



# Princes Risborough Town Council



## MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY 30<sup>th</sup> SEPTEMBER 2025 AT 6.30 PM AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

### PRESENT

Chairman – Cllr I McLauchlan  
Cllrs I Parkinson, A Ball, I Churchill, A Frost  
Susanne Barter – Clerk  
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 M Walsh.

**Resolved: To note apologies from Cllrs J Biss and M Walsh**

### 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 August 2025 and the expenditure for September 2025 were examined by the Committee.

Cllr I McLauchlan proposed and Cllr A Frost seconded, that the schedule of payments due for the period ending 30th September 2025, be approved.

**Resolved: To approve the schedule of payments for September 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 1<sup>st</sup> August 2025 to 31<sup>st</sup> August 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

None.

### 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.**



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## 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 28<sup>th</sup> October 2025 at 6.30pm at the Wades Centre, Stratton Road, Princes Risborough.

There being no further business, the meeting closed at 6:40pm.

Chairman.....Date .....Page 18/25

## Expenditure September 2025

|                      |                                |         |
|----------------------|--------------------------------|---------|
| BASIL AND CREW       | Mobile farm for farmers market | £475.00 |
| BIG FOOT EVENTS LTD  | Entertainment                  | £147.50 |
| BILLS GATES UK LTD   | Gate maintenance SMC           | £144.00 |
| BRIANTS              | Harness for maintenance team   | £60.00  |
| BRIANTS              | Combination padlock            | £28.57  |
| BRIANTS              | maintenance equipment          | £45.34  |
| BRIANTS              | Maintenance cloth wipes        | £16.79  |
| BRIANTS              | Maintenance equipment          | £2.59   |
| CASTLE WATER         | Water Wades Centre             | £296.42 |
| CASTLE WATER         | Water SMG                      | £22.42  |
| CHILTERN SECURE SHRE | Secure shredding               | £19.20  |
| CMPCON LTD           | Business management software   | £16.20  |
| CONTROL PRINT        | Photocopier costs              | £153.35 |
| CREDIT CARD          | The Range cleaning supplies    | £96.44  |
|                      | Griffin Lane car wash          | £15.00  |
|                      | Phonesurgery charger           | £24.99  |
|                      | Phonesurgery charger           | £9.99   |
|                      | Screwfix trainers              | £69.99  |
|                      | Euro parts charger             | £109.99 |
|                      | Hartwell plants                | £19.98  |
|                      | B & Q paint                    | £49.00  |
|                      | Toolstation mt supplies        | £42.31  |
|                      | Amazon weedkiller              | £39.94  |
|                      | Screwfix padlock               | £5.00   |
|                      | Screwfix tool for gate         | £6.99   |
|                      | Carrick signs SMG              | £43.20  |
|                      | Screwfix padlock               | £13.99  |
|                      | Staff recognition              | £95.00  |
|                      | Post Office postage            | £10.95  |
|                      | Amazon cleaning WC             | £10.98  |
|                      | Amazon cleaning WC             | £13.50  |
|                      | Amazon cleaning supplies WC    | £23.63  |



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|                             |                                |            |
|-----------------------------|--------------------------------|------------|
|                             | Amazon cleaning supplies BS    | £17.77     |
|                             | Amazon cleaning WC             | £11.39     |
|                             | Meta SF advert                 | £1.59      |
|                             | Amazon mouse                   | £8.99      |
|                             | Amazon stationery              | £7.10      |
|                             | Baker Ross craft supplies FM   | £61.85     |
|                             | Tradeprint FM promo            | £31.71     |
|                             | Adobe software                 | £47.48     |
|                             | Number people                  | £5.00      |
|                             | Number people                  | £5.00      |
|                             | Amazon milk                    | £9.99      |
|                             | Amazon coffee                  | £18.54     |
|                             | Cashback                       | -£2.70     |
|                             | Cashback                       | -£2.04     |
|                             | Total credit card              | £922.54    |
| DAYLA                       | Brushwood Suite bar stock      | £1,522.87  |
| DUNCAN BAILEY KENNEDY       | Valuation report               | £1,020.00  |
| ESSO CARD                   | Fuel                           | £175.67    |
| FAROL                       | Tractor maintenance            | £110.88    |
| WADES CENTRE DEPOSIT REFUND | Wades Centre deposit refund    | £150.00    |
| WADES CENTRE DEPOSIT REFUND | Wades Centre deposit refund    | £500.00    |
| GARDEN FORCE                | Gardenforces Landscaping       | £540.00    |
| GARDEN FORCE                | SMG plants                     | £558.00    |
| GARDEN FORCE                | SMG labour                     | £96.00     |
| GRUNDON                     | Waste Management               | £173.53    |
| WADES CENTRE DEPOSIT REFUND | Wades Centre deposit refund    | £150.00    |
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| HEINEKEN                    | Wades Centre service fees      | £216.00    |
| HMRC                        | Paye                           | £2,296.67  |
| HMRC                        | Paye                           | £1,072.05  |
| HMRC                        | Paye                           | £263.55    |
| HMRC                        | Paye                           | £450.83    |
| HMRC                        | Paye                           | £584.16    |
| KJS WINDOW CLEANING         | Window cleaning                | £100.00    |
| EXPENSES                    | Travelling expenses            | £20.25     |
| LEWIS DEVELOPMENTS          | Maintenance decking            | £11.64     |
| LEWIS DEVELOPMENTS          | Maintenance equipment          | £31.05     |
| LEWIS DEVELOPMENTS          | Bark mulch                     | £72.00     |
| M AND D WINES               | Brushwood consumables          | £142.56    |
| M AND D WINES               | Brushwood Suite bar stock      | £241.92    |
| MT LOOS                     | Hire of Portaloo               | £156.00    |
| NEST PENSION                | Nest                           | £354.05    |
| ONLINE PLAYGROUNDS          | Playground signage and fitting | £106.80    |
| P A SPITTLES                | Install bollards               | £2,895.60  |
| WADES CENTRE DEPOSIT REFUND | WC deposit refund              | £150.00    |
| SALARIES                    |                                | £17,275.75 |
| SCOTTISH POWER              | Electricity WC                 | £20.67     |



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|                             |                                |           |
|-----------------------------|--------------------------------|-----------|
| SEARCH FIRE                 | Ext Plant room                 | £58.80    |
| SEARCH FIRE                 | Signs                          | £420.00   |
| SHIELD GROUP                | Parks bin collection           | £353.60   |
| SUTCLIFFE PLAY LTD          | Equipment for parks            | £42.48    |
| TALLIS AMOS GROUP           | Maintenance training           | £216.00   |
| THOMAS FATTORINI            | Mayors' pendant & chain repair | £1,627.37 |
| THOMAS FATTORINI            | Regalia case                   | £429.04   |
| TRUTRAK                     | Vehicle tracking system        | £8.34     |
| TRUTRAK                     | Vehicle tracking system        | £8.34     |
| WADES CENTRE DEPOSIT REFUND | Wades Centre deposit refund    | £50.00    |
| TURNEY GROUP                | Maintenance equipment          | £93.74    |
| TURNEY GROUP                | Maintenance team equipment     | £262.74   |
| VALDA                       | Street lighting energy charge  | £1,030.64 |
| VISIONICT                   | Public relations               | £48.00    |
| VISIONICT                   | Public relations               | £14.00    |
| WADES CENTRE DEPOSIT REFUND | Wades Centre deposit refund    | £50.00    |
| YGP                         | Electricity Wades Centre       | £2,171.88 |