

PRINCES RISBOROUGH TOWN COUNCIL
THE ANNUAL MEETING OF THE TOWN COUNCIL WILL BE HELD ON TUESDAY 31st MAY 2016 AT 7.00PM
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 reason for absence
4. Acceptance of Minutes of Previous Meeting held on 29th March 2016
5. Declarations of Interest. To receive any pecuniary or non-pecuniary declarations of interest
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) on matters concerning Princes Risborough.
10. To receive Matters Arising from minutes of the previous meeting dated 29th March 2016 – 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 receive the Internal Auditors report on the Audit Return for 2015/16
15. To approve the accounts for the year 2015/16 and the Annual Governance Statement of the Annual Audit Return
16. To agree the signatories for 2016/17 to sign cheques on behalf of the Council
17. To receive a report from the working group on the review of the Town Council Insurance Policy for 2016/17 and approve any recommendations
18. To consider Minor Grant Applications
19. To approve a loan application for a £ 100,000.00 loan from the Public Works Loan Board to part fund the refurbishment of the Market House
20. To discuss and decide whether to fill the vacancy for a councillor by co-option
21. To review and approve the Princes Risborough Town Council Finance Risk Assessment and Management 2016
22. To review and approve the Princes Risborough Town Council Risk Schedule
23. To receive a report from the Events Committee
24. To receive a report on the Local Plan
25. To discuss and decide on options for resolving parking issues at Wades Park.
26. Agenda items for next meeting.
27. Date of next meeting.
28. 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 discuss staff matters

Susanne Griffiths

Susanne Griffiths.
Clerk to the Town Council
25th May 2016

**PRINCES RISBOROUGH TOWN COUNCIL
DRAFT MINUTES OF A MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 29th MARCH 2016 AT THE PRINCES CENTRE,
CLIFFORD ROAD, PRINCES RISBOROUGH AT 7.00PM**

PRESENT

Cllr A Turner – Chairman

Cllrs I McLauchlan, P Summerbell, A Ball, D Roper, M Walsh, J Coombs, M West, and A Rolfe

Susanne Griffiths – Clerk to the Town Council

Caroline Page – Clerical Assistant to the Town Council

3 members of the public

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs G Hall, K Wilkins, I Churchill and W Woolf

2. MINUTES

The Minutes of the previous meeting of the Town Council held on 26th January 2016, having been circulated, were approved by the Meeting and signed by the Chairman

3. DECLARATIONS OF INTEREST

Members were asked to declare any personal 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. A REPORT FROM THAMES VALLEY POLICE

PC Gary Churchill gave a report for the month of March.

5. A REPORT FROM CLLR BENDYSHE-BROWN (BCC) ON MATTERS CONCERNING PRINCES RISBOROUGH

Cllr Bendyshe-Brown gave a resume of achievements during 2015, including resurfacing of roads and the success of devolved services in the town. The gully at Monks Risborough bus stop has now been cleared out and a camera has been deployed to investigate the problem with the gully by Coral's Bookmakers in the High Street. Mill Lane is now ready for patching and planing and will be resurfaced during the summer. Pot holes are being filled in on the road near the Plough at Cadsden. Money is now in place for the formal consultation on the parking review.

During 2016 Ash Road, New Road and Chestnut Road will be patched and planed. In summer 2016 the road between the Elim Centre and Culverton Crossroads will be resurfaced. Work to be done in 2017 includes the B4009 towards Askett and Kimble.

6. MATTERS ARISING NOT OTHERWISE ON THE AGENDA

Cllr A Turner gave an update on the Local Plan. The Steering Group has submitted its comments and is not happy with the WDC plan for an inner relief road. The Steering Group believes the only option is an outer relief road, but that Shootacre Lane should be excluded. Work is also being done to ensure that Mill Lane, Crowbrook Road and Askett do not become 'rat runs'. The Plan is to be submitted to the Inspector by August 2016. The Gladman's Appeal lasted for 2 weeks and a decision is awaited.

7. CORRESPONDENCE RECEIVED

No correspondence was received.

8. A RECOMMENDATION FROM THE FINANCE COMMITTEE TO APPROVE THE BUSINESS PLAN

A vote was taken and it was resolved that the Business Plan 2016/19 (as enclosed with the agenda) be adopted with 7 in favour and 1 abstention.

9. CONFIRMATION THAT PRINCES RISBOROUGH TOWN COUNCIL COMPLIES WITH THE PUBLISHED STANDARDS FOR THE LOCAL COUNCIL AWARD QUALITY STATUS AWARD

Princes Risborough Town Council confirms that it complies with the published standards for the Local Council Award

Quality Status Award and that it publishes on its website: -

- Draft minutes of all council and committee meetings within four weeks of the last meeting;
- A Health and Safety Policy;
- Its policy on equality;
- Councillor profiles;
- A community engagement policy involving two-way communication between council and community;
- A grant awarding policy;
- Evidence showing how electors contribute to the Annual Parish or Town Meeting;
- A business plan and related budget responding to community engagement and setting out a timetable for action and review;
- Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins;
- Evidence of helping the community plan for the future.

Princes Risborough Town Council also confirms that it complies with the published standards for the Local Council Award Quality Status Award that it has:-

- A scheme of delegation;
- Addressed complaints received in the last year;
- At least two-thirds of its Councillors who stood for election;
- A printed annual report that is distributed at locations across the community;
- A qualified clerk; a clerk (and deputy) employed according to nationally or locally agreed terms and conditions;
- A formal appraisal process for all staff;
- A training policy and record for all staff and Councillors.

Cllr A Turner proposed the motion. Seconded by Cllr M Walsh A vote was taken and **all present agreed**.

10. THE FUTURE APPOINTMENT OF AUDITORS BY THE SMALLER AUTHORITIES AUDIT ORGANISATION AS SET UP FOR THE LOCAL SECTOR

Under the Local Audit (Smaller Authorities) Regulations 2015 The Smaller Authorities Audit Appointments Limited (SAAA) is required to make audit arrangements for all smaller authorities other than those that have given notice that they wish to make their own arrangements The SAAA scheme will therefore cover all authorities that have not formally decided to opt out. Authorities covered by the SAAA scheme are referred to as 'opted-in' authorities. Cllr A Rolfe proposed to remain opted-in. Seconded by Cllr J Coombs. **All present agreed**.

11. AN APPLICATION FOR BORROWING APPROVAL FOR A LOAN OF £100,000.00 FROM THE PUBLIC WORKS LOAN BOARD FOR THE MARKET HOUSE REFURBISHMENT.

Cllr M Walsh recommended reconvening the Market House Working Group as soon as possible and suggested that the Town Council should publicise how it is investing in the town. Cllr J Coombs agreed that the PR committee would produce a piece for Crosstalk.

The Councillors considered a report from the Clerk on the affordability of the loan and an estimate of the annual costs which have been budgeted for in the estimates figure for 2016/2017 to enable them to make an informed decision on whether to apply for borrowing approval for a loan of £100,000. Cllr M Walsh proposed approving the application and Cllr I McLauchlan seconded the proposal. It was resolved to apply for borrowing approval for a loan of £100,000.00 to refurbish the Market House.

SG/CP

12. APPROVAL OF A RECOMMENDATION FROM THE FINANCE COMMITTEE ON ADOPTING THE REVISED FINANCIAL REGULATIONS

A revised version of the Regulations had been circulated to the members encompassing the changes in the law relating to the council complying when awarding or tendering a contract which is valued at more than £25,000. Cllr M Walsh proposed adopting the revised Financial Regulations. Seconded by Cllr I McLauchlan. **All present agreed**.

SG

13. APPROVAL OF A CHILD PROTECTION POLICY

Cllr A Turner proposed the adoption of the Child Protection policy (as submitted with the agenda). Seconded by Cllr A Rolfe. **All present agreed.** SG

14. TO APPOINT THE INTERNAL AUDITOR FOR THE AUDIT YEAR 2015/2016

Cllr J Coombs proposed appointing Don Timms as the internal auditor for the audit year 2015/2016. Cllr I McLauchlan seconded. A vote was taken. **All present agreed.** SG

15. THE USE OF VARIABLE DIRECT DEBITS FOR PAYMENT OF UTILITY SUPPLIES THE USE OF VARIABLE DIRECT DEBITS FOR PAYMENT FOR UTILITY SUPPLIES

Cllr I McLauchlan proposed the use of variable direct debits for payment for utility supplies. Seconded by Cllr P Summerbell. A vote was taken. **All present agreed.**

16. THE USE OF VARIABLE BANKERS STANDING ORDERS FOR PAYMENT OF SALARIES (Cllr McLauchlan)

Cllr I McLauchlan proposed the use of variable bankers standing orders for payment of salaries. Seconded by Cllr A Ball.. A vote was taken. **All present agreed.**

17. THREE FREE PARKING DAYS FOR CHRISTMAS 2016

W.D.C. has offered free parking for three days within the financial year April 2016 to March 2017. Cllr A Turner proposed the following dates: 10th, 17th and 24th December 2016. Seconded by Cllr A Rolfe. A vote was taken and **all present agreed.** The Clerk is requested to advise WDC of the dates. CP

18. A RECOMMENDATION TO THE TOWN COUNCIL FROM THE ADMIN/HR COMMITTEE TO APPROVE EXPENDITURE FOR VOUCHERS IN APPRECIATION OF A RESIDENT'S WORK FOR THE TOWN COUNCIL

Cllr A Turner informed the members of the amount of work undertaken by this resident on behalf of the Town Council saving the Town Council in excess of £5000. 00. Cllr Turner proposed that the Town Council show its appreciation of his work and present him with £250 in vouchers. A vote was taken and **all present agreed.** SG

19. VIRING THE REMAINING MONEY £ 9065.00 FROM THE ELECTIONS BUDGET TO THE LIGHTING BUDGET FOR THE PURCHASE OF LED LIGHTS IN 2016/2017

Further to minute 24 page 25/15, Cllr M Walsh proposed the amount of £9065.00 is vired from the Elections budget to purchase LED replacement lights. Seconded by Cllr I McLauchlan. A vote was taken and **all present agreed.** SG
Cllr M West entered the meeting at 7.40pm

20. AN UPDATE FROM THE TOWN CLERK IN RELATION TO YEAR END PROJECTIONS, STATUS OF RESERVES AND DECIDE ON POTENTIAL EAR MARKING OF FUNDS AT THE YEAR END.

Members noted the year end projections and **agreed** the following:

Three existing ear marked reserves would be amended to reflect the unspent monies related to the Elections reserves and the Market House and One Way System projects.

Market House - £18,435

One Way System - £53,636

Elections reserves - £2,000

Extra earmarked reserves are to be created for the following projects to reflect unspent monies related to the projects which will be spent in 2016/17

LED Lighting - £39,065 (includes £30k Capital Projects budget and £9065 vired from Elections budget)

Art Event -£750 (P/R Committee budget)

HS2- recognition of the work done by a resident - £250 (Admin Committee budget)

Festival-£5916 (Events Committee budget)

Projects in the Town including improvement to paths in the Parks - £ 13,000 (Town Committee budget)

Devolved Services – BCC funding for 2016/17 received in 2015/2016 financial year -£12,601 (Devolved Service budget)

21. YOUNG MEMBERS OF THE COMMUNITY ACCOMPANYING THE MAYOR ON OFFICIAL VISITS

Cllr A Turner explained that a resident had made a suggestion for young members of the community to accompany the Mayor on official visits. Cllr M Walsh suggested a competition could be run in the schools with the prize of accompanying the Mayor to civic functions or to switch on the Christmas lights in the town. **All present agreed** to the proposal in principal and agreed to delegate the proposal to the Events committee for further work on the detail of the competition.

MW/IM/ IC/AB/JC/AT

22. THE REQUEST FROM WYCOMBE DISTRICT COUNCIL FOR THE TOWN COUNCIL TO PROCEED WITH THE MAINTENANCE OF THE UNREGISTERED LAND UNDER DEVOLVED SERVICES FROM 1st APRIL 2016

There is land in Monks Risborough which is not currently under WDC ownership. WDC is in the process of registering this in their name. In the meantime they are asking if the Town Council would undertake the maintenance of this land under devolved services. They will reimburse the Town Council for this work once the land is in their ownership. Cllr M West proposed accepting WDC's request. Cllr J Coombs seconded. A vote was taken and **all present agreed.** **SG**

23. AGENDA ITEMS FOR NEXT MEETING

- **To receive a report from the Events Committee**
- **To receive a report on the Local Plan**
- **To review the Insurance Policy**

24. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 31st May 2016 at 7.00pm in the Princes Centre, Clifford Road, Princes Risborough.

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 DISCUSS THE RECIPIENTS OF THE 2016 CITIZENS AWARDS

Cllr A Turner 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. **All present agreed.**

There being no further business to discuss the Meeting closed at 7.55 pm

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

Local Area Forum members,

As you know, the Local Area Forum will begin to discuss possible projects and activities to support 2017/18 during the autumn round of meetings.

We are keen to support LAFs to make the best use of the available funding, and to provide LAF members with sufficient information and time to consider the options available.

Transport Related Schemes

For schemes to be delivered by TfB, we need all proposals to be submitted by **31 August 2016**. This will enable us to ensure their suitability and then for TfB to have time to fully cost all schemes, and also to work with each relevant local council to clarify full scheme costs and to ensure that proposals given to LAFs are precisely those desired by the town or parish council.

This year, all TfB related proposals will need to be submitted using the TfB schemes application form, which is available here, at the bottom of the page: <http://www.buckscc.gov.uk/community/local-plans/area-plans-and-local-working/local-area-plans/funding/>. Please ensure that you complete the form as fully as you can; do contact us if you have any queries.

A minimum 50% match funding contribution from a source other than the County Council is required for the following types of schemes, which are not a priority for the County Council's transport budget:

- Traffic calming schemes, including permanent and mobile Vehicle Access Signs
- Parking schemes

Non-TfB Schemes

A separate form is provided on the same page for non-TfB schemes. Non-TfB schemes need to be submitted by **Monday 14 November**.

Please remember that local area budget projects must address a local area priority and a County Council priority. Do contact us with any thoughts or suggestions before filling a form in, to check that plans may already be in place for your area.

We have also attached for your information and help the most recent guide to funding for Buckinghamshire organisations.

I am contacting you in your Chiltern Society capacity as I have a potential opportunity that could dramatically improve the appearance of Whiteleaf Cross which I believe is now in the stewardship of The Chiltern Society.

Since its fairly recent 'restoration' the Cross itself has been very drab and grey and far from its former glory. I am aware that there are many organisations and individuals in Princes Risborough that would be delighted to see it improved and also to offer/volunteer their support and time to help improve it in some way.

On the Cadsden Road there is a construction project underway that has involved digging out a very large quantity of (very white) chalk. A house is being built into this hillside and some of the 'spoil' is being used to 'backfill'. However there will be a large amount of this chalk spoil spare and available and I am aware that the owners/builders would be delighted if this could be used to re-pack and restore the Cross. (The local scouts used to repack the cross with fresh chalk regularly).

Geographically this site is extremely close to the Cross (for transportation purposes) and I am sure that if The Chiltern Society were to team up with The Town Council an army of volunteers (and ideally a local haulage company such as Puttnams) could be readily and freely mustered to embark on a restoration project.

I see this offer of free material as a fantastic Public Relations opportunity for The Chiltern Society and Princes Risborough Town Council not least an opportunity to have Whiteleaf Cross restored for the town. I am sure press and TV would love the story.

I have copied PRTC in on this email as I feel this should be a collaborative venture. I am happy to investigate further the amount and quality of material offered should you feel this a possibility (which I hope).

Feel free to share this with anyone within The Chiltern Society who may be more appropriate.



PRINCES RISBOROUGH TOWN COUNCIL GRANT AWARDING POLICY

**Minor Grants up to £250
Application Form**

To be completed and submitted with the supporting information required as per the Grant Application Process (3) of the Grant Awarding Policy

1. Name of Organisation	Risborough Area Partnership
2. Name, Address and Position of Contact in Organisation	Cllr Bill Bendyshe Brown – Chairman RAP Community
3. Telephone Number and/or Email Address of Contact	bbendyshe-brown@buckscc.gov.uk 07973 440 009
4. Is the Organisation a Registered Charity? If yes, Charity Number	Yes/No
5. Amount of grant requested?	£ 250.00
6. For what purpose or project is the grant requested?	To support the Queens 90 th Birthday celebrations, a tea party for the residents of Risborough to be held on 11 th June.
7. What will be the total cost? If applying for other grants/matched funds for the project please provide details.	£ 2000
8. When will the money be spent?	Decorations, activities
9. Who will benefit from the project? Give details of age groups catered for (if applicable).	All age groups are invited but predominately the children of the locality.



PRINCES RISBOROUGH TOWN COUNCIL GRANT AWARDING POLICY

If you require assistance in completing the application form or submitting the supporting information please contact the Clerk to the Council:

Susanne Griffiths, Princes Risborough Town Council, Princes Centre, Clifford Road, Bucks HP27 0DP. Tel: 01844 275912 Email: towncouncil@princesrisborough.com

Signed Date..... 17.05.2016

Name (In capitals) Bill Bendyshe Brown.....



PRINCES RISBOROUGH TOWN COUNCIL GRANT AWARDING POLICY

**Minor Grants up to £250
Application Form**

**To be completed and submitted with the supporting information required
as per the Grant Application Process (3) of the Grant Awarding Policy**

1. Name of Organisation	Princes Risborough Neighbourhood Action Group
2. Name, Address and Position of Contact in Organisation	Nathan Davis 4 Forest Close, Princes Risborough (Chairman)
3. Telephone Number and/or Email Address of Contact	Nathan.davis@outlook.com
4. Is the Organisation a Registered Charity? If yes, Charity Number	No
5. Amount of grant requested?	£20.00
6. For what purpose or project is the grant requested?	The purchase of two new batteries for use in Vehicle Activated Signs currently positioned in Askett.
7. What will be the total cost? If applying for other grants/matched funds for the project please provide details.	Total cost of batteries is £160.00 The £20.00 is required to cover a gap in funding from our own N.A.G funds
8. When will the money be spent?	Within one month of receipt
9. Who will benefit from the project? Give details of age groups catered for (if applicable).	



PRINCES RISBOROUGH TOWN COUNCIL GRANT AWARDING POLICY

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Susanne Griffiths, Princes Risborough Town Council, Princes Centre, Clifford Road, Bucks HP27 0DP. Tel: 01844 275912 Email: towncouncil@princesrisborough.com

N.Davis

06/05/2016

SignedDate.....

NATHAN DAVIS

Name (In capitals)