***High Wycombe Charter Trustees***

***Mayor’s Parlour, Wycombe Area Office, High Wycombe HP11 1BB***

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| ***Mayor 2024-25*** | ***Cllr. Nathan Thomas*** |  | ***Email: Nathan.Thomas@buckinghamshire.gov.uk*** |
| ***Town Clerk & Treasurer:*** | ***Mr. Joe Bradshaw MVO*** |  | ***Email: Joe.Bradshaw1@buckinghamshire.gov.uk*** |
| ***Mayor's Secretary:*** | ***Miss Sarah Martin*** |  | ***Email: Sarah.Martin@buckinghamshire.gov.uk*** |

**NOTES OF A MEETING OF THE FINANCE SUB-COMMITTEE**

**HELD IN THE MAYOR’S PARLOUR**

**ON THURSDAY 30th MAY 2024**

**The meeting began at 5.30 pm**

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| **Present:**  Cllrs Tony Green (Chairman), Nathan Thomas (Mayor), Lesley Clarke OBE, Andrea Baughan, Sarfaraz Raja and Nabeela Rana  Mr Joe Bradshaw MVO (Town Clerk) was also in attendance | |
| 1. | **Welcome and Introductions**  The Chairman opened the meeting and thanked everyone for attending. |
| 2. | **Apologies**  Cllr Paul Turner |
| 3. | **Minutes of Last Meeting and Matters Arising**  The minutes of the last meeting were agreed as a true and accurate record and there were no matters arising which do not appear in the agenda below. |
| 4. | **Internal Audit of Charter Trustee Accounts for year ending 31st March 2024 and appointment of auditor and agreement of renumeration costs.**  The Chairman asked the Town Clerk to brief the committee on this agenda item. The Town Clerk reported that the Annual Governance and Accountability Return 2023/24 had been internally audited by Mr Richard Mozley and was now ready for final approval by the Finance Sub-Committee. He advised that whilst the bank account balance on 31 March 2024 (£78,544) was slightly higher than it was on 31 March 2023 (£77866) that there had been an overspend of £3682 on the Budget Estimate which was due to an overspend of £2626 in the robes and uniforms (purchase and repairs) as it was not known in January 2023 when the budget was agreed that a new uniform would be required. Furthermore there was also an increase in allowances for the Mayor and Deputy Mayor as well as increased honorariums for the officers which contributed. A copy of the budget estimate and actual spend is attached. This overspend will be explained to the External Auditor when the accounts are submitted for audit. A copy of the Accounting Statement for 2023/24 is appended below: |

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| --- | --- | --- |
| **Accounting Statements 2023/2024** |  |  |
| **Charter Trustees of High Wycombe** |  |  |
|  | **Year ending** | |
|  | **31 March 2023** | **31 March 2024** |
|  |  |  |
| Balances brought forward | 77,866 | 78,544 |
|  |  |  |
| Precept or Rates and Levies | 59,200 | 59,200 |
|  |  |  |
| Total other receipts | 240 | 12,624 |
|  |  |  |
| Staff costs | 19,446 | 21,436 |
|  |  |  |
| Loan interest / capital repayments | 0 | 0 |
|  |  |  |
| All other payments | 42,506 | 44,246 |
|  |  |  |
| Balances carried forward | 78,544 | 84,686 |
|  |  |  |
| Total value of cash and short term investments | 78,544 | 84,686 |
|  |  |  |
| Total fixed Assets plus long term investments | 497,805 | 497,805 |
|  |  |  |
| Total borrowings | 0 | 0 |

|  |  |
| --- | --- |
|  | The Town Clerk certified that the Accounting Statement in the Annual Governance and Accountability Return had been returned on an income and expenditure basis following the guidance in the Governance and Accountability for Smaller Authority – a Practioncers Guide to Proper Practices and present fairly the financial position of the Charter Trustees of High Wycombe. The Town Clerk also advised that he would publish the public rights immediately following the meeting. The dates for the public rights are Monday 3 June to Friday 12 July 2024. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records would be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to the Town Clerk.  **RESOLVED that the 2023-24 Internal Audit report be received and approved and that the Annual Governance and Accountability Return 2023/24 be submitted to the external auditor before the 1 July 2024 deadline.**  It was also agreed that the sum of £100 would be paid to Mr Richard Mozley in the form of an honorarium for carrying out the internal audit.  Cllr Nathan Thomas requested that the Town Clerk updates the 2024/25 budget estimates to reflect the increase in the Mayor and Deputy Mayor allowances and the honorarium costs for the 4 officers. The Town Clerk confirmed that he would update the budget estimates and include it with the notes of the meeting. |
| 5. | **Bank Balance and review of spending in current financial year.**  The Town Clerk advised that the bank balance was currently £103973.35 but that a number of invoices would have to be paid in the near future which would reduce this. He also advised that spending was currently going to budget despite the spending on the Macebearer’s refurbished hat. He was optimistic that he could deliver the spending for the FY24/25 period within budget. |
| 6. | **Any Other Business**  **Overtime Payment for Mayor’s Secretary.** The Town Clerk advised that the recent Mayor Making and planning for the DDay service had caused the Mayor’s Secretary to undertake overtime to complete her tasks and that this amounted to a total of 15 hours of overtime. The Town Clerk advised that she would be taking 6 hours of time-off-in-lieu and requested that 9 hours of overtime. It was agreed unanimously that an overtime payment for the Mayor’s Secretary be included in her June salary.  **D-Day Catering.** The Town Clerk advised that there had been some confusion concerning the organisation of the D-Day Church Service at the War Memorial on 6 June 2024. There was discussion on whether or not the Charter Trustees should be organising it and the question as to why it had not been discussed at a Standing Sub-Committee. The Town Clerk apologised for not ensuring that the event had not previously been discussed and for introducing the event at a later stage but further advised that it was being hosted by the Mayor as one of the church services that he would be hosting during his Mayoral year which may have not been made clear in earlier discussions. He advised that the cost of the event was minimal but requested funding for up to £300 to cover the cost of tea and light refreshments.  **Four members of the Finance Sub-Committee supported the proposal and 1 voted against and 1 abstained. It was therefore agreed to spend up to £300 on refreshments for the event.**  **Opening of Savings Account.** Following discussion on the possibility of the Mayor’s Office moving out of the Wycombe Area Offices Councillor Lesley Clarke proposed that a sum of money might be ringfenced to cover any additional funding surrounding the move that might not be covered by Buckinghamshire Council It was proposed that the sum of £40K be transferred to a savings account with Lloyds Bank which would also generate some interest. There was concern that this might be a hasty decision and Councillor Sarfaraz Raja requested that the committee should be given time to study the budget estimates before the transfer was made. The Town Clerk advised that he was planning to share the updated budget estimates for the FY24/25 and hoped that this would be helpful.  **Five members of the Finance Sub-Committee supported the proposal and 1 abstained. It was therefore agreed that the Town Clerk should investigate transferring the sum of £40K to a Lloyds Bank Business Savings Account.** |

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| 7. | **Date of Next Meeting**  The next meeting of the Finance Sub-Committee would be agreed in July 2024 to appoint the Chairman for the 2024-25 Mayoral Year. |
|  | C:\Users\jbradsh1\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\3DTP4IIA\IMG_6378.jpg   |  | | --- | |  | | **Joe Bradshaw**  **Clerk and Treasurer**  **to the High Wycombe Charter Trustees**  [**Joe.Bradshaw1@buckinghamshire.gov.uk**](mailto:Joe.Bradshaw1@buckinghamshire.gov.uk)  **Mobile: 07702-485133** | |

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| **Charter Trustees of High Wycombe** |  |  |  |
| **Budget Estimates and Final Budget Balances** |  |  |  |
| **Year Ending 31st March 2024** | **Estimate** | **Actual** | **Variation** |
| **Estimated Payments** | £ | £ | £ |
| Mayor's Allowance | 7500 | 9000 | 1500 |
| Mayor's Travel Allowance | 0 | 0 | 0 |
| Deputy Mayor Allowance | 1560 | 1850 | 290 |
| Town Clerk's Honorarium | 6000 | 7500 | 1500 |
| Town Clerk's Expenses | 0 | 0 | 0 |
| Officer's Honorarium | 1200 | 1250 | 50 |
| Mayor's Secretary's salary pro-rata (excluding PAYE/NI) | 14000 | 14236 | 236 |
| Rent - Secretary's Room | 4600 | 4522 | -78 |
| Parking Permit - Secretary | 200 | 20 | -180 |
| Insurance Premium | 2500 | 2653 | 153 |
| Regalia, repairs,pennants,badges, brooches,plaques,goblets | 1500 | 1049 | -451 |
| Robes and uniforms - purchase and repairs | 1000 | 3626 | 2626 |
| Scrolls,scribing,and engraving | 500 | 460 | -40 |
| Honorary Burgess appointments | 0 | 0 | 0 |
| Mayor Making Catering | 2500 | 3440 | 940 |
| Mayor Making Other Expenses | 1000 | 1462 | 462 |
| Hire of Guildhall/Town Hall | 300 | 358 | 58 |
| Freedom Parade Catering | 0 | 0 | 0 |
| Remembrance Sunday/Battle of Britain wreaths | 300 | 480 | 180 |
| Remembrance Sunday/Battle of Britain Catering | 2500 | 2145 | -355 |
| Remembrance Sunday/Battle of Britain Events Management | 2800 | 3301 | 501 |
| Postage | 400 | 30 | -370 |
| Subscriptions | 100 | 150 | 50 |
| Printing / Stationery | 1500 | 899 | -601 |
| Audit Fee | 400 | 578 | 178 |
| Equipment,furniture,fittings, repair and maintenance etc. | 1000 | 0 | -1000 |
| Conferences,committees and travelling | 300 | 396 | 96 |
| Training - Mayor | 300 | 0 | -300 |
| Training - Town Clerk and Secretary | 300 | 0 | -300 |
| Flowers for Parlour | 0 | 0 | 0 |
| photography Mayor | 300 | 294 | -6 |
| Rent of Mayor's Parlour | 0 | 0 | 0 |
| HMRC Payments (PAYE/NI) | 1300 | 2160 | 860 |
| Payroll Services | 1200 | 1012 | -188 |
| Miscellaneous & Contingency (including Coronation Event) | 3740 | 1389 | -2351 |
| Pension | 1200 | 1422 | 222 |
|  | **62000** | **65682** | **3682** |

**2024/25 BUDGET ESTIMATES**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Expenditure** | **Income** |
| Code | **Total Payments** |  |  |
| 1 | Mayor's Allowance (net) | 9000 |  |
| 3 | Deputy Mayor Allowance (net) | 1850 |  |
| 4 | Town Clerk's Honorarium | 7500 |  |
| 6 | Officer's Honorarium | 1500 |  |
| 7 | Mayor's Secretary's salary pro-rata | 14000 |  |
| 8 | Rent - Secretary's Room | 4600 |  |
| 8a | Parking Permit - Secretary | 300 |  |
| 9 | Insurance Premium | 2700 |  |
| 10 | Valuation fees | 0.00 |  |
| 11a | Regalia, repairs,pennants,badges, brooches,plaques,goblets | 1500 |  |
| 11b | Robes and uniforms - purchase and repairs | 500 |  |
| 11c | Scrolls,scribing,and engraving | 500 |  |
| 12 | Honorary Freemen/Freewomen appointments | 0.00 |  |
| 13a | Mayor Making Catering | 4000 |  |
| 13b | Mayor Making Other Expenses | 1600 |  |
| 13c | Mayor Making - Hire of Guildhall/Town Hall | 500 |  |
| 13d | Freedom Parade - Catering | 0.00 |  |
| 13e | Remembrance/Battle of Britain wreaths | 500 |  |
| 13f | Remembrance/Battle of Britain Catering | 2500 |  |
| 13g | Remembrance/Battle of Britain : Event Management | 4000 |  |
| 13i | Town Hall/Riverside Club Refreshments | 500 |  |
| 14a | Postage | 100 |  |
| 14b | Subscriptions | 432 |  |
| 14c | Printing / Stationery | 1000 |  |
| 14d | Telephone (net of private calls) | 0.00 |  |
| 15 | Audit Fee | 400 |  |
| 16 | Equipment,furniture,fittings, repair and maintenance etc. | 0.00 |  |
| 17 | Conferences,committees and travelling | 0.00 |  |
| 18 | Training - Mayor | 0.00 |  |
| 18a | Training - Town Clerk and Secretary | 0.00 |  |
| 18b | Road Closures - all events | 0.00 |  |
| 19 | Advertising and Media Fees | 0.00 |  |
| 20b | photography Mayor | 28 |  |
| 21 | Pension | 1440 |  |
| 22 | ICT and Website fees | 200 |  |
| 24 | HMRC (PAYE/NI) | 3600.00 |  |
| 25 | Payroll Services | 750. |  |
| 26 | Miscellaneous and Contingency Costs | 500 |  |
|  | **TOTAL ESTIMATED EXPENDITURE** | **66000** |  |
| 98 | Income – (other eg VAT refund) |  | **4000** |
| 99 | Income - Precept |  | **60000** |

The £2K deficit will be covered by the surplus in the bank account.