***High Wycombe Charter Trustees***

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

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| ***Mayor 2022-23*** | ***Cllr. Arif Hussain*** |  | ***Email:***  ***Arif.Hussain@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 COMMITTEE**

**HELD IN THE MAYOR’S PARLOUR**

**ON WEDNESDAY 14 DECEMBER 2022**

**The meeting began at 5 pm**

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| **Present:**  Cllrs: Mahboob Hussain JP (Chairman), Arif Hussain (Mayor), Andrea Baughan and Majid Hussain  Mr Joe Bradshaw MVO (Town Clerk) was also in attendance | |
| 1. | **Welcome and Introductions**  The Mayor opened the meeting and thanked everyone for attending. |
| 2. | **Apologies**  The Town Clerk reported that Tony Green and Nabeela Ran had offered their apologies. |
| 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. | **Bank Balance and Spend Forecast to 31 March 2023**  The Town Clerk advised that the bank balance as at 14 December 2022 was £86,475.44 and that the finances of the Charter Trustees were in a healthy state. The Town Clerk estimated that the budget spending was on target and that there is likely to be a £1K underspend at the end of the financial year as a number of events that had been delivered had come in under budget. |
| 5. | **Farewell Gift for Mr Jon Taylor**  The Finance Sub-Committee had received a request from Charter Trustee Lesley Clarke that the sum of £150 be made available from the Charter Trustees bank account to purchase a farewell gift for Mr Jon Taylor. It was agreed unanimously that the sum is made available and added to any personal contributions made by Charter Trustees. The gift would be presented to Mr Taylor at the Annual Reception in May. |

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| 6. | **Setting of Budget for 2023/24 Financial Year**  The Town Clerk presented the Finance Sub-Committee with a copy of the Charter Trustee budget estimates for the 2023/24 financial year. (Copy attached to these notes). The Finance Sub-Committee reviewed and discussed the budget estimates and after making some minor adjustments agreed to a budget of £62K for the 2023/24 Financial Year. |
| 7. | **Setting of Precept for 2023/24 Council Tax.**  The Town Clerk presented the Finance Sub-Committee with a number of options for the setting of the Charter Trustees of High Wycombe 2023/23 Council Tax precept as outlined below:   |  |  |  |  | | --- | --- | --- | --- | | **Precept** | **Difference** | **% increase/decrease on CT** | **Band D Tax** | | £58200 | -£1000 | -3.17% | £2.44 | | £59200 | 0 | -1.59% | £2.48 | | £60200 | +£1000 | 0% | £2.52 | | £60700 | +£1500 | +0.79% | £2.54 | | £61200 | +£2000 | +1.98% | £2.57 | | £62000 | +£2800 | +3.17% | £2.60 |   The members of the Finance agreed unanimously to decrease the Council Tax precept by 1.59% for the 2023/24 Council Tax year (as highlighted above) which would generate income of £59200 for the 2023/24 financial year. The surplus funds in the Charter Trustee bank account would easily cover the £2800 difference between the budget of £62000 and the £59200 of Council Tax funds that would be received in 2 payments from Buckinghamshire Council on 1 April 2023 and 1 September 2023. |
| 8. | **Any Other Business**  There was no other business |
| 9. | **Date of Next Meeting**  The next meeting of the Finance Sub-Committee would be agreed in the Spring of 2023. |
|  | 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 Estimate** |  |
| **Year Ending 31st March 2024** |  |
| **Estimated Payments** | £ |
| Mayor's Allowance | 7500 |
| Mayor'sTravel Allowance | 0 |
| Deputy Mayor Allowance | 1560 |
| Town Clerk's Honorarium | 6000 |
| Town Clerk's Expenses | 0 |
| Officer's Honorarium | 1200 |
| Mayor's Secretary's salary pro-rata | 14000 |
| Rent - Secretary's Room | 4600 |
| Parking Charges - Secretary | 200 |
| Insurance Premium | 2500 |
| Regalia, repairs, pennants, badges, brooches, plaques, goblets | 1500 |
| Robes and uniforms - purchase and repairs | 1000 |
| Scrolls, scribing and engraving | 500 |
| Honorary Freeman appointments | 0 |
| Mayor Making Catering | 2500 |
| Mayor Making Other Expenses | 1000 |
| Hire of Guildhall for Annual General Meeting | 300 |
| Freedom Parade Catering | 0 |
| Remembrance Sunday/Battle of Britain wreaths | 300 |
| Remembrance Sunday/Battle of Britain Catering | 2500 |
| Remembrance Sunday/Battle of Britain Events Management and Security | 1800 |
| Remembrance Sunday: Road Closures | 500 |
| Postage | 400 |
| Subscriptions | 100 |
| Printing / Stationery | 1000 |
| Audit Fee | 400 |
| Equipment, furniture, fittings, repair and maintenance etc. | 1000 |
| Conferences, committees and travelling | 300 |
| Training - Mayor | 300 |
| Training - Town Clerk and Secretary | 300 |
| Road Closures - annual meeting | 500 |
| Flowers for Parlour | 0 |
| photography Mayor | 300 |
| Miscellaneous | 240 |
| Contingency | 500 |
| Rent of Mayor's Parlour | 0 |
| HMRC Payments (PAYE/NI) | 1300 |
| Payroll Services | 1200 |
| Pension - Secretary | 1200 |
| Coronation Event | 3000 |
| Additional Church Services | 500 |
| **TOTAL** | **£62000** |