



Princes Risborough Town Council



MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY
22ND FEBRUARY 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, J Biss
Clerk to the Town Council -Susanne Barter
Jayne Mylchreest – Administration Officer

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies had been received from Cllr Turner as he had a family commitment.

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.

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.

5. ACCOUNTS FOR PAYMENTS AND NOTE ITEMS OF INCOME

The income for January 2022 and expenditure for February 2022 were examined by the Committee.
Cllr J Coombs proposed and Cllr Ball seconded that the schedule of payments due for the period ending 28th February 2022, be approved.

Resolved: To approve the schedule of payments for February 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 Ball 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. AUDIT PLAN

Cllr Ball proposed to approve the Audit Plan for recommendation to the Town Council.
Seconded by Cllr Biss

Resolved: To approve the Audit Plan for recommendation to the Town Council.

8. TERMS OF REFERENCE

Cllr Frost proposed to approve the Terms of Reference for recommendation to the Town Council.
Seconded by Cllr J Coombs

Resolved: To approve the terms of Reference for recommendation to the Town Council.

9. INTERNAL AUDITOR

Cllr J Coombs proposed to appoint Ernest Newhouse as the Internal Auditor for the 2021/2022 financial year for recommendation to the Town Council.

Seconded by Cllr Ball

Resolved: To appoint Ernest Newhouse as the Internal Auditor for the 2021/2022 financial year for recommendation to the Town Council.



Princes Risborough Town Council



10. FINANCE RISK ASSESSMENT AND MANAGEMENT PLAN

Cllr Parkinson proposed to approve the Finance Risk Assessment and Management Plan for recommendation to the Town Council.

Seconded by Cllr Biss

Resolved: To approve the Finance Risk Assessment and Management Plan for recommendation to the Town Council.

11. FUTURE AGENDA ITEMS

To be advised.

12. NEXT MEETING

The date of the next monthly meeting of the Finance Committee will be on 29th March 2022 at 6.30pm in the Princes Centre, Clifford Road, Princes Risborough.

There being no further business the meeting closed at 6.45 pm.

Chairman.....

Date

Page 04/22



Princes Risborough Town Council



Expenditure February 2022

9 GROUP LTD	Telephones	£125.70
REFRESHMENTS	Xmas lights event	£34.35
ALPHABET GB LTD	Ford Ranger lease	£428.92
BALC	Addressing Conflict course	£45.00
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BARCLAYCARD	PDQ terminals	£25.76
BARCLAYCARD	PDQ terminals	£20.00
TYRETEAM LTD	Tractor tyre repair	£15.00
BUCKINGHAMSHIRE COUNCIL	Wades Cente Bus rates	£410.00
BLANCHFORDS	Bolts	£3.54
BLANCHFORDS	Bolts/nuts	£2.78
BLANCHFORDS	dishcloths sponge screws	£17.73
BT GROUP PLC	wi-fi Market House	£35.94
BT GROUP PLC	BT Wades Centre	£160.32
CALOO	Jan 2022 repairs	£534.00
CASTLE WATER	Water Wades Centre	£104.17
CHILTERN SOCIETY	Paths Mt and clearance 2021	£210.72
CHILTERN VIEW	Summer fest 2019 Chiltern View	£1,056.00
CMPCON LTD	HR support	£9.60
CREDIT CARD	Amazon Monitor stand	£26.98
	Amazon pencils letter tray	£14.34
	Amazon mouse mat	£2.99
	Amazon paper basket	£7.49
	Amazon tray/letter	£9.70
	Amazon erasers	£5.94
	Amazon scissors batteries	£17.90
	Amazon envelopes	£10.78
	Amazon labels hole punch	£5.91
	Amazon calculator	£6.64
	Amazon hole punch	£12.79
	Green Magic leaflet dispenser	£9.73
	Green Magic leaflet dispenser	£27.72
	Nisbets crockery	£575.64
	Catering Centre bar cooler	£768.94
	Ikea cutlery	£200.00
	Amazon toilet rolls	£41.98
	Autobits beacons	£51.59
	Amazon clock	£3.00
	Amazon chair	£55.98
	Shopify	£113.58
	Shopify	£3.35



Princes Risborough Town Council



	Shopify	£55.83
	Shopify	£1.64
	Adobe software	£41.62
	Jones pruning saw	£253.98
	Stamps	£31.68
	Total Credit card	£2,357.72
ELDRIDGE ELECTRICAL	Col 514 side painted	£49.20
ELDRIDGE ELECTRICAL	Col 283 removed/New lantern WP	£591.25
ELDRIDGE ELECTRICAL	Col 131 repairs	£60.60
ELLIS WHITTAM	HR Support	£5,340.00
ELLIS WHITTAM	Admin fee + insurance	£251.00
ESSO CARD	Fuel	£44.14
ESSO CARD	Fuel	£119.39
GEORGE BROWNS LTD	Turfmaster mower service	£151.59
GEORGE BROWNS LTD	Hayter service	£117.15
GEORGE BROWNS LTD	Hayter service	£181.79
GEORGE BROWNS LTD	Hayter service	£127.17
GMH CASH REGISTERS	Quaser EPoS system	£732.00
GOLD STAR CLEANING	Roof repairs Wades Centre	£170.00
GRUNDON	Waste management	£16.37
HELPFUL HIRINGS	Trailer hire	£156.00
HELPFUL HIRINGS	Excavator hire	£348.00
HMRC	HMRC paye	£2,864.68
IHASCO LTD	Fire Awareness	£144.00
WADES CENTRE	Deposit refund Wades Centre	£150.00
KEITH DOBSON	Monthly risk inspection	£136.50
LAMPS AND TUBES	Xmas lights 2021	£966.00
LEX AUTOLEASE LTD	Ford transit vehicle hire	£394.06
LGPS	LGPS	£2,051.88
MORGAN ARCHITECTURAL	Survey/drawings	£520.00
MP PAYROLL SOLUTIONS	Payroll admin	£76.32
NEST PENSION	Nest	£165.74
OPUS ENERGY	Gas Wades Centre	£50.25
OPUS ENERGY	Electricity Wades Centre	£282.54
P A SPITTLES	Relaying paving slabs Wades	£628.80
PRESTIGE COMMERCIAL	BS clean	£178.50
PRINCES CENTRE	Office rent	£625.00
PRUDENTIAL	Prudential pension	£500.00
EXPENSES	Deliver Love donations	£17.82
SALARIES	Salaries	£10,819.14
SJY CARPENTRY LTD	secure safe/cellar door/shelve	£400.00
SPEEDY FUELS	Gas oil	£1,008.72
STRIDERS UP 4 GRABS	Green waste SMG	£420.00
SUEZ	Waste recycling	£82.51
TBS HYGIENE LTD	Dog waste collection	£501.12



Princes Risborough Town Council



TRUTRAK	Vehicle tracker	£25.02
UTP	Card payment terminal	£31.20
VISIONICT	Domain renewal	£78.00
YU ENERGY	Street light energy charge	£116.52
YU ENERGY	Electricity Wades Centre	£10.11
YU ENERGY	Street light energy charge	£828.74
UTP MERCHANT SERVICES	Test payment	-£5.00
LLOYDS BANK	Cash BS	£500.00
		£38,711.07