



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, T Murali)

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 6th August 2019 AT 7.00PM** when the business set out in the following agenda will be transacted.

Susanne Griffiths
Clerk to the Town Council
31st July 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 9th July 2019**
To receive and approve as a correct record the [minutes](#) of the Town meeting held on the 9th July 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.



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8. Lighting

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

To discuss and decide on a quotation for 2 new columns at Brooke Road and Stratton Road

To discuss and decide on a quotation for a Solar LED lantern at Lime Road

To discuss and decide on the remedial work required to enable LED lanterns to be installed

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

11. Committee Budget

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

12. Macintyre Charity

To receive an update from the Mayor

13. Water Fountain

To discuss and decide on whether to investigate funding options for the purchase and installation of a water fountain in Wades Park

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 to be held on Tuesday 3rd September 2019 at 7.00pm.

Distribution – all Councillors, Noticeboards and Council website.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

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
150 Local Market								
1120 Market Pitch Rents	5,590	1,740	6,000	4,260			29.0%	
1121 Market Stall Rents	5,533	2,738	6,000	3,262			45.6%	
1126 Saturday Market rents	0	0	2,400	2,400			0.0%	
1255 Gazebo Hire	160	0	0	0			0.0%	
Local Market :- Income	11,283	4,478	14,400	9,922			31.1%	0
4000 Personnel Costs	1,379	587	1,200	613		613	49.0%	
4115 New Equipment	0	147	1,500	1,353		1,353	9.8%	
4182 Road Closure	0	0	1,600	1,600		1,600	0.0%	
4185 Marketing	725	500	3,000	2,500		2,500	16.7%	
4830 Subscriptions	497	0	0	0		0	0.0%	
Local Market :- Indirect Expenditure	2,601	1,234	7,300	6,066	0	6,066	16.9%	0
Movement to/(from) Gen Reserve	8,683	3,243						
200 SMG								
1200 Burial Ground	14,885	2,048	11,500	9,452			17.8%	
SMG :- Income	14,885	2,048	11,500	9,452			17.8%	0
4205 Loan Repayments -SMG	19,017	7,301	19,220	11,919		11,919	38.0%	
4210 Kerbing Stones/Pegs	589	0	2,000	2,000		2,000	0.0%	
4215 Timer System for Gates	160	0	160	160		160	0.0%	
4355 Equipment/tooling/supplies	1,000	0	0	0		0	0.0%	
4790 debt	769	0	0	0		0	0.0%	
SMG :- Indirect Expenditure	21,535	7,301	21,380	14,079	0	14,079	34.1%	0
Movement to/(from) Gen Reserve	(6,650)	(5,253)						
210 Parks								
1250 Hire Sports Pitches/Field	1,550	1,550	1,550	0			100.0%	
Parks :- Income	1,550	1,550	1,550	0			100.0%	0
4230 Dog Waste	4,705	1,861	5,000	3,139		3,139	37.2%	
4240 Loan Repayments -Wades	2,715	646	2,738	2,092		2,092	23.6%	
4245 Risk Assessment Officer	2,486	874	2,652	1,778		1,778	32.9%	
4250 Play Areas	2,455	1,566	6,500	4,934		4,934	24.1%	
4255 Fencing	980	0	0	0		0	0.0%	
Parks :- Indirect Expenditure	13,341	4,947	16,890	11,943	0	11,943	29.3%	0
Movement to/(from) Gen Reserve	(11,791)	(3,397)						

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

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
220 Town								
1120 Market Pitch Rents	600	900	0	(900)			0.0%	
1135 Donations	1,585	904	0	(904)			0.0%	
1136 Defibrillator	1,090	1,845	0	(1,845)			0.0%	
Town :- Income	3,275	3,649	0	(3,649)				0
4280 Trees & Flowerbeds	8,097	5,358	8,500	3,143	525	2,618	69.2%	
4285 War Memorials	0	0	400	400		400	0.0%	
4295 Loan Repayments -Market House	13,084	6,273	13,137	6,864		6,864	47.7%	
4300 CCTV Maintenance	18,500	0	0	0		0	0.0%	
4305 Fencing SMG	1,090	0	1,100	1,100	1,100	0	100.0%	
4310 Energy Charges	21,422	6,074	15,000	8,926		8,926	40.5%	
4315 New Install, Maint. & Repair	13,558	2,196	10,000	7,804		7,804	22.0%	
4370 Vehicle	0	181	0	(181)		(181)	0.0%	
4380 Utilities	0	409	800	391		391	51.1%	
Town :- Indirect Expenditure	75,751	20,490	48,937	28,447	1,625	26,822	45.2%	0
Movement to/(from) Gen Reserve	(72,476)	(16,841)						
230 Maintenance								
1750 Fee Income -Princes Ris.	110	0	0	0			0.0%	
Maintenance :- Income	110	0	0	0				0
4000 Personnel Costs	86,129	37,995	111,799	73,804		73,804	34.0%	
4090 Travel Expenses	10	0	0	0		0	0.0%	
4355 Equipment/tooling/supplies	9,907	823	5,000	4,177	1,476	2,702	46.0%	
4360 Servicing of Equipment	0	73	1,000	927	940	(13)	101.3%	
4365 Painting of Lighting Columns	788	325	1,200	875	935	(60)	105.0%	
4370 Vehicle	12,074	4,042	12,500	8,458		8,458	32.3%	
4375 Clothing	475	447	900	453		453	49.7%	221
4380 Utilities	869	110	0	(110)		(110)	0.0%	
4385 Waste Management	791	356	1,100	744		744	32.3%	39
4390 Mobile Phones - Maint. Team	532	152	620	468		468	24.5%	
4395 Training - Maint. Team	240	390	1,000	610		610	39.0%	390
4400 Listed Building Maintenance	546	0	1,000	1,000		1,000	0.0%	
4700 Mower	6,074	84	3,000	2,916		2,916	2.8%	
4705 Chiltern Society ROW Clearance	0	0	166	166		166	0.0%	
Maintenance :- Indirect Expenditure	118,436	44,796	139,285	94,489	3,351	91,137	34.6%	650
Net Income over Expenditure	(118,326)	(44,796)	(139,285)	(94,489)				
6000 plus Transfer from EMR	0	650						
Movement to/(from) Gen Reserve	(118,326)	(44,146)						

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

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
240 Market House								
1111 Room hire	233	100	300	200			33.3%	
1120 Market Pitch Rents	1,600	0	2,200	2,200			0.0%	
Market House :- Income	1,833	100	2,500	2,400			4.0%	0
4000 Personnel Costs	71	35	0	(35)		(35)	0.0%	
4380 Utilities	928	327	850	523		523	38.5%	
4835 Cleaner salary	58	0	240	240		240	0.0%	
4840 DNU - Utilities	0	40	0	(40)		(40)	0.0%	
4845 Equipment/supplies	276	24	100	76		76	24.5%	
Market House :- Indirect Expenditure	1,333	427	1,190	763	0	763	35.9%	0
Movement to/(from) Gen Reserve	500	(327)						
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Grand Totals:- Income	32,937	11,825	29,950	18,125			39.5%	
Expenditure	232,998	79,195	234,982	155,787	4,976	150,811	35.8%	
Net Income over Expenditure	(200,061)	(67,370)	(205,032)	(137,662)				
plus Transfer from EMR	0	650						
Movement to/(from) Gen Reserve	(200,061)	(66,720)						