



# Princes Risborough Town Council



**MINUTES OF A MEETING OF THE FINANCE COMMITTEE  
HELD ON MONDAY 15<sup>th</sup> APRIL 2019 AT 2.30 PM,  
IN THE MEETING ROOM, PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

## **PRESENT**

Chairman - Cllr A Turner  
Cllrs - A Ball and M Walsh  
Administration Officer – Jayne Mylchreest

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

The Town Clerk reported that apologies had been received from Cllrs I McLauchlan and D Knights who had work commitments and Cllrs J Coombs and Cllr I Pearce who were on holiday.

**RESOLVED:** To receive and note the following apologies from Councillors I McLauchlan, D Knights, J Coombs and I 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 April 2019 were examined by the Committee.

Cllr A Ball proposed and Cllr M Walsh seconded that the remaining schedule of payments due, for the period ending 30<sup>th</sup> April 2019, be approved.

**Resolved: To approve the schedule of payments for April 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 A Turner and Cllr M Walsh verified bank statements for the period 1<sup>st</sup> March 2019 to 31<sup>st</sup> March 2019 and found no matters arising for the Committee's consideration.

## **5. CORRESPONDENCE**

No correspondence was received.

## **6. TO REVIEW THE COUNCIL'S SYSTEM FOR INTERNAL FINANCIAL CONTROL FOR RECOMMENDATION TO THE TOWN COUNCIL**

Cllr A Turner proposed to establish a Working Group to review the Council's system for Internal Financial Control for recommendation to the Town Council



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Seconded by Cllr A Ball

**Resolved: To establish a Working Group to review the Council's system for Internal Financial Control for recommendation to the Town Council**  
**SG/AT/AB**

## **7. TO RECEIVE A REPORT ON THE MEETING WITH THE PREVIOUS TREASURER OF THE COMMUNITY CENTRE.**

Cllr M Walsh updated the members that a meeting had taken place and the issues raised had been resolved.

## **8.FUTURE AGENDA ITEMS**

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

To review the Town Council insurance policy for 2019/20 for recommendation to the Town Council

## **9. NEXT MEETING**

The date of the next monthly meeting of the Finance Committee will be on the 20<sup>th</sup> May 2019 at 2.30 pm. There being no further business the meeting closed at 2.55 pm.

Chairman.....

Date ..... **Page 08 /19**



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PAYMENTS April 2019

Payment	Payee	Net	VAT	Gross
FP	Total Gas RCC	124.20	6.21	130.41
FP	RCC refund deposit	100.00		100.00
FP	Herts CC Toilet Rolls RCC	21.90	4.38	26.28
FP	Briants blower service	78.50	15.70	
FP	Briants chainsaw service	64.70	12.93	
FP	Briants credit note	-69.95	-13.99	87.89
FP	Blanchfords bitumen	8.26	1.65	
FP	Blanchfords bolts	2.94	0.59	
FP	Blanchfords ballast cement	12.09	2.42	27.95
FP	ARD Playgrounds qrtly inspection	178.50	35.70	214.20
FP	BMKALC annual subs	1240.49		1240.49
FP	TBS Hygiene dog waste	450.00	90.00	540.00
FP	WDC tree management survey	1663.00	332.60	1995.60
FP	GDPR info ltd Data protection officer	500.00	100.00	600.00
FP	The Figure Shop caretaker RCC	150.00		150.00
FP	Travel expenses BALC training/SLCC meeting	16.20		
FP	Travel expenses SLCC	23.40		39.60
FP	Turney group boots wellingtons	64.95	12.99	
FP	Turney group carriage valve	13.45	2.69	
FP	Turney group Adblue	9.99	2.00	106.07
FP	Jinca Ltd remote support laptops	20.00	4.00	24.00
FP	ARC Agricultural Ltd call out to repair mower	83.75	16.75	100.50
FP	Co op easter eggs	6.00		6.00
FP	Creative Creations mobile kitchen	1076.98		1076.98
FP	HMRC paye	3535.26		3535.26
1714	St Marys PCC grant	2580.00		2580.00
1715	St Dunstans grant	1500.00		1500.00
1716	PR Baptist Church	230.00		230.00
1717	Remembrance Wreath	100.00		100.00
1718	Chinnor Railway grant	1000.00		1000.00
1719	Ris Youth Club grant	1000.00		1000.00
1720	RRJFC grant	1000.00		1000.00
1721	C Page crosstalk	25.00		25.00
DD	Three mobiles	47.49	9.50	56.99
DD	SSE gas RCC			
DD	Npower Wades Pk	15.65	0.78	
DD	Npower Wades Pk	13.81	0.69	30.93
DD	Castle Water Salisbury Close	11.99		11.99
DD	Castle Water Salisbury Close	16.16		16.16
DD	Castle Water RCC	19.83		19.83
DD	Castle Water SMG	8.55	1.71	10.26
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
	Alphabet GB LTD Mt vehicle recharge	10.00		10.00
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	9 Group -office phones	166.73	33.34	200.07



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DD	Esso - MT fuel	121.80	24.35	146.15
DD	Esso - MT fuel	85.07	17.01	102.08
dd	Esso - MT fuel	129.32	25.87	155.19
dd	Suez waste removal RCC	68.76	13.75	82.51
DD	Grundon Waste Management	79.28	15.86	95.14
DD	CPRE annual membership	36.00		36.00
DD	Nest pension	433.50		433.50
SO	Prudential pension	100.00		100.00
SO	Total salaries	12709.97		12709.97
DD	Total pensions	2,514.01		2,514.01
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	Allscot Distribution	51.00	10.20	
CC	Ceiling Tiles 39 High ST	53.00	10.60	
CC	Amazon egg stamps	13.98		
CC	Planning Portal Wades Pk	254.00		
CC	Perrys Aylesbury ranger	223.40	44.68	
CC	WDC 39 high st	132.17	3.33	
CC	Planning Portal 39 High St	313.67	3.33	
CC	Adobe software	41.62		
CC	Co-op refreshments Cllr interviews	15.50		
CC	Amazon Netgear to enable TC to access wifi in Princes Centre	16.64	3.33	
CC	Safety Supply Co Ltd Mt clothing	156.25	31.25	
CC	Post Office Appeal decision	6.60		
CC	Amazon del charge	7.99		
CC	Amazon bulbs 39 High St	39.24	7.92	
CC	<b>Total credit card</b>			<b>1,439.70</b>
	<b>TOTAL</b>	<b>38,459.84</b>	<b>1,511.08</b>	<b>39,970.92</b>