

FINANCE

**PRINCES RISBOROUGH TOWN COUNCIL
A MEETING OF THE FINANCE COMMITTEE WILL BE HELD ON
WEDNESDAY 23rd NOVEMBER 2016 AT 6.45 PM
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 19th October 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 consider a recommendation to the Town Council on a disputed invoice from Ringway Jacobs
7. Agenda Items for the next meeting
8. Date of next meeting

Susanne Griffiths
Clerk to the Town Council
16th November 2016

PRINCES RISBOROUGH TOWN COUNCIL
Draft FINANCE MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD
ON WEDNESDAY 19th OCTOBER 2016 AT 1.15 PM, IN THE MEETING ROOM, PRINCES
CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH

PRESENT

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

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr M Walsh.

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 October 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.

None.

6. AGENDA ITEMS FOR NEXT MEETING

To be advised

7. 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 1.35pm.

Chairman.....

Date

PAYMENTS October 2016

Payment	Payee	Net	VAT	Gross
1060	Complete Installations - window repair	163.00	32.60	195.60
1061	Briants of Risborough Ltd - bin bags /advance plus	102.50	20.50	
1061	Briants of Risborough Ltd - boots	33.50		
1061	Briants of Risborough Ltd - goggles/ear muffs/gloves	15.85	3.17	
1061	Briants of Risborough Ltd - oil/cartridge	19.94	3.99	
1061	Briants of Risborough Ltd - spool/spring	9.09	1.82	
1061	Total Briants of Risborough Ltd			210.36
1062	Blanchford Building Supplies - roofing bolts	3.23	0.64	
1062	Blanchford Building Supplies - nails/decoating supplies	9.83	1.97	
1062	Blanchford Building Supplies - nails	3.49	0.70	
1062	Blanchford Building Supplies - screws	1.07	0.21	
1062	Blanchford Building Supplies - post fix	9.58	1.92	
1062	Blanchford Building Supplies - bolts/drill bits	14.40	2.88	
1062	Blanchford Building Supplies - post fix/wipes	13.58	2.72	
1062	Blanchford Building Supplies			66.22
1063	WDC - xmas lights	2,000.00		2,000.00
1064	UK Power Networks - emergency disconnection Col 424	980.00	196.00	1,176.00
1065	PA Spittles Ltd -pathway at Wellington Avenue	5,281.00	1056.20	6,337.20
1066	Interserve Fire Services Ltd - fire extinguisher service Market House	195.89	39.18	235.07
1067	Oxley Conservation Ltd - dibursements	463.77	92.75	556.52
1068	ABA (Construction) Ltd - surface repair at KGV play area	276.00	55.20	331.20
1069	ABA (Construction) Ltd - Qrtly onpection of play areas	164.80	32.96	197.76
1070	Andrew Goddard Assoc Ltd - CDM adviser	175.00	35.00	210.00
1071	SSE Contracting Ltd - qrtly rechargeable repairs	921.61	184.32	1,105.93
1072	John Lawson Circus - return bond cheque	500.00		500.00
1073	Risborough Youth Club	250.00		250.00
1074	Jinca Ltd - laptop backup	15.00	3.00	18.00
1075	BES Ltd - install led lights switch &cabling Containers	2,468.00	493.60	2,961.60
1076	TBS Hygiene Ltd - dog waste collection Aug 2016	360.00	72.00	432.00
1077	TBS Hygiene Ltd - dog waste collection July 2016	450.00	90.00	540.00
1078	Total HMRC	2,230.49		2,230.49
1079	E Cox -Mobile staging - stage for xmas light switch on deposit	275.00		275.00
1080	TBS Hygiene Ltd - dog waste collection Sep 2016	450.00	90.00	540.00
1081	Briants of Risborough Ltd - Mt supplies for bus shelter	14.76	2.95	17.71
1082	Travel BCC & Clerks meeting	18.70		18.70
DD	Grenke leasing - photocopier qrtly rent	180.00	36.00	216.00
DD	Grenke leasing - photocopier (invoice being queried)	154.89	30.98	185.87
DD	3 Mobile - Mt mobiles -	25.31	5.06	
DD	3 Mobile - Mt mobiles -	10.00	2.00	42.37
DD	Thames Water - Salisbury Close	4.92	0.98	5.90
DD	Southern Electric - Street Lighting energy cost	1,861.58	365.73	2,227.31
DD	Utiltrack broadband and office phone	90.06	18.01	108.07
DD	Esso - MT fuel	115.48	23.09	138.57
DD	Grundon Waste Management	133.04	26.61	159.65
DD	Lex Autolease - Berlingo - Mt Vehicle	198.60	39.72	238.32
DD	Nest Pension Contribution	20.09		20.09
	Total salaries	£ 9,149.15		9,149.15
	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	Clrs quarterly expenses	450.00		450.00
SO	Keith Dobson- risk assessment	134.20		134.20

CC	Post Office - stamps	55.00		
CC	BCA - bus pass for apprentice	55.00		
CC	Alternative tools - gaffer tape	6.00		
CC	Vistaprint - banner for Market House	171.45	34.32	
CC	Adobe Cloud software	38.11		
CC	Safety Supply Co latex safety gloves	9.55	1.91	
CC	Dunelm - blind for office	19.99		
CC	BCC- road closure	146.45		
CC	The Tool Shed - No Ball Games sign for Dovecote	12.99	2.60	
CC	Total Credit Card			553.37
	TOTAL	33,994.37	3,179.26	37,173.63



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	Risborough Run in the Park
2. Name, Address and Position of Contact in Organisation	T 1 9 C
3. Telephone Number and/or Email Address of Contact	C tr...@...net
4. Is the Organisation a Registered Charity? If yes, Charity Number	No
5. Amount of grant requested?	£100
6. For what purpose or project is the grant requested?	To help RRP with the annual costs of England Athletics and Run Britain affiliation. This is an important affiliation to have as, among other benefits, it facilitates the insurance coverage of all participants.
7. What will be the total cost? If applying for other grants/matched funds for the project please provide details.	£300 We hope to receive a grant from Wycombe DC to also help with Run Britain affiliation and to cover the purchase of a tablet to use to capture runner times
8. When will the money be spent?	March 2017
9. Who will benefit from the project? Give details of age groups catered for (if applicable).	All Risborough Run in the Park runners (386 registered runners – every Sunday)