



PRINCES RISBOROUGH TOWN COUNCIL



TO: THE MEMBERS OF THE TOWN COUNCIL (Councillors A Ball, J Biss, S Coombs, A Cross, A Frost, G Hall, S Marshall, C Morgan, A Shipley, I Parkinson, J Rampin, N Rawsthorne, A Turner)

Dear Councillor,

You are summoned to attend the **Meeting of the Town Council** to be held at the **Brushwood Suite, Wades Centre, Stratton Road, Princes Risborough** on **Tuesday 26th March 2024 AT 7.00 PM** when the business set out in the following agenda will be transacted.

Susanne Barter

Clerk to the Town Council
20th March 2024

AGENDA

The Town Council Prayer

- 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 Minutes of Previous Meeting of the [27th February 2024](#)**
To receive and approve as a correct record the minutes of the Town Council meeting held on the 27th February 2024
- 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 Numbers 3 e-k. The public are welcome to observe the rest of the meeting. Applications to speak must be received by the Town Clerk no later than 5pm on the last working day preceding the meeting.
- 5. Reports from Buckinghamshire Councillors**
To receive written reports from Cllrs A Turner, G Hall and M Walsh



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- 6. Council Committees**

To receive and note the minutes of: -
Finance Committee [27th February 2024](#) (draft)
Planning Committee [5th March 2024](#) (draft)
Town Committee [5th March 2024](#) (draft)
- 7. Correspondence**

To decide on the response to correspondence received at the Town Council
- 8. Report from the Mayor/Deputy Mayor**

To receive a report from the Mayor/Deputy Mayor on functions that they have attended
- 9. Task & Finish Groups**
 - i) To receive reports from the Quarter 1 Task & Finish Groups
 - a) Business Plan Task & Finish Group

To receive a report and decide on any actions to be taken
 - b) Neighbourhood Plan Task & Finish Group

To receive a report and decide on any actions to be taken
 - c) Climate and Environment Emergency Action Plan Task & Finish Group

To receive a report and decide on any actions to be taken
 - ii) To discuss and decide on the three Task & Finish Groups for Quarter 2
- 10. Finance**
 - a) To approve payments over £5000
 - b) To note the Income and Expenditure to date
 - c) To agree to vire the amount of £5,675 from the mower budget 2024/2025 to a budget for new play equipment
- 11. Internal Audit Plan**

To approve the recommendation from the Finance Committee to approve the Internal Audit Plan
- 12. Terms of Reference for the Internal Auditor**

To approve the recommendation from the Finance Committee to approve the Terms of Reference for the Internal Auditor
- 13. Internal Auditor**

To approve the recommendation from the Finance Committee to approve the appointment of Ernest Newhouse as the Internal Auditor
- 14. Year End Projections**

To consider an update from the Clerk in relation to year end projections, status of reserves and decide on potential ear marking of funds at year end
- 15. Salary Sacrifice Holiday Trading**

To approve a recommendation from the Admin & H/R Committee to introduce a salary sacrifice holiday trading scheme, on a one-year trial basis in 2025.



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- 16. Devolved Services Agreement 2024/2025**
To discuss and decide on whether to sign a new contract with Buckinghamshire Council Highways for Devolved Services in 2024/2025
- 17. Thursday Market Severe Weather Policy**
To approve the recommendation from the Town Committee to approve the revised Severe Weather Policy for the Thursday Market
- 18. Projects Consultation**
To agree the date, time and duration of a consultation with residents on the following projects

 - Pétanque pitch
 - Playground equipment
 - Wildflower bed at the Earle Mitchell playing field
 - Business Plan
- 19. Solar Panels**
To receive a report from the Clerk regarding options on how the Crew Café may benefit from the solar panels at the Wades Centre and decide on the preferred option
- 20. Consultation on the Princes Risborough Climate Emergency Statement (Cllr Shipley)**
To discuss and decide on whether to deliver a consultation on the Princes Risborough Climate Emergency Statement with Climate Action Now and Risborough groups during Festival Week
- 21. D-Day Flag of Peace**
To discuss and decide on flying the Flag of Peace on 6th June as part of the D-Day anniversary
- 22. Business Plan (Cllr Rawsthorne)**
To discuss and decide on whether to undertake a detailed consultation with residents on the nascent Princes Risborough Town Council Business Plan
- 23. Future Agenda items**
To receive items to be included in the next meeting
- 24. Exclusion of Press and Public**
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

 - a) discuss and decide on the preferred tribute act for a Brushwood Suite event
 - b) discuss and decide on a draft lease
 - c) discuss and decide on legal matters
 - d) discuss and decide on the preferred leasing company for the Maintenance Team vehicles
- 25. Date of next meeting**
To note the date of the next meeting

Distribution – all Councillors and Council website.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND