



Princes Risborough Town Council



MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON MONDAY
25th JANUARY AT 6.30 PM
AT THE PRINCE CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH

PRESENT

Chairman - Cllr S Coombs
Cllrs J Coombs, I Parkinson, A Ball, A Frost, A Turner, J Biss
Clerk to the Town Council -Susanne Barter
Jayne Mylchreest – Administration Officer
Cllr J Rampin in attendance

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that no apologies had been received

2. ACCEPTANCE OF PREVIOUS MINUTES

The accounts and minutes from the previous month having been previously circulated, were approved by the Meeting to be signed as a true record and signed by the Chairman.
The minutes of the Estimates Finance meeting held on the 12th January 2022, having been previously circulated, were approved by the Meeting to be signed as a true record 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 received.

4. PUBLIC FORUM

No questions were raised by members of the public.

Cllr J Biss joined the meeting.

5. ACCOUNTS FOR PAYMENTS AND NOTE ITEMS OF INCOME

The income for December 2021 and expenditure for January 2022 were examined by the Committee.
Cllr J Coombs proposed and Cllr A Ball seconded that the schedule of payments due for the period ending 31st January 2022, be approved.

Resolved: To approve the schedule of payments for January 2022.

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

As required by Financial Regulation 2.2, the Committee notes that Cllr S Coombs and Cllr A Turner verified bank statements for the period 1st December 2021 to 31st December 2021 and found no matters arising for the Committee's consideration.

In accordance with the Financial Regulations 5.7 adopted November 2019, records of regular payments made were signed by two members thus controlling the risk of duplicated payments being authorised or made.

6. CORRESPONDENCE

None.

7. LOCAL GOVERNMENT PENSION SCHEME ACTUARY REPORT

Further to minute 6-17/121, the Clerk has received a response from Buckinghamshire Council advising that there will be a charge of £1250.00 plus VAT for the Actuary report and further Admin costs of £50 per hour.

It was **agreed by all present** not to proceed with the request for the report, due to the charge for the information. Cllr A Turner agreed to raise the issue with the cost with the pension department in his role as a Buckinghamshire Councillor.

AT

8. FUTURE AGENDA ITEMS

To recommend to the Town Council the appointment of the Internal Auditor for the 2021/2022 financial year
To review the Terms of Engagement for the Internal Auditor
To review the Audit Plan



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To review the Finance Risk assessment and Management Plan

9. NEXT MEETING

The date of the next monthly meeting of the Finance Committee will be on 22nd February 2022 at 6.30pm in the Princes Centre, Clifford Road, Princes Risborough.

There being no further business the meeting closed at 6.42pm.

Chairman.....

Date

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Expenditure January 2022

9 GROUP LTD	Office phones	£127.61
ALPHABET GB LTD	Ford ranger vehicle lease	£428.92
ARD	Quarterly play inspection	£294.00
BALC	Report Writing Essentials Course	£25.00
BARCLAYCARD	PDQ terminals	£25.76
BARCLAYCARD	PDQ terminals	£20.00
BUCKINGHAMSHIRE COUNCIL	Car parking 1.1.22 - 31.3.22	£8,102.50
BUCKINGHAMSHIRE COUNCIL	Wades Centre Bus Rates	£410.00
BLANCHFORDS	Xmas supplies	£29.51
BLANCHFORDS	Xmas supplies	£34.25
BLANCHFORDS	Rock salt	£41.69
BLANCHFORDS	Jubilee clip	£0.82
BLANCHFORDS	Timber for Art Event	£98.64
BRIANTS OF RISBOROUGH	Gloves, hat	£68.63
BRIANTS OF RISBOROUGH	Nails	£5.98
BRIANTS OF RISBOROUGH	KGV supplies	£190.73
BRIANTS OF RISBOROUGH	Fencing supplies	£84.00
BRIANTS OF RISBOROUGH	Refund	-£43.99
BT GROUP PLC	Wi fi Market House	£35.94
CASTLE WATER	Water Wades Centre	£104.17
CHILTERN HYGIENE LTD	Waste disposal Wades Centre	£316.79
CMPCON LTD	Admin software	£9.60
CONTROL PRINT	Photocopier costs	£123.39
CREDIT CARD	Xmas cards and envelopes	£70.19
	Collins	£26.17
	Shopify Ris basket	£116.80
	Shopify Ris basket	£3.44



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	Adobe software	£41.62
	Total Credit Card	£258.22
D2D DISTRIBUTION LTD	Crosstalk distribution	£510.00
ELDRIDGE ELECTRICAL	Street light repairs	£148.80
EON	Electricity Market House	£290.17
EON	Electricity SMG	£71.72
EROS HIRE TOOLS	Fan heater hire	£398.64
ESSO CARD	Fuel card admin fee	£21.60
ESSO CARD	Fuel	£216.96
GEORGE BROWNS LTD	Service Equipment	£90.59
GEORGE BROWNS LTD	Equipment service	£196.80
GEORGE BROWNS LTD	Equipment service	£130.85
GEORGE BROWNS LTD	Service equipment	£135.99
GEORGE BROWNS LTD	Service equipment	£155.99
GEORGE BROWNS LTD	Service equipment	£169.85
GEORGE BROWNS LTD	Tools SMG	£58.22
GOLD STAR CLEANING	MH clean	£75.00
	Blocked toilet Wades Centre	
GPEX	Brushwood leaflet	£447.59
	Newsletter	
GRUNDON	Waste Management	£153.10
HELPFUL HIRINGS	Chipper hire	£225.00
HMRC	HMRC paye	£3,089.88
BIUSHWOOD SUITE	BS refund deposit	£500.00
JINCA LTD	Remote set up	£72.00
JKL HEATERS LTD	Boiler service Wades Centre	£288.00
KEITH DOBSON	Monthly risk assessment	£136.50
LEX AUTOLEASE LTD	vehicle lease	£394.06
LGPS	LGPS	£2,051.88
MP PAYROLL SOLUTIONS	Admin payroll fee	£67.20
NEST PENSION	nest pension	£173.49
OPUS ENERGY	Gas Wades Centre	£78.74
OPUS ENERGY	Electricity Wades Centre	£5,269.90
P A SPITTLES	Kerb edging for Burials	£1,576.80
PELICAN PRINT	Correx boards	£93.60
PRESTIGE COMMERCIAL	BS clean	£168.00
PRINCES CENTRE	Office rent	£625.00
PRUDENTIAL	Prudential pension	£500.00
RAYNER GAS SERVICES	Boiler call out Wades Centre	£72.00
RAYNER GAS SERVICES	Toilet repairs Wades Centre	£122.40
RIALTAS BUSINESS SOL	Asset Inventory license	£198.00
SALARIES	Salaries	£11,171.98
SUEZ	Waste management	£84.85
RIS BASKET ADMIN	Ris Basket admin	£114.00
SE RFCA	Refund	£420.00



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TBS HYGIENE LTD
THREE.CO.UK
TRUTRAK
UTP
VISIONICT
YU ENERGY
YU ENERGY
YU ENERGY

Dog waste collection £626.40
Mt mobile phones £26.99
Ris Basket vehicle tracker £25.02
Merchant services £31.20
Website hosting £477.60
Street light energy charge £113.57
Electricity Wades Park £10.02
Street light energy charge £830.47

£43,698.58