

FINANCE

**PRINCES RISBOROUGH TOWN COUNCIL
A MEETING OF THE FINANCE COMMITTEE WILL BE HELD ON
TUESDAY 9th AUGUST 2016 AT 6.45PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

AGENDA

Public Forum – The first ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda. The public are welcome to stay and observe the rest of the meeting.

1. Welcome and Apologies for Absence
2. Acceptance of Minutes of Previous Meeting of the 12th July 2016
3. Declarations of Interest - To receive any pecuniary or non-pecuniary declarations of interest
4. To note Accounts for Payment and Items of Income
5. To discuss and decide on the response to correspondence received at the Town Council.
6. To discuss and decide on forming a working group to consider a future CIL allocation policy (Cllr. M Walsh)
7. Agenda Items for the next meeting
8. Date of next meeting

Susanne Griffiths
Clerk to the Town Council
3rd August 2016

FINANCE
PRINCES RISBOROUGH TOWN COUNCIL
DRAFT MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD
ON TUESDAY 12th JULY 2016 AT 6.45 PM, IN THE MEETING ROOM, PRINCES CENTRE,
CLIFFORD ROAD, PRINCES RISBOROUGH

PRESENT

Chairman - Cllr I McLauchlan
Cllrs J Coombs, M Walsh and A Ball
Clerk to the Town Council – Susanne Griffiths

1. APOLOGIES FOR ABSENCE

No apologies were received.

2. MINUTES

The accounts and minutes from the meetings from the previous month, having been previously circulated, were approved by the Meeting and signed by the Chairman.

3. DECLARATIONS OF INTEREST

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting. None were declared.

4. ELECTION OF VICE-CHAIRMAN

To elect the Vice Chairman
Cllr J Coombs proposed Cllr A Ball
Seconded by Cllr I McLauchlan
A vote was taken
RESOLVED: Cllr A Ball be duly elected Vice- Chairman for the year 2016/17.

5. ACCOUNTS FOR PAYMENTS AND NOTE ITEMS OF INCOME

The income and expenditure for July were examined by the Committee.
Cllr J Coombs proposed and Cllr I McLauchlan seconded that the accounts be recommended to the Council and the necessary cheques signed. **All present agreed.**
Further to the Code of recommended practice for local authorities on data transparency, the items of expenditure are attached.
In accordance with the Financial Regulations adopted March 2016, records of regular payments made were signed by two members thus controlling the risk of duplicated payments being authorised and / or made.

6. CORRESPONDENCE

A quotation has been received from Accounting Solutions for the purchase of the Financial Director Omega for Local Councils finance package. All present agreed that a new Finance package is required and requested that the Clerk obtain further quotations for accounts and payroll software packages for Larger Councils. **SG**

7. INTRODUCTION OF A SIX MONTH BUDGET REVIEW FOR EACH COMMITTEE.

Cllr Walsh proposed that each committee reviews its budget after six months. The office is requested to make the breakdown of each budget available to the members once the accounts have been reconciled to the bank statement at the end of September. All present agreed. **SG**

8. AGENDA ITEMS FOR NEXT MEETING

To be advised

9. NEXT MEETING

The date of the next monthly meeting of the Finance Committee will be advised in due course. There being no further business the meeting closed at 8.00pm.

Princes Risborough Town Council PAYMENTS July 2016

Payment	Payee	Net	VAT	Gross
984	Del Boy Van Hire	100.00		100.00
985	Hartwell Landscaping Supplies - plants for scout bed B in B	146.08	29.22	175.30
986	P Wynn - repairs Earle Mitchell changing rooms	60.00		60.00
987	James Gardner - Repairs to KGV	500.00		500.00
988	Blanchford Building Supplies - Mt Supplies	20.13	4.02	24.15
989	WDC - annual risk inspections parks	240.00	48.00	288.00
990	MPS Ltd - polo shirt	13.20	2.64	15.84
991	TBS Hygiene Ltd - dog waste collection May	316.80	63.36	380.16
992	SSE Contracting ltd - qrtly rechargeable repairs	792.75	158.55	951.30
993	Jinca Ltd - It support	290.00	58.00	348.00
994	Hobbycraft - stationery for B in B	25.80		25.80
995	LGPS training - mileage claim	12.10		12.10
996	ABA (Construction)Ltd - qrtly inspection play area	164.80	32.96	197.76
996	ABA (Construction)Ltd - repairs/climber/swings/mat/ St Dunstan's	986.50	197.30	1,183.80
996	ABA (Construction) Ltd - repairs Wades Pk equipment new surfacing	4,902.00	980.40	5,882.40
997	Alex Maynard -DS work 18/6-8/7	1,088.00		1,088.00
998	HMRC - paye	2,307.12		2,307.12
999	Tesco - Britain in Bloom stationery	4.50		4.50
1000	Tesco - Festival supplies	8.00		8.00
1001	ECE Cox - Mobile staging Co additional side blocks	100.00		100.00
1002	Robertsons of Risborough - Black Prince Sign renovation	493.00	98.60	591.60
1003	Tesco/B&Q/Staples supplies	117.21		117.21
1004	Turney Group - parts	21.66	4.33	25.99
1005	Blanchford Building Supplies - supplies	20.80	4.16	24.96
1006	Special Days - balloon arch	90.00		90.00
1007	Emergency Response Team	400.00		400.00
1008	D2D Distribution Ltd - crosstalk	325.00	65.00	390.00
1009	Tesco- refreshments B in B	4.49		4.49
1010	M Hobbs - First prize raffle	500.00		500.00
DD	3 Mobile - Mt mobiles -	10.00	2.00	42.37
DD	3 Mobile - Mt mobiles -	25.31	5.06	
DD	Esso - MT fuel	179.60	35.92	215.52
DD	Frontier Voice/Utilitrack - Broadband and phone	74.62	14.92	89.54
DD	Fulton Network Ltd - Mt vehicle	291.99	58.40	350.39
DD	Grundon Waste Management	68.77	13.75	82.52
DD	Southern Electric - Street Lighting energy cost	1,722.27	338.41	2,060.68
DD	Lex Autolease - Berlingo - Mt Vehicle	198.60	39.72	238.32
DD	Nest Pension Contribution	20.09		20.09
DD	Thames Water - Salisbury Close dressing rooms	6.06	1.21	7.27
DD	Chiltern Society - annual membership	30.00		30.00
DD	Grenkeleasing - photocopier	180.00	36.00	216.00
	Total salaries	£ 8,974.00		8,974.00
	Total pensions	£ 2,163.59		2,163.59
SO	SSE Contracting - lighting maintenance	379.84	75.97	455.81
SO	Princes Centre- refreshments	20.00		20.00
SO	Princes Centre- office rent	500.00		500.00
SO	Keith Dobson- risk assessment	134.20		134.20
CC	Amazon - clipboards	16.74		
CC	Catering 24 - choc hunt	39.15	7.83	
CC	Carrick signs - parking and scout bed sign	44.30	8.86	
CC	Art & Office - prizes	40.00		
CC	Adlam repro -printing pitch map	5.04		
CC	Adobe Cloud software	38.11		
CC	Askett Nurseries -barrells and compost	86.00		
CC	Post Office - stamps	55.00		
CC	Annual fee	32.00		
CC	WDC - festival license renewal	70.00		
CC	Derwent Laser Crafts Ltd - glass plaque window dressing comp	16.63	3.32	
CC	Staples - plastic walletts and paper	25.71	5.14	
CC	printed.com - time board	26.64	5.33	
CC	Amazon - Poster holder	11.79		
CC	Amazon - PA System	47.50		
CC	Amazon - Jack adapter joiner	11.58		
CC	Amazon -Boom Microphone	51.54		
CC	Amazon - memory card	12.67	2.53	
CC	Amazon -MT mobile phone	18.40	3.67	
CC	Wilko - bake off prizes	32.50	6.50	
CC	Display signs - weed and feed sign	14.58		

CC	CBA Acroni - P C back up cloud annual fee	37.46	7.49	
CC	Total Credit Card			784.01
	TOTAL	29,762.22	2,418.57	32,180.79