***High Wycombe Charter Trustees***

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

*Town Clerk: Tel: 01494 421367 Secretary: Tel: 01494 475792*

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| ***Mayor 2023-2024:*** | ***Cllr. Paul Turner*** |  | ***Email: Paul.Turner@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*** |

**MINUTES OF A MEETING OF THE CHARTER TRUSTEES**

**HELD IN THE COUNCIL CHAMBER, HIGH WYCOMBE**

**ON TUESDAY 11 JUNE 2024**

**The meeting began at 6.01 pm**

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| **Present**  Cllrs: Nathan Thomas, Arman Allam, Mohammed Ayub, Karen Bates, Lesley Clarke OBE, Tony Green, Steve Guy, Imran Hussain, Mahboob Hussain JP, Majid Hussain, Mazamal Hussain, Sarfaraz Raja, Nabeela Rana, Nathan Thomas, Julia Wassell and Katrina Wood.  Joe Bradshaw (Town Clerk) and Sarah Martin (Mayor’s Secretary) were also in attendance. | |
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| 1. | The Mayor opened the meeting and asked for prayers to be read by Father Anthony. |
| 2. | **Apologies**  The Town Clerk reported that apologies had been received from:  Cllrs, Andrea Baughan, Darren Hayday, Orsolya Hayday, Arif Hussain, Matt Knight and Melanie Smith. |
| 3. | **Minutes of the last Charter Trustees Meeting held on 13 March 2024**  The Mayor asked Charter Trustees if they had any comments regarding the accuracy of the minutes that had been presented following the last meeting and also for their approval.  **It was resolved that the minutes of the meeting held on 13 March 2024 were a true and accurate record of the meeting.** |
| 4. | **Matters arising from the last meeting.**  There were no matters arising.. |
| 5. | **Mayor’s Communications.**  The Mayor thanked Charter Trustees for their support at the Mayor Making and outlined his plans for his year in office.. |

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| 6. | **Notes of the Finance Sub-Committee held on 30 May 2024**  The Mayor invited Cllr Tony Green, Chairman of Finance Sub-Committee for the 23/24 Mayoral Year to brief Charter Trustees on the notes taken at the meeting of the Finance Sub-Committee held on 30 May 2024.  The Chairman of the Finance Sub-Committee reported that the Annual Governance and Accountability Return 2023/24 had been internally audited by Mr Richard Mozley and following the approval by the Finance Sub-Committee it had been submitted to the External Auditor. He brought to the attention of the Charter Trustees the notes of the meeting held on 30 May 2024 which included a full breakdown of the spending and AGAR which are enclosed with these minutes..  The Mayor then asked the Town Clerk to give a short briefing on the financial statement for the 2023/24 financial year. He advised that every year the Charter Trustees of High Wycombe are required to produce an annual statement of account which describes its financial activities over the preceding 12 months. The accounting year runs from 1 April to 31 March. He advised that In January 2023 the Charter Trustees set a budget of £60,000 for the FY23/24 and agreed a precept of £59,200; this meant that there was no requirement to increase council tax for the Charter Trustees element. The Town Clerk shared a copy of the Charter Trustee accounts for review and asked if they had any questions or concerns following the commencement of the external audit of the Charter Trustees accounts. He advised that the bank account balance on 31 March 2024 (£84685.75) was higher than it was on 31 March 2023 (£78,543.98) despite the fact 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 for the new Town Crier. Furthermore there was also an increase in allowances for the Mayor and Deputy Mayor as well as increased honorariums for the officers which had not been factored in to the budget estimate. He advised that the main reason for the increase in the bank account balance was due to a significant backdated refund of VAT (£11191.89) which created the additional surplus in the bank account.  **It was resolved unanimously that the due process for the internal and external audit had been followed by the Finance Sub-Committee.**  A copy of the Accounting Statement and a copy of the Income and Expenditure breakdown by budget area for the 2023/24 financial year is appended below these minutes. |
| 6. | **Any other business.**  There were no further matters to be discussed. |
| 7. | **Nominations for membership of the Standing Sub-Committee.**  The Mayor advised that nominations had been invited from Charter Trustees for membership of the Standing Sub-Committee and that the Town Clerk had received nominations from the following Charter Trustees    1. Arman Allam  2. Lesley Clarke OBE  3. Mazamal Hussain  4. Paul Turner  5. Sarfaraz Raja  The Mayor proposed that these 5 Charter Trustees join himself and the Deputy Mayor to form the Standing Sub-Committee for the 2024/25 Mayoral Year.  **It was resolved that Charter Trustees Nathan Thomas, Tony Green, Arman Allam, Lesley Clarke OBE, Mazamal Hussain, Paul Turner and Sarfaraz Raja be appointed as members of the Standing Sub-Committee for the 2024/25 Mayoral Year.** |
| 8. | **Nominations for membership of the Finance Sub-Committee.**  The Mayor advised that nominations had been invited from Charter Trustees for membership of the Finance Sub-Committee and that the Town Clerk had received nominations from the following Charter Trustees    1. Mazamal Hussain  2. Sarfaraz Raja  3. Paul Turner    The Mayor proposed that these 3 Charter Trustees would join himself and the Deputy Mayor to form the Finance Sub-Committee for the 2024/25 Mayoral Year. The Mayor asked for 2 further nominations. Charter Trustee Nabeela Rana and Charter Trustee Majid Hussain volunteered to join the sub-committee.  **It was resolved that Charter Trustees Nathan Thomas, Tony Green, Majid Hussain, Mazamal Hussain, Paul Turner, Sarfaraz Raja and Nabeela Rana be appointed as members of the Standing Sub-Committee for the 2024/25 Mayoral Year.** |
| 9. | **Any other Business**  **.**  The Mayor advised that the Standing Sub-Committee would be looking at nominations for Honorary Freemen and Honorary Freewomen prior to the Nominations Meeting in November 2024 and asked Charter Trustees to give some thought to possible nominees so there could be discussion on the subject at the next full meeting of Charter Trustees. |
| 10. | **Date of next meeting.**  The next meeting of the Charter Trustees of High Wycombe is currently scheduled for Tuesday 10 September at 6.30 pm. |
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| **The meeting closed at 6.31 pm** | |

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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 |
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| Staff costs | 19,446 | 21,436 |
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| Loan interest / capital repayments |  |  |
|  |  |  |
| All other payments | 42,506 | 44,246 |
|  |  |  |
| Balances carried forward | 78,544 | 84,686 |
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| Total value of cash and short term investments | 78,544 | 84,686 |
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| Total fixed Assets plus long term investments | 497,805 | 497,805 |
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| Total borrowings | 0 | 0 |
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| **Charter Trustees of High Wycombe**  **Income and Expenditure by Budget Area**  **for Year Ending 31st. March 2024** | | |
|  | **Payments** | **Receipts** |
| **Total Payments** | **£65,682.09** | **£71,823.86** |
| Mayor's Allowance (net) | 7,200.00 |  |
| Deputy Mayor Allowance (net) | 1,480.00 |  |
| Town Clerk's Honorarium | 7,500.00 |  |
| Officer's Honorarium | 1,250.00 |  |
| Mayor's Secretary's salary pro-rata | 14,235.61 |  |
| Rent - Secretary's Room | 4,521.44 |  |
| Parking Permit - Secretary | 20.00 |  |
| Insurance Premium | 2,653.02 |  |
| Regalia, repairs,pennants,badges, brooches,plaques,goblets | 1,048.56 |  |
| Robes and uniforms - purchase and repairs | 3,626.25 |  |
| Scrolls,scribing,and engraving | 460.80 |  |
| Mayor Making Catering | 3,440.00 |  |
| Mayor Making Other Expenses | 1,461.51 |  |
| Mayor Making - Hire of Guildhall/Town Hall | 358.50 |  |
| Remembrance/Battle of Britain wreaths | 480.00 |  |
| Remembrance/Battle of Britain Catering | 2,145.00 |  |
| Remembrance/Battle of Britain : other expenses | 3,301.00 |  |
| Postage | 30.00 |  |
| Subscriptions | 150.00 |  |
| Printing / Stationery | 898.70 |  |
| Audit Fee | 578.00 |  |
| Conferences,committees and travelling | 395.85 |  |
| photography Mayor | 294.00 |  |
| Pension | 1,422.24 |  |
| HMRC (PAYE/NI) | 4,330.75 |  |
| Payroll Services | 1,011.36 |  |
| Miscellaneous and Contingency Costs | 1,389.50 |  |
| Income – Other (incl VAT refunds) |  | 12,623.86 |
| Income - Precept |  | 59,200.00 |