



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 13<sup>TH</sup> MAY 2025 AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH  
AT 7.00 PM**

**PRESENT**

Cllr M Walsh– Chair  
Cllrs A Ball, S Coombs, J Biss, I Churchill, S Davis, G Hall, I McLauchlan, C Morgan, I Parkinson, N Rawsthorne, A Turner and A Frost  
Susanne Barter – Clerk to the Town Council  
Kirsty Pope– Deputy Clerk  
5 members of the public

**THE TOWN COUNCIL PRAYER**

**1. ELECTION OF CHAIR/TOWN MAYOR**

To elect the Chair/Town Mayor  
Cllr Davis proposed Cllr Walsh  
Seconded by Cllr Turner  
Cllr Ball counter-proposed Cllr. Biss Vote: Seconded by Cllr Coombs  
Two separate votes were taken, one for each candidate.  
Cllr Walsh received 7 votes, and Cllr Biss received 2 votes. There were three abstentions.  
**Resolved: Cllr Walsh will be duly elected Chair and Town Mayor for the year 2025/2026.**  
**Cllr Walsh in the Chair.**

Cllr Walsh 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 Town Clerk and Proper Officer of the Council.

**3. ELECTION OF VICE CHAIR/ DEPUTY MAYOR**

To elect the Vice Chairman/Deputy Town Mayor  
Cllr Ball proposed Cllr Churchill  
Seconded by Cllr Biss  
Cllr Turner counter-proposed Cllr McLauchlan  
Seconded by Cllr Hall  
Two separate votes were taken, one for each candidate.  
Cllr Churchill received 5 votes, and Cllr McLauchlan received 4 votes. There were three abstentions.  
**Resolved: Cllr Churchill will be duly elected Vice Chair/ Deputy Town Mayor for the year 2025/2026.**

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

The Town Clerk reported that apologies had been received from Cllr Morgan who was on holiday.  
**Resolved: To note apologies from Cllr Morgan.**

**5. MINUTES OF MEETING OF FULL COUNCIL HELD ON 29<sup>th</sup> APRIL 2025**

**Resolved: To agree and sign as a correct record the minutes of the Town Council meeting on the 29th April 2025**

**6. 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.

## **7. ELECTION OF CHAIR OF FINANCE**

Cllr Parkinson proposed Cllr Coombs

Seconded by Cllr Biss

Cllr Walsh counter-proposed Cllr McLauchlan

Seconded by Cllr Churchill

Two separate votes were taken, one for each candidate.

Cllr McLauchlan received 6 votes, and Cllr Coombs received 5 votes. There was one abstention.

**Resolved: Cllr McLauchlan be duly elected Chair of Finance for the year 2025/2026**

## **8. PUBLIC FORUM**

No members of the public wished to speak.

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

Cllr Hall gave an update on the change in leadership of Buckinghamshire Council and the updates on the road repairs to the Longwick Road. Cllr Biss asked Cllr Hall if he could provide help with a resident's concern about the appearance of the outside of the library. Cllr Hall agreed to take this forward on behalf of the Town Council.

**GH**

## **10. COUNCIL COMMITTEES HELD**

Finance Committee 29th April 2025 (draft)

Planning Committee 1<sup>st</sup> April 2025 (draft)

Town Committee 1<sup>st</sup> April 2025 (draft)

Admin & HR Committee 3<sup>rd</sup> April 2025 (draft)

Events/PR Committee 8<sup>th</sup> April 2025 (draft)

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

## **11. TERMS OF REFERENCE FOR COMMITTEES**

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

Seconded by Cllr Turner

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

**JM**

## **12. MEMBERSHIP OF THE TOWN COUNCIL COMMITTEES**

To agree on the membership of each committee.

Administration & Human Resources Committee: Cllrs J Biss, A Ball, I McLauchlan, I Parkinson, I Churchill, S Coombs, M Walsh.

Commercial Services Committee: Cllrs I McLauchlan, I Parkinson, M Walsh, A Turner.

Events & Public Relations Committee: Cllrs J Biss, S Coombs, A Frost, I McLauchlan, C Morgan, I Parkinson, I Churchill, M Walsh, N Rawsthorne

Finance Committee: Cllr McLauchlan and M Walsh. The remaining members will be the Chairs of the standing committees.

Planning Committee: Cllrs J Biss, S Coombs, S Davis, C Morgan, M Walsh, A Ball.

Town Committee: Cllrs A Ball, J Biss, S Coombs, S Davis, A Frost, G Hall, I McLauchlan, C Morgan, I Churchill, M Walsh, N Rawsthorne, A Turner

**Resolved: Council agreed the membership of Committees for 2025/2026**

**JM**

## **13. INSURANCE POLICY 202/2026**

Cllr Turner proposed to approve the Insurance Policy 2025/2026.

Seconded by Cllr Davis

**Resolved: To approve the Insurance Policy 2025/2026.**

**SB**

## **14. FINANCE**

a) Payments over £5000

Cllr Rawsthorne proposed to approve the payment to Zurich Municipal at £8,741.76 for the Insurance Policy 2025/2026.

Seconded by Cllr McLauchlan

**Resolved: to approve the payment to Zurich Municipal at £8,741.16 for the Insurance Policy 2025/2026.**

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b) Internal Audit Report

The Town Council noted the report from the Internal Auditor for 2024/2025.

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

Seconded by Cllr Ball

**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 2025.

## 15. AUDIT

a) The Town Council **RESOLVED** to agree the Annual Governance Statement 2024/2025. (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 2024/2025. (Section 2 of the AGAR).

d) The Town Council agreed that the Accounting Statements 2024/2025 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 2024/2025 accounts of 2<sup>nd</sup> June 2025 to 14<sup>th</sup> July 2025.

## 16. POLICIES

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

Seconded by Cllr Turner

**Resolved: to approve the Local Government Pension Scheme Employer's Policy.**

JM

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

Seconded by Cllr Rawsthorne

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

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

Seconded by Cllr Rawsthorne

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

d) Cllr Rawsthorne proposed to approve the Biodiversity Policy.

Seconded by Cllr Churchill

**Resolved: to approve the Biodiversity Policy.**

JM

e) Cllr Turner proposed to approve the Complaints Policy, following the changes to the authority.

Seconded by Cllr Ball

**Resolved: to approve the Complaints Policy.**

JM

## **17. BANKING ARRANGEMENTS**

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

Seconded by Cllr Coombs

**Resolved: to continue to bank with Lloyds Bank.**

b) The Clerk advised that two member signatories, plus an officer, are required for each transaction.

Cllr Ball requested his removal as an existing signatory, which was agreed by all present.

Cllr Walsh proposed that the four existing Councillors remain as signatories and that Cllrs Walsh, Churchill, and McLauchlan be added for 2025/2026.

Seconded by Cllr Rawsthorne.

**Resolved: To remove Cllr Ball as a signatory and approve the continuation of the four existing Councillors, with the addition of Cllrs Walsh, Churchill, and McLauchlan as signatories for 2025/2026.**

**JM**

## **18. VARIABLE DIRECT DEBITS, STANDING ORDERS AND FASTER PAYMENTS**

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

Seconded by Cllr Davis

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

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

Seconded by Cllr McLauchlan

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

## **19. CORRESPONDENCE**

No correspondence was presented for discussion.

## **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 2026**

Cllr Hall proposed that the Annual Town Meeting be held on Tuesday, 19<sup>th</sup> May 2026.

Seconded by Cllr Rawsthorne.

**Resolved: to hold the Annual Town Meeting on Tuesday, 19<sup>th</sup> May 2026.**

**JM**

## **22. GENERAL POWER OF COMPETENCE**

Cllr Walsh proposed that having met the conditions of eligibility, to adopt the General Power of Competence.

Seconded by Cllr Turner.

**Resolved: The Town Council resolves from 13th May 2025, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.**

## **23. CIL MONIES**

Cllr Walsh proposed to allocate £5,994.04 of CIL money received in May 2025 to purchase new play equipment.

Seconded by Cllr Ball

**Resolved: to allocate £5,994.04 of CIL money received in May 2025 to purchase new play equipment.**

**SB**

## **24. TASK & FINISH GROUPS QUARTER 2**

Cllr Walsh proposed the Best Kept Village Task & Finish Group for quarter 2

Seconded by Cllr Parkinson

**Resolved: Best Kept Village Task & Finish Group for quarter 2**

Cllr Walsh proposed the review of the Task & Finish Groups for quarter 2

Seconded by Cllr Parkinson

**Resolved: the review of the purpose of Task & Finish Groups for quarter 2**

Cllr Walsh proposed the Business Plan Task & Finish Group for quarter 2

Seconded by Cllr Parkinson

**Resolved: Business Plan Task & Finish Group for quarter 2**

**25. FUTURE AGENDA ITEMS**

To discuss and decide on viring £1,900 from the budgeted Election costs for 25/26 to cover the cost of the repair for the Chairman’s badge and chain. (Cllr N Rawsthorne)

To discuss and decide on appointing a Trustee to the Trustees for the Poors Allotment, Charity No 23791 also known as the Monks Risborough Parochial Charities. (Cllr G Hall)

**26. DATE OF NEXT MEETING.**

The next meeting of the Town Council will take place on Tuesday 24th June 2025 at 7pm. to be held at The Wades Centre, Stratton Road, Princes Risborough.

The Meeting closed at 7.53 pm.

**Chair..... Date.....**