



Princes Risborough Town Council



**MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY
29th JULY 2025 AT 6.30 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. 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 June 2025 and the expenditure for July 2025 were examined by the Committee.

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

Resolved: To approve the schedule of payments for July 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 Walsh and Cllr McLauchlan verified bank statements for the period 1st June 2025 to 30th June 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

The updated pay scales, incorporating the recently agreed 3.2% pay increase between the Government and the unions and backdated to 1st April 2025, have been received.

Noted.

7. CLERKS REPORT

The Clerk reported that there are outstanding invoices owed by two of the Town Council's tenants.

8. 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.

9. VAT PARTIAL EXEMPTION CALCULATION FOR 2024/2025

The Committee members received the VAT Partial Exemption Calculation for 2024/2025 which was circulated to the members in advance of the meeting.

Noted.



Princes Risborough Town Council



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 26th August 2025 at 2pm at the Wades Centre, Stratton Road, Princes Risborough.

There being no further business, the meeting closed at 6.52 pm.

Chairman.....DatePage 14/25

Expenditure July 2025

WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
ALPHABET GB LTD	HJ24 WLV vehicle hire	£797.43
AVS	Blade/bags/slab/scoop	£254.92
AVS	Knife/Eco shield	£50.14
BARCARE SUPREME LTD	Glass washer BS	£90.00
BARCLAYCARD	Transaction charges	£80.26
BUCKINGHAMSHIRE COUNCIL	Wades Centre bus rates	£1,016.00
BEN MORGAN LTD	Drainage works 39 High St	£661.50
BEN MORGAN	Wades Centre roof repairs	£291.00
BRIANTS	Chain oil/grease	£14.04
BRIANTS	Padlock	£23.98
BRIANTS	Stihl autocut	£33.77
BRIANTS	Line/wipes	£53.94
BRIANTS	Sprinkler/hose/tap	£50.99
BT GROUP PLC	Wi fi Market House	£41.41
CLIVE WINSLOW LTD	SF sand	£935.82
CASTLE WATER	Water WC	£238.59
CASTLE WATER	Water SMG	£12.87
CASTLE WATER	Water Salisbury Close	£5.55
CCW EVENTS MEDICS	SF medics	£370.00
CHILTERN SOCIETY	Chiltern Society membership	£30.00
CMPCON LTD	Payroll admin	£16.20
CREDIT CARD	Hartwell entry boards	£105.50
	Toolstation paint	£46.40
	Toolstation paint supplies	£13.94
	MJH padlocks	£20.85
	Seasonal Trading plants etc	£70.50
	Europarts oil	£36.99
	Hartwell plant supplies	£28.95
	Asda ad blue	£32.78
	Scafftag log book	£27.96



Princes Risborough Town Council



	Amazon gloves	£5.48	
	Amazon soap	£14.22	
	Amazon blue roll	£16.85	
	Amazon cleaner	£29.45	
	Amazon toilet rolls	£26.45	
	Hose clean vehicle	£7.00	
	Amazon wipes	£22.50	
	Tradeprint leaflets FM	£69.67	
	Meta FM promotion	£2.08	
	Amazon sweet bags	£4.99	
	Amazon stickers	£8.49	
	Amazon sweet bags	£9.98	
	Hancocks sweets	£108.63	
	Tradeprint letter boards	£31.92	
	Tradeprint letter boards	£39.60	
	Tradeprint leaflets	£75.60	
	Amazon toy/ garland	£17.46	
	Elite Hi Viz jackets	£201.59	
	Tradeprint banner	£23.62	
	Tradeprint boards	£40.58	
	Tradeprint boards	£52.54	
	Tradeprint boards	£77.23	
	Amazon cable ties	£22.02	
	Amazon batteries	£17.96	
	Wickes fire panel	£24.00	
	Rawlins mastic foam	£20.96	
	Rawlins paint	£118.81	
	UK safety store door signs	£42.00	
	Toolstation sealant	£21.52	
	Adobe software	£47.48	
	Number people top up	£5.00	
	Amazon laminating pouches	£7.43	
	Cashback	-£1.86	
	Cashback	-£0.17	
	Cashback	-£6.27	
	Total credit card		£1,588.68
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00	
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£150.00	
DAYLA	BS bar stock	£1,038.24	
DAYLA	BS bar stock	£268.45	
DAYLA	BS bar stock	£868.45	
DCK LTD	VAT partial exemption calc	£310.20	
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00	
DECKCHAIRS UK	SF deckchairs	£506.25	
EARTH ANCHORS LTD	Replacement Bench Wades Park	£702.00	
ELDRIDGE ELECTRICAL	New col tfr/upgrade	£193.98	
ELDRIDGE ELECTRICAL	Upgrades	£388.20	



Princes Risborough Town Council



ELDRIDGE ELECTRICAL	Repairs/upgrades	£1,276.80
ELDRIDGE ELECTRICAL	Street light upgrades	£185.40
ELDRIDGE ELECTRICAL	Upgrades	£593.10
ESSO CARD	Fuel	£203.29
ESSO CARD	Fuel	£102.60
ESSO CARD	Fuel	£245.92
FILTERED WATER COOLERS	Water fountain service	£299.99
G A THOMAS	Steel Band SF	£550.00
GARDENFORCES LANDSCAPE	B-2025-05-96/266/Quote: B-2025	£714.00
GARDEN FORCES LANDSCAPE	SGM bed planting	£96.00
GARDEN FORCES LANDSCAPE	DS strimming	£540.00
GRENKE LEASING LTD	Photocopier/printer	£117.14
GRUNDON	Waste Management	£213.54
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
HEINEKEN	Line cleaning BS	£216.00
HELPFUL HIRINGS	Canon garden tiller	£51.60
HERTS COUNTY COUNCIL	Cleaning supplies BS	£156.74
HERTS COUNTY COUNCIL	cleaning supplies	£59.80
	dishwasher tablets BS	
HMRC	HMRC paye	£5,122.49
IAN WEBB ENGINEERING	SF generator	£985.20
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£50.00
JINCA LTD	IT issues	£240.00
JNC EVENTS	SF stage and sound	£2,088.00
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
KEITH DOBSON	Monthly risk inspection	£147.50
KIM DAVIS	BS Bar stock	£304.73
KJS WINDOW CLEANING	Window cleaning WC	£100.00
LEWIS DEVELOPMENTS	Turf SMG	£109.92
LGPS	LGPS	£2,372.54
LUSCINIA ECO	Bat survey 2	£1,224.00
M AND D WINES	BS bar stock	£329.12
M AND D WINES	BS bar stock	£95.04
M AND D WINES	BS bar stock	£296.64
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£150.00
MAKE PROMOTION SIMPLE	SF uniform	£88.74
MAKE PROMOTION SIMPLE	Polo shirts	£41.76
MAKE PROMOTION SIMPLE	Polo shirts	£29.28
MCGEE	SF Leech live music	£200.00
MJ PRODUCTIONS	SF stilt walkers	£498.00
MP PAYROLL SOLUTIONS	Payroll admin	£105.00
MT LOOS	Loos Farmers Market	£156.00
NEST PENSION	Nest	£394.14
ONECOM	Phone/broadband	£179.46
PAUL KING MUSIC	SF music act	£150.00
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£150.00
PLAY INSPECTION	Outdoor annual inspection	£714.00



Princes Risborough Town Council



PRESTIGE COMMERCIAL	BS cleaning	£331.20
PR ROTARY CLUB	Wades Centre deposit refund	£500.00
PRUDENTIAL	Prudential pension	£750.00
PWLB	PWLB WC PHASE 1 & 2	£12,775.56
REBELLION BEER CO	BS bar stock	£134.32
S BOYLE	SF water	£8.46
S FORDE	Circus workshop balance SF	£245.00
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
SALARIES	Salaries	£16,374.42
SCOPE SECURITY	SF security	£322.08
SCOTTISH POWER	Electricity Wades Centre	£21.74
SCOTTISH POWER	Gas Wades Centre	£209.20
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
SHIELD GROUP	Dog waste collection	£353.60
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WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£50.00
SUEZ	Waste Management	£123.04
SUNDAYS FACES	SF face painters	£599.00
TGG PRODUCTIONS	Groove Generation SF	£400.00
THREE.CO.UK	MT Mobile phones	£21.91
THREE.CO.UK	MT mobile phone	£10.51
TRUTRAK	Vehicle tracker	£8.34
TURNERY GROUP	Socket	£8.39
TURNERY GROUP	Flex forks	£624.00
UKPOWER NETWORKS	New connection LC 472	£4,668.00
UTP	Terminal service charge	£31.20
UTP	Terminal service charge	£15.60
VISIONICT	Email set up x 1	£16.00
WADES CENTRE DEPOSIT REFUND	Wades Centre deposit refund	£500.00
YGP	Electricity WC	£479.34
YU ENERGY	Street light energy charge	£285.97
		£76,746.82