



Princes Risborough Town Council



MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY
27TH AUGUST 2024 AT 6.30 PM
AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

PRESENT

Chairman – Cllrs S Coombs
Cllrs A Frost, I Parkinson, N Rawsthorne
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 Marshall and Cllr Biss who were on holiday.

Resolved: To accept apologies from Cllrs Marshall and Biss.

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 July 2024 and expenditure for August 2024 were examined by the Committee.

Cllr Coombs proposed and Cllr Rawsthorne seconded that the schedule of payments due for the period ending 31st August 2024, be approved.

Resolved: To approve the schedule of payments for August 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 Ball verified bank statements for the period 1st July 2024 to 31st July 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. COMMITTEE BUDGETS

The Committee members had received detailed income and expenditure reports to date which were circulated to the members in advance of the meeting.

Noted.

8. CLERKS REPORT

The Clerk reported that there are still outstanding invoices from a tenant. Cllr Rawsthorne confirmed that he would be meeting with the tenant to discuss the situation.

9. FUTURE AGENDA ITEMS

To be advised.



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10. NEXT MEETING

The date of the next monthly meeting of the Finance Committee will be held on the 24th September 2024 at 6.15pm at the Wades Centre, Stratton Road, Princes Risborough.
There being no further business the meeting closed at 6.50pm.

Chairman.....Date

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Expenditure August 2024

WADES CENTRE	Wades Centre deposit refund	£150.00
ALPHABET GB LTD	Ford ranger vehicle lease	£428.92
ALPHABET GB LTD	Ford transit vehicle lease	£797.43
BARCARE SUPREME LTD	Glasswasher hire BS`	£90.00
BARCLAYCARD	Card terminal charges	£20.00
BUCKINGHAMSHIRE COUNCIL	Heart of Bucks grant returned	£3,000.00
BUCKINGHAMSHIRE COUNCIL	Bus rates WC	£807.00
BRIANTS	Line/oil/gloves	£96.52
BRIANTS	Line	£55.99
BRIANTS	Goods returned	-£23.09
BT GROUP PLC	Wi-fi Market House	£38.34
BT GROUP PLC	Telephone/broadband WC	£191.88
WADES CENTRE	Wades Centre deposit refund	£150.00
CMPCON LTD	HR support	£9.60
CONTROL PRINT	Printer costs	£194.65
CREDIT CARD	MJH keys store WC	£8.95
	Screwfix pothole repairs	£92.96
	B&Q timber /boards WC	£184.78
	B&Q timber /boards WC	£30.91
	MJH Wades Centre	£17.90
	Amazon visitor log book	£6.99
	Amazon thermometer	£3.88
	Printed.com display boards	£312.30
	Amazon Wire ties	£22.04
	Amazon duct tape	£4.00
	Amazon duct hooks	£9.43
	Amazon scissors	£16.01
	Amazon clipboards	£13.29
	Amazon pens	£9.87
	Printed.com banners	£56.88
	Amazon cleaning spray	£8.99



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	Amazon cleaning pins	£2.99	
	Amazon cleaning gloves	£21.38	
	Tesco Summer festival	£86.25	
	Amazon paper cups	£18.98	
	B&Q refund	-£56.00	
	Amazon bin bags	£7.99	
	Ihasco manual handling courses	£165.00	
	Screwfix PPE	£72.96	
	Asda oil	£30.99	
	Meta summer festival	£25.00	
	Meta Summer Festival	£7.76	
	Filtered Water Coolers	£597.60	
	Amazon cartridges	£37.07	
	Postsnap frame	£9.00	
	Amazon photo frame	£13.99	
	Adobe software	£47.48	
	Tradeprint banners	£39.13	
	Credit card cashback	-£4.63	
	Credit card cashback	-£0.16	
	Credit card cashback	-£5.42	
	Total Credit Card		£1,916.54
DAYLA	BS bar tock	£206.89	
DAYLA	BS bar stock	£911.83	
ELDRIDGE ELECTRICAL	Cat 1 Faults	£3,615.60	
ELDRIDGE ELECTRICAL	Col 132 Kings Oak Close repair	£223.20	
ESSO CARD	Fuel	£164.24	
ESSO CARD	Fuel	£126.49	
FIFAR	Grant FIFAR	£250.00	
FILTERED WATER	Water fountain repairs	£99.28	
GMH CASH REGISTERS	Monthly rent EPoS system	£378.00	
GRUNDON	Waste Management	£168.00	
HEINEKEN	Line cleaning BS	£216.00	
HERTS COUNTY COUNCIL	Refuse sacks	£56.60	
HMRC	HMRC paye	£5,408.53	
ICO	ICO data protection fee	£55.00	
JKL HEATERS LTD	Boiler attendance	£108.00	
KEITH DOBSON	Monthly risk assessment	£144.00	
KJS WINDOW CLEANING	Window Cleaning BS	£25.00	
WADES CENTRE	Wades Centre deposit refund	£500.00	
LGPS	LGPS	£2,298.49	
M AND D WINES	BS bar stock	£279.00	
M AND D WINES	BS bar stock	£41.04	
MAKE PROMOTION SIMPLE	Clothing Mt team	£411.12	
MP PAYROLL SOLUTIONS	Payroll admin fee	£105.00	
NEST PENSION	Nest	£535.52	



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NEST PENSION	Nest pension	£560.51
NEST PENSION	Nest	£438.32
ONECOM	Credit note	-£120.72
ONECOM	credit note	-£93.28
ONECOM	Phone/broadband	£167.45
ONECOM	Phone/broadband	£183.24
PKF LITTLEJOHN LLP	External Audit fee	£2,520.00
PRUDENTIAL	Prudential pension	£750.00
RISB GARDEN MACH	Chain	£20.40
SALARIES	Salaries	£20,215.65
SMITHS OF DERBY	MH clock annual service	£304.80
SSE	Gas WC	£224.64
SUEZ	Waste management	£102.73
TRADEPRINT	37 boards Art in the Park	£1,260.00
TURNEY GROUP	Bolt blade	£7.16
UTP	BS terminal	£31.20
UTP	Office terminal	£15.60
YU ENERGY	Street light energy charge	£106.31
YU ENERGY	Electricity Wades Park	£7.90
YU ENERGY	Street light energy charge	£542.56
		£51,495.08