



# Princes Risborough Town Council



## MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY 29<sup>TH</sup> APRIL 2025 AT 6.15 PM AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

### PRESENT

Chairman – Cllr S Coombs  
Cllrs J Biss, A Frost, S Marshall, I Parkinson  
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 Rawsthorne who had a work commitment.

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

### 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 March 2025 and the expenditure for April 2025 were examined by the Committee.

Cllr Coombs proposed and Cllr Marshall seconded, that the schedule of payments due for the period ending 30th April 2025, be approved.

**Resolved: To approve the schedule of payments for April 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 Rawsthorne and Cllr Ball verified bank statements for the period 1<sup>st</sup> March 2025 to 31<sup>st</sup> March 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 Frost joined the meeting at 6.30pm.

### 6. CORRESPONDENCE

The annual Insurance renewal documentation has been received

The members had received the renewal documentation which was circulated to the members in advance of the meeting.

The Clerk reported that a Major Review Insurance Reinstatement Cost Assessment was carried out for The Dovecote, Wades Centre and the Market House in March 2024, and the index-linked insured amounts have been updated accordingly based on this assessment.

**All present agreed** to approve the renewal quotation for recommendation to the Town Council.

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



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## 9. FINANCIAL RESERVES POLICY

Cllr Marshall proposed to approve the Financial Reserves Policy for recommendation to the Town Council  
Seconded by Cllr Biss.

**Resolved: to approve the Financial Reserves Policy for recommendation to the Town Council JM**

## 10. INVESTMENT POLICY

Cllr Parkinson proposed to approve the Investment Policy for recommendation to the Town Council  
Seconded by Cllr Biss.

**Resolved: to approve the Investment Policy for recommendation to the Town Council JM**

## 11. FUTURE AGENDA ITEMS

To be advised.

## 12. NEXT MEETING

The date of the next monthly meeting of the Finance Committee will be held on the 27<sup>TH</sup> May 2025 at **6.30pm.** at the Wades Centre, Stratton Road, Princes Risborough.

There being no further business the meeting closed at 6.43 pm.

Chairman.....Date .....Page 08/25

### Expenditure April 2025

WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£150.00
ALPHABET GB LTD	HJ24 WLV vehicle lease	£797.43
BALC	BMKALC NALC subs	£1,514.48
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
BARCARE SUPREME LTD	Glass washer hire BS	£90.00
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
BARCLAYCARD	BS terminal fees	£46.38
BARNES AND WELLS	Tree Maintenance	£1,308.00
BASIL AND CREW	Mobile Farm FM	£475.00
BUCKINGHAMSHIRE COUNCIL	WC Business rates	£1,013.50
BILLS GATES UK LTD	Call out SMG gates	£138.00
BEST KEPT VILLAGE	BKV Comp entry fee	£25.00
BRIANTS	Leaf rake	£50.74
BRIANTS	Concrete mix	£15.48
BRIANTS	Grass seed	£7.99
BRIANTS	MT supplies	£90.94
BT GROUP PLC	Wi fi Market House	£41.41
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£150.00
CASTLE WATER	Water SMG	£16.28
CASTLE WATER	Water Salisbury Close	£5.56



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CASTLE WATER	Water Wades Centre	£249.50	
CHILTERN VIEW	Chiltern View advert	£540.00	
CMPCON LTD	HR support	£16.20	
CPRE	CPRE annual subs	£60.00	
CREDIT CARD	Meta ad IWD	£25.00	
	Meta ad IWD	£4.82	
	Canva subscription	£100.00	
	Hancocks sweets	£90.64	
	Amazon suction cups	£21.47	
	Amazon bunting/carrots	£17.43	
	Amazon tissue paper	£11.69	
	Amazon Hare	£8.00	
	Amazon hamper	£29.99	
	Amazon suction cups	£7.99	
	Tradeprint leaflets Easter	£40.94	
	Tradeprint boards Easter	£22.61	
	Tradeprint boards Easter	£48.00	
	Hancocks sweets	£80.34	
	Amazon flash	£39.58	
	Amazon wash ups	£1.94	
	Amazon cleaner spray	£15.48	
	Amazon bowl	£3.55	
	Amazon dustpan and brush	£10.98	
	Amazon bowl	£3.55	
	IONOS domain	£18.00	
	Amazon wallets	£3.89	
	Amazon wipes	£6.12	
	Amazon Echo	£85.49	
	Amazon batteries	£8.19	
	Amazon Ethernet switch	£54.14	
	Adobe software	£47.48	
	Amazon seal	£8.99	
	MJH keys MH	£17.00	
	MJH keys WC	£19.95	
	Vehicle Control Sol sticker	£81.60	
	South Coast Publicity	£420.00	
	MJH keys WC	£8.95	
	MJH keys WC	£17.90	
	Asda fuel	£67.73	
	Asda fuel	£28.95	
	cashback	-£1.98	
	cashback	-£0.49	
	cashback	-£5.71	
	Screwfix	£34.97	
	Total credit card		£1,505.17
CWU	Wades Centre deposit refund	£500.00	
DAYLA	Bar stock BS	£1,470.80	



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ELDRIDGE ELECTRICAL	New col/reconnections/repairs	£2,514.00
ESSO CARD	Fuel	£45.56
ESSO CARD	Fuel	£112.10
GRENKE LEASING LTD	Photocopier lease	£117.14
GRUNDON WASTE	Waste Management	£206.09
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£150.00
HEINEKEN	Line cleaning BS	£216.00
HMRC	HMRC paye	£4,565.86
JINCA LTD	Set up DG413	£135.00
KEITH DOBSON	Monthly risk assessment	£147.50
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
LAMPS AND TUBES	Xmas lighting 2025/rental	£702.00
LAMPS AND TUBES	Xmas decs repairs	£1,561.92
LAMPS AND TUBES	Union Jack flag	£15.90
LEWIS DEVELOPMENTS	Fence St Dunstan's	£2,574.00
LGPS	LGPS	£2,367.98
M AND D WINES	BS bar stock	£176.40
M AND D WINES	BS bar stock	£219.24
MP PAYROLL SOLUTIONS	Payroll admin	£105.00
MT LOOS	Toilets FM	£156.00
NEST PENSION	Nest pension	£370.98
ONECOM	Phone/broadband	£184.15
PR BAPTIST CHURCH	PR Baptist Church grant	£230.00
PRESTIGE COMMERCIAL	Contract cleaning WC	£414.00
PRUDENTIAL	Prudential pension	£750.00
REBELLION BEER CO	BS bar stock	£86.69
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RIALTAS BUSINESS SOL	Year End 2025	£1,036.80
RIALTAS BUSINESS SOL	CB/PL/SL/PO software/support	£1,552.80
RIALTAS BUSINESS SOL	Bookings software and support	£566.40
RIALTAS BUSINESS SOL	VAT software/support	£139.20
RIALTAS BUSINESS SOL	AR annual usage/support	£318.00
SALARIES	Salaries	£14,824.84
MARKS & SPENCER	Milk	£1.20
SCOTTISH POWER	Electricity Wades Centre	£27.53
SCOTTISH POWER	Gas WC	£498.67
SHIELD GROUP	Dog waste collection	£353.64
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SPEEDY FUELS AND LUB	Gas oil	£515.81
ST DUNSTANS CHURCH	Grant 2025	£1,500.00
ST MARYS CHURCH	Grant 2025	£2,580.00
SUEZ	Waste Management	£131.68
TRUTRAK	Vehicle tracker	£8.34
TURNEY GROUP	Chains	£16.61
TURNEY GROUP	Chain	£17.34



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UTP	Payment terminal Service charge	£31.20
UTP	Payment terminal service charge	£15.60
VISIONICT	Hosted email	£288.00
VISIONICT	Certificate renewal	£60.00
WORKNEST	HR support	£211.25
YGP	Electricity Wades Centre	£956.61
YU ENERGY	Street light energy charge	£298.58
YU ENERGY	Street light energy charge	£1,570.25
		£57,862.05