



# Princes Risborough Town Council



MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY  
30<sup>TH</sup> APRIL 2024 AT 6.00 PM  
AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

## PRESENT

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

## 1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Clerk reported that apologies had been received from Cllr Frost who was on holiday and Cllr Parkinson who had a previous commitment.

**Resolved: To accept apologies from Cllrs Frost and Parkinson.**

## 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.

**Cllrs Turner, Ball and Biss declared a non-pecuniary interest in Agenda item No 12 as members of the Princes Risborough Rotary Club.**

## 4. PUBLIC FORUM

No members of the public were present.

## 5. ACCOUNTS FOR PAYMENTS AND NOTE ITEMS OF INCOME

The income for March 2024 and expenditure for April 2024 were examined by the Committee.

Cllr Turner proposed and Cllr Coombs seconded that the schedule of payments due for the period ending 30<sup>th</sup> April 2024, be approved.

**Resolved: To approve the schedule of payments for April 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 Coombs verified bank statements for the period 1<sup>st</sup> March 2024 to 31<sup>st</sup> March 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. CLERKS REPORT

The Clerk confirmed to the members that there were no outstanding invoices from tenants to report.

## 8. LOCAL GOVERNMENT PENSION SCHEME EMPLOYER'S (LGPS) DISCRETIONARY POLICY

Cllr Turner proposed to approve the LGPS Employer's Discretionary Policy for recommendation to the Town Council. Seconded by Cllr Biss.

**Resolved: To approve the LGPS Employer's Discretionary Policy for recommendation to the Town Council. JM**

## 9. RESERVES POLICY 2024/2025

Cllr Turner proposed to approve the Reserves Policy for recommendation to the Town Council.

Seconded by Cllr Ball.

**Resolved: To approve the Reserves Policy for recommendation to the Town Council.**



# Princes Risborough Town Council



## 10. INVESTMENT POLICY

Cllr Marshall proposed to approve the Investment Policy for recommendation to the Town Council.  
Seconded by Cllr Coombs.

**Resolved: To approve the Investment Policy for recommendation to the Town Council. JM**

## 11. EFFECTIVENESS OF THE INTERNAL AUDIT SYSTEM

The Committee considered a review of the Effectiveness of the Internal Audit for recommendation to the Town Council.

Cllr Biss proposed to recommend the effectiveness of the internal audit review to the Town Council for approval.  
Seconded by Cllr Turner.

**Resolved: To recommend the effectiveness of the internal audit review to the Town Council for approval. JM**

## 12. MINOR GRANT APPLICATIONS

Cllr Marshall proposed to approve the application for £130 to the Risborough Youth Club towards a rock climbing trip for recommendation to the Town Council.

Seconded by Cllr Biss.

**Resolved: To approve the application for £130 to the Risborough Youth Club towards a rock climbing trip for recommendation to the Town Council. JM**

**Cllrs Turner, Ball and Biss declared a non-pecuniary interest and took no part in the discussion or vote.**

The application for £250 to the Rotary Club of Princes Risborough towards the over 75's living alone in Princes Risborough Christmas Lunch for recommendation to the Town Council was deferred to the next agenda. **JM**

## 13. FUTURE AGENDA ITEMS

To discuss and decide on a minor grant application.

## 14. NEXT MEETING

The date of the next monthly meeting of the Finance Committee will be held on the 28<sup>th</sup> May 2024 at 6.30pm at the Wades Centre, Stratton Road, Princes Risborough.

There being no further business the meeting closed at 6.25 pm.

Chairman.....Date .....

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## Expenditure April 2024

WADES CENTRE	Wades Centre deposit refund	£500.00
ALPHABET GB LTD	Fuel	£428.92
ALPHABET GB LTD	Road fund license	£95.00
BALC	Annual subs NALC BMKALC	£1,417.71
BARCARE SUPREME LTD	Glass washer hire	£90.00
BARCLAYCARD	Terminal fees BS	£23.20
BARCLAYCARD	Terminal fees BS	£20.00
BUCKINGHAMSHIRE COUNCIL	Bus rates WC	£803.26
BLANCHFORDS	Mt supplies	£129.14
BT GROUP PLC	Wi fi market House	£36.94
CASTLE WATER	Water Wades Centre	£82.06
CHILTERN VIEW	Chiltern View	£540.00
CMPCON LTD	HR support	£9.60
CPRE	CPRE annual subs	£60.00
CREATION STATION	25% deposit Summer festival	£87.50



# Princes Risborough Town Council



## CREDIT CARD

IONOS domain	£18.00
IONOS domain	£30.00
MJH keys store cupboard	£17.00
Amazon patio cleaner	£63.00
Amazon solvent cleaner	£8.54
Amazon gaffer tape	£9.89
Amazon bin bags	£25.64
MJH keys WC/BS	£25.00
Amazon ashtray WC	£18.95
Amazon toilet roll	£10.49
Amazon batteries	£20.73
Amazon batteries	£12.54
Amazon coat stand	£34.59
Amazon keyboard mouse	£18.99
Amazon ethernet switch	£55.49
Printed.com banners	£62.99
Amazon easter supplies	£12.99
BW sweets sweets easter	£169.75
Amazon batteries	£30.97
Amazon board/pins	£2.99
Amazon room divider	£39.90
Amazon laminating pouches	£8.15
Post Office	£7.35
Number People top up	£10.00
Amazon tablecloths	£79.59
Canva	£100.00
Adobe software	£43.32
Amazon toilet roll	£29.49
Ecoprod cleaner	£63.00
BC building payment control	£106.00
BC	£70.00
Total Credit card	£1,205.34
Water cooler contract Mar-Aug	£99.70
Wades Centre deposit refund	£500.00
Legionella training/sample	£205.00
Newsletter	£678.00
BS bar stock	£272.29
Thermostats/heat pump	£528.00
Electricity MH	£921.69
Fuel	£136.81
New Mower	£1,401.20
Qrtly fee Photocopier	£117.14
Waste management	£20.46
Line cleaning BS	£216.00

CULLIGAN  
 WADES CENTRE  
 DEE THORNTON  
 D2D DISTRIBUTION LTD  
 DAYLA  
 DELTA T HEATING  
 EON  
 ESSO CARD  
 FAROL  
 GRENKE LEASING LTD  
 GRUNDONWASTEMANAGE  
 HEINEKEN



# Princes Risborough Town Council



HERTS COUNTY COUNCIL	Cleaning materials BS	£127.18
HMRC	HMRC paye	£4,531.28
WADES CENTRE	Wades Centre deposit refund	£150.00
JNC EVENTS	AV reprogram	£60.00
JULIE COLE	Jule Cole Summer festival	£200.00
DRY CLEANING	Dry Cleaning	£60.00
KEITH DOBSON	Monthly risk inspection	£144.00
KJS WINDOW CLEANING	Window cleaning BS	£25.00
WADES CENTRE	Wades Centre deposit refund	£150.00
LANE ENTERTAINMENTS	Mama Mia BS	£186.50
LEX AUTOLEASE LTD	Ford transit vehicle lease	£394.06
LGPS	LGPS	£2,298.49
M AND D WINES	BS bar stock	£47.52
MK PLAY ASSOCIATION	Play session	£523.00
MP PAYROLL SOLUTIONS	Payroll admin	£105.00
	JB/SM Community	
NALC	Engagement	£77.86
NEST PENSION	Nest	£468.55
ONECOM	Telephone	£32.40
ONECOM	Telephone	£137.87
ONECOM	Telephone	£32.40
ONECOM	Office telephone	£334.58
ONECOM	Telephone Credit note	-£175.91
	Smartie Artie Summer	
P SPENCER	Festival	£40.00
PR BAPTIST CHURCH	Grant 2024	£230.00
WADES CENTRE	Wades Centre deposit refund	£500.00
WADES CENTRE	Wades Centre deposit refund	£500.00
PRUDENTIAL	Prudential pension	£750.00
RACB	Wades Centre deposit refund	£500.00
RIALTAS BUSINESS SOL	Year End Closedown	£990.00
	RBS finance package annual	
RIALTAS BUSINESS SOL	sub	£1,465.20
RIALTAS BUSINESS SOL	RBS Bookings annual subs	£532.80
RIALTAS BUSINESS SOL	RBS Vat annual subs	£132.00
RIALTAS BUSINESS SOL	Asset Register	£298.80
SALARIES	Salaries	£16,300.20
SALARIES	Refund	-£174.42
TRAVEL EXPENSES	Travel expenses	£9.95
SHIELD GROUP	Dog waste collection	£353.64
SPEEDY FUELS	Gas oil	£1,043.89
SSE	Gas WC	£649.82
SSE	Electricity WC	£3,474.86
SSE	Electricity WC	£6,573.01
SSE	Electricity WC	£5,435.80



# Princes Risborough Town Council



WADES CENTRE	Wades Centre deposit refund	£50.00
ST DUNSTANS CHURCH	St Dunston's Church	£1,500.00
ST MARYS CHURCH	St Marys Church	£2,580.00
SUEZ	Waste management	£124.56
WADES CENTRE	Wades Centre deposit refund	£500.00
THREE.CO.UK	MT mobiles	£31.01
TRUTRAK	Vehicle tracker	£25.02
TRUTRAK	Vehicle tracker	£25.02
TURNEY GROUP	New Mower	£5,676.00
TURNEY GROUP	New Mower	£12,534.00
UTP	Terminal fees BS	£31.20
VISIONICT	SSL certificate renewal	£60.00
VISIONICT	Hosted email June 24-May 25	£312.00
YU ENERGY	Electricity Stratton Road	£7.90
YU ENERGY	Street light energy charge	£109.11
YU ENERGY	Street light energy charge	£726.32
		£84,432.43