



# WEXHAM COURT PARISH COUNCIL

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**Issue date: 15<sup>th</sup> May, 2023.**

Dear Councillors,

I. Ahmed, M. Ahmed, S. Akbar, H. Bajwa, H. Gahir, H. Javed, M. Javed, G. Jeynes, K. Kaur, M. Satti and G.Singh.

You are hereby summoned to attend an annual meeting of the Wexham Court Parish Council to be held at the above address, on **Friday 19<sup>th</sup> May, 2023, commencing at 6.00pm precisely.**

The below mentioned agenda items to be considered and no further business shall be transacted at this meeting.

Yours faithfully,

Adil IFTAKHAR

**Clerk to Wexham Court Parish Council**

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## **AGENDA**

1. Election of Chair
  - a. To elect chairman for the 2023-2024 municipal year
  - b. The chairman to sign the declaration of office form.
  
2. Election of Vice-chair  
To elect the Vice-Chair for the 2023-2024 municipal year

**3. Apologies for Absence**

To note apologies from those Councillors, absent from the meeting

**4. Declaration of Interest**

Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting

**5. Approval of minutes of meeting held on the 30<sup>th</sup> November 2022**

To approve and sign the minutes of the last meeting, as true and accurate

**6. Appointments to Committees & approval of terms of reference:**

- a. Finance & General-Purposes Committee
- b. Planning Committee
- c. Employment/Staffing/HR Committee

**7. To consider and approve the recommendations of the internal auditor's report**

To note and approve recommendations for implementation

**8. Undertake Rent Review of Wexham Court Bowls Club**

To approve the undertaking of a rent review.

**9. Public Question Time**

The opportunity for members of the public to address the Parish Council

**10. Health & Safety Policy 2023**

To consider and approve the Health & Safety Policy 2023

**11. Financial Regulations 2023**

To consider and approve the Financial Regulations 2023

**12. Allotment Plot Charges 2023/24**

To discuss and approve the amount charged to plot holders

**13. Approval of representative to sit on external body**

To elect a councillor to sit on external body

**14. Clerk and RFO update & correspondence**

To note the above.

**15. Approve Payments List up to May, 2023**