



# Princes Risborough Town Council



## MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY 25<sup>TH</sup> FEBRUARY 2025 AT 6.00PM AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

### PRESENT

Chairman – Cllr I Parkinson  
Cllrs J Biss and A Frost  
Susanne Barter – Clerk  
No members of the public

### 1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Clerk reported that apologies had been received from Cllr Rawsthorne who had a work commitment.

**Resolved: To note apologies from Cllr Rawsthorne and S Coombs.**

No apologies were received from Cllr S Marshall

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

Cllr I Parkinson proposed and Cllr J Biss seconded that the schedule of payments due for the period ending 28<sup>th</sup> February 2025, be approved.

**Resolved: To approve the schedule of payments for February 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 N Rawsthorne and Cllr A Ball verified bank statements for the period 1<sup>st</sup> January 2025 to 31<sup>st</sup> January 2025 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 due for February have been paid but there are still outstanding invoices from the previous year.

### 9. TERMS OF REFERENCE

Cllr I Parkinson proposed to approve the Terms of Reference for recommendation to the Town Council.

Seconded by Cllr A Frost.

**Resolved: To approve the Terms of Reference for recommendation to the Town Council.**



# Princes Risborough Town Council



## 10. FINANCE RISK ASSESSMENT AND MANAGEMENT PLAN

Cllr I Parkinson proposed to approve the Finance Risk Assessment and Management Plan for recommendation to the Town Council.

Seconded by Cllr J Biss

**Resolved: To approve the Finance Risk Assessment and Management Plan for recommendation to the Town Council.** JM

## 11. EFFECTIVENESS OF THE INTERNAL AUDIT SYSTEM

Cllr I Parkinson proposed to approve the Effectiveness of the Internal Audit System for recommendation to the Town Council.

Seconded by Cllr A Frost

**Resolved: To approve the Effectiveness of the Internal Audit System 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> March 2025 at **6.00pm.** at the Wades Centre, Stratton Road, Princes Risborough.

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

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

Page 04 /25

### Expenditure February 2025

ALPHABET GB LTD	CP17 AVD lease	£193.70
ALPHABET GB LTD	HJ24 WLV lease	£797.43
ALPHABET GB LTD	Ranger end of contract damage	£240.00
AVS	Paving slab	£16.78
AVS	Paving slab	£8.39
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
BALC	Engage young people course SB	£40.00
BARCARE SUPREME LTD	Glass washer hire BS	£90.00
BARCLAYCARD	Transaction charges BS	£20.00
BUCKINGHAMSHIRE COUNCIL	Bus Rates WC	£2,758.00
BEN MORGAN BUILDING	1.5 retention payment	£7,097.47
BEN MORGAN BUILDING	Fire break	£1,149.19
BILLS GATES UK LTD	Timer System for SMG	£559.20
BLANCHFORDS	Hacksaw blades	£3.86
BLANCHFORDS	Screws	£8.99
BLANCHFORDS	Mt supplies	£29.42
BLANCHFORDS	Nails	£6.00
BLANCHFORDS	Spark plug	£5.75



# Princes Risborough Town Council



BRIANTS	Oil/lubricant	£35.95	
BRIANTS	Sharpening tool	£18.36	
BT GROUP PLC	Wi fi Market House	£38.34	
BT GROUP PLC	Phone/broadband WC	£191.88	
CASTLE WATER	Castle Water SMG	£18.69	
CASTLE WATER	Water Salisbury Close	£5.56	
CASTLE WATER	Water Wades Centre	£68.33	
CHILTERN ARTS	Chiltern Arts Minor Grant	£250.00	
CMPCON LTD	Payroll admin	£10.80	
CONTROL PRINT	Photocopier	£118.12	
CREDIT CARD	Hartwell Nurseries	£59.98	
	Hartwell Nurseries	£81.00	
	MJH noticeboard keys	£13.00	
	Screwfix Mt supplies	£126.98	
	Amazon urinal cartridge	£239.96	
	Amazon urinal supplies	£21.46	
	Amazon locks	£101.32	
	Amazon flask	£39.88	
	Nisbets glasses	£300.52	
	Amazon MT sign	£7.99	
	Amazon toilet rolls	£24.39	
	Amazon kitchen roll	£15.98	
	Screwfix Boots	£39.99	
	PO stamps	£52.00	
	Ihasco Driver awareness	£109.20	
	Amazon clipboards speedwatch	£10.40	
	Amazon batteries speedwatch	£34.64	
	Number people	£5.00	
	Adobe software	£47.48	
	Cashback	-£1.62	
	Cashback	-£5.10	
	Total Credit Card		£1,324.45
DAYLA	BS bar stock	£1,227.74	
DAYLA	BS bar stock	£1,457.12	
DELTA T HEATING	Heat pump service BS	£216.00	
ELDRIDGE ELECTRICAL	Repairs, replacements x 4	£203.40	
ELDRIDGE ELECTRICAL	Repairs, replacements x 9	£3,633.60	
ELDRIDGE ELECTRICAL	Col 270 wades Park repairs	£600.00	
ELDRIDGE ELECTRICAL	Col repairs x 5	£463.50	
ELDRIDGE ELECTRICAL	Col 117 Peters Lane removal	£540.00	
EON	Electricity Market House	£164.32	
ESSO CARD	Fuel	£99.62	
ESSO CARD	Fuel	£80.00	
FRESH DESIGN PRINT	Crosstalk print	£810.00	
GLASDON UK LTD	Plastic covers for play equip	£34.56	
GMH CASH REGISTERS	Monthly terminals rent	£381.00	
GRUNDON	Waste Management	£21.58	



# Princes Risborough Town Council



HEINEKEN	Line cleaning BS	£216.00
HELPFUL HIRINGS	Excavator hire	£90.00
HELPFUL HIRINGS	Excavator hire	£162.24
HERTS COUNTY COUNCIL	Toilet Roll BS	£30.05
HMRC	HMRC paye	£3,719.42
HADDENHAM PC	First Aid Course	£72.00
JKL HEATERS LTD	Boiler service x 2	£333.60
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£50.00
KEITH DOBSON	Monthly risk inspection	£144.00
KJS WINDOW CLEANING	BS window cleaning	£25.00
LAMPS AND TUBES	Town Xmas Light Decorations	£774.00
LGPS	LGPS	£2,367.98
M AND D WINES	Bar stock BS	£260.82
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
MAKE PROMOTION SIMPLE	Coat logo	£22.80
MAKE PROMOTION SIMPLE	Jacket logo	£27.60
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£150.00
MAD	12 month defect check WC	£900.00
MP PAYROLL SOLUTIONS	Payroll admin fee	£105.00
NEST PENSION	Nest pension	£356.67
ONECOM	Phone/broadband	£202.34
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£150.00
PPL PRS LTD	Music License	£1,264.32
PRINCES CENTRE	Fire Marshall training	£50.00
PRUDENTIAL	Prudential pension	£750.00
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
REBELLION BEER CO	BS bar stock	£86.69
BOOTS	Sight test	£25.00
SALARIES	Salaries	£14,196.13
SCOTTISH POWER	Gas WC	£778.48
SCOTTISH POWER	Electricity Wades Centre	£17.01
SHIELD GROUP	Dog waste collection	£353.64
SUEZ	Waste Management	£106.19
THE CREW CAFE	Water fountain repairs	£282.00
TRUTRAK	Vehicle tracker	£8.34
TURNEY GROUP	Hayter Harrier service	£333.91
TURNEY GROUP	Mower service	£207.44
TURNEY GROUP	Mower service	£206.69
TURNEY GROUP	Mower service	£206.70
TURNEY GROUP	Strimmer service	£138.96
TURNEY GROUP	Strimmer service	£171.72
TURNEY GROUP	Strimmer service	£101.07
TURNEY GROUP	Strimmer service	£93.96
TURNEY GROUP	Pruner service	£505.17
UKPOWER NETWORKS	Col 86 The Retreat supply tfr	£2,574.00
UKPOWER NETWORKS	Col 13 Chestnut Rd tfr supply	£2,680.80



# Princes Risborough Town Council



UKPOWER NETWORKS	Col 395 Clifford Rd tfr supply	£2,247.60
UTP	Card Payment terminal BS	£31.20
UTP	Card payment terminal BS	£15.60
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
WORKNEST	HR support	£6,462.00
WORKNEST	Admin fee + Insurance HR	£127.00
YGP	Electricity Wades Centre	£3,201.50
YU ENERGY	Street light energy charge	£319.67
YU ENERGY	Street light energy charge	£1,864.36
		£77,103.77