



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 4th NOVEMBER 2025 AT THE WADES CENTRE, STRATTON ROAD
PRINCES RISBOROUGH
AT 6.30 PM**

PRESENT

Chair -Cllr M Walsh

Cllrs A Ball, J Biss, S Coombs, S Davis, A Frost, I Parkinson, A Turner.

Susanne Barter- Clerk

Kirsty Pope

No members of the public

THE TOWN COUNCIL PRAYER

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies had been received from Cllrs I Churchill, I McLauchlan and C Morgan.

Resolved: To note apologies from Cllrs I Churchill, I McLauchlan and C Morgan

No apologies were received from Cllrs G Hall and N Rawsthorne.

2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 28TH OCTOBER 2025

Resolved: To agree and sign as a correct record the minutes of the 28th October 2025.

3. DECLARATIONS OF INTEREST

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

4. PUBLIC FORUM

No members of the public were present.

5. FUTURE AGENDA ITEMS

To be advised.

6. 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 ACTIONS TO BE TAKEN CONCERNING TOWN COUNCIL LEASES AND STAFF MATTERS.

Cllr S Davis proposed 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 staff matters.

Seconded by Cllr A Turner

Resolved: in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted, which involves the likely disclosure of exempt information.

Town Clerk's retirement

The Town Clerk has formally notified the Town Council of her intention to retire on 30th April 2026.

Cllr M Walsh requested that it be formally recorded that the Council extends its sincere thanks to the Clerk for her dedicated service over the past 22 years.

Cllr M Walsh proposed that a working group be established to prepare a draft advert, job description, and person specification for the role of Town Clerk, with recommendations to be presented to the Town Council for approval at the November meeting.

Seconded by Cllr A Ball.

Resolved: a working group be established to prepare a draft advert, job description, and person specification for the role of Town Clerk, with recommendations to be presented to the Town Council for approval at the November meeting.

Cllrs A Turner, S Coombs, A Ball, I Parkinson, and M Walsh agreed to join the working group. The first meeting of the group is scheduled for 10th November at 2:00 pm. **AT/AB/SC/IP/MW/SB**

Cllr M Walsh proposed that the Town Council book the Brushwood Suite for 25th April 2026 to host a leaving event for the Clerk.

Seconded by Cllr A Turner.

Resolved: the Town Council book the Brushwood Suite for 25th April 2026 to host a leaving event for the Clerk.
TC

7. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday, 25th November 2025 at 7.00 pm. to be held at the Wades Centre, Princes Risborough. The Meeting closed at 6.40 pm.

Chairman..... Date.....Page 46/25