

**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 29th MAY 2018 AT THE PRINCES CENTRE,
CLIFFORD ROAD, PRINCES RISBOROUGH AT 7.00PM**

PRESENT

Cllr M Walsh – Chairman
Cllrs I McLauchlan, P Summerbell, A Ball, A Turner, D Knights, I Pearce, A Rolfe, L Byrne G Hall, and N Davis
Susanne Griffiths–Clerk to the Town Council
Jayne Mylchreest – Administration Officer
1 member of the public
Bucks County Councillor B Bendy-she Brown

THE TOWN COUNCIL PRAYER

1. ELECTION OF CHAIRMAN/TOWN MAYOR

To elect the Chairman/Town Mayor

Cllr A Ball proposed Cllr M Walsh

Seconded by Cllr A Turner

A vote was taken. All present agreed

RESOLVED: That Cllr M Walsh be duly elected Chairman and Town Mayor for the year 2018/2019

Cllr M Walsh in the Chair

2. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE

The Town Chairman signed the Declaration of the Acceptance of Office before the Town Clerk and Proper Officer of the Council.

3. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies had been received from Cllrs J Roberts and J Coombs who were on holiday.

RESOLVED: To receive and note the following apologies from Councillors J Roberts and J Coombs for non-attendance at the meeting

4. MINUTES OF MEETING OF FULL COUNCIL HELD ON 10TH APRIL 2018

RESOLVED: To agree and sign as a correct record the minutes of the Town Council meeting on the 10th April 2018

5. 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.

None were declared.

6. ELECTION OF VICE CHAIRMAN/DEPUTY TOWN MAYOR

To elect the Vice Chairman/Deputy Town Mayor

Cllr A Turner proposed Cllr A Ball

Seconded by Cllr I Pearce

A vote was taken with 9 votes for and 1 abstention

RESOLVED: Cllr A Ball be duly elected Deputy Chairman and Deputy Town Mayor for the year 2018/2019

7. ELECTION OF CHAIRMAN OF FINANCE

Cllr M Walsh proposed Cllr A Turner

Seconded by Cllr A Ball

A vote was taken. All present agreed

RESOLVED: Cllr A Turner be duly elected Chairman of Finance for the year 2018/2019

8. PUBLIC FORUM- No questions were raised by the member of the public.

9. A REPORT FROM THAMES VALLEY POLICE

Thames Valley Police were unable to attend but sent the following report: -

The team have been working closely in schools within the town for a variety of reasons. This has involved pupils that have safeguarding needs where we refer on to other agencies to provide help going forward. We have also been investigating a number of offences where interviews have taken place and a decision has/will be made by the youth offending team as to

the most proportionate course of action.

Evidence towards a Criminal behaviour order (CBO) is being compiled against a persistent offender who regularly wastes the time of the ambulance service.

A man has been put on an acceptable behaviour contract (ABC) for antisocial behaviour (ASB) and low level theft in the town.

A man has been put on an ABC for ASB within the town that involves the housing provider to maximise compliance through the possibility of breaching his tenancy agreement.

As you may already be aware PC's Andy Ralph, Gary Churchill and Heather Blake were amongst the many officers that lined the route for the royal wedding in Windsor on 19/5. It was a long but very enjoyable day that involved having fun with a very positive and patriotic crowd of people from all over the world.

The team are looking forward to policing the summer festival and are hoping the weather is as kind as last year.

10. A REPORT FROM CLLR BENDYSHE-BROWN (BCC) ON MATTERS CONCERNING PRINCES RISBOROUGH

Cllr Bendyshe-Brown gave the following report: -

Oxford/Cambridge Expressway - The recommended route for this from both BCC and LEP is the southern route with 3 lanes and access nodes by Thame and Aylesbury. This will have a profound impact upon Princes Risborough.

Parking Review. - The agreed list of requirements for Phase 2 has been submitted to BCC

Future Roads/Pavements. - Jasmine Crescent and Abbots Road are included in the future road programme. Pavements located at the Fields estate.

Local Budget. - A budget of £10k is available to spend locally this coming year on roads and pavements, over and above the community budget. Agreement has been gained that this can be used towards the parking review.

Pavement Weeds. - The Clerk has been asked to obtain a costing to ascertain if this can be funded through the TfB delegated budget.

Park Street. -The Park Street works to overcome the local flooding has been completed.

High Street. - The TfB review is awaited for the options for introducing new storm drain gratings to overcome the flash flooding which has occurred in the recent past.

Four LED trial replacement lights have been placed in the heritage lighting in the High Street

Local Road/Pavement Repairs. - A meeting was held with BCC last week to agree the way forward for the proposed delegation of road/pavement repairs for minor roads (C & Unclassified) to Town Councils. Initially £10k will be delegated.

HS2 Implementation Plan for A4010. - Regular contact is made with the BCC HS2 team on introducing the proposed road improvements for Risborough funded by HS2 money. At present they are awaiting costings particularly for the 3xVASs.

WW1 Centenary - Further briefings to follow on the proposed programme for 11th November remembrance/celebrations.

A REPORT FROM WYCOMBE DISTRICT CLLR D KNIGHTS (WDC) ON MATTERS CONCERNING PRINCES RISBOROUGH

Cllr D Knights apologised that he had not sent a report as requested.

11. TO RECEIVE AND NOTE MINUTES FROM COMMITTEES HELD

The Annual Town Meeting minutes of the 17th April 2018 and the following Committee minutes were presented to the Council

Planning Committee 3rd April 2019 and 1st May 2018

Town Committee 3rd April 2018 and 1st May 2018

Finance Committee 10th April 2018 and 15th May 2018

Events Committee 15th May 2018

Public Relations Committee 15th May 2018

Admin/HR Committee 8th May 2018 and 15th May 2018

Resolved: The Committee minutes listed above be received and noted

12. APPOINTMENT OF REPRESENTATIVES ON EXTERNAL BODIES

RESOLVED: The following Councillors are representatives of the Town Council on the External Bodies listed

RAP –It was duly agreed that Cllr D Knights be the representative on this body.

Princes Centre Ltd, Social Enterprise –It was duly agreed that Cllrs A Turner and M Walsh be the representatives on this body.

NWCAF –It was duly agreed that Cllr M Walsh be the representative on this body.

Parking Review – It was duly agreed Cllr A Ball and Cllr A Turner be the representatives on this body.

Rural Forum – It was duly agreed that Cllr D Knights be the representative on this body

WDALC- It was duly agreed that Cllr N Davis L Byrne, M Walsh and I Pearce be the representatives on this body

Community Centre – It was duly agreed that Cllrs A Turner, J Coombs and M Walsh be the representatives on this body

Youth Club – It was duly agreed that Cllr D Knights be the representative on this body.

13. MEMBERSHIP OF TOWN COUNCIL COMMITTEES

To agree the membership of each committee.

Planning Committee - Cllrs I McLauchlan, J Coombs, M Walsh, N Davis, I Pearce, J Roberts

Public Relations Committee – Cllrs D Knights, I McLauchlan, A Ball, M Walsh J Coombs, N Davis, I Pearce, L Byrne

Administration and Human Resources Committee – Cllrs, A Ball, J Coombs, I McLauchlan, P Summerbell, M Walsh, A Turner

Town Committee – J Coombs, G Hall, A Turner, A Ball, P Summerbell, M Walsh, I McLauchlan, N Davis, I Pearce, D Knights, J Roberts, L Byrne ,A Rolfe

Finance Committee –A Turner, M Walsh, D Knights, A Ball To be advised.

Events Committee – J Coombs, I McLauchlan, A Ball, M Walsh, N Davis, D Knights, J Roberts, L Byrne

RESOLVED: Council agreed the membership of Committees for 2018/2019.

JM

14. FINANCIAL MATTERS

i)The Town Council **RESOLVED** to note the Financial Report to 31st March 2018

ii)The Town Council noted the report from the Internal Auditor. There were no ongoing actions.

iii)The Town Council considered and agreed a review of the Effectiveness of the Internal Audit (attached)

iv)The Town Council acknowledged the updated Asset Register for 2018

15. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN AND PUBLIC INSPECTION OF THE 2017/2018 ACCOUNTS

The Town Council **RESOLVED** to agree the Annual Governance Statement 2017/18. (Section 1 of the Annual Governance and Accountability Return(AGAR).

16. AGREEMENT THAT THE ANNUAL GOVERNANCE STATEMENT BE SIGNED BY THE CHAIRMAN AND THE CLERK

The Town Council agreed that the Annual Governance Statement be signed by the Chairman and the Clerk.

17. ACCOUNTING STATEMENTS 2017/2018 (SECTION 2 OF THE AGAR)

The members considered the Accounting Statements.

The Town Council **RESOLVED** to agree the Accounting Statements2017/2018. (Section 2 of the AGAR).

18. AGREEMENT THAT THE ACCOUNTING STATEMENTS 2017/2018 TO BE SIGNED BY THE CHAIRMAN

The Town Council agreed that the Accounting Statements 2017/2018 be signed by the Chairman. They had already been signed by the Responsible Financial Officer (RFO)

19. PUBLIC INSPECTION PERIOD FOR THE 2017/2018 ACCOUNTS

The Town Council **RESOLVED** to adopt the public inspection period for the 2017/2018 accounts of 4th June 2018 to 13th July 2018

20. CORRESPONDENCE RECEIVED

An invitation has been received from Transport for Bucks to attend the annual TfB conference

The conference is being held at the Aylesbury Vale District Council offices on Wednesday the 4th July from 8.30am to 2.00pm

ALL

Noted.

21. THE SIGNATORIES FOR 2018/19 TO SIGN CHEQUES ON BEHALF OF THE PARISH COUNCIL

The Clerk advised that 2 signatories were required for each transaction.

RESOLVED: 8 existing Councillors to continue as signatories for 2018/19

JM

22. REPORT FROM THE WORKING GROUP ON THE REVIEW OF THE TOWN COUNCIL INSURANCE POLICY FOR 2018/19

A report from the working group had been previously circulated to the members for their consideration.

RESOLVED: To accept the recommendations of the working group for the insurance policy and approve the updated schedule. **All present agreed** to enter into a 3-year agreement.

JM

23. RECOMMENDATIONS FROM THE FINANCE COMMITTEE REGARDING MINOR GRANT APPLICATIONS

A Minor Grant Application has been received from the Chilterns Conservation Board

A grant application has been received from the Chilterns Conservation Board for £250.00 the "Beacons of the Past" Hillforts project

RESOLVED: To approve the recommendation from the Finance Committee to approve the grant. **JM**

24. FINANCE RISK ASSESSMENT AND MANAGEMENT 2018

All present reviewed the Finance Risk Assessment and Management Schedule circulated to the members prior to the meeting for their consideration.

Resolved: To approve the Finance Risk Assessment and Management Schedule

25. RISK SCHEDULE

The Risk Schedule was circulated to the members prior to the meeting for their consideration.

Resolved: To approve the Risk Schedule

26. THE PREFERRED PROJECTS FOR THE HISTORIC S106 AGREEMENT FUNDS HELD BY WYCOMBE DISTRICT COUNCIL

Resolved: The preferred projects for the Historic S106 Agreement Funds held by W.D.C. are the Heritage Trail project, the purchase of Gazebos and tables for events and the purchase of new turf for the Stratton Memorial Garden. **SG**

27. ON WHETHER THE TOWN COUNCIL HOSTS AN EVENT ON THE HIGH STREET AND MARKET SQUARE WITH THE KOP HILL CLIMB ON SATURDAY 15TH SEPTEMBER

Cllr I Pearce informed the members that a meeting had taken place with the Kop Hill Climb regarding the cars driving through the High St on the 15th September 2018 to encourage visitors to the High St.

Resolved: To delegate to the Public Relations Committee to fund marketing materials encouraging people attending Kop Hill to visit the High Street up to a maximum of £250 **JM**

28. ESTABLISHING A DEVELOPMENT AND REGENERATION WORKING GROUP

Cllr M Walsh informed the members that now that the Local Plan had been submitted. Princes Risborough Town Council has been promised a major role working in partnership with Wycombe District Council to develop and regenerate the area.

Cllr M Walsh proposed to establish a Development and Regeneration Working Group.

Resolved: To establish a Working Group to include S Baxter, J Stevens, Cllrs G Hall, I Pearce, N Davis, A Turner, M Walsh and the Clerk **GH/IP/ND/AT/MW/DK/SG**

29. AGENDA ITEMS FOR NEXT MEETING

Review and approve the Princes Risborough Town Council Standing Orders

30. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION (12) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO DECIDE ON THE PREFERRED CONTRACTOR FOR THE YOUTH SHELTER FOR THE KGV PARK AND STAFF MATTERS.

Cllr M Walsh proposed to pass a resolution to exclude the public and press in accordance with section (12) of the public bodies (admission to meetings) act 1960. **All present agreed.**

i)THE PREFERRED SUPPLIER FOR THE YOUTH SHELTER AT THE KGV PARK

Three quotations were requested for the youth shelter

Resolved: To accept quotation (a) and to delegate to the Town Committee to prepare a public consultation document regarding the siting of the shelter and to provide a plan to be approved at the July Town Council meeting.

ii)STAFF MATTERS

Resolved: To advertise internally for a Deputy Maintenance Team Leader with a bonus payment of £500

Resolved: To appoint A.M. as a Maintenance summer team operative

31. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 31st July 2018 at 7.00pm in the Princes Centre, Clifford Road, Princes Risborough.

There being no further business to discuss the Meeting closed at 8.20 pm

Princes Risborough Town Council
INTERNAL AUDIT REVIEW 2018

Agreed 29th May 2018

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	YES or NO	HOW or WHEN	AREAS FOR DEVELOPEMENT
1. Scope of internal audit	Terms of reference for internal audit were reapproved by the council. Internal audit work takes into account both the councils risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud and corruption arrangements. Internal audit has direct access to those charged with governance. Reports are made in own name to management Internal audit does not have any other role within the council.	Yes Yes Yes Yes Yes Yes	Financial Regulations approved by council 27 th March 2018 Covered in our Finance Risk Assessment & Management Document Financial Regulations 29 th March 2016 Internal auditors report dated 15 th May 2018 Appointed an independent auditor on 30.01.2018	Review Annually Existing procedure good
3. Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	Internal auditor report dated 15.05.18	Existing procedure good
4. Relationships	The Clerk/RFO is consulted on the internal audit plan. Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job description & engagement letter) The responsibilities of council members are understood; training of members is carried out as necessary.	Yes Yes Yes Yes	No individual audit plan – forms part of financial regs. & risk management Yes within council policy documents/standing orders/financial regs. Yes within council policy documents/standing orders/financial regs.	As above and offer training
5. Audit planning & reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council. Internal audit has reported in accordance with the plan.	Yes Yes	Audit plan approved 27/03/18 – forms part of financial regs. & finance risk assessment and management Yes meets financial regs.	Existing procedure good

CHARACTERISTICS OF EFFECTIVENESS	EVIDENCE OF ACHIEVEMENT	YES or NO	HOW or WHEN	AREAS FOR DEVELOPEMENT
1. Internal Audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Yes	Financial Regulations approved by council 27th March 2018 Covered in our Risk Assessment & Management Document reviewed & adopted May Annually Internal auditor reviews annually	Review the Finance Risk Assessment and Management document minimum every two years
2. Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's annual governance statement	yes	Financial Regulations approved by council 27th March 2018 Finance & Risk Assessment & Management Document- Reviewed and adopted May annually	As above Existing procedure good
3. Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community	Yes	Internal auditors report of annual return dated 15.05.2018 presented to the council in May annually.	Council to action if required
4. Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audits recommendations and follows up with action where this is called for.	Yes	Internal auditors report is reviewed by council and actioned as appropriate.	Council to action if required
5. Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance. Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risk, rather than relying solely on audit recommendations.	Yes	Audit plan approved 27/03/18-- forms part of financial regs. & Finance Risk Assessment and management	Review Audit Plan annually
6. Be challenging	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes	Internal audit involved when facing new challenges or risks identified	Report to council
7. Ensure the right resources are available		Yes	Internal auditor visits the Council office to inspect documents relating to internal audit. Internal auditor provides evidence.	Existing procedure good