



# Princes Risborough Town Council



## MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY 28<sup>TH</sup> JANUARY 2025 AT 6.15PM AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

### PRESENT

Chairman – Cllr S Coombs  
Cllrs J Biss, 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 apologies had been received from Cllr Frost who had a work commitment.

**Resolved: To note apologies from Cllr Frost.**

### 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.

Cllr Marshall joined the meeting at 6.27pm.

### 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 December 2024 and expenditure for January 2025 were examined by the Committee.

Cllr Marshall proposed and Cllr Parkinson seconded that the schedule of payments due for the period ending 31<sup>st</sup> January 2025, be approved.

**Resolved: To approve the schedule of payments for January 2025.**

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 Coombs and Cllr Rawsthorne verified bank statements for the period 1<sup>st</sup> December 2024 to 31<sup>st</sup> December 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 all invoices issued to the tenants in January have been paid but there are still some outstanding invoices from the previous year.

### 9. AUDIT PLAN

Cllr Marshall proposed to approve the Audit Plan for recommendation to the Town Council.

Seconded by Cllr Biss.

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

JM



# Princes Risborough Town Council



## 10. INTERNAL AUDITOR

Cllr Rawsthorne proposed to recommend to the Town Council to appoint Ernest Newhouse as the Internal Auditor.  
Seconded by Cllr Parkinson.

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

**SB**

## 11. MINOR GRANT APPLICATIONS

A minor grant application has been received from the Askett Society for £200 towards the purchase of a Mobile Vehicle Activated Sign (MVAS).

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

Seconded by Cllr Marshall.

**Resolved: to approve the application for recommendation to the Town Council.**

**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 25<sup>th</sup> February 2025 at 6.15pm. at the Wades Centre, Stratton Road, Princes Risborough.

There being no further business the meeting closed at 6.53 pm.

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

**Page 02/25**

## Expenditure January 2025

|                             |                                |           |
|-----------------------------|--------------------------------|-----------|
| WADES CENTRE DEPOSIT REFUND | Wades Centre deposit refund    | £500.00   |
| ALPHABET GB LTD             | Ford ranger lease              | £428.92   |
| ALPHABET GB LTD             | Vehicle lease HJ24 WLV         | £797.43   |
| ARD                         | Annual play inspection         | £528.00   |
| ARDENLEA                    | Fire RA Market House           | £550.00   |
| AVS                         | Fencing supplies               | £146.60   |
| BARCARE SUPREME LTD         | Glass washer hire BS           | £90.00    |
| BARCLAYCARD                 | Terminal transaction charge    | £44.88    |
| BUCKINGHAMSHIRE COUNCIL     | WC bus rates                   | £2,758.00 |
| BLANCHFORDS                 | Bench installation materials   | £25.63    |
| BLANCHFORDS                 | Salt                           | £29.76    |
| BLANCHFORDS                 | Padlocks                       | £32.64    |
| BLANCHFORDS                 | Safety toe wellingtons         | £23.93    |
| BLANCHFORDS                 | Large Hippo wipes              | £10.19    |
| BLANCHFORDS                 | Wrekin Woven Geotextile        | £33.60    |
| BRIANTS                     | Safety glasses/earface protect | £51.36    |
| BRIANTS                     | Leaf grabber/ trousers         | £41.98    |
| BT GROUP PLC                | Wi-fi Market House             | £38.34    |
| CASTLE WATER                | Water SMG                      | £16.28    |
| CASTLE WATER                | Water Salisbury Close          | £5.56     |
| WADES CENTRE DEPOSIT REFUND | Wades Centre deposit refund    | £150.00   |
| CHERWELL HEATING            | Annual service AC and VAM unit | £192.00   |
| CHILTERN CONSERVATION       | Wades Centre deposit refund    | £500.00   |



# Princes Risborough Town Council



|                             |                                |           |
|-----------------------------|--------------------------------|-----------|
| CHILTERN SOCIETY            | Path clearance 2024            | £237.40   |
| CHARMANCREATION LTD         | Wades Centre deposit refund    | £150.00   |
| CMPCON LTD                  | HR support                     | £10.80    |
| CREDIT CARD                 | Tradeprint Flower bed signs    | £15.60    |
|                             | Gentworks Urinal valve WC      | £138.00   |
|                             | Lewis turf                     | £170.80   |
|                             | Bentleys dry cleaners BS       | £96.00    |
|                             | CLR service keys BS            | £19.10    |
|                             | Kamtech mot etc CP17 AVD       | £247.46   |
|                             | Ford vehicle mats              | £35.64    |
|                             | Post Office return tracker     | £2.60     |
|                             | Amazon milk                    | £9.10     |
|                             | Amazon tea bags                | £14.99    |
|                             | Amazon coffee                  | £6.25     |
|                             | Amazon coffee mate             | £20.49    |
|                             | Amazon screwdriver set         | £8.59     |
|                             | Amazon eye wash                | £6.55     |
|                             | Amazon stool                   | £48.90    |
|                             | Meta Xmas lights advert        | £16.94    |
|                             | Tradeprint Mayor Xmas cards    | £43.43    |
|                             | Amazon files                   | £8.58     |
|                             | Amazon stationery              | £7.41     |
|                             | Tesco Chair recognition gifts  | £31.50    |
|                             | Adobe software                 | £47.48    |
|                             | Cashback                       | -£3.35    |
|                             | Cashback                       | -£1.72    |
|                             | Total credit card              | £990.34   |
| WADES CENTRE DEPOSIT REFUND | Wades Centre deposit refund    | £500.00   |
| DAYLA                       | BS bar stock                   | £1,256.28 |
| ELDRIDGE ELECTRICAL         | Street light repairs           | £367.20   |
| ELDRIDGE ELECTRICAL         | Cols 149 140 200 86 repairs    | £223.80   |
| ELDRIDGE ELECTRICAL         | Cols 82 104 105 287 288 repair | £463.50   |
| ELDRIDGE ELECTRICAL         | Investigation/repairs x 10     | £756.90   |
| ESSO CARD                   | Fuel                           | £102.60   |
| ESSO CARD                   | Monthly card fee               | £6.00     |
| ESSO CARD                   | Fuel                           | £76.45    |
| GLASDON UK LTD              | Cover caps - play areas        | £44.73    |
| GRENKE LEASING LTD          | Photocopier qrtly rent         | £117.14   |
| GRUNDON                     | Waste Management               | £20.46    |
| WADES CENTRE DEPOSIT REFUND | Wades Centre deposit refund    | £150.00   |
| HARMONEA                    | Wades Centre deposit refund    | £150.00   |
| HEINEKEN                    | LIne cleaning BS               | £216.00   |
| HELPFUL HIRINGS             | Wood chipper hire              | £291.60   |
| HERTS COUNTY COUNCIL        | Refuse sacks                   | £49.46    |
| HERTS COUNTY COUNCIL        | Toilet roll BS                 | £30.05    |
| HERTS COUNTY COUNCIL        | Toilet rolls WC                | £15.02    |
| HMRC                        | HMRC paye                      | £3,742.54 |



# Princes Risborough Town Council



|                             |                                |            |
|-----------------------------|--------------------------------|------------|
| HOSPITAL RADIO              | BS marketing                   | £600.00    |
| WADES CENTRE DEPOSIT REFUND | Wades Centre deposit refund    | £150.00    |
| JINCA LTD                   | laptops set up                 | £400.00    |
| WADES CENTRE DEPOSIT REFUND | Wades Centre deposit refund    | £150.00    |
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| KEITH DOBSON                | Monthly risk assessment        | £144.00    |
| KJS WINDOW CLEANING         | Window cleaning BS             | £25.00     |
| LAMPS AND TUBES             | Xmas lights 2024               | £5,230.50  |
| LEWIS DEVELOPMENTS          | Fence SMG                      | £3,186.00  |
| LGPS                        | LGPS                           | £2,367.98  |
| WADES CENTRE DEPOSIT REFUND | Wades Centre deposit refund    | £500.00    |
| MORGAN ARCHITECTURAL        | Dovecote tenders               | £300.00    |
| MP PAYROLL SOLUTIONS        | Payroll admin                  | £105.00    |
| NEST PENSION                | Nest pension                   | £379.51    |
| ONECOM                      | Phone/broadband                | £194.53    |
| PRINCES CENTRE              | First Aid Training x 2         | £100.00    |
| PRUDENTIAL                  | Prudential pension             | £750.00    |
| PWLB                        | PWLB Wades Centre              | £12,775.56 |
|                             | PWLB Wades Centre Phase 2      |            |
| REBELLION BEER CO           | BS Bar stock                   | £86.69     |
| 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                       | £14,150.21 |
| TRAVEL EXPENSES             | CLERKS FORUM                   | £9.45      |
| CO-OP                       | Refreshments - milk            | £1.35      |
| SCOTTISH POWER              | Gas Wades Centre               | £564.82    |
| SCOTTISH POWER              | Electricity Stratton Road      | £15.26     |
| SEARCH FIRE                 | 3286/243/Office Equipment/Main | £600.00    |
| SEARCH FIRE                 | 3287/244/Office Equipment/Main | £288.00    |
| SEARCH FIRE                 | 3288/230/Mt & repairs          | £480.00    |
| SHIELD GROUP                | Dog waste collection           | £353.64    |
| SUEZ                        | Waste management               | £109.67    |
| THE CREW CAFE               | Bar staff costs BS             | £451.82    |
| THREE.CO.UK                 | Mt team mobile                 | £21.44     |
| TRUTRAK                     | Vehicle tracker                | £16.68     |
| UKPOWER NETWORKS            | Cancellation BNO work          | £97.20     |
| UTP                         | Card payment terminal BS       | £31.20     |
| UTP                         | Terminal service charge BS     | £15.60     |
| VALE TRAINING LTD           | Wood chipper course SM         | £204.00    |
| VISIONICT                   | Website hosting 2025/2026      | £498.00    |
| YGP                         | Electricity Wades Centre       | £3,110.29  |
| YU ENERGY                   | Street light energy charge     | £301.06    |
| YU ENERGY                   | Street light energy charge     | £1,735.39  |
|                             |                                | £68,413.22 |