

**PRINCES RISBOROUGH TOWN COUNCIL  
DRAFT MINUTES OF AN EXTRAORDINARY MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 10<sup>th</sup> JANUARY 2017 IN THE PRINCES CENTRE,  
CLIFFORD ROAD, PRINCES RISBOROUGH AT 6.45PM**

**PRESENT**

Cllr M Walsh – Chairman  
Cllrs P Summerbell, A Ball, A Turner, J Coombs and I McLauchlan  
Susanne Griffiths – Clerk to the Town Council  
1 member 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. The Town Clerk reported that apologies had been received from Cllr. D Knights and A Rolfe who have work commitments, Cllr. N Chadzynski who has a family commitment and G Hall who is on holiday.

**2. MINUTES**

**Resolved:** To agree as a correct record, the Minutes of the Town Council meeting held on 29<sup>th</sup> November, 2016.

**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. FORMAL AGREEMENT OF THE BUDGETS FOR THE FINANCIAL YEAR 2017/2018 AND SETTING THE PRECEPT ACCORDINGLY**

Draft budget and precept papers for 2017/18 had been circulated to the members prior to the meeting. The Chairman of the Finance Committee Cllr I McLauchlan explained that a precept increase of just under 3.85% was being sought for 2017/18 and proposed that the Council approve the Finance Committee recommendation for the budget and a request for a precept of £345,702.00. Cllr A Ball seconded the proposal. A vote was taken and **all present agreed.**

**Resolved: To approve the budget (Appendix 1) and request a precept of £345,702.00** **SG**

**5. APPROVAL OF AN EXTENSION TO THE CLOSING DATE FOR THE TENDER FOR LED LIGHTS ON THE CONTRACT FINDERS WEBSITE**

Due to technical difficulties with placing the tender document on the website, all present agreed to extend the closing date for the tenders to be received to 31<sup>st</sup> March 2017. **SG**

**6. THE TOWN COUNCIL'S POSITION ON A MEMORANDUM WITH NETWORK RAIL CONCERNING AN UNDERPASS AT WADES PARK.**

Cllr M Walsh proposed the following position -The Town Council is supportive of the delivery of the underpass from Wades Park to the new development, and will use its land ownership of Wades Park to facilitate that delivery. It would not be looking for any financial gain from this – but also expect that it will not be out of pocket, with any reasonable fees being paid by the project.

The Town Council has not yet finished its masterplan for Wades Park, and would need any new alignment of the public right of way to be located in a way that does not limit the ability of the Park to be used for formal pitch provision.

The Town Council expect to be involved in any Memorandum of Understanding or similar agreements with the other parties, and look forward to taking an active and positive role in delivering the project.

Seconded by Cllr A Turner. All present agreed. The Clerk is requested to advise the Head of Planning and Sustainability at Wycombe District Council. **SG**

**Resolved: To adopt the above position concerning a proposed underpass at Wades Park.**

**7. DATE OF NEXT MEETING.**

The next meeting of the Town Council will take place on Tuesday 31<sup>st</sup> January 2017 at 7.00pm in the Princes Centre, Clifford Road, Princes Risborough.

There being no further business to discuss the Meeting closed at 7.00 pm

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

	Budget	Actual	Proposed Budget	Actual Spend to 30.09.16	Forecast Expenditure to 31/03/17	Total Forecast Expenditure to 31/03/17	Proposed Budget 2017/2018
Admin & Human Resources	92507	89151	94208	47946	45807	93753	98572
Town	213735	176479	189997	94086	98900	192986	209874
Public Relations	10750	7825	8600	2485	4900	7385	11617
Events Committee	0	1749	9640	1248	3095	4343	18267
Devolved Services	35821	35829	39015	22529	17235	39764	41585
Grants & Subs	21245	21185	12875	10480	510	10990	8450
<b>Sub Total</b>	<b>374058</b>	<b>332218</b>	<b>354335</b>	<b>178774</b>	<b>170447</b>	<b>349221</b>	<b>388365</b>
<b>Capital Projects</b>							
Molins/Multi Use Sports Ground	19436		0	0	0	0	0
Market House Loan Repayments	12956	0	12956	0	6276	6276	0
Market House Refurbishment			134638		134638	134638	0
Legal/Planning Costs	2500	0	2500	0	0	0	2500
Trailer & Mower	13000	12007	0	0	0	0	0
Telephone Box/Defibrillator	0	0	6000	0	3840	3840	0
Crescent play equipment	0	0	20000	0	22695	22695	0
Area Action Plan	5000	188	500	0	500	500	500
LED lighting	30000	0	40000	0	40000	40000	20000
Office Extension	0	0	0	0	0	0	5000
Finance Package Installation/Training					3142	3142	0
Storage facility for RR in Wades Park- CIL money					15000	15000	0
Storage Facility/rest facilities - MT	8464	8464	0	0	0	0	15000
<b>Sub Total</b>	<b>0</b>	<b>82892</b>	<b>216594</b>	<b>0</b>	<b>226091</b>	<b>226091</b>	<b>43000</b>
Earmarked Reserve (one way system)	60000	6364	53636	0	4999	4999	0
Earmarked Reserve (Election Expenses)	10000	935	2000	0	0	0	2000
Earmarked Reserve (Market House)		9225	18435	1730	9973	11703	6732
Earmarked Reserve (Art Event)			750	646	0	646	0
Earmarked Reserve (HS2)			250	250	0	250	0
Earmarked Reserve (Events)			5916	5916	0	5916	0
Earmarked Reserve (LED)			39065	3683	35382	39065	0
Earmarked Reserve (Path Improvements)			13000	0	13000	13000	0
Earmarked Reserve (Devolved Services)			12601	12601	0	12601	0
<b>Sub Total</b>	<b>70000</b>	<b>16524</b>	<b>145653</b>	<b>24826</b>	<b>63354</b>	<b>88180</b>	<b>8732</b>
Total	<b>526950</b>	<b>360937</b>	<b>716582</b>	<b>203600</b>	<b>459892</b>	<b>663492</b>	<b>440097</b>
<b>Reserves Total</b>							

PRINCES RISBOROUGH TOWN COUNCIL  
ADMIN/HR SUMMARY 2017/2018

	PROPOSED	ACTUAL	PROPOSED	ACTUAL SPEND	ESTIMATE	TOTAL	PROPOSED
	2015/2016	2015/2016	2016/2017	30.09.16	to 31.03.16	ESTIMATE	2017/2018
Personnel Costs	70737	68507	71404	35110	35804	70914	74993
Audit Fee	1150	1065	1150	1090	0	1090	1150
Bank Charges	80	64	64	32	64	96	64
Risk Assessment Officer	1650	1593	1650	805	805	1610	MOVED TO TOWN
Stationery	800	854	500	370	130	500	550
Postage	600	552	600	61	430	491	500
Telephone	1200	942	1200	562	638	1200	1000
Refreshments	240	251	240	142	120	262	275
Insurances	4100	3566	4100	4015	0	4015	4500
Travel Expenses	350	615	450	108	342	450	600
Training /Conferences	2000	1887	2500	465	2000	2465	2500
Office Equipment/ Maintenance	1000	1003	1500	790	350	1140	780
Photocopier costs	0	0	0	360	360	720	720
Rent for Office	6000	5916	6000	3000	3000	6000	6000
Chairmans Expenses	0	0	250	36	214	250	300
Councillors Expenses	2600	2333	2600	1000	1550	2550	2600
Telephone system				0	0	0	700
Laptops				0	0	0	500
Finance PackageAnnual fees							840
<b>Total</b>	<b>92507</b>	<b>89148</b>	<b>94208</b>	<b>47946</b>	<b>45807</b>	<b>93753</b>	<b>98572</b>



PRINCES RISBOROUGH TOWN COUNCIL  
TOWN SUMMARY 2016/2017

	PROPOSED 2015/2016	ACTUAL 2015/2016	PROPOSED 2016/2017	ACTUAL SPEND to 30.09.16	ESTIMATE TO 31.03.15	TOTAL ESTIMATE	PROPOSED 2017/2018
<b>SMG</b>							
Spiked Vases	100	100	0	0	0	0	100
Loan Repayments SMG	19220	19220	19220	9610	9610	19220	19220
Kerbing stones/Pegs	0	0	0	1583	0	1583	1600
<b>Sub Total</b>	<b>19320</b>	<b>19320</b>	<b>19220</b>	<b>11193</b>	<b>9610</b>	<b>20803</b>	<b>20920</b>
<b>PARKS</b>							
Dog Waste	4300	4118	6000	1390	3100	4490	4500
Grass cutting	15072	0	0	0	0	0	0
Loan Repayments Wades	2738	2738	2738	1369	1369	2738	2738
Risk Assessment Officer	1600	1593	1650	804	804	1608	1625
Play Areas	1000	3051	2000	5853	0	5853	8000
<b>Sub Total</b>	<b>23110</b>	<b>11500</b>	<b>12388</b>	<b>9416</b>	<b>5273</b>	<b>14689</b>	<b>16863</b>
<b>Town</b>							
Trees & Flowerbeds	10500	7053	10500	2618	7882	10500	8500
War Memorials	300	250	300	0	300	300	300
General Maintenance	3500	810	0	0	0	0	0
Market House loan	0	0	0	0	0	0	13137
CCTV Maintenance	18600	18500	18500	18500	0	18500	18500
Replacement Fence	0	2250	0	0	0	0	0
Energy Charges	23854	20929	20000	10432	10432	20864	15000
New Instal, Maint Repairs & replimts.	25000	11889	20000	4582	15418	20000	15000
<b>Sub Total</b>	<b>83754</b>	<b>61681</b>	<b>69300</b>	<b>36132</b>	<b>34032</b>	<b>70164</b>	<b>70437</b>
<b>Maintenance</b>							
Equipment / tooling /supplies	6000	5275	6750	3449	3301	6750	6000
Painting of lighting columns	770	570	770	570	0	570	750
Vehicle	5300	5056	5300	2772	2772	5544	6000
Clothing	250	251	250	214	35	249	400
Utilities	1000	623	700	251	700	951	1204
waste Management	800	695	800	349	350	699	800
Mobile Phones for MT	360	315	360	156	170	326	400
Training MT	1500	841	1000	0	845	845	1000
Personnel costs	54421	53122	61009	27909	31872	59781	70000
Listed Buildings Maintenance	1000	0	1000	0	500	500	1000
<b>Sub Total</b>	<b>71401</b>	<b>66748</b>	<b>77939</b>	<b>35670</b>	<b>40545</b>	<b>76215</b>	<b>87554</b>
<b>Capital Expenditure</b>							
Benches/Seats	500	280	500	0	500	500	1700

PRINCES RISBOROUGH TOWN COUNCIL  
TOWN SUMMARY 2016/2017

	PROPOSED 2015/2016	ACTUAL 2015/2016	PROPOSED 2016/2017	ACTUAL SPEND to 30.09.16	ESTIMATE TO 31.03.15	TOTAL ESTIMATE	PROPOSED 2017/2018
Respect Barriers E Mitchell	0	0	0	0	0	0	2500
New litter/dog bins	500	504	1000	175	500	675	750
Timer system for opening/closing gates	150	65	150	0	440	440	150
Storage Unit Wades	15000	16381	1500	1500	0	1500	1000
New Mower	0	0	8000	0	8000	8000	8000
<b>Sub Total</b>	<b>16150</b>	<b>17230</b>	<b>11150</b>	<b>1675</b>	<b>9440</b>	<b>11115</b>	<b>14100</b>
<b>TOTAL</b>	<b>213735</b>	<b>176479</b>	<b>189997</b>	<b>94086</b>	<b>98900</b>	<b>192986</b>	<b>209874</b>

PRINCES RISBOROUGH TOWN COUNCIL  
 PR SUMMARY 2016/2017

	PROPOSED 2015/2016	ACTUAL 2015/2016	PROPOSED 2016/2017	EXPENDITURE 30.09.16	ESTIMATE 31.03.16	TOTAL ESTIMATE	PROPOSED 2017/2018
Website	2000	1333	1600	530	0	530	2000
Crosstalk Newsletter	7500	5840	7000	1641	4000	5641	6000
Salary	0	0	0	0	0	0	3217
Banners				314	900	1214	400
<b>Total</b>	<b>9500</b>	<b>7173</b>	<b>8600</b>	<b>2485</b>	<b>4900</b>	<b>7385</b>	<b>11617</b>

PRINCES RISBOROUGH TOWN COUNCIL  
EVENTS SUMMARY 2016/2017

	PROPOSED 2015/2016	ACTUAL 2015/2016	PROPOSED 2016/2017	EXPENDITURE 30.09.16	ESTIMATE 31.03.16	TOTAL ESTIMATE	PROPOSED 2017/2018
Admin Support	0	0	1640	595	595	1190	0
Festival	0	0	4000	653	0	653	10000
Britain in Bloom	0	0	500	0	500	500	0
Art Event	0	0	750	0	0	0	750
Public Meetings	0	0	750	0	0	0	300
Salary (NM/OT)	0	0	0	0	0	0	3217
Xmas Lights	0	0	2000	0	2000	2000	2000
Freedom Parade							2000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>9640</b>	<b>1248</b>	<b>3095</b>	<b>4343</b>	<b>18267</b>



Devolved Services  
2016/2017

	PROPOSED 2015/2016	ACTUAL 2015/2016	PROPOSED 2016/2017	ACTUAL 30.09	Estimated 31.03	Total Estimate 2016/2017	Proposed 2017/2018
<b>Staff Costs</b>							
Salary	6864		7138	4047	3339	7386	7250
Pension	1033		1056	528	528	1056	1073
IT upgrade	600		0	0	0	0	0
<b>Sub Total</b>	<b>8497</b>	<b>7993</b>	<b>8194</b>	<b>4575</b>	<b>3867</b>	<b>8442</b>	<b>8323</b>
<b>Admin Income</b>							
Princes Centre	6000	6000	6000	3000	3000	6000	5200
Marketing Services	0	20	300	0	300	300	300
Devolved Services	2500		2086	1932	359	2291	2471
Pump priming	650		0	0	0	0	
<b>Sub Total</b>	<b>9150</b>	<b>6020</b>	<b>8386</b>	<b>4932</b>	<b>3659</b>	<b>8591</b>	<b>7971</b>
<b>Maintenance Costs</b>							
Mower	1500	2288	2000	589	1400	1989	2000
Clothing	150	553	500	45	455	500	500
Vehicle	2400	3587	3500	2023	1400	3423	3500
Communications for MT	480	120	120	50	70	120	120
MT equipment	1200	566	1000	572	475	1047	1000
Training MT	1500	540	600	145	500	645	300
Chilthorn Society ROW Clearance	1459	1459	166	0	166	166	166
Personnel costs	18635	18723	22935	14530	8902	46195	25676
<b>Sub Total</b>	<b>27324</b>	<b>27836</b>	<b>30821</b>	<b>17954</b>	<b>13368</b>	<b>31322</b>	<b>33262</b>
<b>Maintenance Income</b>							
Princes Risborough	17853	44387	14475	14142	167	14309	14475
Lacey Green	2400		3001	463	555	1018	1200
Longwick	2850		3385	1110	220	1330	2000
Devolved Admin	-2500		-2086	-1932	-359	-2380	-2471
Bradenham	125	370	250	230	90	320	250
Bledlow-cum-Saunderton	900	990	990	480	240	720	990
Pump Priming	6170		0	0	0	0	0
Longwick Playing Field	3000	3060	3000	1500	1200	2700	3000
Lacey Green GoR contract	2800	2856	2800	1400	1120	2520	2800
<b>Sub Total</b>	<b>33598</b>	<b>51663</b>	<b>25815</b>	<b>17993</b>	<b>3233</b>	<b>20537</b>	<b>22244</b>
<b>TOTAL</b>							

**PRINCES RISBOROUGH TOWN COUNCIL  
GRANTS/SUBS SUMMARY 2016/2017**

	PROPOSED 2015/2016	ACTUAL 2015/2016	PROPOSED 2016/2017	EXPENDITURE to 30.09.16	ESTIMATE TO 31.03.17	TOTAL ESTIMATE	PROPOSED 2017/2018
<b>GRANTS</b>							
Community Bus Scheme	1000	1000	0	0	0	0	0
CAB	450	450	0	0	0	0	0
Lighthouse	200	200	200	200	0	200	0
Chinnor & PR Railway	250	250	250	250	0	250	0
St Mary's PCC	2580	2580	2580	2580	0	2580	2580
St Dunstan's PCC	1500	1500	1500	1500	0	1500	1500
P R Baptist Church	230	230	230	230	0	230	230
Risborough Runners	0	0	125	125	0	125	0
PR Youth Centre	1000	1000	0	0	0	0	0
Remembrance Wreath	100	100	100	100	0	100	100
Town Festival	6000	6000	0	0	0	0	0
TV & Chiltern Air Ambulance	250	250	0	0	0	0	0
The P R Centre	5000	5000	4000	4000	0	4000	0
Red Cross	250	250	0	0	0	0	0
First Responders	150	150	0	0	0	0	0
Risborough Rangers Junior Team	150	150	0	0	0	0	0
Community Centre	0	0	0	0	0	0	0
Mother & Toddler Group	250	250	0	0	0	0	0
Rugby Club	250	250	0	0	0	0	0
Small Grants			2500	320	0	320	2500
NAG	100	100	0	0	0	0	0
<b>Sub Total</b>	<b>19710</b>	<b>19710</b>	<b>11485</b>	<b>9305</b>	<b>0</b>	<b>9305</b>	<b>6910</b>
<b>SUBSCRIPTIONS</b>							
Bucks Assoc of Local Councils	1100	1069	1100	1145	0	1145	1145
CPRE	30	36	30	30	30	60	60
Chiltern Society	25	25	25	0	25	25	25
Wyc Dist Assoc of Local Councils	25	20	25	0	25	25	25
SLCC	210	325	210	0	285	285	285
Towns Alive	145	0	0	0	145	145	0
<b>Total</b>	<b>1535</b>	<b>1475</b>	<b>1390</b>	<b>1175</b>	<b>510</b>	<b>1685</b>	<b>1540</b>
<b>TOTAL</b>	<b>21245</b>	<b>21185</b>	<b>12875</b>	<b>10480</b>	<b>510</b>	<b>10990</b>	<b>8450</b>

**Princes Risborough Town Council  
Estimates 2017/2018**

	BUDGET 2015/2016	ACTUAL 2015/2016	PROPOSED 2016/2017	INCOME 30.09.16	ESTIMATE TO 31.03.17	TOTAL ESTIMATE	PROPOSED 2017/2018
<b>INCOME</b>							
BALANCE BROUGHT FWD							
PRECEPT	327301	327301	331702	331702	0	331702	345702
Localised Council Tax Grant from WDC	21022	21022	17882	17882	0	17882	14753
BANK INTEREST	1000	1402	1000	494	494	988	1000
HIRE SPORTS PITCHES/ Fields	1500	1550	2000	1450	300	1750	1750
RAG PIT	625	625	625	0	625	625	625
WAYLEAVES	24	260	24	250	0	250	24
COMMUNITY CENTRE LEASE	24	24	24	0	24	24	24
MARKET STALL RENTS	2400	2040	1900	1240	0	1240	1500
SURGERY RENT	577	577	577	0	577	577	577
RISBORO SPRINGS RENT	100	100	100	100	0	100	100
DONATIONS	0	309	0	0	0	0	0
BURIAL GROUND	5000	6320	10323	8776	1447	10223	10000
CIL MONEY	742	742	0	0	44439	44439	0
FESTIVAL	0	7812		5211	400	5611	2500
<b>Total</b>	<b>360315</b>	<b>370084</b>	<b>366157</b>	<b>367105</b>	<b>48306</b>	<b>365361</b>	<b>378555</b>