



# Princes Risborough Town Council



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

### PRESENT

Chairman – Cllr S Coombs  
Cllrs J Biss, 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 Cllrs Frost and Marshall who were on holiday and Cllr Rawsthorne, who will arrive later.

**Resolved: To note apologies from Cllrs Frost and 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 February 2025 and the expenditure for March 2025 were examined by the Committee.

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

**Resolved: To approve the schedule of payments for March 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> February 2025 to 28<sup>th</sup> February 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.

Cllr Rawsthorne joined the meeting at 6.30 pm

### 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 March have been paid, but there are still outstanding invoices from the previous year.

### 9. GRANT APPLICATION

Cllr Coombs proposed not to approve a minor grant application from Buckinghamshire Healthcare NHS Trust for £125 to provide a lunch for a Secondary Breast Cancer workshop as it does not meet the eligibility criteria.



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Seconded by Cllr Parkinson.

**Resolved:** not to approve a minor grant application from Buckinghamshire Healthcare NHS Trust for £125 to provide a lunch for a Secondary Breast Cancer workshop as it does not meet the eligibility criteria. JM

## 10. FUTURE AGENDA ITEMS

To be advised.

## 11. NEXT MEETING

The date of the next monthly meeting of the Finance Committee will be held on the 29<sup>th</sup> April 2025 at **6.30pm.** at the Wades Centre, Stratton Road, Princes Risborough.

There being no further business the meeting closed at 6.36 pm.

Chairman.....Date .....Page 06/25

## Expenditure March 2025

WADES CENTRE	Wades Centre deposit refund	£150.00
ADLAMREPRO	Paper A3/A4	£195.00
ALPHABET GB LTD	HJ24 WLV hire contract	£797.43
AMTECH UK	Service scrubber/dryer/floor	£138.00
ARDENLEA	Fire door audit WC	£325.00
AVS	Top dressing repairs Wades Pk	£178.19
BARCARE SUPREME LTD	Glass washer hire BS	£90.00
BARCLAYCARD	Terminal fees BS	£48.98
BUCKINGHAMSHIRE COUNCIL	Late fee payroll	£50.00
BUCKINGHAMSHIRE COUNCIL	Bus rates Wades Centre	£2,758.00
BEN MORGAN BUILDING	Remedial works 39 High St	£1,116.00
BLANCHFORDS	Wood sadolin	£43.45
BLANCHFORDS	Drill bits	£11.90
BRIANTS	Gloves	£12.96
BRIANTS	Post mix	£20.11
BRIANTS	Mallet	£10.00
BRIANTS	Decking	£116.29
BRIANTS	Site peg	£0.68
BT GROUP PLC	Wi fi Market House	£38.34
WADES CENTRE	Wades Centre deposit refund	£50.00
WADES CENTRE	Wades Centre deposit refund	£150.00
CASTLE WATER	Water WC	£163.00
CASTLE WATER	Water SMG	£18.04
CASTLE WATER	Water Salisbury Close	£5.02
CHILTERN SECURE SHREDDING	Confidential waste	£28.80
CHILTERN VIEW	Marketing BS	£300.00
CMPCON LTD	HR support	£10.80
CREDIT CARD	Radiator keys WC	£5.95



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	Blanchfords MT supplies	£18.16
	Screwfix stencils/paint	£21.18
	Amazon headphones	£50.00
	Screwfix CCTV signage	£13.98
	Dry clean tablecloths BS	£108.00
	Amazon washing up liquid	£6.46
	Amazon soap	£14.95
	Amazon bleach	£11.67
	Barcare BS cleaning products	£65.94
	Hobart detergent	£84.96
	Green magic clipboard	£47.34
	Tradeprint entry boards IWD	£62.00
	Tradeprint IWD banners	£95.71
	Fullers Flowers IWD	£80.00
	Tradeprint entry boards ATM	£62.00
	Tradeprint ATM banners	£178.64
	Screwfix weather strips	£6.99
	Origin bifold doors	£326.07
	Amazon radiator keys	£3.98
	Amazon plumbers tape	£4.99
	Amazon cable ties	£7.99
	Amazon milk	£9.30
	Amazon coffee	£6.79
	Amazon tea bags	£9.99
	Amazon salt	£4.00
	Amazon tea bags	£35.56
	Amazon sugar	£8.79
	Amazon lever arch files	£7.49
	Amazon lever head set	£29.09
	Amazon charger	£17.99
	Amazon batteries	£14.46
	Bucks Council	£70.00
	Adobe software	£47.48
	Bar	£168.05
	Tradeprint banners FM	£199.07
	Cashback	-£6.62
	Cashback	-£3.02
	Total Credit card	£1,895.38
D2D DISTRIBUTION LTD	Crosstalk distribution	£678.00
DAYLA	BS bar stock	£973.90
ELDRIDGE ELECTRICAL	Col repairs and emergency call	£434.40
ELDRIDGE ELECTRICAL	Street light repairs	£1,404.90
EON	Electricity Salisbury Close	£45.36
EON	Electricity SMG	£75.00
ESSO CARD	Fuel	£110.59
ESSO CARD	Admin fee	£21.60
WADES CENTRE	Wades Centre deposit refund	£500.00



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GALATENT	Gazebo	£492.00
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PF AND DF GRAY	Hedge cutting	£540.00
GRUNDON	Waste Management	£19.49
HAGS	Play equipment MT supplies	£49.44
HAYLEY WATKINS PHOTO	Marketing WC BS	£400.00
HAYLEY WATKINS PHOTO	ATM photography	£80.00
HEINEKEN	Line cleaning BS	£216.00
HELPFUL HIRINGS	Hammer /chisel hire	£28.20
HMRC	HMRC paye	£3,802.74
IFM PHOTOGRAPHIC	Supplies for Art in the Park	£300.00
INSOLVENCY SERVICES	Retention monies	£7,590.10
J NEWHENHAM	Tieback repairs BS	£40.00
JNC EVENTS	Cabling/trunking/back box BS	£108.00
KEITH DOBSON	Monthly risk inspection	£144.00
KJS WINDOW CLEANING	Window cleaning BS	£100.00
	Window cleaning WC	
LGPS	LGPS	£2,367.98
LIGHTFOOTS SOLICITOR	Costs re letter sent	£463.20
M AND D WINES	BS bar stock	£266.76
M AND D WINES	BS bar stock	£257.76
WADES CENTRE	Wades Centre Deposit refund	£500.00
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MORGAN ARCHITECT	WC Phase 1	£600.00
MORGAN ARCHITECT	39 High St	£420.00
MP PAYROLL SOLUTIONS	Payroll admin fee	£105.00
MP PAYROLL SOLUTIONS	Late pension submission	-£60.00
NEST PENSION	Nest	£372.22
ONECOM	Phone/broadband	£169.74
ONLINE PLAYGROUNDS	Sign The Crescent	£189.60
WADES CENTRE	Wades Centre deposit refund	£227.40
PRUDENTIAL	Prudential Pension	£750.00
WADES CENTRE	Wades Centre deposit refund	£150.00
WADES CENTRE	Wades Centre deposit refund	£150.00
SALARIES	Salaries	£14,170.21
SCOTTISH POWER	Gas Wades Centre	£625.19
SCOTTISH POWER	Electricity WC	£23.03
SEARCH FIRE	Cameras BS	£360.00
SHIELD GROUP	Dog waste collection	£353.64
SUEZ	Waste Management	£109.64
T & D ELECTRICAL	Supply/install/Ryefield board	£1,700.20
T & D ELECTRICAL	Heaters /ovens WC	£216.00
T & D ELECTRICAL	Emergency call out WC	£162.00
THE CREW CAFE	ATM refreshments	£126.00
THE CREW CAFE	Bar stock BS	£255.25
THE ASKETT SOCIETY	Minor grant	£200.00
THREE.CO.UK	Mobile phones Mt team	£21.44



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THREE.CO.UK	MT Mobile phone	£21.44
TRUTRAK	Vehicle tracker	£8.34
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TURNEY GROUP	Ramps	£396.88
TURNEY GROUP	Fuel kit	£598.80
UKPOWER NETWORKS	523 Park Meadow footpath TTRO	£2,623.20
UTP	Payment terminal charge	£31.20
UTP	BS terminal fees	£15.60
VALE TRAINING LTD	Hedge cutter course SM	£192.00
WADES CENTRE	Wades Centre deposit refund	£500.00
WYCOMBE WOMENS AID	Donation re IWD	£146.25
YGP	Electricity Wades Centre	£2,393.41
YU ENERGY	Street light energy charge	£283.69
YU ENERGY	Street light energy charge	£1,613.76
		£62,168.26