



Princes Risborough Town Council



**MINUTES OF A MEETING OF THE FINANCE COMMITTEE
HELD ON MONDAY 18TH MARCH 2019 AT 2.30 PM,
IN THE MEETING ROOM, PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman - Cllr I Pearce
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 A Turner who was on holiday and D Knights and I McLauchlan who had work commitments.

RESOLVED: To receive and note the following apologies from Councillors Turner, McLauchlan and Knights.

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 March 2019 were examined by the Committee.

Cllr A Ball proposed and Cllr J Coombs seconded that the remaining schedule of payments due, for the period ending 31st March 2019, be approved.

Resolved: To approve the schedule of payments for March 2019

Further to the Code 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 M Walsh and Cllr A Ball verified bank statements for the period 1st February 2019 to 28th February 2019 and found no matters arising for the Committee's consideration.

5. CORRESPONDENCE

The Clerk has received correspondence advising that income due to the Town Council for Community Centre hire arrangements has been sent to the Community Centre in error. The Clerk is requested to arrange a meeting with the previous treasurer of the Community Centre to rectify the situation. **SG**

6. APPROVAL OF THE AUDIT PLAN FOR RECOMMENDATION TO THE TOWN COUNCIL

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



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7. APPROVAL OF THE FINANCE RISK ASSESSMENT FOR RECOMMENDATION TO THE TOWN COUNCIL

The Clerk had previously circulated the Finance Risk Assessment to the members for their consideration.

All present agreed to recommend to the Town Council to approve.

SG

8.FUTURE AGENDA ITEMS

To review the Council’s system for internal financial control for recommendation to the Town Council

To receive a report on the meeting with the previous treasurer of the Community Centre.

9. NEXT MEETING

The date of the next monthly meeting of the Finance Committee will be on the 15th April 2019 at 2.30 pm.

There being no further business the meeting closed at 3.10pm.

Chairman.....

Date



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PAYMENTS March 2019

Payment	Payee	Net	VAT	Gross
FP	Travel expenses LGPS meeting	10.60		10.60
FP	Travel expenses WDC clerks meeting	8.10		8.10
	McDonalds	581.44	116.28	697.72
FP	Community Centre salary	215.00		215.00
FP	ARC Agricultural Ltd service Kubota	940.00	188.00	1128.00
FP	ARC Agricultural Ltd service Kubota	1153.54	230.70	1384.24
FP	Blanchfords washers staples	9.96	1.99	
FP	Blanchfords washers staples screws	8.00	1.60	
FP	Blanchfords saw screws	13.19	2.64	37.38
FP	TBS Hygiene dog waste collection	360.00	72.00	432.00
FP	Travel expenses Practitioners conference	33.12		33.12
FP	RCC refund deposit	50.00		50.00
FP	Smiths of Derby install auto winder	2760.00	552.00	3312.00
FP	NABMA annual sub	179.00		179.00
FP	Collingsgroundworks base for shed	568.75	113.75	682.50
FP	Playdale climber repair	207.00	41.40	248.40
FP	Briants postmix etc	37.42	7.49	
FP	Briants grvl brd rail swt	26.18	5.24	76.33
FP	Sparx Heritage lamps	6826.80	1365.36	8192.16
FP	Sparx loan and fit heriatge lamp Church St	250.00	50.00	300.00
FP	Vision ict email host	252.00	50.40	302.40
FP	St Marys CC advert for RCC	30.00		30.00
FP	Ellis Whittam insurance	124.77	11.00	135.77
FP	Asgard/Flexi shed Earle Mitchell	1400.00	280.00	1680.00
FP	T&D Electrical install bike pump	1102.52	220.50	1323.02
FP	Community Centre s+B29:B43alary	76.00	15.20	91.20
FP	PO stamps	68.50		68.50
FP	WDC street trading license	70.00		70.00
FP	Logo-co Mt clothing	237.10	47.42	284.52
FP	HMRC paye	2725.58		2725.58
FP	Vale Traing Ltd Manual Training course	95.00	19.00	114.00
FP	Miles Shepherd paper	12.50	2.50	15.00
FP	Chairmans Expenses	95.18		95.18
FP	Suez waste collection RCC	68.76	13.75	82.51
FP	MERG refund RCC	54.00		54.00
FP	Wilkinson Eyre Site development	7500.00	1500.00	9000.00
FP	Sparxz 50% LED project	56757.50	11351.50	68109.00
FP	First Steps Preschool grant	212.24		212.24
FP	PK Inprint Crosstalk	1257.31		1257.31
FP	Jinca Ltd remote support /RCC	110.00	22.00	132.00
FP	Goldstar Cleaning RCC	625.00		625.00
FP	SLCC Community Governance	1320.00		1320.00
FP	Clear Water 39 High St	13.21	1.26	14.47
1712	Eventbrite annual audit training	32.57		32.57
DD	SSE gas RCC	607.30	66.24	673.54
DD	Castle Water Salisbury Close	18.76		18.76



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DD	Three	56.94	11.39	68.33
DD	EON elec SMG	42.55	2.13	44.68
DD	EON MH	257.75	12.89	270.64
DD	EON Salisbury Close	23.00	1.15	24.15
DD	Castle Water SMG	17.76	3.25	21.01
DD	Castle Water RCC	19.83		19.83
DD	Ampower lighting MT	42.92	2.14	45.06
DD	Ampower lighting MT	1782.21	356.44	2138.65
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			
DD	Esso - MT fuel	92.30	18.46	110.76
DD	Esso - MT fuel	109.55	21.92	131.47
DD	Grundon Waste Management	4.20	0.84	5.04
DD	Nest pension	193.99		193.99
SO	Prudential pension	100.00		100.00
SO	Total salaries	9760.58		9760.58
DD	Total pensions	2,245.49		2,245.49
SO	Cllr qrtly expenses	600.00		600.00
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	WDC street trading license	135.00		
CC	Bounce4fun deposit	20.00		
CC	BALC chairmanship skills course x 6	229.92		
CC	Online carpets artificial grass	88.24	17.65	
CC	Virtual College Food safety and hygiene course	12.00	2.40	
CC	J & A International window stickers	65.72	13.14	
CC	J & A International window stickers	62.77	12.55	
CC	Safety signs dog bins	26.70	5.34	
CC	Amazon wood preserver	74.04	14.82	
CC	Amazon plastic waletts	2.07	0.42	
CC	Adobe software	41.62		
CC	Amazon marker pens	14.96	3.00	
CC	TOTAL			842.36
	TOTAL	106,942.58	17,079.11	124,021.69

