

**FINANCE**  
**PRINCES RISBOROUGH TOWN COUNCIL**  
**Draft MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD**  
**ON THURSDAY 17<sup>th</sup> AUGUST 2017 AT 2.30 PM, IN THE MEETING ROOM, PRINCES CENTRE,**  
**CLIFFORD ROAD, PRINCES RISBOROUGH**

**PRESENT**

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

**1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs D Knights, I McLauchlan and A Ball.

**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 August were examined by the Committee.

Cllr M Walsh 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**

**THE EXTERNAL AUDITOR'S CERTIFICATE AND OPINION ON THE AUDIT OF THE ANNUAL RETURN YEAR ENDED 2016/2017.**

The Auditor's Certificate for the Annual Return year ended 31<sup>st</sup> March 2017 had been received. On the basis of the auditor's review, in their opinion the information contained in the annual return is in accordance with the Audit Commission's requirements and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

**6. 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 2.00pm

Chairman.....

Date .....

**Princes Risborough Town Council  
PAYMENTS August 2017**

<b>Payment</b>	<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
1332	WEL Medical Ltd	1,951.25	390.25	2,341.50
1333	Blanchfords - Mt Supplies	12.63	2.53	15.16
1334	Briants - bolt	0.79	0.16	
1334	Briants - gloves	3.75	0.75	
1334	Briants - grass seed	15.99		
1334	Briants - Mt supplies	57.23	11.45	90.12
1335	Turney group - pin plugs	17.94	3.59	21.53
1336	Miles Shepherd - stationery	41.02	8.20	49.22
1337	Hampshire Flag Co - National flag	110.15	22.03	132.18
1338	Helpful Hirings - Genie	241.99	46.13	
1338	Helpful Hirings - digger	65.00	13.00	366.12
1339	The Brain Tumour Charity	100.00		100.00
1340	Rennie Grove Hospice Care	100.00		100.00
1341	The National Autistic Society	100.00		100.00
1342	Ellis Whittam - New employment services year 1	1,995.00	399.00	
1342	Ellis Whittam -Insurance 26/7/17-26/7/18	79.30		2,473.30
1343	TBS Hygiene Ltd - dog waste collection July	360.00	72.00	432.00
1344	AC Roofing Services- repairs to SMG stables	350.00		350.00
1345	Mileage claim re LGPS training at BCC 2/8/17	12.10		12.10
1346	Safe and Sound - wetpour repairs The Crescent	395.00	79.00	474.00
1347	cancelled			
1348	Jinca Ltd - IT issues re new server	976.00	195.20	1,171.20
1349	Robertsons - graphics for vehicles	172.00	34.40	206.40
1350	chq cancelled			
1351	Mazars - audit fee 2016/17	1,300.00	260.00	1,560.00
1352	HMRC - paye	2,522.37		2,522.37
1353	Pk InPrint Ltd - letterheads	147.69	29.54	
1353	PK InPrint Ltd - Crosstalk	1,199.11		1,376.34
1354	Travel claim re regeneration of PR	39.70		39.70
DD	3 Mobile - MT mobiles	25.31	5.06	
DD	3 Mobile - MT mobiles	10.00	2.00	42.37
DD	Alphabet GB LTD Mt vehicle	339.99	68.00	407.99
DD	SSE - energy street lighting	1,688.82	331.76	2,020.58
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	Frontier broadband and office phone	89.14	17.83	106.97
DD	Channel Telecom -office phones	660.98	132.20	793.18
DD	Esso - MT fuel	189.53	37.89	227.42
DD	Esso - MT fuel	97.41	19.47	116.88
DD	Esso - MT fuel	147.57	29.50	177.07

DD	Grundon Waste Management	72.88	14.58	87.46
DD	Nest - pension	27.00		27.00
DD	Castle Water	4.05		4.05
SO	Total salaries	11026.60		11026.60
DD	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	Amazon - barbers pole light	62.90		
CC	Argosy Components Ltd - pole/core lead	136.80	27.36	
CC	MJH Services Ltd - keys cut	18.95		
CC	Post Office - stamps	39.87		
CC	MJH Services Ltd - keys cut	13.50		
CC	Technoworld - office laptop	429.00	85.80	
CC	Amazon - 8 port Gigabit switch	23.33	4.66	
CC	Adobe Cloud software	42.14		
CC	Jacqueline Anne Florist - flowers for D Brown Princes Centre	20.83	4.17	
CC	Stocksigns - SMG sign	31.31	6.26	
CC	Zazzle -postcards	16.32	7.08	
CC	Special Days	96.00		
CC	Amazon	7.99		
CC	Screwfix	16.99		
CC	Total Credit Card			1,091.26
	<b>TOTAL</b>	<b>31,067.96</b>	<b>2,514.20</b>	<b>33,582.16</b>