



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 2nd April 2019 AT 7.00PM** when the business set out in the following agenda will be transacted.

Susanne Griffiths
Clerk to the Town Council
27th March 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 5th March 2019**
To receive and approve as a correct record the [minutes](#) of the Town meeting held on the 5th March 2019.
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.
7. **Town Matters including Risk Assessment report**
To discuss and decide on actions to be taken concerning Town Matters including Risk Assessment report.
8. **Lighting**
To receive a report from the Lighting Working Group including the Risk Assessment report and decide on any actions to be taken.

Heritage Lanterns

The Princes Centre, Clifford Road, Princes Risborough, Bucks. HP27 0DP
Tel 01844 275912 e-mail towncouncil@princesrisboroughtowncouncil.gov.uk
Web: www.princesrisboroughtowncouncil.gov.uk



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To receive an update from Cllrs Hall and Walsh regarding the preferred replacement column for No 122 Long Meadow

Maintenance Contract

To discuss and decide on terminating the existing monthly Street Lighting Maintenance Contract

9. 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.

10. Parks

To receive a report from the Parks Working Group including the Risk Assessment report and decide on any actions to be taken

Earle Mitchell Changing Room

To discuss and decide on the quotation to repair the vandalised changing room shutter

11. Thursday Market

To receive a report on the Thursday Market and decide on any actions to be taken

12. Committee Budget

To note spending to date in respect of this year's budgets

13. Free Parking Days

To discuss and decide on the free parking dates and whether to purchase additional free parking dates for the year 2019/2020

14. Tree Charter (Cllr L Byrne)

To discuss and decide on a Tree Charter

<https://www.nalc.gov.uk/treecharter>

15. 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 6th May 2019 at 7.00pm.

Distribution – all Councillors, Noticeboards and Council website.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

10:15

Detailed Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

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>200 SMG</u>								
1200 Burial Ground	11,695	14,772	10,000	(4,772)			147.7%	
SMG :- Income	<u>11,695</u>	<u>14,772</u>	<u>10,000</u>	<u>(4,772)</u>			<u>147.7%</u>	<u>0</u>
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	1,909	1,600	(309)		(309)	119.3%	
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%	
SMG :- Indirect Expenditure	<u>20,153</u>	<u>19,777</u>	<u>21,070</u>	<u>1,293</u>	<u>0</u>	<u>1,293</u>	<u>93.9%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(8,458)</u>	<u>(5,005)</u>						
<u>210 Parks</u>								
1250 Hire Sports Pitches/Field	1,550	1,550	1,600	50			96.9%	
Parks :- Income	<u>1,550</u>	<u>1,550</u>	<u>1,600</u>	<u>50</u>			<u>96.9%</u>	<u>0</u>
4230 Dog Waste	4,680	4,705	4,820	115		115	97.6%	
4240 Loan Repayments -Wades	2,729	1,992	2,738	746		746	72.7%	
4245 Risk Assessment Officer	2,198	2,486	2,600	114		114	95.6%	
4250 Play Areas	3,780	2,455	4,000	1,545		1,545	61.4%	
4255 Fencing	0	980	0	(980)		(980)	0.0%	
Parks :- Indirect Expenditure	<u>13,388</u>	<u>12,617</u>	<u>14,158</u>	<u>1,541</u>	<u>0</u>	<u>1,541</u>	<u>89.1%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(11,838)</u>	<u>(11,067)</u>						
<u>220 Town</u>								
1120 Market Pitch Rents	0	600	0	(600)			0.0%	
1135 Donations	2,515	1,585	0	(1,585)			0.0%	
1136 Defibrillator	0	1,090	0	(1,090)			0.0%	
Town :- Income	<u>2,515</u>	<u>3,275</u>	<u>0</u>	<u>(3,275)</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	21,422	15,000	(6,422)		(6,422)	142.8%	
4315 New Install, Maint. & Repair	11,977	13,558	10,000	(3,558)		(3,558)	135.6%	
4380 Utilities	0	38	0	(38)		(38)	0.0%	
Town :- Indirect Expenditure	<u>75,882</u>	<u>75,494</u>	<u>65,437</u>	<u>(10,057)</u>	<u>0</u>	<u>(10,057)</u>	<u>115.4%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(73,367)</u>	<u>(72,219)</u>						

Detailed Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

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
Grand Totals:- Income	15,760	19,597	11,600	(7,997)			168.9%	
Expenditure	109,422	107,889	100,665	(7,224)	0	(7,224)	107.2%	
Net Income over Expenditure	<u>(93,662)</u>	<u>(88,291)</u>	<u>(89,065)</u>	<u>(774)</u>				
Movement to/(from) Gen Reserve	<u>(93,662)</u>	<u>(88,291)</u>						