



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 28TH MAY 2024 AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH
AT 7.00 PM**

PRESENT

Cllr A Ball – Chair

Cllrs S Coombs, J Biss, G Hall, S Marshall, C Morgan, I Parkinson, N Rawsthorne, J Rampin, A Shipley, A Turner, Kirsty Pope– Deputy Clerk to the Town Council

Jayne Mylchreest – Administration Officer

3 members of the public

Cllr Matthew Walsh Buckinghamshire Council

THE TOWN COUNCIL PRAYER

Cllr Rampin joined the meeting at 7.02pm.

1. ELECTION OF CHAIR/TOWN MAYOR

To elect the Chair/Town Mayor

Cllr Turner proposed Cllr Biss.

Seconded by Cllr Ball.

Cllr Rawsthorne counter proposed Cllr Rawsthorne.

Seconded by Cllr Morgan.

A vote was taken with 6 votes in favour, 4 against and 1 abstention. The motion was carried with a majority.

Resolved: That Cllr Rawsthorne be duly elected Chair and Town Mayor for the year 2024/2025.

Cllr Rawsthorne in the Chair.

2. TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE

The Town Chair signed the Declaration of the Acceptance of Office before the Deputy Town Clerk and Proper Officer of the Council.

3. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies had been received from Cllrs Frost and Cross who were on holiday.

Resolved: To accept apologies from Cllrs Frost and Cross.

4. MINUTES OF MEETING OF FULL COUNCIL HELD ON 30TH APRIL 2024 AND THE ANNUAL TOWN MEETING HELD ON THE 16TH APRIL 2024

Resolved: To agree and sign as a correct record the minutes of the Town Council meeting on the 30TH April 2024 and the Annual Town Meeting on the 16th April 2024.

5. 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.

Cllr Parkinson wished it to be recorded that he would abstain from voting on agenda items Nos. 14 and 15 as he is a member of ACCA.

6. ELECTION OF VICE CHAIR/DEPUTY TOWN MAYOR

To elect the Vice Chairman/Deputy Town Mayor

Cllr Rawsthorne proposed Cllr Biss.

Seconded by Cllr Ball.

A vote was taken on Cllr Rawsthorne proposal to elect Cllr Biss and the motion was carried with a majority.
Resolved: Cllr Biss be duly elected Vice Chair and Deputy Town Mayor for the year 2024/2025.

7. ELECTION OF CHAIR OF FINANCE

Cllr Turner proposed Cllr Coombs.

Seconded by Cllr Morgan.

A vote was taken. All present agreed

Resolved: Cllr Coombs be duly elected Chair of Finance for the year 2024/2025

8. PUBLIC FORUM

No members of the public wished to speak.

9. A REPORT FROM BUCKINGHAMSHIRE COUNCILLORS ON MATTERS CONCERNING PRINCES RISBOROUGH

Cllr Walsh gave an update on

- Weed spraying
- Road repairs and the weather
- Christmas Lights grant
- Economic Regeneration
- Grass cutting
- Stream at Kites Meadow

Cllr Walsh left the meeting at 7.34pm.

10. COUNCIL COMMITTEES HELD

Finance Committee 30th April 2024 (draft)

Planning Committee 7th May 2024 (draft)

Town Committee 7th May 2024 (draft)

Admin & HR Committee 2nd May 2023 (draft)

Commercial Services Committee 14th May 2024 (draft)

Events/PR Committee 10th May 2024 (draft)

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

11. OUTSIDE BODIES

Cllr Turner proposed to approve the recommendation from the Admin & HR Committee not to appoint Town Council representatives to outside bodies.

Seconded by Cllr Parkinson.

Resolved: not to appoint Town Council representatives to outside bodies.

12. MEMBERSHIP OF THE TOWN COUNCIL COMMITTEES

To agree the membership of each committee.

Administration & Human Resources Committee - J Biss, S Coombs, S Marshall, I Parkinson
N Rawsthorne, A Shipley, A Turner.

Commercial Services Committee – A Cross, S Marshall, I Parkinson, N Rawsthorne.

Events & Public Relations Committee – J Biss, S Coombs, A Cross, A Frost, S Marshall,
C Morgan, J Rampin, N Rawsthorne, A Shipley

Finance Committee – Chairman Cllr Coombs

Planning Committee – Cllrs A Ball, J Biss, S Coombs, A Cross, C Morgan, N Rawsthorne,

Town Committee – A Ball, J Biss, S Coombs, A Cross, A Frost, G Hall, C Morgan, S Marshall, N Rawsthorne, A Shipley,
A Turner

Resolved: Council agreed the membership of Committees for 2024/2025

13. INSURANCE POLICY 2024/2025

Cllr Coombs proposed to approve the Insurance Policy 2024/2025.
Seconded by Cllr Turner.

Resolved: To approve the Insurance Policy 2023/2024.

SB

14. FINANCE

a) Effectiveness of the Internal Audit Review

Cllr Coombs proposed to approve the recommendation from the Finance Committee to approve Effectiveness of the Internal Audit review.

Seconded by Cllr Turner.

Resolved: To approve the recommendation from the Finance Committee to approve the Effectiveness of the Internal Audit review.

JM

b) Internal Audit Report

The Town Council noted the report from the Internal Auditor for 2023/2024.

He found the accounts and systems to be in good order, well run and had no criticisms to make.

c) The minimum value for deciding between fixed assets and general consumables

Cllr Ball proposed to establish a minimum value for fixed assets to be set at £250.

Seconded by Cllr Turner.

Resolved: to establish a minimum value for fixed assets to be set at £250.

The rationale for this proposal is -:

1. Implementing a minimum value for fixed assets will help streamline asset management processes by focusing resources on assets of significant value. This will allow for more efficient tracking, maintenance, and reporting of assets, ultimately enhancing accountability and transparency.

2. Assigning resources to the management of lower-value assets can be disproportionately costly in terms of time and effort compared to their value. By setting a minimum threshold, PRTC can allocate resources more effectively and prioritise the management of assets that have a greater impact on our operations and services.

3. Establishing a clear minimum value for fixed assets promotes consistency and standardisation in asset management practices within the town council.

The methodology for this proposal is

1. Identification of Assets Below £250: Identify fixed assets with a value below the proposed threshold of £250 and remove from the Asset Register.

2. Once approved, update asset management procedures to reflect the new minimum value for fixed assets.

d) The Town Council acknowledged the updated Asset Register for 2024.

e) Payments over £5000

Cllr Biss proposed to approve the payment to Zurich Municipal at £9,008.18 for the Insurance Policy 2024/2025.

Seconded by Cllr Coombs.

Resolved: to approve the payment to Zurich Municipal at £9,008.18 for the Insurance Policy 2024/2025.

15. AUDIT

a) The Town Council **RESOLVED** to agree the Annual Governance Statement 2023/2024. (Section 1 of the Annual Governance and Accountability Return (AGAR)).

b) The Town Council agreed that the Annual Governance Statement be signed by the Chair and the Clerk.

c) The members considered the Accounting Statements.

The Town Council **RESOLVED** to agree the Accounting Statements 2023/2024. (Section 2 of the AGAR).

d) The Town Council agreed that the Accounting Statements 2023/2024 be signed by the Chair. They had already been signed by the Responsible Financial Officer (RFO).

e) The Town Council **RESOLVED** to adopt the public inspection period for the 2023/2024 accounts of 3rd June 2024 to 12th July 2024.

16. POLICIES

a) Cllr Ball proposed to approve the recommendation from the Finance Committee to approve the Local Government Pension Scheme Employer's Policy.

Seconded by Cllr Biss.

Resolved: to approve the recommendation from the Finance Committee to approve the Local Government Pension Scheme Employer's Policy. JM

b) Cllr Rawsthorne proposed to approve the recommendation from the Finance Committee to approve the Investment Policy

Seconded by Cllr Morgan.

Resolved: to approve the recommendation from the Finance Committee to approve the Investment Policy. JM

c) Cllr Coombs proposed to approve the recommendation from the Finance Committee to approve the Reserves Policy.

Seconded by Cllr Turner.

Resolved: to approve the recommendation from the Finance Committee to approve the Reserves Policy. JM

d) Cllr Rawsthorne proposed to approve the recommendation from the Admin & HR Committee to approve the Salary Sacrifice Trading Policy.

Seconded by Cllr Biss.

Resolved: to approve the recommendation from the Admin & HR Committee to approve the Salary Sacrifice Trading Policy. JM

17. BANKING ARRANGEMENTS

a) Cllr Coombs proposed to continue to bank with Lloyds Bank.

Seconded by Cllr Marshall.

Resolved: to continue to bank with Lloyds Bank.

b) The Clerk advised that 2 signatories were required for each transaction.

Cllr Ball proposed for the 3 existing Councillors to continue as signatories and for an additional 2 Councillors to be authorised as signatories for 2024/2025.

Seconded by Cllr Coombs.

Resolved: for the 3 existing Councillors to continue as signatories and for an additional 2 Councillors to be authorised as signatories for 2024/2025. JM

18. VARIABLE DIRECT DEBITS, STANDING ORDERS AND FASTER PAYMENTS

a) Cllr Rawsthorne proposed the use of variable direct debits and standing orders for payments as per the Financial Regulations.

Seconded by Cllr Turner.

Resolved: To approve the use of variable direct debits and standing orders for payments as per the Financial Regulations.

b) Cllr Ball proposed the use of the faster payments service for payments as per the Financial Regulations.

Seconded by Cllr Biss.

Resolved: To approve the use of the faster payments service for payments as per the Financial Regulations.

19. CORRESPONDENCE

An email has been received regarding Lithium ion batteries and e-bikes and scooters

The Town Council has been asked for its support by parliament on their campaign to improve the safety of lithium batteries used in e-bike and scooters and their disposal.

Noted.

20. MEETING DATES

All present agreed for the meetings to continue to be held monthly except in August and December.

21. ANNUAL TOWN MEETING DATE 2025

All present agreed for this item to be deferred to the next agenda.

JM

22. TERMS OF REFERENCE FOR COMMITTEES

Cllr Ball proposed to approve that each committee reviews its Terms of Reference for recommendation to the Town Council.

Seconded by Cllr Marshall.

Resolved: To approve that each committee reviews its Terms of Reference for recommendation to the Town Council.
JM

23. MINOR GRANT APPLICATIONS

Cllr Coombs proposed to approve the grant application of £130 to the Risborough Youth Club towards a rock-climbing trip.

Seconded by Cllr Rampin.

Resolved: to approve the grant application of £130 to the Risborough Youth Club towards a rock-climbing trip.
JM

24. FUTURE AGENDA ITEMS

To agree the date, time and duration of a consultation with residents on a pétanque pitch (Cllr Marshall)

To discuss and decide in principle on identifying a suitable piece of land to manage for biodiversity purposes (Cllr Cross)

To agree the date of the Annual Town Meeting 2025.

25. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 25th June 2023 at 7pm. to be held at The Wades Centre, Stratton Road, Princes Risborough.

The Meeting closed at 8.29 pm.