



Princes Risborough Town Council



MINUTES OF A MEETING OF THE FINANCE COMMITTEE
HELD ON MONDAY 20TH MAY 2019 AT 2.30 PM,
IN THE MEETING ROOM, PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH

PRESENT

Chairman - Cllr A Turner
Cllrs - A Ball, J Coombs, I Pearce and M Walsh
Clerk -Susanne Griffiths

1 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies had been received from Cllr I McLauchlan due to work commitments.
RESOLVED: To receive and note the following apologies from Cllr I McLauchlan.

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 May 2019 were examined by the Committee.
Cllr I Pearce proposed and Cllr A Ball seconded that the remaining schedule of payments due, for the period ending 31st May 2019, be approved.

Resolved: To approve the schedule of payments for May 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 1st April 2019 to 30th April 2019 and found no matters arising for the Committee's consideration.

5. CORRESPONDENCE

No correspondence was received.

6. GRANT APPLICATION

Cllr M Walsh proposed to approve the grant application for recommendation to the Town Council from the Princes Risborough Tennis Club for £250 towards providing wheelchair access to the clubhouse.

Seconded by Cllr J Coombs.

All present agreed to recommend the application to the Town Council for approval.

SG



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7. INTERNAL AUDITORS REPORT

The Clerk presented the meeting with the Annual Internal Audit Report to confirm that the internal audit for 2018/2019 had been completed. The internal auditor had confirmed that the accounts and systems were found to be in good order and well run and had no significant criticisms to make. A point was highlighted concerning Councillors initialling or signing an invoice before releasing payment as evidence that the banking details had been checked. **All present agreed** to note this comment and ensure that this is done on every invoice in the future.

The Clerk presented the Accounting Statements 2018/19 and the Balance sheet as at 31st March 2019 for approval by the Finance committee. The Finance Committee having examined the accounts found them to be in order and Cllr A Turner proposed that the Finance Committee recommend the Accounting Statements 2018/19 for approval to the Town Council. Seconded by Cllr M Walsh.

Resolved: To approve the accounts and recommend the Accounting Statements 2018/19 for approval to the Town Council. **SG**

8.EFFECTIVENESS OF THE INTERNAL AUDIT

The Committee considered a review of the Effectiveness of the Internal Audit for recommendation to the Town Council. Cllr A Turner proposed to recommend the review to the Town Council for approval.

Seconded by Cllr M Walsh. **All present agreed.** **SG**

9.TOWN COUNCIL RISK SCHEDULE

The Risk Schedule was circulated to the members prior to the meeting for their consideration. Members considered the schedule and suggested amendments to the existing schedule. Cllr J Coombs proposed that the amendments for 2019/20 are recommended the Town Council for approval. Seconded by Cllr I Pearce.

All present agreed. **SG**

10. INSURANCE POLICY

The members considered the insurance proposal for 2019/20 and agreed amendments to update the policy. Cllr J Coombs proposed to recommend the updated schedule and premium for approval by the Town Council. Seconded by I Pearce. **All present agreed** **SG**

11.FUTURE AGENDA ITEMS

To produce a General Reserves Policy for recommendation to the Town Council.

12. NEXT MEETING

The date of the next monthly meeting of the Finance Committee will be on the 17th June 2019 at 2.30 pm. There being no further business the meeting closed at 2.55pm.



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Princes Risborough Town Council | PAYMENTS May 2019

Payment	Payee	Gross
chq	HW RCC Deposit	50.00
FP	R North hedgse cutting BCC	1099.20
FP	Sunshine Events assault course	1038.00
FP	Creative Creations mobile kitchen	600.00
FP	HMRC paye	3489.39
FP	Lekanah singer	350.00
FP	Total Gas 39 High St	36.23
FP	RCC Salary	222.50
FP	RCC Salary	150.00
FP	E Newhouse audit	300.00
FP	Hayey Watkins Photography ATM	310.00
FP	Edens Faces Farmers Market	100.00
FP	C K refund depost	50.00
FP	P G refund deposit	50.00
FP	Andrew Eades drawings shop front 39 High St	1500.00
FP	S M refund deposit	50.00
FP	M Q refund deposit	50.00
FP	One Stop Promotion bunting	379.80
FP	TBS Hygiene dog waste	475.20
FP	Vale Training MT training	606.00
FP	NcLude RCC refund	84.00
FP	N E refund deposit	50.00
FP	Gold Star Cleaning RCC	770.00
FP	Studio 28 art work Farmers Market	346.00
FP	Fullers Flowers bowls ATM	80.00
FP	SSE Contracting - lighting maintenance	1590.83
FP	SSE Contracting - lighting energy	382.48
FP	LOGO Co Mt clothing	271.20
FP	Crisp Recognition badges	43.80
FP	Chiltern Directories Farmers Market	223.20
FP	Vision Ict website	21.60
FP	R & M Chateau ATM wine	133.92
FP	Scottish Power RCC	669.91
FP	Shutter Spec shutter repair deposit	359.99
FP	Grenke leasing photocopier	216.00
FP	Suez RCC	82.51
FP	Chiltern Hygiene RCC	475.20
FP	RACP Entry boards farmers Market	153.00
FP	Briants MT supplies	289.67
FP	Blanchfords Mt supplies	66.03
FP	Turney MT supplies	138.00
FP	C Anderson refund deposit	50.00
FP	Zurich insurance	5975.03
FP	travel expenses egg hunt	14.98
FP	travel expenses banking	16.20
FP	travel expenses banking	8.10
1723	BALC Cllr training	41.10
1724	Refreshments ATM	10.00



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1725	D2D crosstalk	390.00
DD	Castle Water SMG	223.65
DD	Castle Water RCC	19.83
DD	British Gas RCC	0.27
DD	Clear Business water 39 High St	14.79
DD	Three phones	47.80
DD	Three phones	29.59
DD	Ampower lighting MT	48.28
DD	Ampower lighting MT	2337.00
DD	Alphabet GB LTD Mt vehicle	407.99
DD	Lex Autolease - Ford transit - Mt Vehicle	401.99
DD	Lex Autolease - Ford transit - Mt Vehicle	24.00
DD	BT wi-fi in Market House	47.88
DD	BT Community Centre	249.36
DD	9 Group -office phones	100.81
DD	Esso - MT fuel	220.15
DD	Esso - MT fuel	157.11
DD	Suez waste removal RCC	82.51
DD	Grundon Waste Management	94.96
DD	PWLB SMG Wades Pk Market House	17,547.60
DD	Nest pension	433.50
SO	Prudential pension	100.00
SO	Total salaries	13264.34
DD	Total pensions	2,514.01
SO	SSE Contracting - lighting maintenance	521.90
SO	Princes Centre- refreshments	20.00
SO	Princes Centre- office rent	416.67
SO	Keith Dobson- risk assessment	130.10
CC	Branded pads	87.00
CC	Stamps direct	47.80
CC	Birmingham catering	256.20
CC	Marks & Spencer	154.00
CC	Poundland	7.00
CC	BCC	75.00
CC	Tesco	14.40
CC	Promain	390.00
CC	Carrier Bag shop	292.80
CC	Banner warehouse	42.50
CC	Amazon	7.99
CC	Art Office	2.35
CC	Planning Portal	- 180.00
CC	Amazon	6.95
CC	Amazon	51.79
CC	Amazon	14.99
CC	Amazon	22.36
CC	Amazon	3.99
CC	Amazon	4.72
CC	Amazon	5.55
CC	Amazon	41.62
CC	Adobe	24.58
CC	Amazon	136.90
CC	Amazon	9.89
CC	Amazon	49.59



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CC	Amazon	7.99
CC	Amazon	20.09
CC	WDC	106.20
CC	Clear Business water 39 High St	14.43
CC		
	TOTAL	65,033.84