

**FINANCE**  
**PRINCES RISBOROUGH TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD**  
**ON TUESDAY 12<sup>TH</sup> DECEMBER 2017 AT 6.00 PM,**  
**IN THE MEETING ROOM, PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

**PRESENT**

Chairman - Cllr A Turner,  
Cllrs, I Pearce, J Coombs,  
M Walsh and A Ball,  
Clerk to the Town Council – Susanne Griffiths

**1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs D Knights who had a prior engagement.

**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 A Turner proposed and Cllr I Pearce 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. A RECOMMENDATION TO THE TOWN COUNCIL TO APPROVE AN INTERNAL AUDIT PLAN**

The members considered an Internal Audit Plan that had previously been circulated by the Clerk. **All present agreed to recommend the Internal Audit Plan to the Town Council for approval.** **SG**

**7. GRANT APPLICATIONS FOR RECOMMENDATION TO THE TOWN COUNCIL**

Cllrs M Walsh, A Turner and J Coombs declared a non-pecuniary interest in the following grant application.

A grant application has been received from the Princes Risborough Community Centre for £ 5000

A grant application has been received from the Princes Risborough Community Centre for £ 5000 towards the cost of refurbishments. This grant application has arrived after the Estimates meeting where the budgets for 2018/2019 have been agreed. The Clerk is requested to advise the Community Centre that for major grant applications to be considered, they need to be received before the 1<sup>st</sup> November for payment in the following financial year. There is a budget for minor grant applications up to £250.00 and the Town Council would be happy to consider a minor grant application should the Community Centre wish to submit one. **SG**

**8. AGENDA ITEMS FOR NEXT MEETING**

To review the Financial Regulations and make a recommendation to the Town Council

**9. NEXT MEETING**

The date of the next monthly meeting of the Finance Committee will be on the 9th December 2018.

There being no further business the meeting closed at 6.25pm.

## Princes Risborough Town Council

## PAYMENTS December 2017

Payment	Payee	Net	VAT	Gross
1416	ALCC Membership	10.00		10.00
1417	Barnes and Wells - tree works Wades PK	250.00	50.00	300.00
1418	Blanchfords Mt Supplies	9.50	1.90	11.40
1419	Briants Mt Supplies	225.81	45.15	270.96
1420	CEP Fire performers	275.00	55.00	330.00
1421	D2D Distribution Crosstalk	325.00	65.00	390.00
1422	Ellesborough Silver Band xmas	275.00		275.00
1423	Tesco xmas	20.60		20.60
1424	K Burry Market House	20.00		20.00
1425	Postage/Tesco - xmas	79.94		79.94
1426	Lidget Compton Ltd - storage facility	7,110.31	1422.06	8,532.37
1427	cheque cancelled paid on credit card			
1428	MPS - fleeces	286.40	57.28	343.68
1429	McCann - Led trial Ash Road	1,226.68	245.34	1,472.02
1430	MCL meter housing Wades stotage	864.00	172.80	1,036.80
1431	Miles Shepherd stationary	22.00	4.40	26.40
1432	Special days/M&S/ Coffe snobs - xmas /MH	165.24		165.24
1433	Oxley Conservation Ltd	571.37	114.27	685.64
1434	PK Inprint - centres for wreaths	10.00	2.00	
1434	PK Inprint - Crosstalk newsletters	984.43		996.43
1435	PR Rotary Club - glowsticks	282.91		282.91
1436	Rialtas Business Slutions Ltd - support	765.00	153.00	918.00
1437	Robertsons - boards Xmas lights	96.00	19.20	115.20
1438	Tesco xmas lights	48.66		48.66
1439	SFL - sound eqip/engineer	630.45	126.09	756.54
1440	chq cancelled paid by credit card			
1441	TBS Hygiene Ltd - Nov dog waste	360.00	72.00	432.00
1442	Thames Water - Wades storage	2,696.52	393.13	3,089.65
1443	Total Pyro - marshalls fireworks	200.00		
1443	Total Pyro - fireworks	499.99		699.99
1444	Treasure island sweets	150.20	30.04	180.24
1445	UK Power Networks - Lime Road cable connection	1,781.00	356.20	2,137.20
1446	Vale Training Ltd - first aid course x 2	180.00	36.00	216.00
1447	Windowflowers - sripping out winter display / replanting	3,340.00	668.00	4,008.00
1448	WDC - new xmas lights	1,992.00		1,992.00
1449	HMRC - paye	2,477.37		2,477.37
1450	SLCC annual subscription	300.00		300.00
1451	Jinca Ltd - IT support	180.00	36.00	216.00
1452	Mr Box ltd - Wades storage	3,772.50	754.50	4,527.00
DD	EON - elec SMG	37.69	1.88	39.57
DD	EON - elec Salisbury Close	27.95	1.40	29.35
DD	EON - Market House	75.58	3.78	79.36
DD	Three - phone	35.31	7.06	42.37
DD	Alphabet GB LTD Mt vehicle	339.99	68.00	407.99
DD	SSE - energy street lighting	1,837.15	360.95	2,198.10
DD	Lex Autolease - Ford transit - Mt Vehicle	334.99	67.00	401.99
DD	BT wi-fi in Market House	51.90	10.38	62.28
DD	Channel Telecom -office phones	51.65	10.33	61.98
DD	Esso - MT fuel	1.50	0.30	1.80
DD	Esso - MT fuel	66.29	13.26	79.55
DD	Esso - MT fuel	118.71	23.74	142.45
DD	Grundon Waste Management	4.50	0.90	5.40
DD	Castle Water	3.38	0.67	4.05
DD	Frontier Voice -	42.50	8.50	51.00
SO	Total salaries	9459.14		9459.14
DD	Total pensions	1,944.61		1,944.61
SO	Cllr Expenses Dec qtr	600.00		600.00
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	annual fee	32.00		
CC	Print aBanner - xmas lights	30.88	6.18	
CC	Wristband Angel	20.42	4.08	
CC	lights 4 fun	50.01	10.00	
CC	Print a banner - ice skating banner	190.25	38.05	
CC	Print a banner - ice skating banner	46.00	9.20	
CC	Robert Dyas Holding Ltd - projector	21.66	4.33	
CC	Double the Bubbles	50.00		
CC	Resound Ltd - earpiece	61.50	12.30	
CC	Sparks - grotto postbox	32.95	6.59	
CC	Amazon - cable	5.98	1.20	
CC	Adobe Cloud software	42.14		
CC	Printed.com - stickers	17.20	3.44	
CC	Amazon - xmas tree	71.63	14.32	
CC	Amazon - stickers	25.67		
CC	Amazon - fairy lights	31.15		
CC	Amazon - flask	20.78	4.16	
CC	Amazon -plastic cups	13.73	2.75	
CC	Double the bubble - deposit refund	-	90.00	
CC	<b>Total</b>			790.55
	<b>TOTAL</b>	<b>49,225.91</b>	<b>5,650.08</b>	<b>54,875.99</b>