



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 13<sup>th</sup> JANUARY 2026 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, I Churchill, I McLauchlan, and G Hall

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 Cllr Rawsthorne who has work commitments and Cllr Morgan who is on holiday.

**Resolved: To note apologies from Cllr Rawsthorne & Cllr Morgan**

**2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 25<sup>TH</sup> NOVEMBER 2025**

**Resolved: To agree and sign as a correct record the minutes of the 25<sup>th</sup> November 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.

Dispensations had been granted to enable the following members to participate in the transaction of business for agenda item 5.

Cllr M Walsh, Cllrs A Ball, J Biss, S Coombs, S Davis, A Frost, I Parkinson, A Turner, I Churchill, I McLauchlan, G Hall.

**4. PUBLIC FORUM**

No members of the public were present.

**5. PRECEPT FOR THE FINANCIAL YEAR 2026/2027**

The draft budget and precept papers for 2026/27 had been circulated to members prior to the meeting. Cllr McLauchlan proposed an additional £10,000 for repairs to the Market House roof and bell, and £5,000 for replacement windows and the fire escape door in the Cherry Room. He advised that these amounts would be met from savings in the staffing budget and would not increase the precept agreed at the Estimates meeting.

Cllr McLauchlan explained that a precept of £531,389 was being sought for 2026/27 and proposed that the Council approve the amended budget and the Finance Estimates Committee's recommendation for a request for a precept of £531,389.

Seconded by Cllr Biss.

**Resolved: to approve the budget for 2026/27 (Appendix 1) and request a precept of £531,389 for 2026/27**

**6. FUTURE AGENDA ITEMS**

To be advised.

**7. 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 Walsh 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 and a legal matter.

Seconded by Cllr Ball

**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.**

Staff matters

Cllr Walsh proposed to separate the Responsible Financial Officer (RFO) role from the current Town Clerk role, on the retirement of the current Town Clerk, and recommended preferred candidates for the roles.

**Resolved: To separate the roles of Town Clerk and Responsible Financial Officer (RFO), and to delegate negotiation of the terms of the contract for each role, to the existing Working Group (Min 6(45)/25), with a recommendation to be reported to the next Town Council meeting. MW/SC/AT/IP**

Legal matter

Cllr A Turner proposed to contact the Council's solicitors for advice and action if required, regarding an issue concerning unauthorised entry into the Stratton Memorial Garden. Seconded by Cllr S Davis.

**Resolved: To instruct the Council's solicitors to provide advice and, if required, to take appropriate action in relation to unauthorised entry into the Stratton Memorial Garden. SB**

**7. DATE OF NEXT MEETING.**

The next meeting of the Town Council will take place on Tuesday, 27<sup>th</sup> January 2026 at 7.00 pm. to be held at the Wades Centre, Princes Risborough. The Meeting closed at 7. pm

Chairman..... Date..... Page 02/26

SUMMARY		Actual	Budget	Actual Year todate	ESTIMATE to 31.03.26	Total Expenditure to 31/03/26	Proposed Budget 2026/27
		2024/2025	2025/2026	30.09.25			
Admin & Human Resources		171982	177412	88843	71109	159952	182101
Civic & Democratic Services		2227	9490	3096	4913	8009	7645
Town Commercial Services		243756	271216	108391	162662	271053	236425
Market		211707	190736	966623	111650	208333	192383
Events & Public Relations		1000	1000	0	1000	1000	1500
Grants & Subs		68301	80833	25536	53548	79084	91757
<b>Sub Total</b>		7696	8580	6324	1896	8220	11900
<b>Capital Projects</b>		<b>706669</b>	<b>739267</b>	<b>328873</b>	<b>406778</b>	<b>735651</b>	<b>723711</b>
Legal/Planning Costs		1988	2500	850	1650	2500	2500
Speed Monitoring		0	0	0	0	0	3800
Solar Panels		27835	0	0	0	0	0
Return of grant for CP		3000	0	0	0	0	0
Wades Centre phase 1		1332	0	0	0	0	0
Wades Centre phase 2		3856628	0	0	0	0	0
New Ride On Mower		15175	0	0	0	0	0
Wades Park Lighting		0	0	0	0	0	9650
New Play Equipment		0	5350	5350	0	5350	30000
Repair work on Market House							10000
New windows and fire door for the Cherry Baker Room							5000
<b>Sub Total</b>		<b>435018</b>	<b>7850</b>	<b>6200</b>	<b>1650</b>	<b>7850</b>	<b>60950</b>
EMR Election Expenses		0	6000	0	0	0	6000
EMR CIL		2355	46500	2355	44304	46659	10177
EMR Town Contingencies		0	25000	0	0	0	25000
EMR Business Contingencies		0	0	0	0	0	25000
EMR Legal Planning		55	4774	150	4624	4774	0
EMR Wades Centre refurb/retentionPhase1		7896	0	0	0	0	0
EMR Wades Centre refurb/retentionPhase2		7115	4308	2413	1895	4308	0
EMR 39 High Street/Retention		3842	3694	551	0	551	3143
EMR Market House		0	2684	2560	124	2684	0
EMR SMG kerbstones/phase 2		252	0	0	0	0	0
EMR Existing Trees survey & Maintenance		2199	2156	2156	0	2156	0
EMR Marketing Wades		748	402	350	50	400	0
EMR Lighting new installs		24190	15331	12273	3058	15331	0
EMR lampost stress testing/work & painting		6916	0	0	0	0	0
EMR Fencing Repairs		2655	2245	2145	100	2245	0
EMR Noticeboard		250	612	63	549	612	0
EMR Vehicles		0	500	500	0	500	0

SUMMARY	Actual	Budget	Actual Year to date	ESTIMATE to 31.03.26	Total Expenditure to 31/03/26	Proposed Budget to 31/03/26	Proposed Budget 2026/27
EMR Listed Buildings	2024/2025	2025/2026	30.09.25				
EMR Open Spaces/Play Areas Maintenance	0	3824	0	3824	3824	0	0
EMR New Play Equipment	0	6426	0	6426	6426	0	0
EMR Festivals	0	12130	0	12130	12130	0	0
EMR Christmas Lights	1961	0	0	0	0	0	0
EMR Memorial bench	5787	5898	3972	1926	5898	0	0
EMR MRP/C Solicitors costs	0	642	0	642	642	0	0
EMR Flowerbeds	0	6000	0	0	0	0	6000
EMR H R Support	0	287	88	199	287	0	0
EMR Cleaning BWS/Wades	0	303	0	303	303	0	0
EMR Events Personnel Costs	0	1558	943	615	1558	0	0
<b>Sub Total</b>	<b>66221</b>	<b>154263</b>	<b>31845</b>	<b>82432</b>	<b>114277</b>	<b>75320</b>	
<b>Total</b>	<b>1207908</b>	<b>901380</b>	<b>366918</b>	<b>490860</b>	<b>857778</b>	<b>859981</b>	
<b>Reserves Total</b>							