



Princes Risborough Town Council



**MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY
27TH FEBRUARY 2024 AT 6.00 PM
AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman - Cllr S Coombs
Cllrs A Ball, A Frost, S Marshall, I Parkinson, A Turner
Susanne Barter- Clerk
Jayne Mylchreest – Administration Officer
No members of the public

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

No apologies were 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.

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. PUBLIC FORUM

No members of the public were present.

5. ACCOUNTS FOR PAYMENTS AND NOTE ITEMS OF INCOME

The income for January 2024 and expenditure for February 2024 were examined by the Committee. Cllr Ball proposed and Cllr Turner seconded that the schedule of payments due for the period ending 29th February 2024, be approved.

Resolved: To approve the schedule of payments for February 2024.

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 Turner and Cllr Ball verified bank statements for the period 1st January 2024 to 31st January 2024 and found no matters arising for the Committee's consideration. In accordance with the Financial Regulations 5.7 adopted September 2022, 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 Turner proposed to approve the Audit Plan for recommendation to the Town Council.

Seconded by Cllr Marshall.

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

JM

8. TERMS OF REFERENCE

Cllr Ball proposed to approve the Terms of Reference for recommendation to the Town Council.

Seconded by Cllr Turner.

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

JM

9. INTERNAL AUDITOR

Cllr Coombs proposed to recommend to the Town Council to appoint Ernest Newhouse as the Internal Auditor

Seconded by Cllr Frost.

Resolved: To recommend to the Town Council to appoint Ernest Newhouse as the Internal Auditor

SB



Princes Risborough Town Council



10. MINOR GRANT APPLICATION

Cllr Frost proposed not to approve a minor grant application from the Citizens Advice Bureau for £250 towards running costs but would review another application if they are able to commit to providing a face-to-face service in Princes Risborough.

Seconded by Cllr Coombs.

Resolved: Not to approve a minor grant application from the Citizens Advice Bureau for £250 towards running costs but would review another application if they are able to commit to providing a face-to-face service in Princes Risborough.

JM

11. FUTURE AGENDA ITEMS

To be advised.

12. NEXT MEETING

The date of the next monthly meeting of the Finance Committee will be held on the 26th March 2024 at 6.30pm in the Wades Centre, Stratton Road, Princes Risborough.

There being no further business the meeting closed at 6.23 pm.

Chairman.....Date

Page 03/24

Expenditure February 2024

ALPHABET GB LTD	Ford Ranger vehicle lease	£428.92
ARDENLEA	Fire risk assessment review	£275.00
BARCARE SUPREME LTD	Glasswasher BS	£90.00
BARCLAYCARD	BS terminal fee	£20.00
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BUCKINGHAMSHIRE COUNCIL	Bus rates WC	£723.00
BEN MORGAN BUILDERS	Building works WC 07	£1,635.68
BEN MORGAN BIULDERS	Building works WC key pads etc	£885.96
BLANCHFORDS	silicone/cement	£29.70
BLANCHFORDS	concrete/ballast/cement	£198.71
BLANCHFORDS	bits/screws/plugs	£10.48
BRIANTS OF RISBOROUGH	Bark- park entrance repairs	£39.98
BRIANTS OF RISBOROUGH	Stihl files	£9.91
BRIANTS OF RISBOROUGH	Nitrile gloves	£16.20
BT GROUP PLC	Wi-fi MH	£41.99
BT GROUP PLC	Office move	£769.44
	Phone/broadband WC	
CALOO	Playground	£534.00
CASTLE WATER	Water Wades Centre	£82.06
CMPCON LTD	HR support	£9.60
CONTROL PRINT	Photocopier final bill	£67.96
CREDIT CARD	Ris garage MOT Ford Transit	£58.60
	Amazon soap WC	£14.95
	Venesta mortise BS	£114.86
	Audiovolt sound meter BS	£45.98
	MJH keys new office	£32.50
	Amazon keyboard mouse etc	£19.99



Princes Risborough Town Council



	MJH keys new office	£24.00	
	Amazon Ethernet leads	£30.73	
	Amazon Ethernet leads	£11.48	
	Amazon Ethernet leads	£6.18	
	Amazon Ethernet leads	£3.09	
	Safety letterbox Co.	£99.00	
	B&Q refund	-£28.00	
	Wolverine shoes	£47.95	
	Wolverine shoes refund	-£43.00	
	Toolstation boots	£46.73	
	All boards notice boards	£165.98	
	Amazon files	£14.00	
	Amazon tape whiteboard marker	£5.99	
	Barcare glass supreme BS	£37.14	
	Hobart detergent	£71.16	
	Amazon urinal cartridge BS	£123.90	
	Screwfix undercoat	£29.99	
	Ebuyer Microsoft office	£224.99	
	Ebuyer laptop reception	£464.97	
	Screwfix paint	£18.49	
	Screwfix paint	£25.98	
	Amazon extension leads	£115.44	
	Amazon frames ATM	£39.95	
	Adobe software	£43.32	
	Facebook BS marketing	£17.00	
	Facebook BS marketing	£17.00	
	Amazon Sign posting fix	£22.44	
	Card fraud to be refunded	£221.63	
	Card fraud to be refunded	£10.00	
	Total Credit Card		£2,154.41
DAYLA	BS bar stock	£2,221.69	
WADES CENTRE	Wades Centre deposit refund	£150.00	
ESSO CARD	Monthly card fee	£4.80	
ESSO CARD	Fuel	£46.84	
WADES CENTRE	Wades Centre deposit refund	£500.10	
GARDIFF	Gas fan motor and blade BS	£960.00	
GMH CASH REGISTERS	Monthly rent EPoS system	£378.00	
GREEN DAY ENERGY LTD	DEC & report WC	£234.00	
GRENKE LEASING LTD	Photocopier	£68.99	
GRUNDON	Waste Management	£158.38	
HEINEKEN	Line cleaning BS	£216.00	
HERTS COUNTY COUNCIL	Blue roll/toilet roll	£58.09	
HMRC	HMRC paye	£4,762.26	
J NEWHENHAM	Ext & refurb Com	£1,325.00	
J NEWHENHAM	Supply and fit roller blind	£90.00	



Princes Risborough Town Council



JINCA LTD	Office move IT	£70.00
KEITH DOBSON	Monthly risk inspection	£140.00
KJS WINDOW CLEANING	Window Cleaning BS	£25.00
LEX AUTOLEASE LTD	Vehicle lease transit	£394.06
LGPS	LGPS	£2,298.46
MAKE PROMOTION SIMPLE	Mt clothing	£81.60
MP PAYROLL SOLUTIONS	Payroll admin	£88.97
WADES CENTRE	Wades Centre deposit refund	£500.00
NEST PENSION	Nest pension	£390.81
WADES CENTRE	Wades Centre deposit refund	£150.00
OAK GARDEN MACHINERY	Chain saw	£245.21
ONECOM	Phone broadband	£191.41
ONECOM	Broadband	£32.40
PPL PRS LTD	Music License WC	£1,209.02
PRINCES CENTRE	Final office rent payment	£230.76
PRUDENTIAL	Prudential pension	£750.00
RAILWAY	Wades Centre deposit refund	£500.00
REBELLION BEER CO	BS bar stock	£83.57
RIS RUN IN THE PARK	Ris run in the park	£250.00
SALARIES	Salaries	£15,864.59
CO-OP	Office supplies	£2.70
SHIELD GROUP	Dog waste collection	£353.64
SIGNS EXPRESS	Signs WC	£467.93
SSE SOUTHERN ELECTRIC	Gas WC	£837.45
SUEZ	Waste Management	£117.22
WADES CENTRE	Wades Centre deposit refund	£500.00
T & D ELECTRICAL	36 no Catbe and connection	£270.00
TRUTRAK	Vehicle tracker	£25.02
UTP	Card payment terminal BS	£31.20
VALE TRAINING LTD	Brushcutter course	£192.00
WORKNEST	Annual Year 3 HR support	£6,027.53
WORKNEST	Insurance	£342.50
YU ENERGY	Street light energy charge	£118.40
YU ENERGY	Electricity Stratton Rd	£7.90
YU ENERGY	Street light energy charge	£830.10
		£52,836.60