***High Wycombe Charter Trustees***

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

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| ***Mayor 2021-22:*** | ***Cllr. Andrea Baughan*** |  | ***Email:***  ***mayor@buckinghamshire.gov.uk*** |
| ***Town Clerk & Treasurer:*** | ***Mr Joe Bradshaw MVO*** |  | ***Email: Joe.Bradshaw1@buckinghamshire.gov.uk*** |
| ***Mayor's Secretary:*** | ***Ms Sarah Martin*** |  | ***Email: Sarah.Martin@buckinghamshire.gov.uk*** |

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

**HELD IN THE MAYOR’S PARLOUR**

**ON TUESDAY 19 APRIL 2022**

**The meeting began at 5 pm**

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| **Present:**  Cllrs: Lesley Clarke OBE (Chairman), Andrea Baughan (Mayor), Mahboob Hussain, Majid Hussain, Tony Green, Nabeela Rana and Joe Bradshaw (Town Clerk) | |
| 1. | **Welcome and Introductions**  The Chairman opened the meeting and thanked everyone for attending. |
| 2. | **Apologies**  The Town Clerk reported that Cllr Katrina Wood had offered her 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 for year ending 31 March 2022**  The Town Clerk advised that the bank balance for the financial year ending 31 March 2022 was £77,865.95 and that the total expenditure during the year was . He reported that the Charter Trustees had kept well within budget during the year which was mainly due to the fact that events hosted by the Charter Trustees had not yet returned to their historical norm. |
| 5. | **Internal Audit of Charter Trustee Accounts for year ending 31st March 2022**  The Town Clerk requested the Finance Committee agree to Richard Mozley carrying out the internal audit of accounts. It was agreed that the Town Clerk presents the end of year finances to Richard for internal audit so that they could be presented to the Charter Trustees for approval at the meeting on 21 June 2022 |

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| 6 | **Update on Memorial Event for the late Frances Alexander**  The Town Clerk advised that following a meeting with the daughter of the late Frances Alexander that she confirmed that there were no plans for the family to hold a Memorial Event. The family asked the Town Clerk to thank the Charter Trustees for their offer of financial support but confirmed that they would not now require a contribution. Louise Alexander advised that they do have plans for an event in October but it would not be a memorial event and she promised to keep the Charter Trustees informed of the details of the event nearer to the date. |
| 7. | **Plans for Farewell Event for Revd Hugh Ellis**  The Town Clerk confirmed that he had advised Revd Hugh Ellis that the Charter Trustees would like to host a Farewell Reception for him prior to him leaving High Wycombe upon his retirement. The provisional date for the event was agreed as Friday 1st July 2022 and the Mayor’s Secretary had been tasked to explore the costs of holding the event at either the Town Hall or Riverside Club. Cllr Lesley Clarke suggested that Wycombe Abbey might be approached to see if they could allow the Charter Trustees to use their hall for the event or alternatively one of the marquees. The Town Clerk agreed to contact the Bursar to ascertain whether they would be happy for us to use their facilities. |
| 8. | **Annual Review of Salary for the Mayor’s Secretary**  The Town Clerk advised that in accordance with the contract for the Mayor’s Secretary that there was a legal requirement for the Charter Trustees to review her salary on 1st April 2022 and annually thereafter in accordance with local government statutory regulations. Cllr Lesley Clarke recommended that the Town Clerk prepares a short paper along with recommendations a the next meeting of the Finance Committee. |
| 9. | **Date of Next Meeting**  The Chairman and Town Clerk agreed to circulate the date for the next meeting in early June 2022. |
|  | **The meeting finished at 5.55 pm**  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** | |