



# Princes Risborough Town Council



**MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY  
25<sup>TH</sup> JUNE 2024 AT 6.30 PM  
AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH**

## **PRESENT**

Chairman - Cllr I Parkinson  
Cllrs J Biss, S Marshall, N Rawsthorne  
S 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 Turner who had a prior commitment and Cllr Coombs who was unwell.

**Resolved: To accept apologies from Cllrs Turner and Coombs.**

## **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. ELECTION OF VICE CHAIR**

Cllr Rawsthorne proposed Cllr Parkinson as Vice Chair of the Finance Committee.  
Seconded by Cllr Biss.

**Resolved: Cllr Parkinson as Vice Chair of the Finance Committee.**

## **5. PUBLIC FORUM**

No members of the public were present.  
Cllr Marshall joined the meeting at 6.38pm.

## **6. ACCOUNTS FOR PAYMENTS AND NOTE ITEMS OF INCOME**

The income for May 2024 and expenditure for June 2024 were examined by the Committee.  
Cllr Parkinson proposed and Cllr Rawsthorne seconded that the schedule of payments due for the period ending 30<sup>th</sup> June 2024, be approved.

**Resolved: To approve the schedule of payments for June 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 Rawsthorne and Cllr Coombs verified bank statements for the period 1<sup>st</sup> May 2024 to 31<sup>st</sup> May 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.

Cllr Frost joined the meeting at 6.45pm.

## **7. CORRESPONDENCE**

None.

## **8. CLERKS REPORT**

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



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## 9. TERMS OF REFERENCE

Cllr Rawsthorne proposed to approve the Terms of Reference for the Finance Committee for recommendation to the Town Council.

Seconded by Cllr Marshall.

**Resolved: to approve the Terms of Reference for the Finance Committee for recommendation to the Town Council.** JM

## 10. MINOR GRANT APPLICATIONS

Cllr Biss proposed to approve the application for £250 to the Friends in football at Risborough towards equipment for girl's football for recommendation to the Town Council.

Seconded by Cllr Frost.

**Resolved: to approve the application for £250 to the Friends in football at Risborough towards equipment for girl's football for recommendation to the Town Council.** 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 30<sup>th</sup> July 2024 at 6.30pm at the Wades Centre, Stratton Road, Princes Risborough.

There being no further business the meeting closed at 6.51 pm.

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

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## Expenditure June 2024

WADES CENTRE	Wades Centre deposit refund	£50.00
ALPHABET GB LTD	Vehicle lease	£428.92
ARD	Qtrly risk inspection	£339.60
BALC	AI communication for councils	£60.00
BALC	New Cllr essentials training	£90.00
BALC	New Cllr essentials course	£90.00
BALC	EAP membership	£89.10
BARCARE SUPREME LTD	Glass washer BS	£90.00
BARCLAYCARD	BS terminal fees	£20.00
BASIL AND CREW	Basil and Crew FM	£465.00
BUCKINGHAMSHIRE COUNCIL	Bus rates WC	£807.00
BILLS GATES UK LTD	Call out gates SMG	£138.00
BRIANTS	Gloves/boots	£91.92
BT GROUP PLC	Wi fi MH	£38.34
BUCKINGHAM TOWN COUNCIL	Wades Centre deposit refund	£500.00
C E WALL	Wades Centre deposit refund	£500.00
CASTLE WATER	Water Wades Centre	£1,968.67
CASTLE WATER	Water Wades Centre	£67.19
CHILTERN VIEW	Summer festival	£516.00
CMPCON LTD	HR support	£9.60
CREDIT CARD	Cabinet Meeting Room	£86.67
	MJH key MT	£17.90
	B&Q	£56.00



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	Amazon bin liners	£12.98
	Amazon lamps	£4.00
	Amazon bleach	£11.82
	Amazon washing up liquid	£6.22
	Amazon screen wash	£9.58
	Meta social media	£25.00
	Meta social media	£11.88
	Viro door sign	£6.95
	Amazon staples	£4.04
	Ihasco Manual Handling	£165.00
	Amazon soap	£14.95
	BC license	£180.00
	Toolstation torch pack	£77.98
	Vinyl banners	£35.10
	Banner buzz refund	-£14.70
	Amazon audio cable	£5.19
	Printed.com display boards	£103.85
	Banner buzz summer festival	£147.85
	Adobe software	£47.48
	Tesco milk	£2.35
	Amazon trailer plate	£7.99
	Amazon tablecloths	£76.58
	Amazon tablecloths	£30.62
	Total credit card	
CRENDON	Replacement glass WC	£346.00
CULLIGAN	Water MH	£69.84
CULLIGAN	Annual service & mt water	£346.45
DEE THORNTON	Dee Thornton	£143.30
D2D DISTRIBUTION LTD	Newsletter distribution	£678.00
DAYLA	BS bar stock	£869.35
DAYLA	BS bar stock	£397.42
EON	Electricity SMG	£112.28
ESSO CARD	Fuel	£327.86
ESSO CARD	Fuel	£179.44
GRUNDONWASTEMANAGE	Waste management	£177.62
HEINEKEN	Line cleaning BS	£216.00
HERTS COUNTY COUNCIL	Toilet rolls BS	£30.05
HMRC	HMRC paye	£5,472.54
ITS CONSULTANCY	Wades Centre Phase 2	£2,826.00
JNC EVENTS	Mt & repairs	£384.00
WADES CENTRE	Wades Centre deposit refund	£500.00
KEITH DOBSON	Monthly risk inspection	£144.00
KJS WINDOW CLEANING	Window Cleaning BS	£25.00
WADES CENTRE	Wades Centre deposit refund	£500.00
LANE ENTERTAINMENTS	Mamma Mia	£559.50



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LC PACKAGING	Sandbags for festival	£249.30
LEX AUTOLEASE LTD	Ford transit condition invoice	£427.74
LEX AUTOLEASE LTD	Ford Transit vehicle lease	£194.40
LGPS	LGPS	£2,298.49
LGPS	Refund	£66.69
LIGHTFOOTS SOLICITOR	Land Registry fee The Rag Pit	£58.00
LIGHTFOOTS SOLICITOR	refund	-£30.00
M AND D WINES	BS bar stock	£204.66
M AND D WINES	Bar stock BS	£304.56
WADES CENTRE	Wades Centre deposit refund	£150.00
MORGAN ARCHITECTURAL	Dovecote Re-roof report/spec	£300.00
MP PAYROLL SOLUTIONS	Payroll admin	£105.00
MT LOOS	Loos Farmers market	£156.00
NEST PENSION	Nest	£451.87
ONECOM	Phone/broadband	£34.81
ONECOM	Phones/broadband	£145.24
WADES CENTRE	Wades Centre deposit refund	£150.00
PRUDENTIAL	Prudential pension	£750.00
PWLB	PWLB BS	£10,381.81
WADES CENTRE	Wades Centre deposit refund	£500.00
REBELLION BEER CO	BS bar stock	£130.03
RISBOROUGH YOUTH CLU	Risborough Youth Club	£130.00
WADES CENTRE	Wades Centre deposit refund	£500.00
SALARIES	Salaries	£18,834.97
EXPENSES	Travel Expenses SLCC meeting	£6.75
EXPENSES	Bucks Clerks Forum	£13.35
SHIELD GROUP	Dog waste collection	£353.64
SIGNS EXPRESS	Graphics to Ford transit	£258.00
SSE	Gas WC	£733.30
SSE	Electricity WC	£4,102.43
SUEZ	Waste management	£108.24
TURNEY GROUP	Side chute/ mulch	£94.03
THAMES VALLEY WATER	CWST disinfection	£1,170.00
UKPOWER NETWORKS	Col tfr	£459.60
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WADES CENTRE	Wades Centre deposit refund	£500.00
UTP	BS terminal service chge	£31.20
UTP	Terminal fee BS service chge	£15.60
VALE TRAINING LTD	Brushcutter course	£192.00
YU ENERGY	Street light energy charge	£104.03
YU ENERGY	Electricity Wades Pk	£7.90
YU ENERGY	Street light energy charge	£603.08
ZURICH MUNICIPAL	Insurance	£9,008.18
		£76,511.77