decide on the preferred candidate for the vacancy of a Councillor by co-option

## 11. Precept for the Financial Year 2020/2021

To formally agree and propose the expenditure and precept for the financial year 2020/2021

## 12. 39 High Street (Cllr M Walsh)

To receive an update on 39 High St, Princes Risborough

## 13. Place -Based Devolution Pilots

To discuss and decide on applying to become a place-based devolution pilot

## 14. Citizens Awards

To discuss and decide on a recommendation from the Events Committee on the Award categories

## 15. Grant Applications

To discuss and decide on the recommendations from the Finance Committee for Grant applications

## 16. Equipment Loan Agreement Policy

To discuss and decide on a recommendation from the Admin Committee to approve the amended Equipment Loan Agreement Policy

## 17. Internal Auditor

To appoint the Internal Auditor for 2019/2020



# PRINCES RISBOROUGH TOWN COUNCIL



**18. Call Recording Policy**

To discuss and decide on a recommendation from the Admin Committee to approve the Call Recording Policy

**19. Replacement Trustee for the Monks Risborough Parochial Charities**

To agree a replacement trustee for the Monks Risborough Parochial Charities

**20. Maintenance Team Operative Apprenticeship**

To discuss and decide on offering a Maintenance Team Operative Apprenticeship

**21. Marking the Death of a Senior National Figure Procedure**

To discuss and decide on the Marking the Death of a Senior National Figure procedure

**22. Future Agenda items**

To receive items to be included in the next meeting

**23. Exclusion of Press and Public**

To pass a resolution to exclude the public and press in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 to discuss and decide on staff matters and discuss and decide on quotations for works at 39 High St

- a) The appointment of a Maintenance Team Operative
- b) The Clerks report on staff matters

**24. Date of next meeting**

To note the date of the next meeting

**Distribution – all Councillors, Noticeboards and Council website.**

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**



**PRINCES RISBOROUGH TOWN COUNCIL GRANT AWARDING POLICY**

**Minor Grants up to £250  
Application Form**

**To be completed and submitted with the supporting information required as per the Grant Application Process (3) of the Grant Awarding Policy**

1. Name of Organisation	FIFAR
2. Name, Address and Position of Contact in Organisation	[REDACTED]
3. Telephone Number and/or Email Address of Contact	[REDACTED]
4. Is the Organisation a Registered Charity? If yes, Charity Number	No
5. Amount of grant requested?	£ 250
6. For what purpose or project is the grant requested?	To support, us in getting guest expert speakers into local schools who will talk about specific problems. Examples of this are, bullying, drugs&knife crime
7. What will be the total cost? If applying for other grants/matched funds for the project please provide details.	£ 1,000 Fund raising has happened for this already, golf days, raffles & sponsored walks
8. When will the money be spent?	Within the next year
9. Who will benefit from the project? Give details of age groups catered for (if applicable).	Age groups will be from kids in the local primary schools to 18 year old finishing secondary school.

Recommendation  
 from Finance to  
 (Jan 20)  
 TC  
 IS



PRINCES RISBOROUGH TOWN COUNCIL GRANT AWARDING POLICY

Minor Grants up to £250  
 Application Form

To be completed and submitted with the supporting information required  
 as per the Grant Application Process (3) of the Grant Awarding Policy

1. Name of Organisation	LIGHTHOUSE PRINCES RISBOROUGH
2. Name, Address and Position of Contact in Organisation TREASURER	[REDACTED]
3. Telephone Number and/or Email Address of Contact	[REDACTED]
4. Is the Organisation a Registered Charity? If yes, Charity Number	Yes 1178119
5. Amount of grant requested?	£ 200
6. For what purpose or project is the grant requested?	To purchase of toys and other sensory items to make Lighthouse more inclusive for SEN children.
7. What will be the total cost? If applying for other grants/matched funds for the project please provide details.	£ 200
8. When will the money be spent?	In the months before Lighthouse 2020 to be held in July 2020
9. Who will benefit from the project? Give details of age groups catered for (if applicable).	Children of Princes Risborough and surrounding area Age 4 - 11.