



Princes Risborough Town Council



MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY
29TH OCTOBER 2024 AT 6.15 PM
AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

PRESENT

Chairman – Cllr S Coombs
Cllrs J Biss, A Frost, I Parkinson, S Marshall, 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 no apologies had been 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 September 2024 and expenditure for October 2024 were examined by the Committee. Cllr Biss proposed and Cllr Marshall seconded that the schedule of payments due for the period ending 31st October 2024, be approved.

Resolved: To approve the schedule of payments for October 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 September 2024 to 30th September 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. Concerns were raised regarding the shortfall of income expected and the additional spend on utilities in the Commercial Services Committee budget.

8. CLERKS REPORT

The Clerk reported that there are still outstanding invoices from a tenant.

This item to be discussed under Agenda item No 14.b), the confidential session of the Town Council meeting of the 29th October 2024.

9. VAT PARTIAL EXEMPTION CALCULATION 2023/2024

It has been confirmed by the accountants that Princes Risborough Town Council did not breach its de-minimis limit for 2023/ 2024.

Noted.



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10. ESTIMATES 2025/2026

A discussion took place regarding the Estimates budget for 2025/2026.

11. GRANT APPLICATIONS

A minor grant application has been received from the Elim Church for £ 250 towards transforming the building into a Narnia for the benefit of Princes Risborough residents.

Cllr Rawsthorne proposed to approve the application for recommendation to the Town Council.

Seconded by Cllr Marshall.

Resolved: to approve the application received from the Elim Church for £ 250 towards transforming the building into a Narnia for the benefit of Princes Risborough residents for recommendation to the Town Council. JM

A minor grant application has been received from the Aylesbury Cheerleading Academy for £ 250 towards the cost of a resident competing in a competition in Florida.

Cllr Coombs proposed not to approve the application as it does not meet the Town Council Grant Policy criteria.

Seconded by Cllr Marshall.

Resolved: not to approve the application as it does not meet the Town Council Grant Policy criteria. JM

12. FUTURE AGENDA ITEMS

To be advised.

13. NEXT MEETING

The date of the next monthly meeting of the Finance Committee will be held on the 26th November 2024 at 6.15pm at the Wades Centre, Stratton Road, Princes Risborough.

There being no further business the meeting closed at 6.55 pm.

Chairman.....Date

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Expenditure October 2024

TRAVEL EXPENSES	B & Q Aylesbury	£15.30
A WINTER	Volunteers event catering	£357.00
ALPHABET GB LTD	Vehicle lease CP17 AVD	£415.08
ALPHABET GB LTD	Vehicle lease HJ24 WLV	£797.43
ARD	Cradle swing/shackles	£228.96
BALC	Biodiversity Course	£10.00
BALC	Biodiversity Course	£10.00
BALC	Biodiversity Course	£10.00
BALC	Biodiversity Course	£10.00
BALC	Planning responses	£50.00
BARCARE SUPREME LTD	Glass washer hire BS	£90.00
BARCLAYCARD	Transaction charges	£29.71
BARNES AND WELLS	Trim conifer tree Duke St	£714.00
BUCKINGHAMSHIRE COUNCIL	Bus rates Wades Centre	£807.00
BIG FOOT EVENTS LTD	Elf workshops	£165.00



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BLANCHFORDS	Drill set/trousers	£21.84	
BRIANTS	Service trimmer	£226.79	
BABY SENSORY	Wades Centre deposit refund	£150.00	
BT GROUP PLC	Wi fi market House	£38.34	
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00	
CB PHOTOGRAPHY	Xmas lights photography deposit	£100.00	
CHILTERN VIEW	Chiltern View	£240.00	
CMPCON LTD	Payroll admin	£9.60	
CREDIT CARD	B&Q wood jacket	£35.97	
	MJH keys WC	£59.50	
	B&Q marketplace drill pump	£12.81	
	Amazon straps	£22.99	
	Green Magic leaflet dispensers	£76.73	
	Facebook ad BS	£25.00	
	Facebook ad BS	£4.95	
	Tradeprint folded leaflets	£52.43	
	Tradeprint Art in the Park rep	£84.00	
	Amazon batteries WC	£3.65	
	Pass Portable recalibrator	£107.40	
	Amazon lamps WC	£10.96	
	B&Q outside light MH	£9.49	
	Number people phone WC	£5.00	
	Poppy shop wreath for Mayor	£24.49	
	TV license MH	£169.50	
	Boots	£54.99	
	Amazon rolls WC	£7.85	
	Amazon cleaning materials	£32.00	
	cashback	-£1.29	
	cashback	-£2.78	
	Total Credit Card		£795.64
DAYLA	BS bar stock	£634.90	
DCK BEAVERS LTD	VAT partial exemption	£282.00	
ELDRIDGE ELECTRICAL	Cat 2 faults street lights	£2,465.40	
ELDRIDGE ELECTRICAL	Cat 2 faults street lights	£588.30	
ELLESBOROUGH SILVER	Ellesborough Silver Band Xmas	£325.00	
ESSO CARD	Fuel	£50.40	
ESSO CARD	Fuel	£114.72	
FRESH DESIGN PRINT	Remembrance Day cards	£20.00	
GRENKE LEASING LTD	Photocopier qtrly fee	£117.14	
GRUNDON	Waste Management	£19.80	
HEINEKEN	Line cleaning BS	£216.00	
HERTS COUNTY COUNCIL	Sacks/mop head	£51.88	
HERTS COUNTY COUNCIL	Refuse sacks BS	£74.19	
HMRC	HMRC paye	£5,243.62	
IFM PHOTOGRAPHIC	Install art boards	£25.07	



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WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£150.00
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
JINCA LTD	Internet router socket	£135.00
KEITH DOBSON	Monthly risk inspection	£144.00
KJS WINDOW CLEANING	Window cleaning BS	£25.00
LAMPS AND TUBES	Town Xmas Light Decorations	£2,443.20
LGPS	LGPS	£2,298.49
LIGNA CONSULTANCY	Tree condition survey	£2,638.80
MAKE PROMOTION SIMPLE	Holster pockets	£20.10
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£50.00
MP PAYROLL SOLUTIONS	Payroll admin	£105.00
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£150.00
NEST PENSION	Nest	£574.02
ONECOM	Phone /broadband	£194.34
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£150.00
PRINCES CENTRE	Hall hire for meeting T & P	£35.00
PRINCES CENTRE	First Aid Training BS	£200.00
PROBADGE	Digitally printed badge	£4.38
PRUDENTIAL	Prudential pension	£750.00
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£150.00
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£150.00
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
SALARIES	Salaries	£17,289.34
TRAVEL EXPENSES	Clerks Forum travel expenses	£9.45
TRAVEL EXPENSES	Travel expenses conference	£73.80
SCOTTISH POWER	Gas Wades Centre	£139.42
SEARCH FIRE	SMG CCTV	£719.99
SHIELD GROUP	Dog waste collection	£353.64
SHIELD GROUP	Dog waste collection	£353.64
SSE SOUTHERN ELECTRI	Gas Wades Centre final invoice	£336.48
STUDIO 28	Halloween trail flyers	£51.00
SUEZ	Waste Management	£114.16
T & D ELECTRICAL	Toilet flush fuse to mains	£414.00
T & D ELECTRICAL	Hand dryer	£473.27
THE CREW CAFE	BS bar staff costs	£1,884.28
THE CREW CAFE	Labour loft insulation	£432.00
THREE.CO.UK	MT mobiles	£21.13
THREE.CO.UK	MT mobiles	£21.44
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£1,000.00
UTP	Card payment terminal	£31.20
UTP	Card payment terminal	£15.60
W STREULE	Noticeboard repair Duke St	£250.00
YGP	Electricity WC	£2,178.12
YU ENERGY	Street light energy charge	£99.72
YU ENERGY	Electricity Stratton Road	£7.64



YU ENERGY

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Street light energy charge

£598.36

£54,255.12