

Wexham Court Parish Council (WCPC)

**Minutes of Annual Meeting of the Wexham Court Parish Council
held at Parish Hall, Norway Drive, Slough SL2 5QP on
Friday 19th May, 2023 at 6:00 pm.**

19052023-01 Councillors Present:

Name	Present	Not Present
Cllr I. Ahmed	Y	
Cllr M. Ahmed	Y	
Cllr S. Akbar	Y	
Cllr H. Bajwa	Y	
Cllr H. Gahir	Y	
Cllr H. Javed	Y	
Cllr M. Javed	Y	
Cllr G. Jeynes	Y	
Cllr K. Kaur	Y	
Cllr M. Satti	Y	
Cllr G. Singh	Y	

In attendance: Adil Iftakhar CLERK to WCPC

Members of Public Present: 13

19052023-02 Election of Chair

a. To elect chairman for the 2023-2024 municipal year.

Cllr G. Jeynes proposed Cllr S. Akbar which was seconded by Cllr H. Bajwa.

Cllr M. Ahmed proposed Cllr H. Gahir which was seconded by Cllr H. Javed.

A secret ballot took place with the assistance of two tellers and the current chair; therefore, the result was that Cllr H. Gahir was elected to be Chair for the municipal year of 2023-2024.

19052023-03 Election of Vice-Chair

To elect the Vice-Chair for the 2023-2024 municipal year

- a. Cllr H. Gahir proposed Cllr H. Javed which was seconded by Cllr K. Kaur. It was unanimously agreed that Cllr H. Javed be the Vice-Chair for the municipal year of 2023-2024.

19052023-03 Apologies for Absence

None received.

19052023-04 Declarations of Interest

The following declarations were made:

- Cllr I.Ahmed declared that his son is an employee of the council and that he will continue to not take part in matters related to his employment. He also declared that he is a borough councillor for the Wexham Court Ward.
- Cllr H. Gahir declared that he is a borough councillor for the Wexham Court Ward.
- Cllr M. Satti declared that he is a borough councillor for the Chalvey Ward.
- The Clerk declared that he is also a borough councillor for the Langley St. Marry's Ward and he will not carry out his advisory role in planning related matters.

19052023-05 Approval of minutes of meeting held on the 30th November, 2022.

It was unanimously resolved, by those present at the previous meeting, that the minutes of the meeting held on the 30th November, 2022 be approved as a true and accurate record.

19052023-06 Appointments to Committees & approval of terms of reference to take place at committee:

The following Cllrs were appointed: -

- a. Finance & General-Purpose Committee:** Cllr K. Kaur, Cllr H. Javed, Cllr G. Manku, Cllr M. Ahmed and Cllr H. Gahir.
- b. Planning Committee:** Cllr H. Javed, Cllr M. Ahmed, Cllr M. Javed, Cllr H. Gahir, Cllr K. Kaur.
- c. Employment/Staffing/HR Committee:** Cllr K. Kaur, Cllr M. Ahmed, Cllr H. Javed, Cllr H. Javed and Cllr H.Gahir.

The council were informed that the internal auditor stated that we should abolish the committees.

19052023-07 To consider and approve the recommendations of the internal auditor's report

Defer to next meeting.

The council were informed that only three clear working days is required to issue a summons for a meeting which is the legal requirement. The council requested hard copies of agenda and supporting documents; however, they were informed this would be an extra cost upon the council. Furthermore, a seven-day notice period was requested by the council so that supporting documents are seen earlier.

19052023-08 Undertake Rent Review of Wexham Court Bowls Club

It was unanimously agreed that the council should undertake a rent review of the Wexham Court Bowls Club and the matter will be decided at our next full council meeting.

19052023-09 Public Question Time

No Questions raised.

19052023-10 Health & Safety Policy 2023

It was unanimously resolved by all that the Health & Safety Policy 2023 be approved.

19052023-11 Financial Regulations 2023

Defer to next meeting.

19052023-12 Allotment Plot Charges 2023/24

It was unanimously resolved by all that the allotment plot charges will remain the same, that being:

Precept Payers- £50 (Large) £25 (Small)

Non- Precept Payers: £100 (Large) £50 (Small)

19052023-13 Approval of representative to sit on external body

Cllr H.Gahir proposed M. Ahmed which was seconded by H. Javed to be appointed to sit on the Standards Committee on behalf of the Wexham Court Parish Council.

19052023-14 Clerk Update & Correspondence

Clerk reported the following, to be noted:

- The balance of the bank account was read out at the meeting. The council was also informed of the numerous savings accounts. RFO is on holiday so a finance update will be provided at the next council meeting.
- The tennis court code generating online booking system is operational
- The bank mandate needs to be changed to reflect the new councillors
- Further policy documents like the standing orders, asset register etc. need to be reviewed and approved at our next meeting.
- Seeking a new quote for our internal auditor to be approved and agreed at our next meeting in June 2023.
- The hall fascia has been renewed as it was old, moldy and outdated.

19052023-15 Approve Payment List up to May, 2023

The payment list for February 2023 was ratified and May, 2023 was presented at the meeting, however, only items 1, 2, 3, 7 & 8 were approved for payment, leaving items 4,5 & 6 unpaid. The clerk advised that all invoices should be paid on time otherwise we could incur further fees or a claim against the parish. The Clerk was requested to issue the cheques as soon as possible.

Signed: Dated:

Designation: Print Name:

DRAFT