



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 30<sup>TH</sup> JANUARY 2024 AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH  
AT 7.00 PM**

**PRESENT**

Cllr J Biss – Chair  
Cllrs S Coombs, A Frost, G Hall, C Morgan, I Parkinson, S Marshall, J Rampin, A Shipley, A Turner  
Kirsty Pope- Deputy Clerk  
Jayne Mylchreest- Administration Officer  
Matthew Walsh- Buckinghamshire Council  
1 member of the public

**THE TOWN COUNCIL PRAYER**

**1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies had been received from Cllrs Ball and Cross who had work commitments and Cllr Rawsthorne who was on holiday.

**Resolved: To accept apologies from Cllrs Ball, Cross and Rawsthorne.**

**2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 19<sup>TH</sup> DECEMBER 2023**

**Resolved: To agree and sign as a correct record the minutes of the 19<sup>TH</sup> December 2023.**

**3. DECLARATIONS OF INTEREST**

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

**None were declared.**

**4. PUBLIC FORUM**

No members of the public wished to speak.

**5. A REPORT FROM BUCKINGHAMSHIRE COUNCILLORS ON MATTERS CONCERNING PRINCES RISBOROUGH**

Cllr Walsh reported on the following

- The Princes Centre and Princes Risborough Town Council partnership
- Budgets and precept
- CCTV

Cllr Turner reported on the Princes Risborough Expansion Area planning applications and S106 and CIL contributions.

Cllr Hall gave an update on CCTV.

Cllr Walsh left the meeting at 7.22pm.

**6. COUNCIL COMMITTEES HELD**

To receive and note the minutes of: -

Finance Committee 28<sup>th</sup> November 2023, 19<sup>th</sup> December 2023 (draft)

Admin & HR Committee 5<sup>th</sup> December 2023 (draft)

Commercial Services Committee 5<sup>th</sup> December 2023 (draft)

Events & P/R Committee 5<sup>th</sup> December 2023 (draft)

Planning Committee 9<sup>th</sup> January 2024 (draft)

Town Committee 9<sup>th</sup> January 2024 (draft)

**Resolved: The Committee minutes listed above be received and noted.**

## 7. CORRESPONDENCE

An email has been received from Buckinghamshire Council (BC) regarding CCTV

BC advise that they are carrying out a review of the CCTV systems and would like to meet with the Town Council to discuss the upgrade and funding of digitalisation.

**All present agreed** for Cllrs Turner, Parkinson, Frost and Shipley and an officer to meet with BC to discuss further.  
The office is requested to arrange the meeting. **KP**

## 8. A REPORT FROM THE MAYOR/DEPUTY MAYOR

The Deputy Mayor updated the members on the events that she has attended.

## 9. TASK & FINISH GROUPS

i) Reports from the Quarter 3 Task & Finish Groups

a) Wades Centre Phase 2

Cllr Turner reported that the project is now complete.

b) Business Plan

Cllr Marshall reported that 5 areas have been identified to be looked at more methodically and thoroughly.

c) Neighbourhood Plan

Cllr Marshall reported that a workshop had taken place with 3 Councillors in attendance.

ii) Task & Finish Groups for Quarter 1

Cllr Marshall proposed the Neighbourhood Plan Task & Finish Group for Quarter 1

Seconded by Cllr Rampin.

**Resolved: The Neighbourhood Plan Task & Finish Group for Quarter 1**

**AC/SM/AS/IP/JR/JM/CH**

Cllr Marshall proposed the Business Plan Task & Finish Group for Quarter 1

Seconded by Cllr Rampin.

**Resolved: The Business Plan Task & Finish Group for Quarter 1**

**ALL CLLRS /CH**

Cllr Parkinson proposed the Climate and Environment Emergency Action Plan Task & Finish Group for Quarter 1

Seconded by Cllr Marshall.

**Resolved: Climate and Environment Emergency Action Plan Task & Finish Group for Quarter 1** **IP/SM/AS/CH**

## 10. FINANCE

a) Cllr Biss proposed to approve an invoice from Ben E Morgan Building Ltd at £63,300.72 + vat for the interim payment No 6 for building works at the Wades Centre.

Seconded by Cllr Coombs.

**Resolved: To approve an invoice from Ben E Morgan Building Ltd at £63,300.72+ vat for the interim payment No 6 for building works at the Wades Centre.** **JM**

b) Cllr Coombs proposed to approve an invoice from P A Spittles Landscapes Ltd at £10,025.00 + vat for landscaping works at the Stratton Memorial Garden Phase 2.

Seconded by Cllr Turner.

**Resolved: To approve an invoice from P A Spittles Landscapes at £10,025.00 + vat for landscaping works at the Stratton Memorial Garden Phase 2** **JM**

## 11. CIL MONIES

Cllr Marshall proposed to allocate £1000 of the current CIL monies to other projects.

**All present agreed** to withdraw this agenda item.

## 12. CIL MONIES

Cllr Coombs proposed to allocate the full CIL money income of £5,389.57 for playground equipment and repairs.

Seconded by Cllr Frost.

**Resolved: To allocate the full CIL money income of £5,389.57 for playground equipment and repairs.** **SB**

### 13. NEIGHBOURHOOD PLAN SCOPING WORKSHOP

Cllr Marshall reported that a workshop had taken place with 3 Councillors in attendance and that the Task & Finish Group would continue in Quarter 1 as per agenda item No 9 ii).

### 14. WADES CENTRE

A request for a discount for the hire of the Wades Centre has been received

The hirer is looking for a venue in which to host a charity fundraising event and has requested a substantial discount on the hire charges. Members were sympathetic to the request but did not want to create a precedent by agreeing to individual requests.

Cllr Parkinson proposed to approve the recommendation from the Commercial Services Committee that there should be no change to the current policy on discounting hire charges and refuse this request.

Seconded by Cllr Marshall.

**Resolved: To approve the recommendation from the Commercial Services Committee that there should be no change to the current policy on discounting hire charges and refuse this request.** TC

### 15. BRUSHWOOD SUITE

A request for a discount for the hire of the Brushwood Suite has been received

The hirer needs to secure a venue locally to conduct a public enquiry over 5 non-consecutive days in a month between 10am and 5pm. The only available room available on the dates requested is the Brushwood Suite and the published charges were quoted. The hirer has asked for a discount to reduce the cost.

Cllr Parkinson proposed to approve the recommendation from the Commercial Services Committee that a discount of 10% could apply to any organisation making 5 or more all day bookings in any 30- day period in the Brushwood Suite only.

Seconded by Cllr Marshall.

**Resolved: That a discount of 10% could apply to any organisation making 5 or more all day bookings in any 30-day period in the Brushwood Suite only.** TC

### 16. EMPLOYEE HANDBOOK

Cllr Turner proposed to approve the recommendation from the Admin & H/R meeting to approve the amendments to the Employee Handbook made by the H/R consultants.

Seconded by Cllr Biss.

**Resolved: To approve the recommendation from the Admin & H/R meeting to approve the amendments to the Employee Handbook made by the H/R consultants** JM

### 17. CALL RECORDING POLICY

Cllr Turner proposed to approve the recommendation from the Admin & H/R meeting to approve the Call Recording Policy

Seconded by Cllr Coombs.

**Resolved: To approve the recommendation from the Admin & H/R meeting to approve the Call Recording Policy** JM

### 18. MINOR GRANT APPLICATION

Cllr Coombs proposed to approve the recommendation from the Finance Committee to approve a grant application of £250 from Risborough Run in the Park for replacement equipment.

Seconded by Cllr Marshall.

**Resolved: To approve a grant application of £250 from Risborough Run in the Park for replacement equipment.** JM

### 19. MINOR GRANT APPLICATION

Cllr Turner proposed to approve a grant application of £250 from Chiltern Arts Festival towards the event to be held in May 2024 in Princes Risborough

Seconded by Cllr Shipley.

**Resolved: To approve a grant application of £250 from Chiltern Arts Festival towards the event to be held in May 2024 in Princes Risborough** JM

### 20. FUTURE AGENDA ITEMS

To be advised.

**21. 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 STAFF MATTERS AND UNPAID INVOICES**

Cllr Biss proposed 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.

Seconded by Cllr Turner.

**Resolved: in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information.**

Staff matters

Cllr Turner proposed to issue a disciplinary notice to a staff member who did not adhere to the Health & Safety Policy regulations and as a result, could not work for 6 weeks.

Seconded by Cllr Marshall.

**Resolved: To issue a disciplinary notice to a staff member who did not adhere to the Health & Safety Policy regulations.**

**KP**

Cllr Turner proposed to appoint candidate No. 6 as a Maintenance Team member.

Seconded by Cllr Coombs.

**Resolved: To appoint candidate No. 6 as a Maintenance Team member.**

**MR**

Unpaid invoices

The Clerk had notified the Finance Committee of outstanding invoices at the Finance Committee meeting on the 19<sup>th</sup> December 2023.

The recommendation from the Finance Committee is not to take any action at present but to review in April 2024.

Cllr Turner proposed not to approve the recommendation from the Finance Committee but to arrange a meeting between the client, the Responsible Financial Officer of the Town Council and Cllrs Turner and Parkinson.

Seconded by Cllr Biss.

**Resolved: Not to approve the recommendation from the Finance Committee but to arrange a meeting between the client, the Responsible Financial Officer of the Town Council and Cllrs Turner and Parkinson. KP**

**Cllr Rampin wished it to be noted that she abstained from the vote.**

**22. DATE OF NEXT MEETING.**

The next meeting of the Town Council will take place on Tuesday 27<sup>th</sup> February 2024 at 7.00pm. to be held at the Wades Centre, Princes Risborough. The Meeting closed at 8.17pm.