**MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON MONDAY 18TH FEBRUARY 2019 AT 3.00 PM,**

**IN THE MEETING ROOM, PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

**PRESENT**

Chairman - Cllr A Turner

Cllrs, A Ball, M Walsh and J Coombs.

Clerk to the Town Council – Susanne Griffiths

**1 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies had been received from Cllrs D Knights and I McLauchlan who had work commitments and I Pearce who had a prior commitment.

**RESOLVED:** To receive and note the following apologies from Councillor Knights, McLauchlan and Pearce.

**2. MINUTES**

The accounts and minutes from the meetings from the previous month, having been previously circulated, were approved by the Meeting and signed by the Chairman.

**3. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and any relevant dispensations. **None were declared.**

**4. ACCOUNTS FOR PAYMENTS AND NOTE ITEMS OF INCOME**

The income and expenditure for February 2019 were examined by the Committee. A payment due to a contractor was removed from the schedule.

Cllr M Walsh proposed and Cllr J Coombs seconded that the remaining schedule of payments due, for the period ending 28th February 2019, be approved

**Resolved: To approve the schedule of payments for February 2019**

Further to theCode of recommended practice for local authorities on data transparency, the items of expenditure are attached.

In accordance with the Financial Regulations 5.7 adopted March 2018**,** records of regular payments made were signed by two members thus controlling the risk of duplicated payments being authorised or made.

As required by Financial Regulation 2.2, the Committee notes that Cllr A Turner and Cllr M Walsh verified bank statements for the period 1st January 2019 to 31st January 2019 and found no matters arising for the Committee’s consideration.

**5. CORRESPONDENCE**

Notification has been received from the contractors servicing the mower that further work is required resulting in an additional cost £1153.54. **All present agreed** that the amount can be vired from general reserves to cover the additional cost for the work to be completed. **SG**

**6. GRANT APPLICATION**

A minor grant application has been received from First Steps Pre-School.

An application for a grant of £212.24 has been received to purchase a notice board.

Cllr M Walsh proposed that this grant is recommended to the Town Council for approval.

Seconded by Cllr J Coombs.

**Resolved: A** grant application from First Steps Pre-School for £ 212.24 to purchase a notice board is recommended for approval by the Town Council.

**7.** **APPROVAL OF THE INTERNAL AUDIT TERMS OF REFERENCE FOR RECOMMENDATION TO THE TOWN COUNCIL**

The Clerk had previously circulated the Internal Audit Terms of Reference to the members for their consideration. **All present agreed** to recommend to the Town Council to approve. **SG**

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**8.FUTURE AGENDA ITEMS**

To review the Audit Plan for recommendation to the Town Council for approval.

To review the Finance Risk Assessment for recommendation to the Town Council for approval.

**9. NEXT MEETING**

The date of the next monthly meeting of the Finance Committee will be on the 18th March 2019 at 3.00 pm.

There being no further business the meeting closed at 3.20pm.

Chairman……………………………………….. Date …………………Page 04 /19

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| --- | --- | --- | --- | --- |
|  | **Princes Risborough Town Council** |   |  |  |
|  | **PAYMENTS Feb 2019** |  |  |  |
| **Payment** | **Payee** | **Net** | **VAT** | **Gross** |
| FP | SSE Contracting -rechargeable repairs Dec 2018 | 816.99 | 163.40 | 980.39 |
| FP | Jinca Ltd set up laptop | 100.00 | 20.00 | 120.00 |
| FP | P A Spittles Wades Pk parking spaces/turf SMG | 3118.00 | 623.60 | 3741.60 |
| FP | Lyndsey Harrison festival | 200.00 |   | 200.00 |
| FP | Miles Shepherd paper | 12.50 | 2.50 | 15.00 |
| FP | SLCC conference | 299.00 | 40.00 | 339.00 |
| FP | Amazon Governance book | 14.02 |   | 14.02 |
| FP | Travel SLCC meeting | 69.30 |   | 69.30 |
| FP | Collinsgroundworks base for bench | 260.00 | 52.00 | 312.00 |
| FP | Control Print printing | 167.98 | 33.60 | 201.58 |
| FP | Safe and Sound repairs Crescent Park | 500.00 | 100.00 | 600.00 |
| FP | Safe and Sound repairs KGV park | 495.00 | 99.00 | 594.00 |
| FP | Lunson Mitchenall Ltd 39 High St purchase | 3500.00 | 700.00 | 4200.00 |
| FP | Post Office Consultation | 224.00 | 44.80 | 268.80 |
| FP | Mobile Staging deposit festival | 297.50 |   | 297.50 |
| FP | Travel banking /retirement gift | 11.25 |   | 11.25 |
| FP | Robertsons of Risborough vehicle logo | 72.00 | 14.40 | 86.40 |
| FP | Swing Hoppers festival | 200.00 |   | 200.00 |
| FP | TBS Hygiene Ltd dog waste Jan 19 | 360.00 | 72.00 | 432.00 |
| FP | Briants chain | 17.46 | 3.49 |   |
| FP | Briants pruner service | 66.76 | 13.35 |   |
| FP | Briants mower service | 157.85 | 31.56 |   |
| FP | Briants mower service | 148.52 | 29.70 |   |
| FP | Briants strimmer service | 67.28 | 13.46 |   |
| FP | Briants strimmer service | 67.28 | 13.46 |   |
| FP | Briants blower service | 84.11 | 16.81 |   |
| FP | Briants strimmer service | 71.34 | 14.27 |   |
| FP | Briants blower service | 70.23 | 14.04 |   |
| FP | Briants hedge trimer service | 103.31 | 20.67 |   |
| FP | Briants strimmer service | 62.77 | 12.55 |   |
| FP | Briants shiplap nails etc | 105.41 | 21.09 |   |
| FP | Briants mower service | 335.93 | 67.19 | **1629.89** |
| FP | Blanchfords masking tape gloves | 9.00 | 1.80 |  |
| FP | Blanchfords masking cement | 3.93 | 0.79 | **15.52** |
| FP | Travel refreshments /regeneration & projects | 61.47 |   | 61.47 |
| FP | Ellis Whittam service agreement | 2634.02 | 532.75 | 3166.77 |
| FP | HMRC paye | 2847.76 |   | 2847.76 |
| 1708 | Risborough Rangers Senior FC grant | 250.00 |   | 250.00 |
| 1709 | Risborough Rangers Junior FC advert | 65.00 |   | 65.00 |
| 1710 | WCRA logo  | 62.50 |   | 62.50 |
| 1711 | MDJ Building Market House | 2360.07 | 472.14 | 2832.21 |
| DD | Scottish Power RCC | 95.49 | 19.10 | 114.59 |
| DD | BT RCC | 462.68 | 34.09 | 496.77 |
| DD | Ampower lighting MT  | 47.52 | 2.37 |  49.89  |
| DD | Ampower lighting MT  | 1973.16 | 394.63 | 2367.79 |
| DD | Alphabet GB LTD Mt vehicle |  339.99  | 68.00 |  407.99  |
| DD | Lex Autolease - Ford transit - Mt Vehicle |  334.99  | 67.00 |  401.99  |
| DD | BT wi-fi in Market House |  39.90  | 7.98 |  47.88  |
| DD | Channel Telecom -office phones |  81.91  | 16.38 |  98.29  |
| DD | Esso - MT fuel |  75.67  | 15.13 |  90.80  |
| DD | Grundon Waste Management  |  79.28  | 15.86 |  95.14  |
| DD | Nest pension |  193.99  |   |  193.99  |
| SO | Prudential pension |  100.00  |   |  100.00  |
| SO | Total salaries | 8674.55 |   | 8674.55 |
| SO | Salary | 1320.57 |   | 1320.57 |
| DD | Total pensions |  2,245.49  |  |  2,245.49  |
| SO | SSE Contracting - lighting maintenance |  434.92  | 86.98 |  521.90  |
| SO  | Princes Centre- refreshments  |  20.00  |   |  20.00  |
| SO | Princes Centre- office rent |  416.67  |   |  416.67  |
| SO | Keith Dobson- risk assessment  |  130.10  |   |  130.10  |
| CC | Manomano masonry paint |  55.38  | 11.07 |   |
| CC | Vistaprint business cards |  31.97  | 6.40 |   |
| CC | Land Registry |  6.00  |   |   |
| CC | Amazon cellphone |  42.99  |   |   |
| CC | Technoworld laptop |  433.00  | 86.6 |   |
| CC | Amazon smartphone |  106.86  | 21.37 |   |
| CC | Money soft Payroll annual license |  68.00  | 13.60 |   |
| CC | Amazon phone case |  14.54  |   |   |
| CC | BCC parking services |  35.00  |   |   |
| CC | Marks & Spencer refreshments |  28.50  |   |   |
| CC | Amazon delivery |  7.99  |   |   |
| CC | MJH Services keys cut compound |  5.50  |   |   |
| CC | Adobe cloud |  41.62  |   |   |
| CC | Safetysigns for less dog bin stickers |  25.45  | 5.09 |   |
| CC | Amazon message pads |  6.66  | 1.33 |   |
| CC | Amazon trays |  7.15  | 1.43 |   |
| CC | Chiltern Brewey retirement gift |  19.95  |   |   |
| CC | Card Factory retirement card/bag |  2.98  |   |   |
| CC | Printabanner banner |  30.88  | 6.18 |   |
| CC | **TOTAL** |   |   |  **1,123.49**  |
|   | **TOTAL** |  **38,406.84**  |  **4,125.01**  |  **42,531.85**  |