

**FINANCE
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY 9th FEBRUARY
2016 AT 6.30 PM, IN THE MEETING ROOM, PRINCES CENTRE, CLIFFORD ROAD, PRINCES
RISBOROUGH**

PRESENT

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

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr M West.

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 personal interest and the nature of that interest in 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 February were examined by the Committee.

Cllr J Coombs proposed and Cllr A Turner 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 April 2014, records of regular payments made were signed by two members thus controlling the risk of duplicated payments being authorised and / or made.

5. A DRAFT BUSINESS PLAN FOR RECOMMENDATION TO THE TOWN COUNCIL.

The Clerk presented a draft copy of the Business Plan for the members' consideration for recommendation to the Town Council. It was **agreed** to include a more detailed breakdown for the Capital Projects and then to recommend to the Town Council for adoption at the meeting in March. **SG**

6. CORRESPONDENCE

None.

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 6.45pm

Chairman.....

Date

Princes Risborough Town Council Payments Feb 2016

| Payment | Payee | Net | VAT | Gross |
|----------------|--|------------------|---------------|------------------|
| 853 | Blanchford Building Supplies - Padlock for containers at Wades | 78.28 | 15.66 | 93.94 |
| 854 | Blanchford Building Supplies - shingle | 21.00 | 4.20 | 25.20 |
| 855 | ABA (Construction) Ltd - quarterly risk inspection | 164.80 | 32.96 | 197.76 |
| 856 | Blanchford Building Supplies - nails | 3.55 | 0.71 | 4.26 |
| 857 | RTM Machinery Ltd - mower service | 400.00 | 80.00 | |
| 857 | RTM Machinery Ltd - mower service | 271.29 | 54.25 | 805.54 |
| 858 | P Wynn - keys for Earle Mitchell changing rooms and gates | 14.85 | | 14.85 |
| 859 | Lyreco Ltd - paper/folders | 37.04 | 7.41 | 44.45 |
| 860 | Briants of Risborough Ltd - padlock/ washers / staple/bolt | 20.32 | 4.06 | 24.38 |
| 861 | SLCC Enterprises Ltd - Employing Staff course | 190.00 | 38.00 | 228.00 |
| 862 | NALC - Quality Status registration fee | 25.00 | 5.00 | 30.00 |
| 863 | TechZone - gaming vehicle deposit - street fair | 100.00 | | 100.00 |
| 864 | TutorCare - Manual handling course | 150.00 | 30.00 | |
| 864 | TutorCare - Manual handling course | 350.00 | 70.00 | 600.00 |
| 865 | Jinca Ltd - print & scan settings/remote access set up | 120.00 | 24.00 | 144.00 |
| 866 | HMRC - paye | 1,930.13 | | 1,930.13 |
| DD | 3 Mobile - Mt mobiles - | 35.31 | 7.06 | 42.37 |
| DD | Esso - MT fuel | 60.73 | 12.14 | 72.87 |
| DD | Esso - MT fuel | 4.43 | 0.89 | 5.32 |
| DD | Frontier Voice/Utilitrack - Broadband and phone | 82.59 | 16.52 | 99.11 |
| DD | Fulton Network Ltd - Mt vehicle | 291.99 | 58.40 | 350.39 |
| DD | Grundon Waste Management | 68.92 | 13.78 | 82.70 |
| DD | Southern Electric - Street Lighting energy cost | 1,607.00 | 315.73 | 1,922.73 |
| DD | Lex Autolease - Berlingo - Mt Vehicle | 198.60 | 39.72 | 238.32 |
| DD | Grenkleasing - photocopier | 120.00 | | 120.00 |
| DD | Panasonic - photocopier | 31.95 | 6.39 | 38.34 |
| | Total salaries | 8,197.38 | | 8,197.38 |
| DD | Total pensions | 2180.94 | | 2,180.94 |
| 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 | 132.90 | | 132.90 |
| SO | Mr Box- storage container rent | 39.00 | 7.80 | 46.80 |
| SO | Mr Box- storage 2nd container rent | 39.00 | 7.80 | 46.80 |
| CC | MJH Services- keys for containers | 20.00 | | |
| CC | Post Office - stamps | 54.00 | | |
| CC | Safety Signs 4 Less - cctv signage for containers Wades Park | 11.85 | 2.37 | |
| CC | Berkshire college of Agriculture - bus tickets | 50.00 | | |
| CC | Fast Key services Ltd - keys for office cabinets | 7.92 | 1.58 | |
| CC | Berkshire college of Agriculture - bus tickets | 50.00 | | |
| CC | Adobe Cloud software | 38.11 | | |
| CC | Amazon - padlock for Containers at Wades | 66.62 | 13.31 | |
| CC | Amazon -usb cable for office IT back up system | 14.61 | 2.91 | |
| CC | Total Credit Card | | | 333.28 |
| | TOTAL | 18,179.95 | 948.62 | 19,128.57 |