



PRINCES RISBOROUGH TOWN COUNCIL



TO: THE MEMBERS OF THE FINANCE COMMITTEE (Councillors S Coombs, J Biss, A Frost, S Marshall, I Parkinson, N Rawsthorne)

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 25th February 2025 at 6.00pm**. when the business set out in the following agenda will be transacted.

Susanne Barter

**Clerk to the Town Council
19th February 2025**

AGENDA

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 [28th January 2025](#)

To receive and approve as a correct record the minutes of the meeting held on the 28th January 2025

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. To note Accounts for Payment and Items of Income

6. Correspondence

To discuss and decide on the response to correspondence

7. Committee Budgets

To note spending to date in respect of this year's budget



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8. Clerks Report

To receive a report on the payments received from tenants

9. Terms of Reference

To review the Terms of Reference for the Internal Auditor for recommendation to the Town Council

10. Finance Risk Assessment and Management Plan

To review the Finance Risk Assessment and Management for recommendation to the Town Council

11. Effectiveness of the Internal Audit System

To review the Council's system for Internal Financial Control for recommendation to the Town Council for approval

12. Future Agenda Items

To receive items to be included in the next agenda that fall under the remit of this Committee

13. Date of next meeting

To note the date of the next meeting

Distribution – all Councillors, Noticeboards and Council website.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND