



# PRINCES RISBOROUGH TOWN COUNCIL



**TO: THE MEMBERS OF THE FINANCE COMMITTEE (Councillors A Ball, J Biss,  
I Churchill, A Frost, I McLaughlan, I Parkinson, M Walsh)**

Dear Councillor,

You are summoned to attend the meeting of the **Town Council** to be held at the **Wades Centre, Stratton Road, Princes Risborough** on **Tuesday 26<sup>th</sup> August 2025 at 2.00pm.** when the business set out in the following agenda will be transacted.

*Susanne Barter*

**Clerk to the Town Council  
19<sup>th</sup> August 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 29<sup>th</sup> July 2025**

To receive and approve as a correct record the minutes of the meeting held on the 29<sup>th</sup> July 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



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**7. Clerks Report**

To receive a report on the payments received from tenants

**8. Committee Budgets**

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

**9. Minor Grant Applications**

To discuss and decide on minor grant applications

**10. Future Agenda Items**

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

**11. 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**



## PRINCES RISBOROUGH TOWN COUNCIL GRANT AWARDING POLICY

### Minor Grants up to £250 Application Form

**To be completed and submitted with the supporting information required  
as per the Grant Application Process (3) of the Grant Awarding Policy**

<b>1. Name of Organisation</b>	Risborough Youth Club
<b>2. Name, Address and Position of Contact in Organisation</b>	[REDACTED]
<b>3. Telephone Number and/or Email Address of Contact</b>	[REDACTED]
<b>4. Is the Organisation a Registered Charity? If yes, Charity Number</b>	Yes/No Yes
<b>5. Amount of grant requested?</b>	£ 159.99
<b>6. For what purpose or project is the grant requested?</b>	New gazebo for attending events to promote the youth club in the community, as well as to use at the club to do outdoor activities during unfavourable weather
<b>7. What will be the total cost? If applying for other grants/matched funds for the project please provide details.</b>	£ £159.99
<b>8. When will the money be spent?</b>	ASAP, most likely August or September
<b>9. Who will benefit from the project? Give details of age groups catered for (if applicable).</b>	



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### Minor Grants up to £250 Application Form

To be completed and submitted with the supporting information required  
as per the Grant Application Process (3) of the Grant Awarding Policy

1. Name of Organisation	ROTARY CLUB OF PRINCES RISBOROUGH
2. Name, Address and Position of Contact in Organisation	[REDACTED]
3. Telephone Number and/or Email Address of Contact	[REDACTED]
4. Is the Organisation a Registered Charity? If yes, Charity Number	Yes/No 288786
5. Amount of grant requested?	£400
6. For what purpose or project is the grant requested?	Community support; social event for elderly people living alone who rarely see others.
7. What will be the total cost? If applying for other grants/matched funds for the project please provide details.	£ 2 000
8. When will the money be spent?	DECEMBER 2025
9. Who will benefit from the project? Give details of age groups catered for (if applicable).	Over 75s living alone in the Princes Risborough town Council area.