

FINANCE

**PRINCES RISBOROUGH TOWN COUNCIL
A MEETING OF THE FINANCE COMMITTEE WILL BE HELD ON
THURSDAY 25TH MAY 2017 AT 3PM
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 25th April 2017
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 consider minor grant applications for recommendation to the Town Council
7. To receive a report from the Internal Auditor on the Audit Return 2016/2017
8. Agenda Items for the next meeting
9. Date of next meeting

Susanne Griffiths

Clerk to the Town Council
19th May 2017

**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE FINANCE COMMITTEE
HELD ON TUESDAY 25th APRIL 2017 AT 6.45. PM
IN THE MEETING ROOM, PRINCES CENTRE, CLIFFORD ROAD,
PRINCES RISBOROUGH**

PRESENT

As the Chairman and Vice Chairman of the Finance Committee were unable to attend **all present agreed** for Cllr M Walsh Chairman of the Town Council to Chair the meeting.

Chairman - Cllr M Walsh

Cllrs. P Summerbell, D Knights and A Turner

Acting Clerk – Jayne Mylchreest

No members of the public

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr I McLauchlan who was working, Cllr A Ball who had a prior commitment and Cllr J Coombs who was on holiday.

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 April were examined by the Committee.

Cllr A Turner proposed and Cllr M Walsh 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.

None.

6. MINOR GRANT APPLICATIONS FOR RECOMMENDATION TO THE TOWN COUNCIL

A grant application has been received from the Rural Community Defibrillator Group

A grant application has been received from the Rural Community Defibrillator Group for £250.00 for the provision of defibrillators in Princes Risborough.

Resolved: A recommendation to the Town Council to approve the application

JM

A grant application has been received from the Aylesbury Opera

A grant application has been received from the Aylesbury Opera for £250.00 towards the costs of a concert in St Mary's Church Princes Risborough.

Resolved: A recommendation to the Town Council to refuse the application

JM

A grant application has been received from the Chilterns Conservation Board

A grant application has been received from the Chilterns Conservation Board for £ 150.00 towards match –funding for a Chilterns wide Heritage Lottery Fund grant.

Resolved: A recommendation to the Town Council to approve the application

JM

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 7.00 pm.

**Princes Risborough Town Council
PAYMENTS April 2017**

Payment	Payee	Net	VAT	Gross
1199	BALC annual subscription 2017/18	1,200.53		1,200.53
1209	Hughie Wilett Machinery Ltd - Ransome Parkway triple mower	9,675.00	1935.00	11,610.00
1210	RT Machinery -stripper attachment/tractor unit	227.50	45.50	
1210	RT Machinery-shredder	145.00	29.00	
1210	RT Machinery-tyre repair/sealant	43.10	8.62	498.72
1211	UK Power Networks - new service Col 424 Bell Lane	2,161.00	432.20	2,593.20
1212	Jacqueline Anne Florist - flowers for E Clifford (Mayors Allowance)	26.50		26.50
1213	McColls - receipt book for Market	2.39		2.39
1214	Deckchairs UK - festival	360.00	100.00	460.00
1215	TBS Hygiene Ltd - March dog waste collection	450.00	90.00	540.00
1216	Travel claim meeting WDC	8.10		8.10
1217	RBS Solutions Ltd - Omega training	445.20	89.04	534.24
1218	Robertsons of Risborough - Annual Town meeting board	28.00	5.60	33.60
1219	St John Ambulance - festival	110.40	22.08	132.48
1220	Risborough Community Centre - hall hire 17th Sep 2017	42.50		
1220	Risborough Community Centre - hall hire ATM	51.00		93.50
1221	CAB -minor grant	250.00		250.00
1222	Risborough Run in the Park - minor grant	100.00		100.00
1223	Mhp - Internet Ltd - hosting 1/5/2017-30/04/2018	90.00	18.00	108.00
1224	Funday Ltd - bungee trampolines -festival	700.00	140.00	840.00
1225	Funday Ltd - surf simulator-festival	375.00	75.00	450.00
1226	CEP Ltd - festival	800.00	160.00	960.00
1227	Mobile staging - festival	275.00		275.00
1228	NABMA - subs 2017/2018	159.00	31.80	190.80
1229	WDC - annual raffle license	20.00		20.00
1230	SSE Contracting Ltd - qtrly chargeable repairs March	945.39	189.08	1,134.47
1231	Denelm - frames for Citizens Awards	5.98		5.98
1232	Miles Shepherd - stationery	10.50	2.10	12.60
1233	Turney Group - foot pump /lynch pin	19.51	3.91	23.42
1234	Total HMRC	2214.80		2,214.80
1235	Glasdon - memorial bench	514.54	102.90	617.44
1236	Briants of Risborough Ltd - MT supplies	18.76	3.75	
1236	Briants of Risborough Ltd - drum /spool	40.77	8.16	
1236	Briants of Risborough Ltd - postmix	13.04	2.61	
1236	Briants of Risborough Ltd - boots and wax	68.82	0.66	
1236	Total of Briants of Risborough Ltd			156.57
1237	Blanchford Building Supplies -woodfiller & supplies	13.44	2.69	
1237	Blanchford Building Supplies - bolts	5.52	1.10	22.75
1238	Royal British Legion -remembrance wreaths	100.00		100.00
1239	PR Baptist Church	230.00		230.00
1240	St Dunstan's Church	1,500.00		1,500.00
1241	St Mary's PCC	2,580.00		2,580.00
DD	BT wi-fi in Market House	51.90	10.38	62.28
DD	Southern Electric - Street Lighting energy cost	1,866.41	373.28	
DD	Southern Electric - Street Lighting energy cost	45.07	2.25	2,287.01
DD	Utiltrack broadband and office phone	86.35	17.27	103.62
DD	Esso - MT fuel	111.38	44.53	
DD	Esso - MT fuel	111.37		267.28
DD	Esso - MT fuel	15.86	6.33	
DD	Esso - MT fuel	15.85		38.04
DD	Grundon Waste Management	72.88	14.58	87.46
DD	Lex Autolease - Berlingo - Mt Vehicle	215.15	43.03	258.18
DD	Grenkeleasing - photocopier	180.00	36.00	216.00
DD	Nest - pension	26.69		26.69
DD	Campaign to Protect Rural England	36.00		36.00
	Total salaries	8980.51		8,980.51
	Total LGPS pensions	1944.61		1,944.61
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	Adobe Cloud software	38.11		
CC	Earcandy - first payment Black& Gold	433.84	86.76	
CC	Adobe Cloud software	38.11		
CC	Amazon - Conductors for speakers	14.80	3.99	
CC	Amazon - power cable	88.32	17.66	
CC	Chinnor Turf - soil and turf	95.12	19.02	
CC	Crystal Supershop - mobile top up	10.20		
CC	Midland Expressway Ltd - M6 toll	4.00		
CC	Total Credit Card			849.93
	TOTAL	41,542.86	4,249.85	45,792.71



PRINCES RISBOROUGH TOWN COUNCIL GRANT AWARDING POLICY

Minor Grants up to £250
Application Form

To be completed and submitted with the supporting information required
as per the Grant Application Process (3) of the Grant Awarding Policy

1. Name of Organisation	The Pincos Centre
2. Name, Address and Position of Contact in Organisation	Clifford Road Pincos Risborough BUCKS HP23 5AE
3. Telephone Number and/or Email Address of Contact	
4. Is the Organisation a Registered Charity? yes, Charity Number	
5. Amount of grant requested?	£ 250
6. For what purpose or project is the grant requested?	To provide entertainment for our clients during our birthday celebration week.
7. What will be the total cost? If applying for other grants/matched funds for the project please provide details.	£ 250
8. When will the money be spent?	Between 30 th - 2 June.
9. Who will benefit from the project? Give details of age groups catered for (if applicable).	All the clients attending the centre.

10 MAY 2017



PRINCES RISBOROUGH TOWN COUNCIL GRANT AWARDING POLICY

Minor Grants up to £250
Application Form

To be completed and submitted with the supporting information required as per the Grant Application Process (3) of the Grant Awarding Policy

1. Name of Organisation	PRINCES RISBOROUGH mother toddler
2. Name, Address and Position of Contact Organisation	cwb
3. Telephone Number and/or Email Address Contact	
4. Is the Organisation a Registered Charity, Charity Number	1031394
5. Amount of grant requested?	£ 250.00
6. For what purpose or project is the grant requested?	wear & tear on toys craft. Activity Projects insurance.
7. What will be the total cost? If applying for other grants/matched funds for the project please provide details.	£ we are a non profit organisation run by volunteers we are currently running at a deficit without help we could end up closing which would be a shame for the community which needs places to meet
8. When will the money be spent?	During 2017
9. Who will benefit from the project? Give details of age groups catered for (if applicable).	with an expanding community through development. there is a shortage of pre-school places and the toddler group catered for any child under 5 would be a benefit to the community