



PRINCES RISBOROUGH TOWN COUNCIL



TO: THE MEMBERS OF THE TOWN COUNCIL (Councillors A Ball, J Biss, S Coombs, A Cross, A Frost, G Hall, S Marshall, C Morgan, A Shipley, I Parkinson, J Rampin, N Rawsthorne, A Turner)

Dear Councillor,

You are summoned to attend the **Meeting of the Town Council** to be held at the **Princes Centre, Clifford Road, Princes Risborough** on **Tuesday 30th January 2024 AT 7.00 PM** when the business set out in the following agenda will be transacted.

Susanne Barter

**Clerk to the Town Council
24th January 2024**

AGENDA

The Town Council Prayer

- 1. Welcome and Apologies for Absence**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk
- 2. Acceptance of Minutes of Previous Meeting of the [19th December 2023](#)**
To receive and approve as a correct record the minutes of the Town Council meeting held on the 19th December 2023.
- 3. Declarations of Interest and Dispensations**
To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations
 - i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it
 - ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure)
- 4. Public Forum**
Ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda, as provided for in Standing Order Numbers 3 e-k. The public are welcome to observe the rest of the meeting. Applications to speak must be received by the Town Clerk no later than 5pm on the last working day preceding the meeting.
- 5. Reports from Buckinghamshire Councillors**
To receive written reports from Cllrs A Turner, G Hall and M Walsh



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- 6. Council Committees**
To receive and note the minutes of: -
Finance Committee [28th November 2023](#), [19th December 2023](#) (draft)
Admin & HR Committee [5th December 2023](#) (draft)
Commercial Services Committee [5th December 2023](#) (draft)
Events & P/R Committee [5th December 2023](#) (draft)
Planning Committee [9th January 2024](#) (draft)
Town Committee [9th January 2024](#) (draft)
- 7. Correspondence**
To decide on the response to correspondence received at the Town Council
- 8. Report from the Mayor/Deputy Mayor**
To receive a report from the Mayor/Deputy Mayor on functions that they have attended
- 9. Task & Finish Groups**
i) To receive reports from the Quarter 4 Task & Finish Groups

 - a) [Wades Centre Phase 2 Task & Finish Group](#)
To receive a report and decide on any actions to be taken
 - b) [Business Plan Task & Finish Group](#)
To receive a report and decide on any actions to be taken
 - c) [Neighbourhood Plan Task & Finish Group](#)
To receive a report and decide on any actions to be taken

ii) To discuss and decide on the three Task & Finish Groups for Quarter 1
- 10. Finance**
To approve payments over £5000
- 11. CIL Monies (Cllr Marshall)**
To discuss and decide on allocating £1000 of the current CIL money income to other projects.
- 12. CIL Monies**
To discuss and decide on allocating the full CIL money income of £5389.57 for playground equipment
- 13. Neighbourhood Plan Scoping Workshop (Cllr Marshall)**
To receive the notes from the Neighbourhood Plan Scoping Workshop and decide on any actions to be taken
- 14. Wades Centre**
To approve the recommendation from the Commercial Services Committee that there should be no change to the current policy on discounting hire charges and refuse a request for a discount



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- 15. Brushwood Suite**
To approve the recommendation from the Commercial Services Committee to approve a discount of 10% for any organisations making 5 or more all day bookings in any one month in the Brushwood Suite only
- 16. Employee Handbook**
To approve the recommendation from the Admin & HR Committee to approve the amendments to the Employee Handbook made by the H/R consultants
- 17. Call Recording Policy**
To approve the recommendation from the Admin & HR Committee to approve the Call Recording Policy
- 18. Minor Grant Application**
To approve the recommendation from the Finance Committee to approve a minor Grant Application
- 19. Minor Grant Application**
To discuss and decide on a minor grant application
- 19. Future Agenda items**
To receive items to be included in the next meeting
- 20. Exclusion of Press and Public**
To pass a resolution to exclude the public and press in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 to discuss staff matters and unpaid invoices
- 21. Date of next meeting**
To note the date of the next meeting

Distribution – all Councillors and Council website.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND