



Princes Risborough Town Council



MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY 25th NOVEMBER 2025 AT 6.00 PM AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

PRESENT

Chairman – Cllr I Parkinson
Cllrs M Walsh, A Ball, I Churchill, A Frost and J Biss
Susanne Barter – Clerk
Kirsty Pope – Deputy Clerk
No members of the public

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Clerk reported that apologies had been received from Cllr I. McLauchlan (work commitment) and Cllr I. Churchill (detained at work, arriving late).

Resolved: To note apologies from Cllr I McLauchlan and I Churchill

2. ACCEPTANCE OF PREVIOUS MINUTES

The accounts and minutes from the previous month and the Estimates minutes of the 11th November 2025, 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.

Cllr A Ball declared a non-pecuniary interest in agenda 9a.

4. PUBLIC FORUM

No members of the public were present.

5. ACCOUNTS FOR PAYMENTS AND NOTE ITEMS OF INCOME

The income for October 2025 and the expenditure for November 2025 were examined by the Committee.

Cllr I Parkinson proposed and Cllr A Ball seconded, that the schedule of payments due for the period ending 30th November 2025, be approved.

Resolved: To approve the schedule of payments for November 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 September 2025 to 30th September 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 I Churchill joined the meeting at 6.18pm.

6. CORRESPONDENCE

Buckinghamshire Pension Fund 31st March 2025 valuation employer results schedule

The Buckinghamshire Council Pensions team has provided the preliminary results of the actuarial valuation as at 31st March 2025, setting out the Employer's individual funding position and proposed contribution rates.

For Princes Risborough Town Council, there is a proposed gradual reduction in the contribution rates over a three-year period.

Noted.

7. CLERKS REPORT

The Clerk reported that an invoice for November remains outstanding from one tenant and that invoices from the previous year are also still unpaid from another tenant. **Noted.**

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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9. MINOR GRANT APPLICATIONS

Cllr Ball declared an interest and did not take part in the discussion or vote in the application for a grant from the Princes Risborough Charity.

Princes Risborough Charity

Cllr M Walsh proposed to recommend to the Town Council the approval of a minor grant of £250 to Princes Risborough Charity for the provision of Christmas Hampers to the disadvantaged residents of Princes Risborough. Seconded by Cllr J Biss.

Resolved: to recommend to the Town Council the approval of a minor grant of £250 to Princes Risborough Charity for the provision of Christmas Hampers to the disadvantaged residents of Princes Risborough. SB

Volunteer Driver Service

A minor grant application was received from the Volunteer Driver Service for £80 towards the cost of providing community transport for four elderly or vulnerable residents. Councillors expressed their appreciation for the valuable service provided, but noted that the Grant Awarding Policy states that grants will not be awarded to fund routine or administrative costs.

Cllr I Parkison proposed to recommend to the Town Council to refuse a minor grant application from the Volunteer Driver Service. Seconded by Cllr A Ball.

Resolved: To recommend to the Town Council to refuse a minor grant application from the Volunteer Driver Service. SB

Cllr A Frost joined the meeting at 6.32 pm.

Chiltern Arts Festival

A minor grant application was received from the Chiltern Arts Festival for £250.00 to support bringing professional performers to Princes Risborough. It was noted that two grants had previously been awarded during 2024 and 2025.

Cllr A Ball proposed to recommend to the Town Council to refuse a minor grant application from the Volunteer Driver Service. Seconded by Cllr I Parkinson.

Resolved: To recommend to the Town Council to refuse a minor grant application from the Volunteer Driver Service. SB

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 16th December 2025 at 2.00pm at the Wades Centre, Stratton Road, Princes Risborough.

There being no further business, the meeting closed at 6.35 pm.



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NOVEMBER 2025 PAYMENTS

Supplier A/c Code	Amount	Analysis Description
BUCKINGHAM	1016.00	Business Rates
ESSOCARD	51.35	Fuel
VALDA	213.66	Street Lighting
VALDA	1229.26	Street lighting
UTP	13.00	Terminal fees
BARCLAYCAR	23.67	Terminal Fees
UTP	26.00	Terminal fees
NESTPENSIO	410.10	NEST PENSION
AMTECH	45.50	Dump Hose
AR WINDOWS	1166.67	Electric Blind velux window
AVS	56.90	Latex gloves and screws erect poll on Christmas Tree
BARNESANDW	500.00	Planning Course- J Biss
BALC	50.00	Safety Glasses and gloves
BRIANTSOFR	27.41	Secure Headband
BRIANTSOFR	22.69	Cradle Swing
CALOO	347.00	Holiday Software package
CMPCON LTD	13.50	Attend various light failures
ELDRIDGE E	72.00	attend light failure various s
ELDRIDGE E	1817.00	Tyre sealant
FAROL	30.00	repair to brake lights
FAROL	158.70	Devolved Services x 2 days
GARDENFOR	360.00	Cellar Cooling Service
GARDIFF	265.00	Computer support
JINCALTD	90.00	Risk Assessment
KEITHDOBSO	147.50	materials to fit a Bench
LEWIS DEVE	39.20	Sand - St Dunstans Park
LEWIS DEVE	6.60	Grant
LIGHTHOUSE	250.00	Grant
PRBAPTISTC	250.00	dog bin collection
SHIELD	321.75	138433/263/Annual Market House
SMITHSOFDE	279.00	Refund of damage deposit
DEPOSIT		Refund of dmamage
REFUND	500.00	deposit
DEPOSIT		
REFUND	150.00	
DEPOSIT		
REFUND	350.00	Refund of damage deposit
HMRC	4613.10	NOVEMBER 2025
SALARIES	14994.68	Salaries
DEPOSIT	135.25	Refund of booking deposit



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REFUND

BIGFO01	442.50	Freddie Mercury by Lee Baker
BRIANTSOFR	11.50	Barrier Tape
CB PHOTO	225.00	Photography for Xmas lights
CCW	250.00	Medical cover for xmas lights
ELDRIDGE E	1049.75	22630/274/Mill Lane columns
ELDRIDGE E	400.00	22632/282/Work to L/C
LEWIS DEVE	3.30	150 Mill
ELLESBOROU	325.00	Ballast
FUNDAYENTE	2895.00	Xmas lights switch on
JNC EVENTS	2218.00	Xmas lights switch on
MJ PRODUCT	260.00	Xmas lights switch on
SCOPE	198.00	Xmas lights switch on
SUNDAYS	220.00	Xmas lights switch on
PRINCESCEN	50.00	First Aid Training
STOCKSIGNS	49.50	emergency gate release
CASTLEWATE	261.42	Water for Wades Centre
ALPHABET	664.52	MT Vehicle lease monthly
BARCARE	75.00	Line cleaning bar BSW
HOBSON-TRI	500.00	Refund of Damage Deposit
CORBETT S	150.00	Refund Damage Deposit
SAEED NAZ	150.00	Refund of damage deposit
WINDOWFLOW	7772.02	Winter/Spring planting
FULLERSFLO	30.00	bouquet of flowers for leaver
HPC	147.00	Hedge Cutting Course - DG
CREDITCARD	32.63	MT Vehicle
	41.00	Halloween Boards
	85.00	Halloween Boards
	72.41	Halloween Sweets
	34.42	Halloween leaflets
	4.32	Halloween
	16.64	Halloween
	5.41	Halloween
	321.29	Vending Art bags
	321.29	Vending Art bags
	80.82	Cleaner
	38.29	SMG Sign
	63.32	Waste Bin
	124.17	Sports Hall Fridge
	8.18	PAT Test labels
	305.33	Thursday Market Signs



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	24.98	Mayor Frame
	8.32	Mayors Photo
	5.82	Stationery
	20.73	Stationery
	6.84	Stationery
	20.03	Stationery
	614.17	JC Bench
	83.30	Poppy Wreaths
	5.00	Emergency Number top up
	5.00	Emergency Number Top up
	47.48	Adobe creative subs
	34.42	BWS Leaflets
	1.51	FB Ad
	3.00	FB Ad
	4.00	FB Ad
	5.00	FB Ad
	99.99	MT Boots
	2.75	FB Ad
	96.49	Xmas Lights banner
	59.00	Xmas Lights Entry Boards
	40.00	Xmas Lights Grotto Gifts
		Xmas Lights money bag
	22.33	belt
	48.75	Xmas Lights Grotto Gifts
	37.50	Xmas Lights Grotto Gifts
	14.99	VAX Cleaner
M AND D WI	139.20	Bar stock
BILLS GATE	466.00	Repair SMG gates
PLAYSOURCE	3997.00	wades park surfacing
GMH CASH	322.50	Rental of EPOS system
EON	100.22	Market House Electricty
ESSOCARD	101.23	Fuel for MT Vehicle
YGP	288.90	Electricity Wades Centre
CASTLEWATE	16.09	Water SMG
		Wades Broadband and
		calls
BTGROUPPLC	34.51	gas Wades Centre
SCOTTISH P	287.75	Water Earle Mitchell Park
CASTLEWATE	5.73	MT Waste collection
GRUNDONWAS	134.43	Line Cleaning BWS
HEINEKEN	180.00	Wades Loan Repayment
PWLB	1369.47	SMG Loan Repayment
PWLB	9610.08	Refund of damage deposit
MARIAM S	500.00	Pension S Barter
PRUDENTIAL	750.00	Utility MT Compound
SCOTTISH P	19.29	Bar stock
DAYLA	125.55	Chainsaw training DG
VALETRAINI	310.00	



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MAKEPROMOT	35.70	MT Uniform
HADGARCEN	500.00	Refund of Damage Deposit
CARLEEN AC	150.00	Refund of Damage Deposit
NATASHA CU	150.00	Refund of Damage Deposit
BTGROUPPLC	160.55	Wades Centre BB
LGPS	1984.94	Pension contribution
SUEZ	97.67	Waste for Wades Centre
ONECOM	152.52	BBand and Lines for office
MP PAYROLL	93.75	Payroll
DEPOSIT		
REFUND	500.00	Return of Damage Deposit
DEPOSIT		
REFUND	46.00	Return of Damage Deposit
DEPOSIT		
REFUND	150.00	Return of Damage Deposit