

**FINANCE**  
**PRINCES RISBOROUGH TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD**  
**ON TUESDAY 14<sup>TH</sup> NOVEMBER 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 and A Ball,  
Clerk to the Town Council – Susanne Griffiths

**1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs I McLauchlan and 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 November were examined by the Committee.

Cllr A Ball 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. THE ANNUAL REVIEW OF THE EFFECTIVENESS OF SYSTEMS OF INTERNAL CONTROL.**

The members carried out an Annual Review of the effectiveness of the Internal Audit. The actions listed in the Internal Audit programme supplied by the Internal Auditor together with the Internal Auditors Report were scrutinised by the members.

All present agreed for the Clerk to produce an Internal Audit Plan.

**SG**

Cllr A Turner proposed that the Internal Auditor had met the expected standards, they were effective and his work had taken into account the whole of the Town Council's system of internal control, including risk management.

He further proposed that it is recommended to the Town Council to approve the Annual Review of the effectiveness of the Internal Audit. Seconded by Cllr J Coombs. **All present agreed.**

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

1. A grant application for £1000 has been received from the Chinnor & Princes Risborough Railway Association to enable them to fit out the platform (No 4) at a cost of £2150, **All present agreed to recommend to the Town Council that the application is approved.**

2. A grant application for £1000 has been received from the Risborough Youth Centre to contribute towards the cost of employing a Youth Worker. Whilst the members were appreciative of the work undertaken by the Youth Centre, the members had to take into consideration the Grant Award Policy section 4 which states that Grants will not be awarded for activities that seek to fund salary, routine or other administration costs. The Clerk is requested to speak to the Youth Club Director to ascertain if there are any other projects that the Town Council could help with that would be eligible for grant funding. **All present agreed to recommend to the Town Council that the application is rejected as it is outside of guidelines.** **SG**

## 8. AGENDA ITEMS FOR NEXT MEETING

To approve an Internal Audit Plan

## 9. NEXT MEETING

The date of the next monthly meeting of the Finance Committee will be on the 12<sup>th</sup> December 2017.

There being no further business the meeting closed at 6.20pm.

Chairman.....

Date .....

**Princes Risborough Town Council**  
**PAYMENTS Nov 2017**

<b>Payment</b>	<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
1399	ARD Playgrounds - skate park repairs	2,280.00	456.00	2,736.00
1400	Briants of Risborough Ltd - MT supplies	102.20	17.25	119.45
1401	Claytons Fencing - repairs to St Dunstans	200.00	40.00	240.00
1402	FutureSigns - flag	360.00	72.00	432.00
1402	FutureSigns - flag	360.00	72.00	432.00
1403	Travel claim and brochure printing re Regeneration meeting	192.93	12.78	205.71
1404	Miles Shepherd - stationery	28.88	5.78	34.66
1405	Mobile Staging - EPE Cox	550.00		550.00
1406	Tesco - Area Action Plan refreshments	15.50		15.50
1407	TBS Hygiene Ltd - dog waste collection October	360.00	72.00	432.00
1408	Turney Group - fuses	8.33	1.67	10.00
1409	Vale Training Ltd - MT team chainsaw course	265.00	53.00	318.00
1410	HMRC - paye	2,437.45		2,437.45
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	Nest - pension Oct	27.00		27.00
DD	Nest - pension Nov	27.00		27.00
DD	Nest - pension Dec	27.00		27.00
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	43.48	8.70	52.18
DD	Esso - MT fuel	122.92	24.57	147.49
DD	Esso - MT fuel	20.15	4.03	24.18
DD	Grundon Waste Management	138.40	27.68	166.08
DD	Castle Water	3.38	0.67	4.05
DD	Frontier Voice -	42.50	8.50	51.00
SO	Total salaries	9292.68		9292.48
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	Vistaprint - refund	- 7.21		
CC	Buildasign -No Cycling sign Market House	29.21	5.85	
CC	Ebuyer - USB port	75.52	15.11	
CC	Lumination Lecturn	219.87	43.97	
CC	Metacon - Mahogany plaque Market House	29.00		
CC	Smilebox - presentation	5.99		
CC	Central Source cable for office	10.00	2.00	
CC	Lesar UK Ltd - lanyards	135.40	27.08	
CC	Risborough Garage - tyres	149.94	29.99	
CC	Esso - MT fuel	63.35	12.67	

CC	TV Licensing	147.00		
CC	Amazon - hoover	49.99	10.00	
CC	Crosstalk images	29.00	5.80	
CC	Adobe Cloud software	42.14		
CC	MJH Services - plaque	100.00		
CC	Post Office - stamps	56.00		
CC	MJH Services - keysx2	13.00		
CC	Alliance Disposables - crackers	98.20	19.64	
CC	<b>Total of credit card</b>			1,418.51
	<b>TOTAL</b>	<b>41,242.68</b>	<b>1,631.04</b>	<b>42,873.52</b>