

**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF A MEETING OF THE FINANCE COMMITTEE  
HELD ON THURSDAY 25<sup>th</sup> MAY 2017 AT 3.00 PM  
IN THE MEETING ROOM, PRINCES CENTRE, CLIFFORD ROAD,  
PRINCES RISBOROUGH**

**PRESENT**

Chairman - Cllr I McLauchlan  
Cllrs. D Knights, A Ball, J Coombs and M Walsh  
Clerk Susanne Griffiths  
No members of the public

**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. Cllr M Walsh declared an interest in agenda item 6.

**4. ACCOUNTS FOR PAYMENTS AND NOTE ITEMS OF INCOME**

The income and expenditure for May were examined by the Committee.

Cllr A Ball proposed and Cllr J Coombs 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**

Cllr M Walsh declared an interest in the grant application from the Princes Centre and took no part in the following discussion or decision.

A grant application has been received from the Princes Centre

A grant application has been received from the Princes Centre for £250.00 to provide entertainment for the clients during the Princes Centre birthday week.

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

A grant application has been received from the Princes Risborough Mother and Toddler Group

A grant application has been received from the Princes Risborough Mother and Toddler Group for £250.00 towards toys, crafts, activities and insurance.

**Resolved: A recommendation to the Town Council to approve the application providing the funds are spent on new equipment and toys.**

**7. THE INTERNAL AUDITORS REPORT ON THE AUDIT RETURN 2016/2017.**

The Clerk presented the meeting with a letter from the Internal Auditor to confirm that the 2016/2017 internal audit has been completed and all was in order.

The Clerk presented the Annual Return of Account for the year 2016/2017 for approval by the Finance committee.

The Finance Committee having examined the accounts found them to be in order and Cllr D Knights proposed that the Finance Committee approve the accounts and recommends that accounts for approval to the Town Council.

Seconded by Cllr I McLauchlan. **All present agreed.**

**8. AGENDA ITEMS FOR NEXT MEETING**

Election of the Vice Chairman.

**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 3.30 pm.

**Princes Risborough Town Council**  
**PAYMENTS May 2017**

Payment	Payee	Net	VAT	Gross
1242	Oxley ConservationLtd -	2,724.14	544.83	3,268.97
1243	DCK Accounting Solutions Ltd - Year End Closedown	443.10	88.62	531.72
1244	Marlow Multi Skills Ltd - repairs to stable roof	1,350.00		1,350.00
1245	Tesco - stationery	4.50		4.50
1246	Studio 28 - bake off leaflets	87.50		87.50
1247	Miles Shepherd - storage bags	14.62	2.92	
1247	Miles Shepherd - stationery	15.50	3.10	36.14
1248	D Timms - Internal Audit fee 2016/2017	65.00		65.00
1249	TBS Hygiene Ltd - dog waste collection April	360.00	72.00	432.00
1250	Vale Training Services Ltd - Brushcutter course - MT team	260.00	52.00	312.00
1251	Sally's Sewing Box - fabric for flag	44.00		44.00
1252	D2d Distribution Ltd - crosstalk	325.00	65.00	390.00
1253	Total HMRC	2,832.76		2,832.76
1254	LOGO-CO - MT clothing	133.45	26.69	160.14
1255	Blanchford Building Supplies -post fix	12.90	2.58	
1255	Blanchford Building Supplies - bit aad bolts	8.23	1.64	
1255	Blanchford Building Supplies -crane bag	7.00	1.40	
1255	Total Blanchford Building Supplies			33.75
1256	Briants of Risborough Ltd -oil	54.52	10.90	
1256	Briants of Risborough Ltd -bin bags	32.50	6.50	
1256	Briants of Risborough Ltd -boots headband earmuffs	43.50	2.00	
1256	Briants of Risborough Ltd - boots headband earmuffs	59.99	2.00	
1256	Total Briants of Risborough Ltd			211.91
1257	Turney group - washers	1.60	0.32	
1257	Turney group - tyre	74.60	14.92	
1257	Total Turney group			91.44
1258	Esso - fuel	26.33		26.33
1259	Hampshire Flag - St George's Flag	82.94	16.59	99.53
1260	Turney Group - air compressor	147.99	29.60	
1260	Turney Group - pump	219.49	43.90	
1260	Total Turney group			440.98
1261	Briants of Risborough - MT supplies	22.12	4.42	
1261	Briants of Risborough - seal	16.58	3.32	
1261	Briants of Risborough - fencing	36.94	7.39	
1261	Total Briants of Risborough Ltd			90.77
1262	Blanchford Building Supplies paint brush	3.08	0.62	
1262	Blanchford Building Supplies - screws	10.58	2.12	
1262	Blanchford Building Supplies - post fix	4.30	0.86	
1262	Blanchford Building supplies - MT supplies	8.39	1.67	
1262	Blanchford Building supplies - MT supplies	1.46	0.29	
1262	Total Blanchford Building Supplies			33.37
1263	Zurich - annual insurance 31/5/2017-30/5/2018	4,505.75		4,505.75
DD	PBL Public Works Loan Board - Market House	6,568.05		
DD	PBL Public Works Loan Board - Wades Park	1,369.47		
DD	PBL Public Works Loan Board - SMG	9,610.08		17,547.60
DD	Lex Autolease - Berlingo - Mt Vehicle	215.15	43.03	258.18
DD	Fulton Network Ltd - Mt vehicle	291.99	58.40	350.39
DD	3 Mobile - Mt mobiles -	10.00		
DD	3 Mobile - Mt mobiles -	25.75	7.15	42.90
DD	BT wi-fi in Market House	51.90	10.38	62.28
DD	Frontier broadband and office phone	78.80	15.76	94.56
DD	Esso - MT fuel	103.79	20.75	124.54
DD	Esso - MT fuel	255.42	51.08	306.50
DD	Grundon Waste Management	72.73	14.55	87.28
DD	3 Mobile - MT mobiles	25.31	5.06	
DD	3 Mobile - MT mobiles	10.00	2.00	42.37
DD	Fulton Network Ltd - Mt vehicle	291.99	58.40	350.39

DD	Nest - pension	66.55		66.55
	Total salaries	£ 11,493.32		11,493.32
	Total pensions	£ 1,944.61		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	135.40		135.40
CC	Adobe Cloud software	38.11		
CC	CH Morgan - MT supplies	27.33	5.47	
CC	Regent - hose	13.81	2.76	
CC	Risboro Garage - tyres	30.00	6.00	
CC	Jacqueline Anne - flowers for D Woolf(mayors Allowance)	22.08	4.42	
CC	Customstamps Online - Omega stamp	88.54	17.71	
CC	Screwfix - MT supplies	34.33	6.84	
CC	Genies - santa suits	80.00		
CC	Wix .com - festival website	90.63		
CC	Safety Supplies - MT clothing	78.13	31.25	
CC	Safety Supplies - MT clothing	78.12		
CC	Amazon -presentation clicker	28.48		
CC	Total Credit Card			684.01
	<b>TOTAL</b>	<b>48,170.07</b>	<b>1,445.18</b>	<b>49,615.25</b>