



# 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 30<sup>th</sup> July 2024 AT 7.00 PM** when the business set out in the following agenda will be transacted.

*Susanne Barter*

**Clerk to the Town Council  
24<sup>th</sup> July 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 [25<sup>th</sup> June 2024](#)**  
To receive and approve as a correct record the minutes of the Town Council meeting held on the 25<sup>th</sup> June 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)
  - iii) Register of Disclosable Pecuniary Interest and other Registerable Interests
- 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.



# PRINCES RISBOROUGH TOWN COUNCIL



5. Reports from Buckinghamshire Councillors  
**To receive written reports from Cllrs A Turner, G Hall and M Walsh**
  
6. **Council Committees**  
To receive and note the minutes of: -  
Finance Committee [25<sup>th</sup> June 2024](#) (draft)  
Planning Committee [2<sup>nd</sup> July 2024](#) (draft)  
Town Committee [2<sup>nd</sup> July 2024](#) (draft)  
Commercial Services Committee [9<sup>th</sup> July 2024](#) (draft)  
Events & PR Committee [9<sup>th</sup> July 2024](#) (draft)  
Admin & HR Committee [22<sup>nd</sup> July 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**  
To receive reports from the Quarter 3 Task & Finish Groups
  - a) Business Plan Task & Finish Group  
  
To receive a report and decide on any actions to be taken
  - b) Best Kept Village Competition Task & Finish Group  
  
To receive a report and decide on any actions to be taken
  
10. **Finance**  
To approve payments over £5000
  
11. **Memorial Bench (Cllr Ball)**  
To discuss and decide on purchasing a memorial bench for the late Cllr John Coombs
  
12. **Terms of Reference**  
To approve the Terms of Reference from the Finance, Commercial Services , and Admin & HR Committees
  
13. **Media Policy**  
To approve the recommendation from the Events & PR Committee to approve the Media Policy
  
14. **Minor Grant Application**  
To approve the recommendation from the Finance Committee to approve a minor grant application
  
15. **Health And Safety Policy and Handbook**  
To approve the recommendation from the Admin & HR Committee to approve the Health and Safety Policy and Handbook



# PRINCES RISBOROUGH TOWN COUNCIL



- 16. Local Government Pension Scheme (LGPS)**
  - a) To approve the recommendation from the Admin & HR Committee to budget £2,250 in the 2025/2026 budget to obtain an indicative cessation report from LGPS for 2028.
  - b) To approve the recommendation from the Admin & HR Committee to create an LGPS Ear Marked Reserve in the 2025/2026 budget, to save in the order of £20,000 per annum towards the exit payment.
- 17. Annual Budgetary Cycle (Cllr Rawsthorne)**

To receive a report from Cllr Rawsthorne on the Town Council Annual Budgetary Cycle
- 18. Future Agenda items**

To receive items to be included in the next meeting
- 19. 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 discuss and decide on the preferred energy supplier and the preferred contractor for tree works
- 20. 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**