



PRINCES RISBOROUGH TOWN COUNCIL



TO: THE MEMBERS OF THE TOWN COUNCIL (Councillors A Ball, J Biss, I Churchill, S Coombs, S Davis, A Frost, G Hall, I McLauchlan, C Morgan, I Parkinson, N Rawsthorne, A Turner, M Walsh)

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 13th May 2025 AT 7.00 PM** when the business set out in the following agenda will be transacted.

Susanne Barter

Clerk to the Town Council
7th May 2025

AGENDA

The Town Council Prayer

1. **Election of Chair /Town Mayor**
2. **To receive the Chair's Declaration of Acceptance**
3. **Election of Vice Chair /Deputy Mayor**
4. **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
5. **Acceptance of Minutes of Previous Meeting of the [29th April 2025](#)**
To receive and approve as a correct record the minutes of the previous meeting of the 29th April 2025
6. **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)
7. **Election of Chair of Finance**
8. **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



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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 G Hall and M Walsh
- 10. Council Committees**
To receive and note the minutes of: -
Finance Committee [29th April 2025 \(draft\)](#)
Planning Committee [1st April 2025 \(draft\)](#)
Town Committee [1st April 2025 \(draft\)](#)
Admin & HR Committee [3rd April 2025 \(draft\)](#)
Events/PR Committee [8th April 2025 \(draft\)](#)
- 11. Terms of Reference for Committees**
To approve that the Terms of Reference are reviewed by the individual committees with recommendations to the Town Council
- 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 2025/2026
- 14. Finance**
 - a) To approve payments over £5000
 - b) To receive the Annual Internal Audit report 2024/2025
 - c) To review and decide on the minimum value for deciding between fixed assets and general consumables
 - d) To approve the updated Asset Register 2025
- 15. Audit**
 - a) Annual Governance Statement
To agree the Annual Governance Statement 2024/2025. (Section 1 of the Annual Governance Accountability Return (AGAR))
 - b) Annual Governance Statement
To agree the Annual Governance Statement 2024/2025 be signed by the Chair and Clerk
 - c) Accounting Statements
To agree the Accounting Statements 2024/2025. (Section 2 of the AGAR)
 - d) Accounting Statements
To agree the Accounting Statements 2024/2025 be signed by the Chair
 - e) Public Inspection Period
To adopt the public inspection for the 2024/2025 accounts of the 2nd June 2025 to 14th July 2025
- 16. Policies**
 - a) Local Government Pension Scheme Employer's (LGPS) Discretionary Policy
To review and 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



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- c) **Reserves Policy**
To approve the recommendation from the Finance Committee to approve the Reserves Policy
 - d) **Complaints Policy**
To review and approve the Complaints Policy
 - e) **Biodiversity Policy**
To review and approve the Biodiversity Policy
17. **Banking Arrangements**
a) To resolve to continue to bank with Lloyds Bank
b) To approve the signatories for 2025/2026 to sign cheques and approve online payments 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 2026**
To discuss and decide on the date for the Annual Town Meeting 2026
22. **General Power of Competence**
To resolve to adopt the general power of competence having met the conditions of eligibility as defined in the Localism act 2011
23. **Cil Monies**
To discuss and decide on which project to allocate the CIL money £5,994.04, received in May 2025
24. **Task & Finish Groups**
To discuss and decide on the 2 Task & Finish Groups for the remaining quarter 2
25. **Future Agenda items**
To receive items to be included in the next meeting
26. **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