



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 **Annual Meeting of the Town Council** to be held at the **Brushwood Suite, Wades Centre, Stratton Road, Princes Risborough** on **Tuesday 28th May 2024 AT 7.00 PM** when the business set out in the following agenda will be transacted.

Susanne Barter

**Clerk to the Town Council
21st May 2024**

AGENDA

The Town Council Prayer

1. **Election of Chair /Town Mayor**
2. **To receive the Chair's Declaration of Acceptance**
3. **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
4. **Acceptance of Minutes of Previous Meeting of the [30th April 2024](#) and the Annual Town Meeting of the [16th April 2024](#)**
To receive and approve as a correct record the minutes of the previous meeting of the 30th April 2024 and the Annual Town Meeting of the 16th April 2024
5. **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)
6. **Election of Vice Chair /Deputy Mayor**
7. **Election of Chair of Finance**
8. **Public Forum**
Ten minutes are available for the public to express a view or ask a question



PRINCES RISBOROUGH TOWN COUNCIL



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.

- 9. Reports from Buckinghamshire Councillors**
To receive written reports from Cllrs A Turner, G Hall and M Walsh
- 10. Council Committees**
To receive and note the minutes of: -
Finance Committee [30th April 2024](#) (draft)
Planning Committee [7th May 2024](#) (draft)
Town Committee [7th May 2024](#)(draft)
Admin & HR Committee [10th May 2024](#) (draft)
Commercial Services Committee [14th May 2024](#)(draft)
Events/PR Committee [14th May 2024](#) (draft)
- 11. Outside Bodies**
To approve the recommendation from the Admin & HR Committee not to appoint Town Council representatives for external organisations
- 12. Town Council Committees**
To agree membership of the Town Council Committees
- 13. Insurance Policy**
To approve the Town Council Insurance Policy for the year 2024/2025
- 14. Finance**
 - a) To approve the review of the Effectiveness of the Internal Audit as recommended by the Finance Committee
 - b) To receive the Annual Internal Audit report 2023/2024
 - c) To review and decide on the minimum value for deciding between fixed assets and general consumables
 - d) To approve the updated Asset Register 2024
 - e) To approve payments over £5000
- 15. Audit**
 - a) Annual Governance Statement
To agree the Annual Governance Statement 2023/2024. (Section 1 of the Annual Governance Accountability Return (AGAR))
 - b) Annual Governance Statement
To agree the Annual Governance Statement 2023/2024 be signed by the Chair and Clerk
 - c) Accounting Statements
To agree the Accounting Statements 2023/2024. (Section 2 of the AGAR)
 - d) Accounting Statements
To agree the Accounting Statements 2023/2024 be signed by the Chair
 - e) Public Inspection Period
To adopt the public inspection for the 2023/2024 accounts of the 3rd June 2024 to 12th July 2024



PRINCES RISBOROUGH TOWN COUNCIL



- 16. Policies**
 - a) Local Government Pension Scheme Employer's (LGPS) Discretionary Policy
To approve the recommendation from the Finance Committee to approve the LGPS Employers Discretionary Policy agreed in 2019
 - b) Investment Policy
To approve the recommendation from the Finance Committee to approve the Investment Policy
 - c) Reserves Policy
To approve the recommendation from the Finance Committee to approve the Reserves Policy
 - d) Salary Sacrifice Holiday Trading
To approve the recommendation, from the Admin & HR Committee to approve the Salary Sacrifice Trading Policy
- 17. Banking Arrangements**
 - a) To resolve to continue to bank with Lloyds Bank
 - b) To approve the signatories for 2024/2025 to sign cheques on behalf of the Town Council
- 18. Variable Direct Debits, Standing Orders and Faster Payments**
 - a) To approve the use of variable Direct Debits and Standing Orders for payments and payments of supplies
 - b) To approve the use of the bank Faster Payments system for payments
- 19. Correspondence**

To decide on the response to correspondence received at the Town Council
- 20. Meeting Dates**

To discuss and decide on the time and venue of ordinary meetings of the Town Council up to and including the Annual Meeting of the Town Council
- 21. Annual Town Meeting Date 2025**

To discuss and decide on the date for the Annual Town Meeting 2025
- 22. Terms of Reference for Committees**

To approve that the Terms of Reference are reviewed by the individual committees with recommendations to the Town Council
- 23. Minor Grant Application**

To approve the recommendation from the Finance Committee to approve a minor grant application
- 24. Future Agenda items**

To receive items to be included in the next meeting
- 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