



Princes Risborough Town Council



MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY 26TH AUGUST 2025 AT 2.00 PM AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

PRESENT

Chairman – Cllr I Parkinson
Cllrs J Biss, I Churchill, M Walsh
Susanne Barter – Clerk
Jayne Mylchreest- Administration Officer
Tim Gower- 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 had a previous commitment and Cllr McLauchlan and Ball who had work commitments.

Resolved: To note apologies from Cllrs Frost, McLauchlan and Ball

No apologies were received from Cllr J Biss.

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.

Cllrs M Walsh and I Churchill declared an interest in agenda number 9 as honorary members of the Rotary Club.

4. PUBLIC FORUM

No members of the public were present.

5. ACCOUNTS FOR PAYMENTS AND NOTE ITEMS OF INCOME

The income for July 2025 and the expenditure for August 2025 were examined by the Committee.

Cllr I Churchill proposed and Cllr I Parkinson seconded, that the schedule of payments due for the period ending 31st August 2025, be approved.

Resolved: To approve the schedule of payments for August 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 July 2025 to 31st July 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

7. CLERKS REPORT

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

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. MINOR GRANT APPLICATIONS

Cllr M Walsh proposed to recommend to the Town Council the approval of a minor grant of £159.99 to the Risborough Youth Club for the purchase of a gazebo for events and activities.



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Seconded by Cllr I Churchill.

Resolved: to recommend to the Town Council to approve a minor grant application from the Risborough Youth Club for £159.99 to purchase a gazebo for events and activities.

TG

A minor grant application has been received from the Rotary Club of Princes Risborough for £400 for a social event for the over-75s living alone.

The maximum amount that can be awarded under the Minor Grant Policy is £250.

Cllrs I Churchill and M Walsh declared an interest in this application. As the committee was no longer quorate, it was agreed by all present that the application be referred to the Full Town Council for consideration.

TG

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 30th September 2025 at 6.30pm at the Wades Centre, Stratton Road, Princes Risborough.

There being no further business, the meeting closed at 2.34pm.

Chairman.....DatePage 16/25

Expenditure August 2025

ALPHABET GB LTD	HJ24 WLV vehicle hire	£797.43
BARCARE SUPREME LTD	Glass washer hire BS	£90.00
BARCLAYCARD	Terminal trans charges	£43.05
BUCKINGHAMSHIRE COUNCIL	Election recharge	£2,667.00
BUCKINGHAMSHIRE COUNCIL	Wades Centre Bus rates	£1,016.00
A J COLLIER	Wasp nest removal	£70.00
BRIANTS	Screws	£25.19
BRIANTS	Promenade calibrated 900x600	£34.22
BRIANTS	Lakeland calibrated/mini bag	£21.76
BRIANTS	Broom handle / clamp	£19.72
BRIANTS	Harness	£60.00
BRIANTS	Bit set/ cloth wipes	£49.76
BRIANTS	Post mix/timber/post	£158.66
BRIANTS	Gloves/padlock	£24.95
BRIANTS	Cloth wipes	£16.19
BT GROUP PLC	Wi-Fi Market House	£41.41
BT GROUP PLC	Phone and Broadband WC	£210.08
CASTLE WATER	Water Wades Centre	£248.29
CASTLE WATER	Water at the SMG	£19.31
CASTLE WATER	Water Salisbury Close	£5.73
WADES CENTRE	Wades Centre deposit refund	£500.00
CMPCON LTD	Payroll admin	£16.20
CREDIT CARD	NYX Jet wash MT vehicle	£5.00
	Asda screen wash	£4.36
	Griffin Lane car wash MT vehicle	£25.00



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Screwfix padlock/cable	£31.88
Lewis Dev mulch	£72.00
Toolstation Paint/brushes	£44.17
B and Q Fence paint	£80.00
MJH Key cut	£6.95
Tradeprint Matt stickers	£20.36
Amazon Removal packing boxes	£11.98
Amazon Heavy duty refuse sacks	£8.49
Amazon Toilet tissue	£26.45
Adobe Software	£47.48
Amazon Garden clothing	£6.00
Amazon Garden clothing	£9.95
Amazon Batteries	£11.80
Amazon Door stoppers	£20.43
Screwfix Spill kit/sundries	£84.46
Amazon Cleaning clothing	
Amazon Litter grabber	£44.97
Toolstation Fence paint	-£49.95
Toolstation Paint and brushes	£146.44
Meta Farmers market	£12.91
Meta Summer festival	£12.09
Amazon Batteries	£16.11
Amazon Fishing line	£6.83
Amazon Hi Vis safety vest	£9.98
Amazon Wire cutters/wire ties	£17.28
Meta Summer festival advert	£6.29
Amazon Batteries	£10.19
Viking Milk sticks	£6.61
Amazon Hand soap	£14.95
Amazon Cleaning signage	£12.95
Number People Mobile top up	£5.00
Amazon Stationery	
Amazon Galvanised staples	£2.22
Amazon Staples	£17.47
Amazon Stationery	£5.94
Rawlins Paint	£133.51
Barcare supreme Glass supreme	£37.14
Screwfix Safety shoe	
Poppy shop Wreath	£29.49
Tesco Refreshments	£7.39
Amazon Refreshments	£7.99
Amazon Refreshments	£2.50
Amazon Refreshments	£5.39
Cashback	-£1.87
Cashback	-£0.03
Cashback	-£3.51
Total credit card	£1,033.04



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DAYLA	Brushwood Suite bar stock	£896.16
DELUXE ROOFING	Market House gutter repairs	£3,072.00
ELDRIDGE ELECTRICAL	Street light upgrades	£778.50
ELDRIDGE ELECTRICAL	Street light upgrades	£375.60
EON	Electricity Market House	£108.72
ESSO CARD	Fuel	£99.17
ESSO CARD	Fuel MT	£109.11
FAROL	Lights/therm/pump repairs	£441.10
GMH CASH REGISTERS	BS Terminal Fees	£387.00
GPEX	Centres for wreaths	£36.00
TRAVEL EXPENSES	Travel expenses	£5.63
GRUNDON	Waste Management	£21.58
HEINEKEN	Line cleaning BS	£216.00
HERTS COUNTY COUNCIL	Refuse sacks	£43.58
HERTS COUNTY COUNCIL	Cleaning supplies WC	£26.02
HMRC	HMRC PAYE	£6,393.53
WADES CENTRE	Wades Centre deposit refund	£500.00
ICO	GDPR	£73.00
KEITH DOBSON	Monthly Risk Assessment	£147.50
LAMPS AND TUBES	Christmas Lighting	£2,502.00
LAMPS AND TUBES	Flagpoles VJ day	£496.66
LGPS	LGPS	£2,751.16
WADES CENTRE	Wades Centre deposit refund	£500.00
LUSCINIA ECO	Bat Emergence/Ecological Survey	£1,686.00
MP PAYROLL SOLUTIONS	Payroll fee	£142.50
NEST PENSION	Nest pension	£473.76
ONECOM	Telephone/Broadband	£188.57
PKF LITTLEJOHN LLP	External audit fee	£1,638.00
WADES CENTRE	Wades Centre refund	£100.00
PRESTIGE COMMERCIAL	BS cleaning	£55.20
WADES CENTRE	Wades Centre deposit refund	£50.00
PRUDENTIAL	Prudential Pension	£750.00
SALARIES	Salaries	£19,489.42
SCOTTISH POWER	Gas Wades Centre	£100.60
SCOTTISH POWER	Electricity Wades Centre	£24.61
SUEZ	Waste Management	£132.76
THE CREW CAFE	The Crew Cafe	£1,877.13
TURNEY GROUP	Bearing	£37.27
UTP	Payment terminal service charge	£31.20
UTP	Payment terminal service charge	£15.60
WINDOW FLOWERS LTD	Summer planting	£13,125.00
YGP	Electricity Wades Centre	£248.17
YU ENERGY	Street Light energy charge	£297.03
YU ENERGY	Street light energy charge	£5,015.53
ZURICH MUNICIPAL	Reinstatement costs assessment	£499.80
		£73,126.16