



# PRINCES RISBOROUGH TOWN COUNCIL



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

Dear Councillor,

You are summoned to attend a meeting of the Town Committee to be held at **The Princes Centre, Clifford Road, Princes Risborough** on **Tuesday 8<sup>th</sup> January 2019 AT 7.00PM** when the business set out in the following agenda will be transacted.

*Susanne Griffiths*

**Clerk to the Town Council  
2<sup>nd</sup> January 2019**

## AGENDA

### **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 Previous minutes of the Town Committee held on 4<sup>th</sup> December 2018**

To receive and approve as a correct record the [minutes](#) of the Town meeting held on the 4<sup>th</sup> December 2018

### **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 Number 3 (e-k). The public are welcome to stay and observe the rest of the meeting.

### **5. A Report from Kevin Locke Maintenance Team Leader**

To receive a report from Kevin Locke Maintenance Team Leader and decide on any actions to be taken.

### **6. Correspondence**

To discuss and decide on responses to the attached correspondence relating to Town Committee matters received at the Town Council.



# PRINCES RISBOROUGH TOWN COUNCIL



- 7. Committee Budget**  
To note spending to date in respect of this year's budgets (see attached).
- 8. Town Matters including Risk Assessment report**  
To discuss and decide on actions to be taken concerning Town Matters including Risk Assessment report.
- 9. Lighting**  
To receive a report from the Lighting Working Group including the Risk Assessment report and decide on any actions to be taken.
- 10. Stratton Memorial Garden**  
To receive a report from the Stratton Memorial Garden Working Group including the Risk Assessment report and decide on any actions to be taken.
- 11. Parks**  
To receive a report from the Parks Working Group including the Risk Assessment report and decide on any actions to be taken.  
To approve the contractor for the work to provide a concrete base.
- 12. Thursday Market**  
To receive a report on the Thursday Market and decide on any actions to be taken.  
To discuss and decide on whether to reduce pitch fees during January & February
- 13. Storage Facility**  
To discuss and decide on purchasing a storage facility
- 14. Future Agenda items**  
To receive items to be included in the next agenda that fall under the remit of this Committee
- 15. Date of next meeting**  
To note the date of the next scheduled meeting of the Town Committee will be held on Tuesday 5<sup>th</sup> February 2019 at 7.00pm.

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

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

# Agenda Item No 6.

Dear Town Clerk and Princes Risborough Council members

We would be very grateful for support on our annual Community Action morning Tuesday 22nd January from 8am - 1pm to include a sandwich lunch.

Year 8 students from Princes Risborough and Longwick will be working in small groups to develop a Green Living Plan for their community, focusing on four environmental factors:

- Air pollution
- Green spaces
- Non car routes through the community
- Waste and recycling

Please would you ask members of the parish council and other groups if they can support? This morning will provide very useful feedback for your community.

Thank you for your help

Detailed Income & Expenditure by Budget Heading 27-11-2018

Month No: 9

Cost Centre Report

|   | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent       | Transfer to/from EMR |
|---|------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------|---------------|----------------------|
| <b>150 Local Market</b>                     |                  |                     |                    |                       |                       |                 |               |                      |
| 1050 Insurance claims received              | 278              | 0                   | 0                  | 0                     |                       |                 | 0.0%          |                      |
| 1120 Market Pitch Rents                     | 5,478            | 4,030               | 5,000              | 970                   |                       |                 | 80.6%         |                      |
| 1121 Market Stall Rents                     | 4,214            | 3,921               | 5,000              | 1,079                 |                       |                 | 78.4%         |                      |
| 1135 Donations                              | 1,909            | 0                   | 300                | 300                   |                       |                 | 0.0%          |                      |
| 1255 Gazebo Hire                            | 0                | 110                 | 0                  | (110)                 |                       |                 | 0.0%          |                      |
| <b>Local Market :- Income</b>               | <b>11,879</b>    | <b>8,061</b>        | <b>10,300</b>      | <b>2,239</b>          |                       |                 | <b>78.3%</b>  | <b>0</b>             |
| 4000 Personnel Costs                        | 2,338            | 842                 | 2,100              | 1,258                 |                       | 1,258           | 40.1%         |                      |
| 4115 New Equipment                          | 1,627            | 0                   | 0                  | 0                     |                       | 0               | 0.0%          |                      |
| 4185 Marketing                              | 65               | 660                 | 600                | (60)                  |                       | (60)            | 110.0%        |                      |
| 4355 Equipment/tooling/supplies             | 385              | 0                   | 200                | 200                   |                       | 200             | 0.0%          |                      |
| 4830 Subscriptions                          | 159              | 318                 | 160                | (158)                 |                       | (158)           | 198.8%        |                      |
| <b>Local Market :- Indirect Expenditure</b> | <b>4,573</b>     | <b>1,820</b>        | <b>3,060</b>       | <b>1,240</b>          | <b>0</b>              | <b>1,240</b>    | <b>59.5%</b>  | <b>0</b>             |
| <b>Movement to/(from) Gen Reserve</b>       | <b>7,306</b>     | <b>6,241</b>        |                    |                       |                       |                 |               |                      |
| <b>200 SMG</b>                              |                  |                     |                    |                       |                       |                 |               |                      |
| 1200 Burial Ground                          | 11,695           | 14,162              | 10,000             | (4,162)               |                       |                 | 141.6%        |                      |
| <b>SMG :- Income</b>                        | <b>11,695</b>    | <b>14,162</b>       | <b>10,000</b>      | <b>(4,162)</b>        |                       |                 | <b>141.6%</b> | <b>0</b>             |
| 4200 Spiked Vases                           | 0                | 0                   | 100                | 100                   |                       | 100             | 0.0%          |                      |
| 4205 Loan Repayments -SMG                   | 19,067           | 16,708              | 19,220             | 2,512                 |                       | 2,512           | 86.9%         |                      |
| 4210 Kerbing Stones/Pegs                    | 0                | 589                 | 1,600              | 1,011                 |                       | 1,011           | 36.8%         |                      |
| 4215 Timer System for Gates                 | 160              | 160                 | 150                | (10)                  |                       | (10)            | 106.7%        |                      |
| 4355 Equipment/tooling/supplies             | 926              | 1,000               | 0                  | (1,000)               |                       | (1,000)         | 0.0%          |                      |
| <b>SMG :- Indirect Expenditure</b>          | <b>20,153</b>    | <b>18,457</b>       | <b>21,070</b>      | <b>2,613</b>          | <b>0</b>              | <b>2,613</b>    | <b>87.6%</b>  | <b>0</b>             |
| <b>Movement to/(from) Gen Reserve</b>       | <b>(8,458)</b>   | <b>(4,295)</b>      |                    |                       |                       |                 |               |                      |
| <b>210 Parks</b>                            |                  |                     |                    |                       |                       |                 |               |                      |
| 1250 Hire Sports Pitches/Field              | 1,550            | 1,550               | 1,600              | 50                    |                       |                 | 96.9%         |                      |
| <b>Parks :- Income</b>                      | <b>1,550</b>     | <b>1,550</b>        | <b>1,600</b>       | <b>50</b>             |                       |                 | <b>96.9%</b>  | <b>0</b>             |
| 4230 Dog Waste                              | 4,680            | 3,598               | 4,820              | 1,222                 |                       | 1,222           | 74.6%         |                      |
| 4240 Loan Repayments -Wades                 | 2,729            | 1,992               | 2,738              | 746                   |                       | 746             | 72.7%         |                      |
| 4245 Risk Assessment Officer                | 2,198            | 1,953               | 2,600              | 647                   |                       | 647             | 75.1%         |                      |
| 4250 Play Areas                             | 3,780            | 1,253               | 4,000              | 2,747                 |                       | 2,747           | 31.3%         |                      |
| 4255 Fencing                                | 0                | 980                 | 0                  | (980)                 |                       | (980)           | 0.0%          |                      |
| <b>Parks :- Indirect Expenditure</b>        | <b>13,388</b>    | <b>9,776</b>        | <b>14,158</b>      | <b>4,382</b>          | <b>0</b>              | <b>4,382</b>    | <b>69.0%</b>  | <b>0</b>             |
| <b>Movement to/(from) Gen Reserve</b>       | <b>(11,838)</b>  | <b>(8,226)</b>      |                    |                       |                       |                 |               |                      |

## Detailed Income &amp; Expenditure by Budget Heading 27-11-2018

Month No: 9

## Cost Centre Report

|                                     | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent       | Transfer to/from EMR |
|-------------------------------------|------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------|---------------|----------------------|
| <u>220 Town</u>                     |                  |                     |                    |                       |                       |                 |               |                      |
| 1135 Donations                      | 2,515            | 522                 | 0                  | (522)                 |                       |                 | 0.0%          |                      |
| 1136 Defibrillator                  | 0                | 1,090               | 0                  | (1,090)               |                       |                 | 0.0%          |                      |
| Town :- Income                      | <u>2,515</u>     | <u>1,612</u>        | <u>0</u>           | <u>(1,612)</u>        |                       |                 |               | <u>0</u>             |
| 4275 Grants used                    | 1,095            | 0                   | 0                  | 0                     |                       | 0               | 0.0%          |                      |
| 4280 Trees & Flowerbeds             | 7,931            | 8,097               | 8,500              | 403                   |                       | 403             | 95.3%         |                      |
| 4285 War Memorials                  | 60               | 0                   | 300                | 300                   |                       | 300             | 0.0%          |                      |
| 4295 Loan Repayments -Market House  | 13,091           | 12,789              | 13,137             | 348                   |                       | 348             | 97.4%         |                      |
| 4300 CCTV Maintenance               | 18,500           | 18,500              | 18,500             | 0                     |                       | 0               | 100.0%        |                      |
| 4305 Defibrillator                  | 0                | 1,090               | 0                  | (1,090)               |                       | (1,090)         | 0.0%          |                      |
| 4310 Energy Charges                 | 23,228           | 13,600              | 15,000             | 1,400                 |                       | 1,400           | 90.7%         |                      |
| 4315 New Install, Maint. & Repair   | 11,977           | 13,830              | 10,000             | (3,830)               |                       | (3,830)         | 138.3%        |                      |
| 4380 Utilities                      | 0                | 38                  | 0                  | (38)                  |                       | (38)            | 0.0%          |                      |
| Town :- Indirect Expenditure        | <u>75,882</u>    | <u>67,944</u>       | <u>65,437</u>      | <u>(2,507)</u>        | <u>0</u>              | <u>(2,507)</u>  | <u>103.8%</u> | <u>0</u>             |
| Movement to/(from) Gen Reserve      | <u>(73,367)</u>  | <u>(66,332)</u>     |                    |                       |                       |                 |               |                      |
| <u>230 Maintenance</u>              |                  |                     |                    |                       |                       |                 |               |                      |
| 1135 Donations                      | 2,500            | 0                   | 0                  | 0                     |                       |                 | 0.0%          |                      |
| 1750 Fee Income -Princes Ris.       | 0                | 110                 | 0                  | (110)                 |                       |                 | 0.0%          |                      |
| Maintenance :- Income               | <u>2,500</u>     | <u>110</u>          | <u>0</u>           | <u>(110)</u>          |                       |                 |               | <u>0</u>             |
| 4000 Personnel Costs                | 61,031           | 67,120              | 98,475             | 31,356                |                       | 31,356          | 68.2%         |                      |
| 4090 Travel Expenses                | 124              | 10                  | 0                  | (10)                  |                       | (10)            | 0.0%          |                      |
| 4355 Equipment/tooling/supplies     | 3,947            | 4,651               | 6,000              | 1,349                 |                       | 1,349           | 77.5%         |                      |
| 4360 Servicing of Equipment         | 599              | 745                 | 0                  | (745)                 |                       | (745)           | 0.0%          |                      |
| 4365 Painting of Lighting Columns   | 0                | 788                 | 750                | (38)                  |                       | (38)            | 105.1%        |                      |
| 4370 Vehicle                        | 11,536           | 8,415               | 12,500             | 4,085                 |                       | 4,085           | 67.3%         |                      |
| 4375 Clothing                       | 280              | 238                 | 900                | 662                   |                       | 662             | 26.5%         |                      |
| 4380 Utilities                      | 1,352            | 382                 | 800                | 418                   |                       | 418             | 47.7%         |                      |
| 4385 Waste Management               | 806              | 627                 | 850                | 223                   |                       | 223             | 73.8%         |                      |
| 4390 Mobile Phones - Maint. Team    | 369              | 362                 | 620                | 258                   |                       | 258             | 58.4%         |                      |
| 4395 Training - Maint. Team         | 955              | 145                 | 1,300              | 1,155                 |                       | 1,155           | 11.2%         |                      |
| 4400 Listed Building Maintenance    | 150              | 546                 | 1,000              | 454                   |                       | 454             | 54.6%         |                      |
| 4700 Mower                          | 1,362            | 6,074               | 4,000              | (2,074)               |                       | (2,074)         | 151.8%        |                      |
| 4705 Chiltern Society ROW Clearance | 0                | 0                   | 166                | 166                   |                       | 166             | 0.0%          |                      |
| Maintenance :- Indirect Expenditure | <u>82,512</u>    | <u>90,102</u>       | <u>127,361</u>     | <u>37,259</u>         | <u>0</u>              | <u>37,259</u>   | <u>70.7%</u>  | <u>0</u>             |
| Movement to/(from) Gen Reserve      | <u>(80,012)</u>  | <u>(89,992)</u>     |                    |                       |                       |                 |               |                      |

## Detailed Income &amp; Expenditure by Budget Heading 27-11-2018

Month No: 9

## Cost Centre Report

|                                       | Actual Last Year        | Actual Year To Date     | Current Annual Bud      | Variance Annual Total  | Committed Expenditure | Funds Available | % Spent       | Transfer to/from EMR |
|---------------------------------------|-------------------------|-------------------------|-------------------------|------------------------|-----------------------|-----------------|---------------|----------------------|
| <u>240 Market House</u>               |                         |                         |                         |                        |                       |                 |               |                      |
| 1111 Room hire                        | 0                       | 233                     | 0                       | (233)                  |                       |                 | 0.0%          |                      |
| 1120 Market Pitch Rents               | 40                      | 1,500                   | 2,200                   | 700                    |                       |                 | 68.2%         |                      |
| 1135 Donations                        | 30,000                  | 0                       | 0                       | 0                      |                       |                 | 0.0%          |                      |
| Market House :- Income                | <u>30,040</u>           | <u>1,733</u>            | <u>2,200</u>            | <u>467</u>             |                       |                 | <u>78.8%</u>  | <u>0</u>             |
| 4000 Personnel Costs                  | 0                       | 52                      | 0                       | (52)                   |                       | (52)            | 0.0%          |                      |
| 4835 Cleaner salary                   | 20                      | 58                      | 520                     | 462                    |                       | 462             | 11.2%         |                      |
| 4840 Utilities                        | 334                     | 695                     | 1,000                   | 305                    |                       | 305             | 69.5%         |                      |
| 4845 Equipment/supplies               | 584                     | 200                     | 500                     | 300                    |                       | 300             | 39.9%         |                      |
| Market House :- Indirect Expenditure  | <u>938</u>              | <u>1,004</u>            | <u>2,020</u>            | <u>1,016</u>           | <u>0</u>              | <u>1,016</u>    | <u>49.7%</u>  | <u>0</u>             |
| <b>Movement to/(from) Gen Reserve</b> | <u>29,102</u>           | <u>729</u>              |                         |                        |                       |                 |               |                      |
| Grand Totals:- Income                 | <b>60,179</b>           | <b>27,228</b>           | <b>24,100</b>           | <b>(3,128)</b>         |                       |                 | <b>113.0%</b> |                      |
| Expenditure                           | <b>197,445</b>          | <b>189,104</b>          | <b>233,106</b>          | <b>44,002</b>          | <b>0</b>              | <b>44,002</b>   | <b>81.1%</b>  |                      |
| <b>Net Income over Expenditure</b>    | <u><b>(137,266)</b></u> | <u><b>(161,875)</b></u> | <u><b>(209,006)</b></u> | <u><b>(47,131)</b></u> |                       |                 |               |                      |
| <b>Movement to/(from) Gen Reserve</b> | <u><b>(137,266)</b></u> | <u><b>(161,875)</b></u> |                         |                        |                       |                 |               |                      |