PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 14th JANUARY 2025 AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH
AT 7.00 PM

PRESENT
Cllr N Rawsthorne – Chair
Cllrs J Biss, S Coombs, A Cross, A Frost, G Hall, S Marshall, C Morgan, I Parkinson, A Turner
Susanne Barter- Clerk
Kirsty Pope- Deputy Clerk
Jayne Mylchreest- Administration Officer
No members 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 Shipley who were unwell.
Resolved: To note apologies from Cllrs Ball and Shipley.

2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 26TH NOVEMBER 2024
Resolved: To agree and sign as a correct record the minutes of the 26th November 2024.

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.
Dispensations had been granted to enable the following members to participate in the transaction of business for agenda item 5.
Cllrs J Biss, S Coombs, A Cross, A Frost, S Marshall, C Morgan, G Hall, I Parkinson.
N Rawsthorne, A Turner.

4. PUBLIC FORUM
No members of the public were present.

5. PRECEPT FOR THE FINANCIAL YEAR 2025/2026
Draft budget and precept papers for 2025/26 had been circulated to the members prior to the meeting.
The Chair Cllr Rawsthorne explained that a precept of £515,912 was being sought for 2025/26 and proposed that the Council approve the Finance Estimates Committee's recommendation for the attached budget and a request for a precept of £ 515,912.
Seconded by Cllr Frost.
Resolved: to approve the budget for 2025/26 (Appendix 1) and request a precept of £ 515,912 for 2025/26.
SB

Cllrs Turner, Hall and Biss wished it to be recorded that they voted against the proposal.

6. FUTURE AGENDA ITEMS
To be advised.

7. DATE OF NEXT MEETING.
The next meeting of the Town Council will take place on Tuesday 28TH January 2025 at 7.00pm. to be held at the Wades Centre, Princes Risborough. The Meeting closed at 7.22 pm.

	Actual	Budget	Actual Year	ESTIMATE	Total	Proposed	
SUMMARY			todate	to 31.03.25	Expenditure	Budget	
	2023/24	2024/2025	30.09.24		to 31/03/25	2025/2026	
Balances as at 30th Sept 2024							569171
Forecast Income to 31st March 2025							89393
CIL money							27733
Sub Total							**686297**
Estimated Exp 31.03 2025							349265
Estimated EM Reserve Spend 31.03.25							47572
Sub Total=Forecast Balances 31.3.25							**289460**
Estimated Income 25/26							184687
Precept 2025/26							515912
Sub Total							**990059**
Admin & Human Resources	169474	174033	85518	88343	173861	177412	1.90%
Civic & Democratic Services	4520	8670	721	1741	2462	9490	8.64%
Town	247945	282953	116737	127703	244440	271216	-4.33%
Commercial Services	255744	175289	108620	95766	204386	190736	8.10%
Market	0	1000	0	1000	1000	1000	0.00%
Events & Public Relations	54658	58631	24235	32830	57065	80833	27.47%
Grants & Subs	8742	8580	6698	1882	8580	8580	0.00%
Sub Total	**741083**	**709156**	**342529**	**349265**	**691794**	**739267**	**4.07%**
Capital Projects							
Legal/Planning Costs	1988	2500	131	1000	1131	2500	
Solar Panels	27835	0	0	0	0	0	
Return of grant for CP	0	0	3000	0	3000		
Wades Centre phase 1	1332	0	0	0	0	0	
Wades Centre phase 2	385688	0	0	0	0	0	
New Ride On Mower	0	15175	15175	0	15175	0	
New Play Equipment NEW 25/26	0	5675	0	0	0	5350	
Bio diversity KGV NEW 25/26	0	0	0	0	0	0	
Sub Total	**416843**	**23350**	**18306**	**1000**	**19306**	**7850**	
Earmarked Reserve (WDC grant outdoor furniture)	2130	0	0	0	0		
Earmarked Reserve(Election Expenses)		0	0	0	0	6000	
Earmarked Reserve (CIL)	64055	21122	2355	0	2355	46500	
Earmarked Reserve (Contingencies)	50000	25000	0	0	0	25000	
Earmarked Reserve (Legal Planning)	2398	2500	55		55	0	
Earmarked Reserve (Wades Centre refurb/retentionPhase1)	15686	7896	880	360	1240	6656	**phase 1 retention**
Earmarked Reserve (Wades Centre refurb/retentionPhase2)		11423	0	11423	11423	0	**phase 2 retention**
Earmarked Reserve (Wades Centre contractor costs)	5967	0	0	0	0	0	
Earmarked Reserve (Wades Centre Air source repairs)	2865	0	0	0	0	0	

SUMMARY	Actual 2023/24	Budget 2024/2025	Actual Year todate 30.09.24	ESTIMATE to 31.03.25	Total Expenditure to 31/03/25	Proposed Budget 2025/2026	
Earmarked Reserve (Wades Centre roof repairs)	2158	0	0	0	0	0	
Earmarked Reserve (BWS blinds)	5000	0	0	0	0	0	
Earmarked Reserve (39 High Street/Retention)	7536	7536	0	0	0	7536	**retention**
Earmarked Reserve (Maintenance Personnel Costs)	1949	0	0	0	0	0	
Earmarked Reserve (Market House)	455	0	0	0	0	0	
Earmarked Reserve (kerbing stones/phase 2)	1248	252	0	0	0	0	
Earmarked Reserves (New Trees)	5465	0	0	0	0	0	
Earmarked Reserves(Exisiting Trees survey & Maintenance)	550	3450	0	3450	3450	0	
Earmarked Reserve (Civ/Dem)	175	0	0	0	0	0	
Earmarked Reserve (Marketing Wades)	0	750	41	709	750	0	
Earmarked Reserve (Lighting new installs)	0	24521	6039	18482	24521	0	
Earmarked Reserve (lampost stress testing/work & painting)	19583	6916	6916	0	6916	0	
Earmarked Reserve (Fencing Repairs)		3400	0	3400	3400	0	
Earmarked Reserve (Office Equipment)	1348	0	0	0	0	0	
Earmarked Reserve (CB storage)	5000	0	0	0	0	0	
EMR WDC 19/20 Farmers Market	1000	0	0	0	0	0	
EMR Mower/Tractor Servicing	1523	0	0	0	0	0	
EMR Pension Shortfall						0	
EMR Noticeboard	0	862	0	500	500	0	
EMR Vehicles	0	1000	0	1000	1000	0	
EMR Listed Buildings	0	500	0	500	500	0	
EMR Play Areas	0	6455	0	0	0	6455	
EMR Festivals	0	1961	0	1961	1961	0	
EMR Christmas Lights	0	5787	0	5787	5787	0	
EMR Crosstalk	1620	0	0	0	0	0	
EMR MRPC Solicitors costs						6000	
Sub Total	**197711**	**131331**	**16286**	**47572**	**63858**	**104147**	
Total	**1355637**	**863837**	**377121**	**397837**	**774958**	**851264**	
Reserves Total							**138795**

INCOME SUMMARY

Committee	Income
Admin	4143
Town	27125
Local Market	8500
Commercial Services	134869
Events	10050
TOTAL	**184687**

	Actual	Budget	Actual YTD	Expected	Total	Proposed
	2023/2024	2024/2025	2024/2025	31.03.25		2025/26
Administration Income						
Precept	430428	460557	460557	0	460557	
Admin Income	261	0	0	0	0	0
Misc Income	0	0	1234	0	1234	0
Interest Received	7782	1500	3140	1500	4640	2000
Wayleaves	417	400	218	0	218	418
CIL	0	0	0	0	0	0
Surgery Rent	825	825	0	825	825	825
Risboro Spring Rent	900	900	900	0	900	900
TOTAL	**440613**	**464182**	**466049**	**2325**	**468374**	**4143**
Administration Expenditure						
Personnel Costs	131144	138644	66734	71910	138644	141417
Loan Repayment for Office	6388	12776	6388	6388	12776	12766
Payroll /Holiday software	1026	1159	543	603	1146	1245
Audit Fee	1715	2000	2450	0	2450	2575
Bank Charges	64	64	14	14	28	50
Stationery	899	680	164	336	500	500
Postage	104	150	7	143	150	150
Telephone	1480	1500	877	800	1677	1600
Refreshments	249	150	17	133	150	150
Insurances	3238	3350	3140	0	3140	3454
Travel Expenses	147	150	60	90	150	150
Training/Conferences	790	1300	790	300	1090	1300
Office Equipment/Maintenance	4243	2000	332	1668	2000	1500
Photocopier Costs	1094	1150	461	500	961	1000
Rent for Office	10231	0	0	0	0	0
RBS	755	2780	2849	0	2849	2991
HR Support	5063	5300	137	5163	5300	5400
Gold Award						250
GDPR	555	555	555	0	555	555
Confidential Waste	64	100	0	60	60	100
VAT consultant	225	225	0	235	235	259
TOTAL	**169474**	**174033**	**85518**	**88343**	**173861**	**177412**

	Actual	Budget	Actual YTD	Expected Spend	Total	Proposed
	2023/2024	2024/2025	2024/2025	31.03.25		2025/2026
Civic & Democratic Services						
Personnel Costs	299	300	111	189	300	300
Stationery	0	120	12	108	120	120
Refreshments	164	150	0	100	100	100
Travel Expenses	75	100	0	100	100	100
Cllr Training	650	1000	452	390	842	1000
Elections	0	6000	0	0	0	7000
Staff Recognition Allowance	350	450	0	450	450	520
Chairman's Expenses	216	150	45	105	150	150
Councillor's Expenses	2400	0	0	0	0	0
ATM	366	400	101	299	400	100
Remembrance Poppy Wreaths	0	0	0	0	0	100
Repairs to Chair's chain	0	0	0	0	0	0 *
TOTAL	**4520**	**8670**	**721**	**1741**	**2462**	**9490**

	Actual	Proposed	Actual YTD	Expected Spend	Total	Proposed
	2023/2024	2024/2025	2024/2025	31.03.25		2025/2026
SMG Income						
Donations	1057	0	0	0	0	0
Burial Ground	14459	9000	5820	5000	10820	10000
TOTAL	**15516**	**9000**	**5820**	**5000**	**10820**	**10000**
SMG Expenditure						
Loan Repayments -SMG	18993	19220	8330	10890	19220	19220
Kerbing Stones/Pegs	1458	1500	0	1500	1500	1600
Timer System for Gates	170	190	115	190	305	190
Intruder Alarm for SMG	0	0	0	0	0	765
Equipment/tooling/supplies	1328	900	108	792	900	900
TOTAL	**21949**	**21810**	**8553**	**13372**	**21925**	**22675**
Parks Income						
Donations (bench)	140	0	0	0	0	0
Sports Pitch Hire	858	550	175	1550	1725	550
TOTAL	**998**	**550**	**175**	**1550**	**1725**	**550**
Town Income						
Insurance claims received	2909	0	0	0	0	0
Donations	662	0	358	0	358	0
Defibrillator - Income	1950	0	0	0	0	0
TOTAL	**5521**	**0**	**358**	**0**	**358**	**0**
Parks/Town Expenditure						
Dog Waste	5331	3744	1474	1473	2947	3100
Path repair St Dunstans	170	0	0	0	0	0
Path repair Wades Park	0	1950	0	2500	2500	0
Loan Repayments -Wades	2711	2739	781	1958	2739	2739
Risk Assessment Officer	2910	3218	1286	1723	3009	3200
Dog Warden	0	0	0	0	0	0
Play Areas maintenance	3545	10000	0	10000	10000	10000

	Actual	Proposed	Actual YTD	Expected Spend	Total	Proposed
	2023/2024	2024/2025	2024/2025	31.03.25		2025/2026
Fencing	0	1500	0	1500	1500	1500
Bee Squared	168	0	0	0	0	0
Defibrillator Expenditure	1950	0	0	0	0	0
Flowerbeds	18205	15400	15100	300	15400	34545
Tree maintenance	1130	1500	0	1500	1500	10000
War Memorials	0	400	0	400	400	400
Loan Repayments -Market House	13084	6730	6513	0	6513	0
Energy Charges	7857	8000	3601	3700	7301	8000
Lighting columns New Install, Maint. &	14151	20000	0	20000	20000	20000
Utilities	1135	2000	690	800	1490	2000
Legal/Planning Costs	525	0	0	0	0	0
Audit of Accessibilty KGV	0	0	0	0	0	650
TOTAL	**72872**	**77181**	**29445**	**45854**	**75299**	**96134**
Maintenance Income						
Fee Income -Princes Ris.	16383	17000	16459	0	16459	16575
Fee income - Lacey Green	1219	1888	868	612	1480	
Fee Income - Longwick	2462	2245	1378	765	2143	
Fee Income - Bradenham	1291	1199	893	612	1505	
Fee Income _ Bledlow -cum-Saun	1804	1505	1302	816	2118	
Contract Income -Longwick	3347	4289	3431	858	4289	
Contract Income -Lacey Green	2741	3841	3073	768	3841	
TOTAL	**29247**	**31967**	**27404**	**4431**	**31835**	**16575**
Maintenance Expenditure						
Personnel Costs	98561	130489	56147	42093	98240	104570
Recruitment	75	0	0	0	0	0
Travel expenses	58	0	0	0	0	0
Equipment/tooling/supplies	5529	7275	2581	4694	7275	7275
Servicing of Equipment	1113	1400	724	676	1400	1800
Painting of Lighting Columns	15750	0	0	0	0	0
Vehicle + running costs	15322	28689	16318	10947	27265	13257

	Actual	Proposed	Actual YTD	Expected Spend	Total	Proposed
	2023/2024	2024/2025	2024/2025	31.03.25		2025/2026
Clothing	782	700	476	224	700	700
Waste Management	2087	2500	964	1100	2064	2200
Mobile Phones - Maint. Team	236	250	263	162	425	315
Training - Maint. Team	2661	1120	593	800	1393	1150
Listed Building Maintenance	99	5000	307	1700	2007	500
Mower/Tractor/Generator services	3487	2900	0	2900	2900	3000
Chiltern Society ROW Clearance	237	240	0	240	240	240
TOTAL	**145997**	**180563**	**78373**	**65536**	**143909**	**135007**
Capital Expenditure Town						
Flag Pole	1398	0	0	0	0	0
SMG CCTV	0	600	0	600	600	0
Speedwatch	10	150	8	50	58	0
Trailer for tractor	2350	0	0	0	0	0
Notice board	138	0	0	0	0	700
Park Signage	780	0	0	0	0	500
Benches/Seats/St furniture	1352	1000	358	642	1000	1000
Saw/Mower/Blower & Chainsaw	0	1149	0	1149	1149	0
New Litter/Dog Bins	1099	500	0	500	500	500
Dovecote	0	0	0	0	0	14700
TOTAL	**7127**	**3399**	**366**	**2941**	**3307**	**17400**
GRAND TOTAL EXPENDITURE	**247945**	**282953**	**116737**	**127703**	**244440**	**271216**
GRAND TOTAL INCOME	**51282**	**41517**	**33757**	**10981**	**44738**	**27125**

	Actual	Budget	Actual YTD	Expected Spend	Total	Proposed
	2023/2024	2024/2025	2024/2025	31.03.25		2025/2026
Local Market Income						
Market Pitch Rents	8,948	9000	4,228	4000	8228	8500
TOTAL	**8,948**	**9,000**	**4,228**	**4,000**	**8,228**	**8,500**
Local Market Expenditure						
New Equipment	0	1000	0	1000	1000	1000
Marketing	0	0	0	0	0	0
TOTAL	**0**	**1000**	**0**	**1000**	**1000**	**1000**

COMMERICAL SERVICES	Actual	Budget	Actual YTD	Expected Spend	Total	Proposed
	2023/2024	2024/2025	2024/2025	31.03.25		2025/2026
Market House Income						
Room hire	736	600	270	45	315	500
Market Pitch Rents	2075	2200	1082	1118	2200	2270
TOTAL	**2811**	**2800**	**1352**	**1163**	**2515**	**2770**
Market House Expenditure						
Personnel Costs	54	150	21	100	121	168
Utilities	1516	2400	-311	700	389	1500
MT/Repairs	244	150	328	0	328	150
Servicing/FRA	0	0	328	700	1028	500
Equipment/supplies	863	300	648	200	848	300
TOTAL	**2677**	**3000**	**1014**	**1700**	**2714**	**2618**
39 High Street Income						
Insurance Contribution	465	488	584	0	584	600
Rental	30000	30000	7500	22500	30000	30000
TOTAL	**30465**	**30488**	**8084**	**22500**	**30584**	**30600**
39 High Street Expenditure						
Insurances	465	488	584	0	584	600
TOTAL	**465**	**488**	**584**	**0**	**584**	**600**
Wades Centre Income						
Insurance Contribution	251	264	282	0	282	300
Solar Panel Grant	10000	0	0	0	0	0
Deposits recovered		0	21	0	21	0
Wades Centre Main Hall Hire	20975	21228	10636	10000	20636	21000
RCC Room Hire Carrington Room	6010	7424	4801	4500	9301	9000
RCC Room Hire Cherry Baker	6297	5964	2700	2700	5400	5600
RCC Storage room hire	510	663	275	275	550	550
Café utilities	11104	22100	5833	2000	7833	1800

COMMERICAL SERVICES	Actual	Budget	Actual YTD	Expected Spend	Total	Proposed
	2023/2024	2024/2025	2024/2025	31.03.25		2025/2026
TOTAL	**55147**	**57643**	**24548**	**19475**	**44023**	**38250**
Wades Centre Expenditure						
Personnel Costs	27755	27142	12097	15045	27142	28386
half year loan repayment for Wades Centre Phase 2 extension & refurbishment	6388	12776	6388	6388	12776	12776
Broadband	702	745	325	305	630	610
Insurances	2142	2465	2402	0	2402	2762
Training/conferences	120	150	38	70	108	100
RBS	272	444	0	444	444	466
Marketing	0	500	0	500	500	500
Fire RA	275	315	0	300	300	300
Equipment/tooling/supplies	987	1000	843	157	1000	1000
Clothing	140	0	0	0	0	100
Utilities	71789	30000	38441	10000	48441	15000
Waste Management	1107	2208	1188	1000	2188	2500
Rates	8675	9110	4838	8816	13654	13723
Cleaning	3301	500	139	361	500	1500
Legionella RA	0	0	350	0	350	350
Flashpark signage	0	0	0	252	252	252
MT & Repairs	38814	5900	1922	3978	5900	5500
Mains connection for water heaters	0	0	0	0	0	1885
New Pump for boilers	0	0	0	0	0	1070
Equipment Servicing	0	0	0	0	0	515
Café meter connection	0	0	0	2144	2144	0
Cherry Baker refurb	0	0	0	0	0	0
Solar Panel Battery FS	0	0	0	0	0	0
Solar Panel Management	0	0	0	0	0	0
Solar Panel service	0	0	0	0	0	700
Licences PPLPRS	1008	945	0	1010	1010	1090
TOTAL	**163475**	**94200**	**68971**	**50770**	**119741**	**91085**

COMMERICAL SERVICES	Actual	Budget	Actual YTD	Expected Spend	Total	Proposed
	2023/2024	2024/2025	2024/2025	31.03.25		2025/2026
Brushwood Suite/Cafe Income						
Events	3330	2000	767	1600	2367	2500
Hall Hire	16624	15000	13288	5000	18288	20000
Bar takings	26139	25000	9957	7000	16957	17000
Rental Crew Café	18750	25000	10417	11249	21666	23749
TOTAL	**64843**	**67000**	**34429**	**24849**	**59278**	**63249**
Brushwood Suite Expenditure						
Personnel Costs	28755	30803	16333	19503	35836	48243
Training	120	120	0	120	120	150
Marketing	550	1750	136	1000	1136	1250
BS Events	2750	2000	1377	750	2127	2500
Equipment / supplies	4355	2000	369	1631	2000	2000
Cleaning	2450	500	210	290	500	500
Line Cleaning	2160	2268	1080	1080	2160	2160
Bar Staff Costs	3380	5000	0	3140	3140	5000
MT & Repairs	1078	750	2409	250	2659	1500
Equipment Servicing	0	0	0	0	0	430
Loan Repayment	20764	20765	10382	10382	20764	20765
Licences	180	200	180	0	180	185
Blinds for BWS	0	0	0	0	0	1350
Set Up Costs BWS	6976	0	0	0	0	0
Terminal Fee	2198	3000	1034	1200	2234	2500
Bar Stock	12465	7500	4091	3500	7591	7000
Glasswasher Hire	946	945	450	450	900	900
TOTAL	**89127**	**77601**	**38051**	**43296**	**81347**	**96433**
GRAND TOTAL EXPENDITURE	**255744**	**175289**	**108620**	**95766**	**204386**	**190736**
GRAND TOTAL INCOME	**153266**	**157931**	**68413**	**67987**	**136400**	**134869**

Events & PR	Actual	Budget	Actual Year	Expected	Total	Proposed
	2023/2024	2023/2024	2024/2025	31.03.25		2025/2026
Income						
Grants/Sponsorship	6795	4378	5410	1850	7260	4500
Events ticket sales	542	1000	0	300	300	350
Farmers Market pitch rents	1915	2080	1865	0	1865	1900
High Street Trail sales	180	300	150	150	300	300
Festival Pitch Rents	2275	2600	1295	1800	3095	3000
TOTAL	**11707**	**10358**	**8720**	**4100**	**12820**	**10050**
Expenditure						
Personnel Costs	16577	20481	8175	12913	21088	25033
Training/Conferences	515	350	0	350	350	350
Summer / Xmas Event	20475	15000	10110	4890	15000	18000
Farmers Market	2579	2250	1466	300	1766	2250
Art in the Park	1344	1900	1124	400	1524	1550
Town Xmas Lights Decos	4213	10000	0	10000	10000	17500
Volunteers Event	622	650	0	650	650	0
Other Events	2270	3000	896	800	1696	3000
NHP	400	0	0	0	0	0
Website	814	1000	437	500	937	2550
Crosstalk Newsletter	4849	4000	2027	2027	4054	4100
Town Maps	0	0	0	0	0	2000
Road Closures	0	0	0	0	0	4500
TOTAL	**54658**	**58631**	**24235**	**32830**	**57065**	**80833**
GRAND TOTAL EXPENDITURE	**54658**	**58631**	**24235**	**32830**	**57065**	**80833**
GRAND TOTAL INCOME	**11707**	**10358**	**8720**	**4100**	**12820**	**10050**

	Actual	Budget	Actual Year	Expected Spend	Total	Proposed
	2023/2024	2023/2024	2024/2025	31.03.25		2025/2026
Grants & Subscriptions						
Grants - Major	4980	4080	4080	0	4080	4080
Grants - Minor	1809	2500	1110	1390	2500	2500
Subscriptions	1953	2000	1508	492	2000	2000
TOTAL	**8742**	**8580**	**6698**	**1882**	**8580**	**8580**

Churches support for graveyard
Major

2580 St Marys
1500 St Dunstans
230 PR Baptist minor