



PRINCES RISBOROUGH TOWN COUNCIL



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 29TH JANUARY 2019 AT THE PRINCES CENTRE,
CLIFFORD ROAD, PRINCES RISBOROUGH AT 7.00 PM**

PRESENT

Cllr M Walsh – Chairman

Cllrs, J Roberts, P Summerbell, A Ball, J Coombs, A Turner, D Knights, L Byrne, I Pearce, G Hall and N Davis.

Susanne Griffiths - Clerk to the Town Council

Jayne Mylchreest – Administration Officer

2 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 I McLauchlan who had work commitments.

RESOLVED: To receive and note the above apologies for non-attendance at the meeting.

2. MINUTES OF MEETING OF THE COUNCIL HELD ON 8TH JANUARY 2019

Cllr M Walsh proposed to agree and sign as a correct record of the minutes of the Town Council meeting on the 8TH January 2019. Seconded by Cllr J Coombs. All present agreed.

RESOLVED: To agree and sign as a correct record the minutes of the Town Council meeting on the 8th January 2019

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

Cllrs M Walsh J Roberts, P Summerbell, A Ball, J Coombs, A Turner, D Knights, L Byrne, I Pearce, G Hall and N Davis declared that dispensations had been granted to enable the members to participate in the transaction of business for agenda item 11.

4. PUBLIC FORUM

A resident expressed concerns regarding the relocation of the Wycombe District Council waste bins in the Town. Cllr G Hall responded on behalf of WDC.

Cllr D Knights joined the meeting at 7.03pm

5. REPORT FROM THAMES VALLEY POLICE

Sgt James Benfield informed the members that 2 people have been charged with the abduction recently and a successful drugs operation had taken place. Crime has risen with burglaries up by 13% however shoplifting and car thefts have decreased.

Sgt James Benfield then introduced Sgt Robin Hughes who has taken over the role of the Neighbourhood Team with PC Andy Ralph as the Neighbourhood Supervisor. PCSO Roger Brooks is to retire this week with a replacement due in April.

Sgt Benfield will still be based in Princes Risborough with Sgt Hughes in Marlow

Sgt Hughes advised to use the "Report a Crime" tab on the TVP website rather than calling 101 and to contact the local Neighbourhood Team use the Police local team email at

princesrisboroughneighbourhoodteam@thamesvalley.pnn.police.uk

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



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Cllr B Bendyshe-Brown was unable to attend but sent a report (Appendix 1)

6.b. A REPORT FORM WYCOMBE DISTRICT CLLRS (WDC) ON MATTERS CONCERNING PRINCES RISBOROUGH

No report was received.

7. COUNCIL COMMITTEES

a) Planning Committee 3rd December 2018 Planning Committee 8th January (draft)

Town Committee 3rd December 2018 Town Committee 8th January 2019 (draft)

Finance Committee 19th November 2018 17th December 2018

Finance Estimates Committee 20th November 2018

Events Committee 15th January 2019 (draft)

Public Relations Committee 15th January 2019 (draft)

Admin/H&R Committee 6th November 2018 Admin/H&R 13th December 2018

Admin/H&R Committee 21st January 2019 (draft)

RESOLVED: The committee minutes listed above be received.

(b) Cllr M Walsh proposed to approve the recommendation from the Administration & HR Committee to create a new Committee to be known as the Commercial Services Committee to oversee the management of the Town Council properties and monitor the finances of the Committee against the budgets.

Seconded by Cllr J Coombs.

RESOLVED: To approve the recommendation from the Administration & HR Committee to create a new Committee to be known as the Commercial Services Committee to oversee the management of the Town Council properties and monitor the finances of the Committee against the budgets.

(c) Cllr M Walsh proposed to approve the recommendation from the Administration & HR Committee for the terms of reference for the Commercial Services Committee

Seconded by Cllr J Coombs.

RESOLVED: To approve the recommendation from the Administration & HR Committee for the terms of reference for the Commercial Services Committee

(d) Membership of the Commercial Services Committee.

Cllr M Walsh proposed Councillors Turner, Pearce, Ball, Coombs Walsh and Davis to be members of the Commercial Services Committee.

Seconded by Cllr J Coombs.

RESOLVED: To agree the members of the Commercial Services Committee to be Councillors Turner, Pearce, Ball, Coombs, Walsh and Davis
AT/IP/AB/JC/MW/ND

(e) Cllr A Turner proposed to approve the recommendation from the Finance Committee for a budget for 2019/2020 for the Commercial Services Committee.

Seconded by Cllr A Ball

RESOLVED: To approve the recommendation from the Finance Committee for a budget for 2019/2020 for the Commercial Services Committee.

8. CORRESPONDENCE

An email has been received from the Whiteleaf and Cadshen Residents Association regarding a notice board

The WCRA has requested a dedication plate from the Town Council to be fixed to their notice board in recognition of the grant made towards the purchase of the notice board and also request further funding towards the cost of the plaque and fixings.

Cllr A Ball proposed to approve the request at £62.50. Seconded by Cllr J Coombs.

RESOLVED: To approve the request at £62.50.

JM



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9. OPTING TO TAX THE RISBOROUGH COMMUNITY CENTRE IN RESPECT OF VAT

Cllr M Walsh proposed to opt to tax Risborough Community Centre, Stratton Road, Princes Risborough, Bucks. HP27 9AX from 1st April 2019 and that the Town Clerk and Responsible Financial Officer be authorised to undertake such actions as may be necessary, including the signing of all forms and correspondence for submittal to HMRC in respect of this Option to Tax.

Seconded by Cllr J Coombs.

RESOLVED: To opt to tax Risborough Community Centre, Stratton Road, Princes Risborough, Bucks. HP27 9AX from 1st April 2019 and that the Town Clerk and Responsible Financial Officer be authorised to undertake such actions as may be necessary, including the signing of all forms and correspondence for submittal to HMRC in respect of this Option to Tax. SG

10. FILLING THE VACANCY FOR A COUNCILLOR BY CO-OPTION

Wycombe District Council has advised that no residents have requested a by election and therefore the Town Council may consider co-opting a Councillor to fill the vacancy for a Councillor.

Cllr N Davis proposed that the Town Council should now proceed in filling the casual vacancy by co-option and to advertise the vacancy until the 15th March. Seconded by Cllr A Turner.

Anyone interested will be invited to attend a meeting prior to the March Town Council meeting for an informal interview.

All present agreed the wording for the advertisement. The vacancy is to be advertised on the notice board, website, in local magazines and a banner to be erected at the beginning of February.

Resolved: The Town Council should proceed in filling the casual vacancy by co-option advertising the vacancy until the 15th March on the Notice board, website, crosstalk, in local magazines and on a banner. SG /KP

11. PRECEPT FOR THE FINANCIAL YEAR 2019/2020

Draft budget and precept papers for 2019/20 had been circulated to the members prior to the meeting. The Chairman of the Finance Committee Cllr M Walsh explained that a precept increase of just 1.98% was being sought for 2019/2020 and proposed that the Council approve the Finance Committee recommendation for the budget and a request for a precept of £ 378,211.00. Cllr A Turner seconded the proposal. A vote was taken and **all present agreed**.

RESOLVED: To approve the budget (Appendix 2) and request a precept of £ 378,211.00 SG

12. RISBOROUGH ENVIRONMENT GROUP

The REG request that a member of the Town Council attends their meetings when held.

Cllr M Walsh proposed Cllr L Byrne to attend the meetings. Seconded by Cllr A Ball.

All present agreed.

LB

13. UNITARY AUTHORITY

Cllr M Walsh informed the members that he and Cllr L Byrne are to attend a meeting with BALC on the 19th Feb 2019.

14. CONFIRMATION THAT PRINCES RISBOROUGH TOWN COUNCIL COMPLIES WITH THE PUBLISHED STANDARDS FOR THE LOCAL COUNCIL AWARD GOLD STATUS AWARD

Princes Risborough Town Council confirms that it complies with the published standards for the Local Council Award Foundation and Quality Status Award that it publishes on its website: -

- Draft minutes of all council and committee meetings within four weeks of the last meeting;
- A Health and Safety Policy;
- Its policy on equality;
- Councillor profiles;
- A community engagement policy involving two-way communication between council and community;
- A grant awarding policy;



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Princes Risborough Town Council also confirms that it complies with the published standards for the Local Council Award Foundation and Quality Status Award and that it has: -

- Evidence showing how electors contribute to the Annual Parish or Town Meeting;
- A business plan and related budget responding to community engagement and setting out a timetable for action and review;
- Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins;
- Evidence of helping the community plan for the future.

Princes Risborough Town Council also confirms that it complies with the published standards for the Local Council Award Quality Status Award that it has: -

- A scheme of delegation;
- Addressed complaints received in the last year;
- At least two-thirds of its Councillors who stood for election;
- A printed annual report that is distributed at locations across the community;
- A qualified clerk; a clerk employed according to nationally or locally agreed terms and conditions;
- A formal appraisal process for all staff;
- A training policy and record for all staff and Councillors.

Princes Risborough Town Council confirms that it complies with the published standards for the Local Council Award Gold Status Award and that it publishes on its website: -

- A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community
- An annual report, online material and at least four news bulletins a year with evidence of
 - a) engaging with diverse groups in the community using a variety of methods
 - b) community engagement leading to positive outcomes for the community
 - c) At least four positive outcomes achieved for the community in the last six months and a broad range of council activities including innovative projects
 - d) co-operating constructively with other organisations

Princes Risborough Town Council also confirms that it complies with the published standards for the Local Council Award Gold Status Award and that it has: -

- Ensures that the council delivers value for money
- Meets its duties in relation to bio-diversity and crime & disorder
- Provides leadership in planning for the future of the community
- Manages the performance of the council as a corporate body
- Manages the performance of each individual staff member to achieve its business plan

Cllr M Walsh proposed that Princes Risborough Town Council confirms it complies with the published standards for the Local Council Award Gold Status Awards. Seconded by Cllr A Turner.

A vote was taken and **all present agreed.**

RESOLVED: Princes Risborough Town Council confirms that it complies with the published standards for the Local Council Award Gold Status Award **SG**

15. LOCAL PRIORITIES FUNDING

Bucks County Council has requested suitable projects for the Local Area Forum Funding for 2019/2020. Cllr L Byrne proposed a community gardening project.

Seconded by Cllr A Ball.

RESOLVED: To apply for funding for a community gardening project **JM**

16. CITIZENS AWARDS

(a) Cllr D Knights proposed to approve the recommendation from the Events Committee that the criteria of the recipient of the Award



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- 1) Has had a significant impact on Princes Risborough
- 2) Has shown commitment to make an improvement or to make things better for others
- 3) Has not received any formal payment for their actions (although they may have received an honorarium)
- 4) Has shown due care to protocol, care and impact on others
- 5) Has not adversely affected the environment or created adverse ecological harm

Seconded by Cllr J Coombs.

RESOLVED: To approve the recommendation from the Public Relations Committee the criteria of the recipient of the Award as above

(b) Cllr D Knights proposed to approve the recommendation from the Events Committee that the new categories for the Award be as follows: -

- 1) Young Citizen of the Year
- 2) Citizen of the Year
- 3) Business of the Year
- 4) Community Group of the Year

Seconded by Cllr J Coombs

RESOLVED: To approve the recommendation from the Public Relations Committee that the new categories for the Award be as above.

17. GRANT APPLICATIONS

Cllr N Davis proposed to approve the recommendation from the Finance Committee to approve a grant application from Risborough Rangers Senior Football Club for £250 towards a memorial stand.

Seconded by Cllr A Ball.

RESOLVED: To approve a grant application from Risborough Rangers Senior Football Club for £250 towards a memorial stand.

JM

18. POLICIES

a) Cllr D Knights proposed to approve the recommendation from the Public Relations Committee to adopt the Media Policy.

Seconded by Cllr J Roberts

RESOLVED: To approve the recommendation from the Public Relations Committee to adopt the Media Policy.

JM

b) Cllr A Turner proposed to approve the recommendation from the Finance Committee to adopt the amended Grant Awarding Policy.

Seconded by Cllr I Pearce.

RESOLVED: To approve the recommendation from the Finance Committee to adopt the amended Grant Awarding Policy

JM

c) Cllr M Walsh proposed to approve the recommendation from the Administration and H/R Committee to adopt the amendment to the Sickness and Absence Policy relating to the increase in the qualifying period of continuous service for Council sick pay.

Seconded by Cllr I Pearce.

A vote was taken with 7 votes for and the following Councillors requested their names to be recorded as voting against the proposal - Cllr Ball, Davis, Byrne and Hall

RESOLVED: to adopt the recommendation from the Administration and H/R Committee to approve the amendment to the Sickness and Absence Policy

SG

19. WYCOMBE DISTRICT ASSOCIATION LOCAL COUNCIL MEMBERSHIP

Cllr N Davis proposed to withdraw membership from the Association as the meetings were unproductive. Seconded by Cllr L Byrne. A vote was taken with 9 votes for and 2 against the motion.

RESOLVED: To withdraw membership from the Association



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20. ARMED FORCES COVENANT

The Town Council is invited to sign the Covenant which is a voluntary statement of mutual support between a civilian community and its local Armed Forces Community.

Cllr A Turner proposed to sign the Covenant. Seconded by Cllr J Roberts.

RESOLVED: To sign the Armed Forces Covenant

JM

21. APPOINTMENT OF THE INTERNAL AUDITOR FOR THE 2018/2019 AUDIT

Cllr A Turner proposed to appoint Ernest Newhouse as the Internal Auditor for the 2018/2019 Audit Seconded by Cllr I Pearce.

RESOLVED: To appoint Ernest Newhouse as the Internal Auditor for the 2018/2019 Audit SG

22. FUTURE AGENDA ITEMS

To hold a minute's silence in respect of the late Cllr Dennis Green at the beginning of the next Town Council meeting. (Cllr G Hall)

To discuss and decide on the recipients of the Citizens Awards.

23. A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

Cllr N Davis proposed to pass a resolution to exclude the public and press to discuss and decide on the recipients of the Citizens Awards, Leases and appointment of a Health and Safety Consultant Seconded by Cllr A Turner. **All present agreed.**

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.

Citizens Awards

- 1) Young Citizen of the Year
- 2) Citizen of the Year
- 3) Business of the Year
- 4) Community Group of the Year

All present agreed to defer this item until the next meeting to allow further nominations from the public to be received.

Leases

Ragpit – **All present agreed** that the current lease is terminated as previously agreed and the perimeter to be made secure.

SG

39 High St – **All present agreed** the agents' recommendation for the annual rental to be marketed for 39 High Street.

SG

Health and Safety Consultant

Cllr M Walsh proposed to appoint Ellis Whittam as the Health and Safety Consultant Seconded by Cllr N Davis.

RESOLVED: To appoint Ellis Whittam as the Health and Safety Consultant

SG

24. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 26th March 2019 at 7.00pm in the Princes Centre, Clifford Road, Princes Risborough.

There being no further business to discuss the Meeting closed at 8.00 pm



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Appendix 1

Report from Bucks County Councillor Bill Bendyshe-Brown

Roads programme - no further update from my previous report.

Pavements - no further update from my previous report.

Parking Review - The formal consultation process has commenced. The letter that has gone out is being reissued to the affected residents as essential links and information had not been included. The consultation is planned to be completed by early February. Implementation is still planned for May time.

Unitary Council – District Councillors will provide the latest update on unitary council proposals as the situation is currently very fluid.

Appendix 2

	Budget	Actual	Proposed	Actual Year	ESTIMATE	Total	Proposed
			Budget	To date	to 31.03.19	Expenditure	Budget
	2017/2018	2017/2018	2018/2019			to 31/03/19	2019/2020
Admin & Human Resources	106895	100276	117727	60611	56277	116888	123585
Civic & Democratic Services	0	3577	3950	1644	2294	3938	5375
Town	243136	204334	236126	130834	115872	246706	218842
Commercial Services	0	938	2020	703	540	1243	55391
Market	0	4574	3060	1413	710	2123	7300
Public Relations	11617	11328	12861	3185	7835	11020	14325
Events Committee	18267	26111	27520	23240	11678	34918	29799
Grants & Subs	8450	7451	10530	8293	616	8909	11530
Sub Total	388365	358589	413794	229923	195822	425745	466147
Capital Projects							
Market House Refurbishment	0	43022	6732	0	6732	6732	0
Legal/Planning Costs	2500	860	2000	189	0	189	2500
Local Plan	500	488	1000	130	100	230	1000
Town regeneration	0	0	10000	616	7500	8116	15000
Town Heritage Trail			5000	0	0	0	0
New Mower/Equipment	10621						40000
LED Lighting		0	150000	1472	73319	74791	0
Office Furniture	5000	0	1000	0	1000	1000	0
Storage Facility/rest facilities - MT	15000	9512	5000	-3733	0	-3733	0
Sub Total	33621	53882	180732	0	88651	87325	58500
Earmarked Reserve(Election Expenses)	2000	0	10000	0	0	0	10000



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Earmarked Reserve (Market House)	112539	105739	6800	0	6800	6800	
Earmarked Reserve (Training admin)	0	0	2500	0	2500	2500	
Earmarked Reserve (Events)	1500	1500	3389	0	3389	3389	
Earmarked Reserve (LED)	75382	1226	74156	0	74156	74156	
Earmarked Reserve (Legal/planning costs)			1640	0	1640	1640	
Earmarked Reserve (Office Extension)			5000	0	0	0	5000
Earmarked Reserve (Community Centre)							100000
Earmarked Reserve (projector)			800	780	0	780	
Earmarked Reserve (MT rest facility)			10000	0	2000	2000	
Sub Total	191421	108465	114285	780	90485	91265	115000
Total	613407	520936	708811	230703	374958	604335	639647