

WEXHAM COURT PARISH COUNCIL

MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSE COMMITTEE Held on Tuesday 21st May 2019, commencing at 7.300pm

PRESENT: Chairman I Ahmed, Cllr R Aldridge, Cllr P Aldridge, Cllr Hamilton, Cllr Z Ahmed and the Clerk Surinder Jabble

1 ELECTION OF HEAD OF FINANCE FOR THE CURRENT MUNICIPAL YEAR

Cllr Z Ahmed Proposed by Cllr R Aldridge and Seconded by Cllr I Ahmed

Cllr Z Ahmed was elected unanimously as Head of Finance

2 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

None

3 DECLARATIONS OF INTEREST

None

4 CONSIDERATION OF APPLICATIONS FOR DISPENSATIONS

None

5 REVIEW BANK MANDATE & SIGNATORIES

Add FOUR Signatories: Cllr I Ahmed, Cllr Hamilton, Cllr Z Ahmed and Cllr R Aldridge

Remove ALL existing Signatories except The Clerk Surinder Jabble

6 YEARLY ACCOUNTS UPDATE

a. Internal Audit Report- Tim Light of Lightatouch

11/6/2019

It was Resolved that ALL recommendations by the Internal Auditors be implemented *as soon as possible by the Clerk.*

b. Annual Return- To External Auditors latest date 1st July 2019

It was proposed that a book keeper or an accountant be employed for the purposes of completion of Annual Return at fee of £15.00 Per hour *Should not exceed maximum hour of 25 hrs.*

7 PARISH HALL RATES

No change to rates – Add Report on Hall Hire occupancy on Parish main Meeting Agenda *11/6/19*

8 WEBSITE UPDATE- REVIEW THE WEBSITE

Investigate and obtain quotation from companies operating websites for Hazelmere and Burnham Parish

Also consider online booking systems

9 NOTICE BOARDS- HALL & THE CHERRIES

In addition to Hall and The Cherries one notice board should also be considered for The Frith. Cost could be approximately £1000 each

10 GRASS AND HEDGE MAINTENANCE CONTRACT

Countrywide Ground Maintenance was selected

11 ALLOTMENT RATES

No increase in rates. A List of Allotment Holders should be updated and Wexham Court Parish residents should be encouraged

Also rates charged by Slough Borough Council should be obtained

12 STANDING ORDERS UPDATE

The Clerk to review the Standing Orders and present to the Council approval in July 2019 Parish Meeting