

FINANCE

**PRINCES RISBOROUGH TOWN COUNCIL
A MEETING OF THE FINANCE COMMITTEE WILL BE HELD ON
TUESDAY 20TH DECEMBER 2016 AT 2.00PM
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 23rd November 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. Agenda Items for the next meeting
7. Date of next meeting

Susanne Griffiths
Clerk to the Town Council
14TH December 2016

**Draft PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE FINANCE COMMITTEE
HELD ON, WEDNESDAY 23rd NOVEMBER 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 A Ball and A Turner
Clerk to the Town Council – Susanne Griffiths

1. APOLOGIES FOR ABSENCE

No apologies.

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. ACCOUNTS FOR PAYMENTS AND NOTE ITEMS OF INCOME

The income and expenditure for November were examined by the Committee.
Cllr A Turner proposed and Cllr J Coombs 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.

5. CORRESPONDENCE.

A minor grants application has been received from Risborough Run in the Park
The Risborough Run in the Park has requested a grant of £100.00 to help with the England Athletics and Run Britain affiliation annual fee .**All present agreed** to recommend to the Town Council that the application is approved in the Estimates meeting to be paid from the 2017/18 budget as the Run in the Park has already received a grant from the Town Council in this financial year. **SG**

6. A DISPUTED INVOICE FROM RINGWAY JACOBS

All present agreed that it was unprofessional for Ringway Jacobs to include in the invoice a cost for an officer to provide missing details from the invoices that were received last year. It was **agreed by all present** to pay the invoice on receipt of confirmation from Ringway Jacobs that this invoice is the final invoice to be paid and is in full settlement of the work done against work order number 86 issued by the Town Council in 2013. **SG**

7. AGENDA ITEMS FOR NEXT MEETING

To be advised

8. 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 7.00pm.

PAYMENTS November 2016

	Payee	Net	VAT	Gross
1083	The Daisy Chain -flowers for 100th Bday (Mayors Allowance)	20.00		20.00
1084	Hartwell Landscaping Supplies -plants for hanging baskets	186.00		186.00
1085	R T Machinery Ltd - Sharpen bladed Kubota on sight	191.21	38.24	229.45
1086	Catering for WDC/BCC unitary meetings	20.00		20.00
1087	Tesco/Marks & Spencer - refreshments for WDC/BCC unitary meetings	51.00		51.00
1088	Hartwell Landscaping Supplies -plants for scout bed	60.00		60.00
1089	Tesco- refreshments for BCC unitary meeting	3.00		3.00
1090	Rotary Club P R - glowsticks for lights switch on	56.00		56.00
1091	Vale Training Services Ltd - First Aid course Mt team x 3	270.00	54.00	324.00
1092	Bill's Gates (UK) Ltd - repair to gates at SMG	160.00	32.00	192.00
1093	SSE Contracting Ltd - WO/88/Town Nov 2013 SSE	2,222.88	444.58	2,667.46
1094	Jinca Ltd - shared data access problem	10.00	2.00	12.00
1095	Fleuristocrats Ltd - flowers re BCC/ WDC meetings	12.99		12.99
1096	Windowflowers Ltd - strip summer plants / plant winter plants	3,114.00	622.80	3,736.80
1097	Windowflowers Ltd - hanging baskets hire	125.00	25.00	150.00
1098	Postage/greetings/thank you cards	20.00		20.00
1099	Blanchford Building Supplies - bucket/bleach	5.48	1.10	
1099	Blanchford Building Supplies - screws	5.73	1.15	
1099	Total Blanchford Building Supplies			13.46
1100	Briants of Risborough Ltd - goggles	3.92	0.78	
1100	Briants of Risborough Ltd - bin bags	32.50	6.50	
1100	Total Briants of Risborough Ltd			43.70
1101	cheque cancelled			
1102	TBS Hygiene Ltd - dog waste collection Oct	360.00	72.00	432.00
1103	Robertsons of Risborough Ltd - stickers for Free Parking signs	32.00	6.40	38.40
1104	Robertsons of Risborough Ltd - banner for xmas lights switch on	58.00	11.60	69.60
1105	MDJ Building scaffolding remove racking mastic clock lifts setts	7,932.50	1586.50	9,519.00
1106	Studio 28 - design work for Lights Switch On advert/banner/signage	100.00	0.00	100.00
1107	Oxley Conservation Ltd - disbursements	974.00	194.80	1,168.80
1108	Total HMRC	2,376.06		2,376.06
1109	Neverland Entertainment	200.00		200.00
1110	Total Miles Shepherd	56.86	11.37	68.23
DD	Nest Pension Contribution	20.09		20.09
DD	PBL Public Works Loan Board - Market House	6,276.26		
DD	PBL Public Works Loan Board - Wades Park	1,369.47		
DD	PBL Public Works Loan Board - SMG	9,610.08		17,255.81
DD	BT set up costs for wi-fi in Market House	246.38		246.38
DD	3 Mobile - MT mobiles	35.31	7.06	42.37
DD	Southern Electric - Street Lighting energy cost	1,687.57	331.51	2,019.08
DD	Utiltrack broadband and office phone	79.36	15.87	95.23
DD	Esso - MT fuel	250.54	50.09	300.63
DD	Grundon Waste Management	70.17	14.03	84.20
DD	Fulton Network Ltd - Mt vehicle	291.99	58.40	350.39
DD	Lex Autolease - Berlingo - Mt Vehicle	198.60	39.72	238.32
	Total salaries	£ 9,365.03		9,365.03
	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	Askett Nurseries - plants	10.00		
CC	Marks & Spencer - refreshments for WDC Unitary meeting	49.50		
CC	HM Land Registry - document relating to Community Centre	3.00		
CC	Briants of Risborough Ltd - wire brush	5.82	1.16	
CC	Briants of Risborough Ltd - repairs to strimmer	39.23	7.84	
CC	Adobe Cloud software	38.11		
CC	Transport for Bucks -parking suspension for Market Square	319.31		
CC	Transport for Bucks -parking suspension for Market Square	200.69		
CC	Adlam Repro - printing SMG plan	30.00		
CC	Alternative Tools - mop heads for sign cleaning	9.98		714.64
	Total	52,063.25	3,712.47	55,775.72