

## FINANCE

**PRINCES RISBOROUGH TOWN COUNCIL  
A MEETING OF THE FINANCE COMMITTEE WILL BE HELD ON  
TUESDAY 10<sup>th</sup> DECEMBER 2017 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 20<sup>th</sup> December 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 the recommendation to the Town Council for the precept for 2017-2018
7. Agenda Items for the next meeting
8. Date of next meeting

*Susanne Griffiths*  
Clerk to the Town Council  
4<sup>th</sup> January 2017

**Draft PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD  
ON, TUESDAY 20<sup>TH</sup> DECEMBER 2016 AT 2.00 PM IN THE MEETING ROOM,  
PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

**PRESENT**

Chairman - Cllr A Ball  
Cllrs M Walsh and A Turner  
Clerk to the Town Council – Susanne Griffiths

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs I McLauchlan and J Coombs

**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 December were examined by the Committee.

Cllr M Walsh proposed and Cllr A Turner seconded that the necessary cheques are 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 the Risborough Youth Club

The Risborough Youth Club has requested a grant of £ 1000 to support the costs of the payroll.

The Finance Committee considered the application but as the application has missed the deadline for larger grants to be considered at the Estimates meeting, will recommend to the Town Council that it is refused and suggest that a Minor Grant Application is submitted in the new financial year.

**Resolved: A recommendation to the Town Council to refuse the application as it has missed the deadline for the Estimates Committee.** **SG**

Quotations has been received from DCK Beavers Ltd to produce pre-printed integrated cheques for the Omega finance package

The Clerk presented three quotations as follows:-

1. Colour Process-Laser remittances/cheques	x 1000 = £280,	x 2000 = £340
2 Colour Process-Laser remittances/cheques	x 1000 = £310	x 2000 = £380
Full Colour Process-Laser remittances/cheques	x 1000 = £370	x 2000 = £450 all + vat.

Cllr M Walsh proposed to accept the quotation for the full Colour Process- Laser remittances/cheques. Seconded by Cllr A Turner.

**Resolved: To purchase 2000 Full Colour Process-Laser remittances/cheques.**

**6. AGENDA ITEMS FOR NEXT MEETING**

To approve a recommendation to the Town Council for the budgets and precept for 2017-2018.

**7. NEXT MEETING**

The date of the next monthly meeting of the Finance Committee will be at 2pm on the 10<sup>th</sup> January 2017.

There being no further business the meeting closed at 2.20pm.

Chairman.....

Date .....

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**Princes Risborough Town Council**  
**PAYMENTS December 2016**

Payment	Payee	Net	VAT	Gross
1112	Wayne Murphy Entertainer	250.00	0.00	250.00
1113	Edward Cox - Mobile Staging	275.00	0.00	275.00
1114	Stage Effects - lights switch on	650.00	130.00	780.00
1115	SFL - xmas lights and engineer	398.70	79.74	478.44
1116	The Princes Risborough Centre Ltd - lunch re training days	30.00		30.00
1117	DCK Beavers Ltd - Install and train Omega finance package	841.20	168.24	1,009.44
1118	George and Dragon - refreshments xmas lights event	198.85		198.85
1119	Safe & Sound Ltd - supply & install play equipment	22,610.00	4522.00	27,132.00
1120	ABA ( ConstructionLtd) - qrtly play area inspections	164.80	32.96	197.76
1121	Issac Lord/B&Q -tape /plugs xmas lights event	65.08		65.08
1122	RAP - entry board advert re summer festival	153.00		153.00
1123	Rialtas Business Solutions - Omega finance package	1,801.00	360.20	2,161.20
1124	ERT Search & Rescue- xmas lights event	350.00		350.00
1125	H Williams - band xmas lights event	250.00		250.00
1126	D2D Distribution ltd - crosstalk	325.00	65.00	390.00
1127	Miles Shepherd - labels	11.64	2.33	13.97
1128	Tesco - ball xmas lights event	2.00		2.00
1129	Tesco -sweets - xmas lights event	19.92		19.92
1130	MPS workwear - fleeces for xmas event	196.90	39.38	236.28
1131	UK Power Networks-elec supply to containers	1,136.00	227.20	1,363.20
1132	SLCC - annual subscription	275.00		275.00
1133	LCC - annual subscription	10.00		10.00
1134	CPRE - annual membership	36.00		36.00
1135	Total HMRC	2,447.06		2,447.06
1136	Briants of Risborough Ltd -guidebar/chain/file&holder	59.13	11.83	
1136	Briants of Risborough Ltd -wood and postcrete	26.10	5.22	
1136	Total Briants of Risborough Ltd			102.28
1137	Blanchford Building Supplies -sand/string	63.12	12.62	75.74
1138	Blanchford Building Supplies -gloves/paint	27.75	5.55	33.30
1139	Vale Training Ltd - brushcutter course	145.00	29.00	174.00
1140	Travel SLCC meeting 14/12	8.10		8.10
1141	Daisy chain - xmas light event	20.00		20.00
1142	Barnes and Wells - tree works Wades Park	300.00		300.00
1143	Barnes and Wells - tree works Stratton Rd	1,440.00		1,440.00
1144	Spread Eagle Hotel	102.60		102.60
1145	The Chiltern Society - path clearance	165.55		165.55
1146	Miles Shepherd -laminator pouches	5.06	1.01	6.07
1147	Chairman travel expenses	72.00		72.00
1148	Morrisons - xmas lights event	15.00		15.00
DD	EON elec Market House	58.93	2.95	61.88
DD	EON elec SMG	37.21	1.86	39.07
DD	EON elec	27.30		27.30
DD	BT wi-fi in Market House	62.28		62.28
DD	Nest Pension	20.09		20.09
DD	3 Mobile - MT mobiles	35.31	7.06	42.37
DD	Southern Electric - Street Lighting energy cost	1745.50	342.91	2,088.41
DD	Utiltrack broadband and office phone	83.62	16.72	100.34
DD	Esso - MT fuel	66.28	13.25	79.53
DD	Grundon Waste Management	68.77	13.75	82.52
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	£ 9,502.42		9,502.42
	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
SO	Councillor expenses	516.66		516.66
CC	Credit card annual fee	32.00		
CC	The Post Office - stamps	147.50		
CC	Amazon - lanyard	2.89		
CC	One Stop Promotions - flag	179.95	35.99	
CC	Adobe Cloud software	38.11		
CC	Amazon - floodlight	89.94	17.99	
CC	Amazon - Xmas CD	13.24		
CC	Amazon - hooks and rope	52.85		
CC	Amazon	7.87		

CC	Amazon - floodlights	104.71		
CC	Genies - hire santa costumes	67.90	10.00	
CC	BCA - bus tickets for apprentice	45.00		
CC	Halfords - impact bar	30.81	6.17	
CC	Total Credit Card			892.92
	<b>TOTAL</b>	<b>51,681.92</b>	<b>6,335.02</b>	<b>58,016.94</b>