



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, 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 25th March 2025 AT 7.00 PM** when the business set out in the following agenda will be transacted.

Susanne Barter

Clerk to the Town Council
19th March 2025

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 [25th February 2025](#)**
To receive and approve as a correct record the minutes of the Town Council meeting held on the 25th February 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)
 - 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.



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5. **Report from Thames Valley Police**
6. **Reports from Buckinghamshire Councillors**
To receive written reports from Cllrs A Turner, G Hall and M Walsh
7. **Council Committees**
To receive and note the minutes of: -
Finance Committee [25th February 2025](#) (draft)
Planning Committee [4th March 2025](#) (draft)
Town Committee [4th March 2025](#) (draft)
Admin & HR Committee [11th March 2025](#) (draft)
8. **Correspondence**
To decide on the response to correspondence received at the Town Council
9. **Report from the Mayor/Deputy Mayor**
To receive a report from the Mayor/Deputy Mayor on functions that they have attended
10. **Task & Finish Groups**
 - a) To receive reports from the Quarter 1 Task & Finish Groups

Best Kept Village Competition Task & Finish Group
To receive a report and decide on any actions to be taken

Business Plan Task & Finish Group
To receive a report and decide on any actions to be taken
 - b) To review the Task & Finish Groups for Quarter 2
11. **Finance**
 - a) To approve payments over £5000
 - b) To note the income and expenditure to date
 - c) To discuss and decide on viring £3,200 CIL monies allocated to Economic Regeneration in 2019 to purchase new play equipment.
 - d) to consider an update from the Town Clerk in relation to year end projections, status of reserves and decide on potential earmarking of funds at year end
12. **Terms of Reference**
To approve the recommendation from the Finance Committee to approve the Terms of Reference for the Internal Auditor
13. **Finance Risk Assessment and Management Plan**
To approve the recommendation from the Finance Committee to approve the Finance Risk Assessment and Management Plan
14. **Effectiveness of the Internal Audit System**
To approve the recommendation from the Finance Committee to approve the Effectiveness of the Internal Audit System
15. **Dovecote Bat Emergence Survey and Ecologist**
To approve a recommendation from the Town Committee for the virement of £3000 from reserves to contribute towards the costs of the bat emergence survey and ecologist



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- 16. Buckinghamshire Council Highways Devolved Services Agreement**
To discuss and decide on whether to accept the Highways Devolved Services Agreement for 2025/26
- 17. Co-option Policy**
To discuss and decide on the Admin & H/R Committee recommendation for a Co-option policy
- 18. Memorials Policy**
To discuss and decide on the Admin & H/R Committee recommendation for a Memorials policy
- 19. Future Agenda items**
To receive items to be included in the next meeting
- 20. 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 contractor for the Dovecote roof repairs
 - b) discuss and decide on the preferred contractor for the Dovecote bat emergence survey, report, potential licensing, and ecologist attendance during tile removal
 - c) discuss and decide on the preferred contractor for the Market House gutter repairs
 - d) discuss and decide on the preferred supplier for bollards at the Wades Centre
- 21. 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