

Minutes of the Finance and General Purposes Committee held on Tuesday 10th September 2019 at Wexham Court Parish Hall, Norway Drive.

Meeting Started at 6:31pm.

Councillors Present:

Cllrs I. Ahmed, P. Aldridge and M. Hamilton

Observer:

Cllr K. Wright

Officers Present:

Mr Surinder Jabble

Clerk of Wexham Court Parish Council

Mr Steven Gillingwater

Responsible Finance Officer

As Cllr Z. Ahmed as given apologies, the committee voted that Cllr P. Aldridge Chair this meeting. Proposed by Cllr I. Ahmed and Seconded by Cllr M. Hamilton.

Agenda Item and Reference	Minutes	Resolution/ Action Point
Apologies FGP/SG/1920/01	Cllr Z. Ahmed gave his apologies. Cllr R. Aldridge gave his apologies that he will be late.	Cllr. P. Aldridge would chair the meeting.
Declaration of Interests FGP/SG/1920/02	Cllr I. Ahmed wished to declare for transparency that he was gifted a jar of honey from the Caretaker worth £6.00.	The Committee noted the declaration, officers confirmed this was not needed but the committee accepted the declaration.
Update on Parish Precept FGP/SG/1920/03	The Responsible Finance Officer (RFO) reported that it is Slough Borough Council is not accepting to collect the precept amount of £35 per year on behalf of the Parish. The Responsible Finance Officer made it clear that the Parish voted and the only notification according to the law was sent asking for the £35. The Committee also raised concerns regarding	It was agreed for the RFO to contact Slough Borough Council to arrange a meeting to discuss the issue of the precept. It was agreed that the meeting be open for Cllrs I. Ahmed, P. Aldridge and M. Hamilton to attend with the RFO. It was agreed that the RFO write to Slough Borough Council to be sent copies of all communication sent to Parish

	communications sent by the Borough Council around the abolition of the Parish Council. The Parish Council felt that the letters were important for transparency to have on record.	Residents in the months from January to May 2019.
GDPR FGP/SG/1920/04	<p>Cllr I. Ahmed praises and commends the work of the RFO to spot work needed to be completed.</p> <p>A. Propose by Cllr I. Ahmed to adopt the documents and that the RFO become the Data Protection Officer</p>	<p>All agreed to appoint the RFO as the Data Protection Officer for Wexham Court Parish Council.</p> <p>All agreed to adopt the documents and that a printed version is signed and kept in the office.</p>
Parish Office and Building FGP/SG/1920/05	<p>The RFO informed that all materials for the committee would be sent by email to ensure that the Parish Council is becoming an eco friendly body.</p> <p>A. Cllr I. Ahmed Proposed that the CCTV Policy be adopted with no changes. Cllr M. Hamilton seconds.</p> <p>B. RFO explained that the Guidelines sent out were to explain a Councillors duty and to answer any questions.</p> <p>C. Cllr I. Ahmed proposed to obtain quotes regarding the Car Marking in the Car Park. Cllr M. Hamilton seconds</p>	<p>All Councillors agreed with this and supported the only printing what is required.</p> <p>All Agreed to adopt the CCTV policy with no changes. To implement the policy with immediate effect.</p> <p>All agreed to note the Surveillance Camera Commissioner guidelines for Councillors.</p> <p>All agreed to obtain two quotes regarding the Car Marking in the Car Park. RFO to obtain and bring back to the Committee.</p>
Questions and Correspondence to the Head of Finance FGP/SG/1920/06	<p>Cllr P. Aldridge concerned that the Parish Hall has no signs relating to the building have CCTV.</p> <p>Cllr I. Ahmed was concerned that the CCTV the Parish currently has is not efficient not effective for the Parish. Cllr I. Ahmed proposed to modernise</p>	<p>All agreed for signs to display that CCTV recording is being conducted to protect the Parish Council.</p> <p>All agreed to obtain three new CCTV quotes including the allotments and three quotes without the allotments.</p>

	the CCTV and obtain a new quote. The RFO explained there could be issues around connectivity and storage. Cllr I. Ahmed proposed to receive three quotes with the allotments included and three quotes without. Cllr P. Aldrige seconded.	
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Meeting Closed at 6:46pm.

Signed: (Head of Finance) Date:

Signed: (Responsible Finance Officer) Date: