



PRINCES RISBOROUGH TOWN COUNCIL



ESTIMATES

MINUTES OF AN ESTIMATES MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY 11th NOVEMBER 2025 AT 7.00 PM AT THE WADES CENTRE, STRATTON ROAD PRINCES RISBOROUGH

PRESENT

Cllr I McLauchlan (Chairman)
Cllrs A Ball, J Biss, A Frost, S Davis, C Morgan, I Parkinson, A Turner, S Coombs.
I Churchill, M Walsh,
Susanne Barter, Clerk to the Town Council
Kirsty Pope, Deputy Clerk
No members of the public

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies had been received from Cllr Rawsthorne who had a personal commitment and Cllr Hall who is unwell.

RESOLVED: To receive and note the apologies from Cllr Rawsthorne & Cllr Hall

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and any relevant dispensations.

Dispensations had been granted to enable the following members to participate in the transaction of business for agenda item 3.

Cllrs I McLauchlan, A Ball, J Biss, A Frost, S Davis, C Morgan, I Parkinson, A Turner, S Coombs, I Churchill and M Walsh

3. ESTIMATES FOR THE FINANCIAL YEAR 2026/2027

Administration and Human Resources

A budget for administration & HR of £182,086 was **agreed by all present**.

The total personnel cost including pension contributions for the office staff is £144,547 this year.

The cost of Administration is £37,539

Civic and Democratic

A budget for civic and democratic services of £5645 was **agreed by all present** which includes £3000 for future election expenses.

Town Committee

A discussion took place and a budget of £236,425 was **agreed by all present** for the Town Committee.

This figure includes £21,959 for the loan repayments for the Stratton Memorial Garden (SMG) and Wades Park.

£36,000 as **agreed by all present** for lighting which includes energy charges, maintenance of existing posts and lights and new installations.

£101,118 was **agreed** for the cost of maintenance of the parks, SMG and the town including the listed buildings, vehicles and the risk inspections.

£1950 was **agreed** for new street furniture, signage, water pump for water bowser and dog bins.

The total personnel cost including pension contributions for the reduced Maintenance staff is £75,398, was **agreed**.



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The income from the SMG for the year was estimated at £10,000, from the parks for the year was estimated at £550 and from the Maintenance Team £14,712 totalling £25,262

Thursday Market

A budget of £1500 was **agreed by all present** for the Market budget to cover the cost of equipment and supplies.

The estimated income from the Market is £8,500.

Commercial Services Committee

A budget of £192,383 was **agreed by all present** for the Commercial Services Committee. This expenditure includes the budget for the Market House, 39 High Street and the Wades Centre as detailed below.

Market House

A budget of £1715 was **agreed by all present** for the cleaning supplies, utilities charges and the cost of a cleaner.

The estimated income from the Market House is £2,378 including the rents received for pitches under the Market House.

Wades Centre/Cafe

A budget of £190,668 was **agreed by all present** for the cleaning supplies, utilities, insurance, maintenance & repairs, loan repayments, bar costs and salaries.

The estimated income from the Wades Centre is £105,202

Buildings

It was agreed that a cost of £600 be allocated for the insurance of the rental properties. An income budget of £55,600 was approved by all present, comprising an estimated £55,000 from building income and £600 from recharged insurance.

Resolved: to approve the Commercial Services budget.

PR & Events Committee

A budget of £ 91,757 was agreed for the cost of producing a newsletter, the website and marketing materials and to cover the administration and costs of the Festival, Christmas Lights Switch On, Art in the Park, Farmers Markets and other events.

The estimated income from PR/Committee is £11,840

Resolved: to approve the Public Relations/Events budget.

Major Grants

A budget of £7080 was **agreed by all present**.

St Mary's PCC	£2,580
St Dunstan's PCC	£1,500
Princes Risborough Baptist Church Community Quiet Space Project	£1,000
Other	£2,000

Minor Grants

A sum of £2,500 was **agreed by all present** to be included in the budget for Minor Grant Applications of up to £250 that might be received throughout the year.

The Princes Risborough Town Council's Grant Awarding Policy is on the website and grants will only be considered if the application is submitted on an application form and meets the criteria set out in the policy.

The total budget for Grants was agreed at £9,580

Subscriptions

A figure of £2,000 was **agreed by all present**, which includes the membership fee for the Buckinghamshire Association of Local Councils.



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Capital Projects

All present agreed £44,950 for the following Capital Projects for inclusion in the 2026/2027 budget.

£30,000 for Play Equipment

£9,650 for additional lighting in Wades Park

£2,800 for speed monitoring in the town

£2,500 for legal and planning costs relating to the above projects.

4. LEVEL OF PRECEPT FOR THE FINANCIAL YEAR 2026/2027 FOR RECOMMENDATION TO THE TOWN COUNCIL

The Clerk was forecasting a balance in hand of £230,906 as of 1st April 2026, which includes Earmarked Reserves of £75,320.

With a committee expenditure of £721,576, plus £44,950 allocated to capital projects, and an estimated income of £213,925, Cllr Walsh proposed that a 3% increase in the precept be recommended to the Town Council for approval. This equates to a precept request of £531,389.

Seconded by Cllr Churchill

Resolved: to recommend a precept of £531,389 to the Town Council for approval.

There being no further business the meeting closed at 8:05pm

Chairman Date..... Page 3/25