

PRINCES RISBOROUGH TOWN COUNCIL
A MEETING OF THE TOWN COUNCIL WILL BE HELD ON TUESDAY 30th MAY 2017 AT 7 PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH
AGENDA

Public Forum – The first ten minutes are available for the public to express a view or ask a question on relevant Town matters on the following Agenda.

The public are welcome to stay and observe the rest of the meeting.

1. Election of Chairman/Town Mayor
2. To receive the Chairman's declaration of acceptance
3. To accept apologies and consider approving reasons for absence
4. Acceptance of Minutes of Previous Meeting held on 25th April 2017
5. Declarations of Interest. To receive any pecuniary or non-pecuniary declarations of interest which members may have in any of the terms under consideration at this meeting
6. Election of Vice Chairman/Deputy Town Mayor
7. Election of Chairman of Finance
8. To receive a report from Thames Valley Police
9. To receive a report from Cllr Bendyshe-Brown (BCC) and Wycombe District Councillors(WDC) on matters concerning Princes Risborough
10. To receive Matters Arising from minutes of the previous meeting dated 25th April 2017 – not otherwise on the agenda
11. To nominate and approve the appointment of representatives on outside bodies
12. To agree membership of Town Council committees
13. To discuss and decide on the response to correspondence received at the Town Council
14. To consider a recommendation from the Finance Committee to approve the accounts for the year 2016/2017 and the Annual Governance Statement of the Annual Return
15. To agree the signatories for 2017/2018 to sign cheques on behalf of the Council
16. To receive a report from the working group on the review of the Town Council Insurance Policy for 2017/2018 and approve any recommendations
17. To consider recommendations from the Finance Committee regarding Minor Grant applications
18. To discuss and decide on whether to advertise the vacancy for a Councillor by co-option
19. To review and approve the Princes Risborough Town Council Finance Risk Assessment and Management 2017
20. To discuss and decide on the delegated budget application for LAF funding
21. To discuss and decide on ending the tradition of prayers at the beginning of Town Council meetings (Cllr N Davis)
22. To discuss and decide on adopting a policy on when to fly the flag at half mast
23. To receive an update on the Local Plan and decide on any actions to be taken (Cllr M Walsh)
24. Agenda items for next meeting.
25. To pass a resolution to exclude the public and press in accordance with Section (12) of the Public Bodies (Admission to Meetings) Act 1960 to decide on whether to proceed with issuing a quotation for a grass cutting contract
26. Date of next meeting

Suzanne Griffiths,

Clerk to the Town Council
24th May 2017

**PRINCES RISBOROUGH TOWN COUNCIL
DRAFT MINUTES OF AN EXTRAORDINARY MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 25TH APRIL 2017 IN THE PRINCES CENTRE,
CLIFFORD ROAD, PRINCES RISBOROUGH AT 7.00 PM**

PRESENT

Cllr M Walsh – Chairman
Cllrs P Summerbell, A Turner and D Knights
Jayne Mylchreest – Acting Clerk
No members of the public

1. TO RECEIVE, NOTE AND AGREE APOLOGIES FOR ABSENCE

RESOLVED: To receive, note and accept the following apologies from Councillors for non-attendance at the meeting. Apologies were received from Cllr J Coombs who was on holiday and Cllrs A Ball, N Davis, and I Pearce who had prior commitments and Cllrs I McLauchlan and A Rolfe who were working.

2. MINUTES

Resolved: To agree as a correct record, the Minutes of the Town Council meeting held on 28th March 2017.

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. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION (12) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Cllr M Walsh proposed to pass a resolution to exclude the public and press in accordance with section (12) of the public bodies (admission to meetings) act 1960 to decide on the preferred lease agreement for the Maintenance Team vehicles and staff matters. **All present agreed.**

5. DATE OF NEXT MEETING.

The next meeting of the Town Council will be the Annual Meeting of the Town Council and take place on Tuesday 30th May 2017 at 7.00pm in the Princes Centre, Clifford Road, Princes Risborough.

There being no further business to discuss the Meeting closed at 7.20 pm

Chairman..... Date.....

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The Buckinghamshire and Milton Keynes Armed Forces Day is an exciting family fun day out, highlighting the county's support for our Armed Forces family: veterans, present serving personnel, cadets and reservists too!

Agenda Item
NO 13.

The 2017 event is to be held at Aylesbury Rugby Club on **Saturday 17 June 12pm – 7pm.**

We need a large team of 200 volunteers to help make sure that the day runs smoothly. Volunteers will be asked to carry out a variety of roles on the day including:

- Box Office and Admissions – selling tickets, attraction tokens and programmes
- Entertainment and attraction support
- Hospitality
- Stall holder support
- Traffic management
- Visitor Information including lost children
- Waste and recycling

You will be assigned roles in advance and will be asked to work 2 (minimum) x 2 hour shifts.

You will receive full briefings in advance (1st and 8th June), a limited edition Volunteer T-Shirt and refreshments on the day.

We are also looking for a team of volunteers to help us set up for the event on Friday 16 June.

If you are interested in volunteering for Armed Forces Day you can register on line at www.buckscc.gov.uk/afdvolunteering The link will take you through to this page where you can either sign up for a BCC account or continue without an account. You will then be able to register by filling in our online form and select your preferred briefing date.

**Cabinet Member
Transportation**

Buckinghamshire County Council

County Hall, Walton Street
Aylesbury, Buckinghamshire HP20 1UA

Mark Shaw

Telephone 01296 382691
markshaw@buckscc.gov.uk
www.buckscc.gov.uk

Leader of the Town Council
Princes Risborough Town Council
The Princes Centre,
Clifford Road
Princes Risborough
Buckinghamshire
HP27 0DP

Date: 12th April 2017
Ref: MS/TMS

Dear Leader,

I am writing following the letter you recently received from Martin Tett to offer your council the opportunity to work informally with the County Council to develop our proposals for devolving services and working locally with town and parish councils.

As you know, the County Council has submitted a business case to DCLG outlining the case for a single unitary authority and we are currently awaiting the outcome.

The business case we submitted to DCLG included a number of commitments relating to town and parish councils. We are keen to involve town and parish councils throughout the planning and implementation of these strands of work. We are proposing to establish a town and parish councillor consultative working party to help to develop the approach to community boards and the comprehensive devolution offer. I will chair the group with the support of Councillor Margaret Aston, Cabinet Member for Public Health and Community Engagement.

The suggested Terms of Reference for the group are:

1. To advise on the development of a potential town/parish devolution offer for a unitary council including:
 - a. a menu of possible service options and statutory powers
 - b. options for the transfer of assets
 - c. financial methodology
2. To advise on the development of a support package for town/parish councils
3. To advise on the role and terms of reference for community boards
4. To advise on the arrangements for consulting and engaging parish and town councils in the further development of the strategy





**Ministry
of Defence**

Defence Services Secretary

Air Vice-Marshal Garry Tunncliffe
Ministry of Defence
Main Building
Level 6, Zone B
Whitehall
London SW1A 2HB

4 May 2017

Dear Colleague,

FLY THE FLAG THIS ARMED FORCES DAY

Saturday 24 June 2017 marks the ninth National Armed Forces Day, providing a further opportunity for the people of the United Kingdom to demonstrate their huge support for their Armed Forces. The respect and appreciation shown by the people of your communities go a long way to sustaining the high morale of the Armed Forces Family in your area, which includes Regulars, Reserves, Veterans and Cadets, as well as their families.

In my role as the Defence Services Secretary, I am the Ministry of Defence policy lead for Armed Forces Day. I would therefore like to encourage you to hoist your Armed Forces Day flag on Monday 19 June and fly it for the duration of the week leading up to the National Day itself. I would also ask you to distribute this letter to your Town and Parish councils, business partners and any other significant stakeholders in your community who would wish to 'Fly the Flag' in support. You may also be aware that Wednesday 21 June marks the birthday of His Royal Highness The Duke of Cambridge, on which it is customary to fly the Union flag. Government guidance states that the Union flag must be flown in the superior position on buildings; if your building has only one flag pole, you should fly the Union Flag and not the Armed Forces Day flag on 21 June.

You may, as many communities do, like to host a brief public ceremony to mark the moment the Armed Forces Day flag is hoisted. The Armed Forces Day website – www.armedforcesday.org.uk – provides the opportunity for you to upload and publicise details of such events, as well as those arranged to mark the National Day itself. If required, Armed Forces Day flags can be found using a web search and purchased from external companies.

Further information about Armed Forces Day is available on the website quoted above, or by contacting the Armed Forces Day Team on 0207 807 0970 or at armedforcesday-events@mod.uk.

Thank you very much in advance for your support.



Stronger in partnership

Town and Parish Councils in Aylesbury, Chiltern, South Bucks and Wycombe District Council areas.

Dear Town or Parish Council,

Creation of Parish Charter

You will no doubt be aware that contrary to published expectations there was no announcement from DCLG about a reorganisation of local government in Buckinghamshire in March. We have now been informed that, in the light of the General Election, the current government will make no decision in relation to the unitary question. There will need to be a formal consideration of the submissions that have been made by the new government. Whilst we are disappointed that this Government has not yet announced support for our proposals, we remain confident that a new Government will recognise the merits of the District Council proposal and create two new unitaries in Buckinghamshire.

In the meantime you will be aware that the County Council has launched an online survey for anyone to indicate their views and express support for their preferred unitary option. Obviously we welcome your support in completing the survey in favour of two unitaries and the District proposal but recognise that surveys are not everyone's cup of tea and it is very much up to you. The link is below if you would like to do so.

<http://futurebucks.co.uk/yourviews/>

In the meantime we are keen to ensure that we do not lose momentum in taking forward some of the ideas in our proposals which we feel do not require a decision from government.

In particular we suggested that a Town and Parish Charter would enable us to develop an understanding with parishes about how we want to work together moving forward. We would like to understand whether Town and Parish Councils feel that this would be helpful and what a Charter might usefully include. For example it has been suggested that parishes should have an account manager for each parish. An individual within the Council who would act as a single access point for queries with the Council and who could pursue responses on behalf of parishes and towns when necessary.

A Charter could also set out response times, or provide specific requirements on eg consultation in areas like planning and highways.

There are some examples of Town and Parish Charters below in both unitary areas and those with County and District as a three way Charter with the Town and Parish Councils and their Associations. These are examples only and if you feel that the issues that you feel should be included are different we would be happy to discuss options with you.

https://www3.rbwm.gov.uk/info/200393/parishtown_council_and_councillors/620/parish_charter

https://www.stalbans.gov.uk/Images/1-8_tcm15-13359.pdf

http://www.calc.org.uk/Images/Carlisle%20Charter%20smaller%20file_tcm131-98959.pdf

<https://www.peterborough.gov.uk/upload/www.peterborough.gov.uk/council/jobs-and-careers/schools-and-education/strategies-polices-and-plans/strategies-polices-and-plans/strategies-polices-and-plans/strategies-polices-and-plans/strategies-polices-and-plans/Strategies-ParishCharter-2015.pdf?inline=true>

We would welcome your views on whether you would be interested in developing a charter and if so what are the key areas it should cover. Responses can be sent to the current parish liaison officer in each district. We will also be approaching the Buckinghamshire and Milton Keynes Association of Local Councils with a view to asking them to act in a co-ordinating role as has been done in other areas. If it becomes clear that this is an idea that Towns and Parishes would be interested in developing further we will arrange a series of meetings in our respective areas to enable further discussion to take place.

Yours sincerely



CLlr Neil Blake
Leader of Aylesbury Vale District Council



CLlr Isobel Darby
Leader of Chiltern District Council



CLlr Ralph Bagge
Leader of South Bucks District Council



CLlr Katrina Wood
Leader of Wycombe District Council

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

PRINCES RISBOROUGH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.