



Princes Risborough Town Council



MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY 27TH MAY 2025 AT 6.15 PM AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

PRESENT

Chairman – Cllr I McLauchlan
Cllrs A Ball, J Biss, I Churchill, I Parkinson, M Walsh
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 was on holiday.

Resolved: To note apologies from Cllr Frost.

2. ELECTION OF VICE CHAIR

Cllr Walsh proposed Cllr Parkinson as Vice Chair of the Finance Committee.
Seconded by Cllr Ball.

Resolved: Cllr Parkinson as Vice Chair of the Finance Committee.

3. 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.

4. 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.

5. PUBLIC FORUM

No members of the public were present.

6. ACCOUNTS FOR PAYMENTS AND NOTE ITEMS OF INCOME

The income for April 2025 and the expenditure for May 2025 were examined by the Committee.

Cllr Walsh proposed and Cllr Ball seconded, that the schedule of payments due for the period ending 31st May 2025, be approved.

Resolved: To approve the schedule of payments for May 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 1st April 2025 to 30th April 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.

7. CORRESPONDENCE

None.

8. CLERKS REPORT

The Clerk reported that all invoices issued to the tenants due for May have been paid, but there are still outstanding invoices from the previous year.

9. 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.



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10. TERMS OF REFERENCE

Cllr Ball proposed to approve the Terms of Reference for the Finance Committee for recommendation to the Town Council.

Seconded by Cllr Churchill.

Resolved: to approve the Terms of Reference for the Finance Committee 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 24th June 2025 at **6.15pm.** at the Wades Centre, Stratton Road, Princes Risborough.

There being no further business the meeting closed at 6.48pm.

Chairman.....DatePage 10/25

Expenditure May 2025

RENNIE GROVE	Electrical	£20.00
ALPHABET GB LTD	HJ24 WLV lease	£797.43
ARD	Qrtly inspection	£356.40
BARCARE SUPREME LTD	Glass washer hire BS	£90.00
BARCLAYCARD	Transaction charges	£21.98
BUCKINGHAMSHIRE COUNCIL	Wades Centre Bus rates	£1,016.00
BEN MORGAN	Rebuild office wall	£10,846.50
BRIANTS OF RISBOROUGH	Stihl base	£22.79
BT GROUP PLC	Wi-fi MH	£41.41
BT GROUP PLC	Broadband cloud	£210.12
CALOO	SI-0833/254	£594.00
CALOO	SI-008331/258/Quote: 069767	£390.00
CALOO	SI-08332/257/Quote: 069766	£822.00
CALOO	SI-008334/259/Quote: 070569	£72.00
CASTLE WATER	Water SMG	£22.20
CASTLE WATER	Water Salisbury Close	£5.55
CASTLE WATER	Water WC	£229.83
CHILTERN HYGIENE LTD	Disposal service	£690.37
CONTROL PRINT	Photocopier/printer	£89.41
CREDIT CARD	IONOS domain	£30.00
	Shaws Dec Acceptance book	£226.80
	Amazon supaclick/clips	£4.55
	Amazon dustpan and brush	£24.49
	Amazon ink remover	£4.56
	Amazon weedkiller	£39.94
	Amazon black sacks	£10.79
	Amazon toilet tissue	£24.98



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Amazon cloths	£7.21
Amazon bin liners	£10.79
Screwfix fence paint	£56.00
MJH Services keys	£6.95
Toolstation torch	£81.98
St John Ambulance	£41.28
Tradeprint VE banner	£38.34
Tradeprint paper	£35.11
Adobe software	£47.48
Number People	£5.00
Amazon walkie talkie	£14.59
Amazon machine cleaner	£10.45
CEX router	£57.95
Amazon milk	£9.99
Amazon coffee/dwisher tablet	£22.18
Autoscreens repair	£287.04
Screwfix trainers	£89.98
Cashback	-£3.83
Cashback	-£2.21
Total credit card	£1,182.39

WADES CENTRE DEPOSIT
 REFUND
 ELDRIDGE ELECTRICAL
 ERNEST NEWHOUSE
 ESSO CARD
 ESSO CARD
 GARDEN
 GLASDON UK LTD
 GMH CASH REGISTERS
 GRUNDONWASTEMANAG
 HEINEKEN
 HELPFUL HIRINGS
 HERTS COUNTY COUNCIL
 HMRC
 WADES CENTRE DEPOSIT
 REFUND
 WADES CENTRE DEPOSIT
 REFUND
 JNC EVENTS
 WADES CENTRE DEPOSIT
 REFUND
 KEITH DOBSON
 KJS WINDOW CLEANING
 LGPS
 WADES CENTRE DEPOSIT
 REFUND
 MJ PRODUCTIONS
 MORGAN

Wades Centre deposit refund	£150.00
New cols, repairs	£1,774.98
Internal audit fee	£375.00
Fuel	£143.33
Fuel	£191.96
Devolved Services	£648.00
Plastic cover caps	£13.80
EPoS system rental	£387.00
Waste Management WC	£20.88
Line cleaning BS	£216.00
Generator FM	£123.60
Refuse sacks	£57.91
HMRC paye	£4,413.77
Wades Centre deposit refund	£150.00
Wades Centre deposit refund	£150.00
Call out AV repair	£155.99
Wades Centre deposit refund	£500.00
Monthly risk inspection	£147.50
Window cleaning WC	£100.00
LGPS	£2,377.10
Wades Centre deposit refund	£500.00
Bubble artist SF	£260.00
39 High St water meeting	£150.00



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MP PAYROLL SOLUTIONS	Payroll admin	£105.00
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
NEST PENSION	Nest	£356.29
ONECOM	Phone/broadband	£186.73
PRESTIGE COMMERCIAL	Contract cleaning WC	£220.80
PROBADGE	Printed badges	£21.90
PRUDENTIAL	Prudential pension	£750.00
PWLB	PWLB SMG	£10,979.55
	PWLB Wades Park	
REBELLION BEER CO	BS Bar stock	£89.54
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
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SALARIES	Salaries	£15,205.67
M&S	Refreshments re Auditor	£3.30
SCOTTISH POWER	Gas WC	£316.64
SCOTTISH POWER	Electricity WC	£29.58
SEARCH FIRE	Security annual maintenance WC	£519.00
SEARCH FIRE	Annual fire mt contract WC	£600.00
STUDIO 28	Art in the Park flyers	£65.00
STUDIO 28	SF prog/banner etc	£262.50
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
SUEZ	Waste Management	£118.72
THE CREW CAFE	BS bar staff	£192.57
THREE.CO.UK	Mobile phone MT team	£21.91
TURNEY GROUP	Belt/spring	£235.80
TURNEY GROUP	Rear oblong plate	£16.20
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
UTP	Card payment terminal	£31.20
UTP	Card payment terminal	£15.60
YGP	Electricity WC	£586.06
YU ENERGY	Street light energy charge	£288.52
ZURICH MUNICIPAL	Insurance 25/26	£8,741.76
		£72,987.04