***High Wycombe Charter Trustees***

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

*Town Clerk: Tel: 01494 421367 Secretary: Tel: 01494 475792*

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| ***Mayor 2023-2024:*** | ***Cllr. Paul Turner*** |  | ***Email: Paul.Turner@buckinghamshire.gov.uk*** |
| ***Town Clerk & Treasurer:*** | ***Mr Joe Bradshaw MVO*** |  | ***Email: Joe.Bradshaw1@buckinghamshire.gov.uk*** |
| ***Mayor's Secretary:*** | ***Miss. Sarah Martin*** |  | ***Email: Sarah.Martin@buckinghamshire.gov.uk*** |

**MINUTES OF A MEETING OF THE CHARTER TRUSTEES**

**HELD IN THE GUILDHALL, HIGH WYCOMBE**

**ON MONDAY 3 JULY 2023**

**The meeting began at 6.01 pm**

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| **Present**  Cllrs: Paul Turner, Arman Allam, Mohammed Ayub, Karen Bates, Andrea Baughan, Lesley Clarke OBE, Tony Green, Steve Guy, Arif Hussain, Imran Hussain, Mahboob Hussain JP, Majid Hussain, Mazamal Hussain, Sarfaraz Raja, Nabeela Rana, Melanie Smith and Nathan Thomas.  Joe Bradshaw (Town Clerk) and Sarah Martin (Mayor’s Secretary) were also in attendance. | |
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| 1. | The Mayor opened the meeting and asked for prayers to be read.  The Mayor then asked Charter Trustees to stand for one minute’s slience in memory of the late Kathleen Peatey, a former Charter Trustee and Past Mayor. |
| 2. | **Apologies**  The Town Clerk reported that apologies had been received from:  Cllrs Darren Hayday, Orsolya Hayday, Matthew Knight, Julia Wassell and Katrina Wood. |
| 3. | **Minutes of the last Charter Trustees Meeting held on 7 March 2023**  The Mayor asked Charter Trustees if they had any comments regarding the accuracy of the minutes that had been presented following the last meeting and also for their approval.  It was resolved that the minutes of the meeting held on 7 March 2023 were a true and accurate record of the meeting. |
| 4. | **Matters arising from the last meeting.**  The Mayor advised that there was still work to be done on Agenda item 4 – Matters Arising - Review of the Charter Trustees Handbook. He advised that this item had been included in the formal agenda and would be discussed later in the meeting as Agenda item 8. |
| 5. | **Mayor’s Communications.**  The Mayor gave a brief overview on the events that he had attended since the last meeting.  switch on ceremony. The Mayor also outlined his plans for the remainder of his Mayoral Year. |
| 6. | **Nominations for membership of the Standing Sub-Committee**  The Mayor advised that nominations had been invited from Charter Trustees for the 5 available places on the Standing Sub-Committee. He advised that the Town Clerk had received 7 nominations for membership of the committee. He advised that unless 2 of the nominees withdrew their nominations that a ballot would take place. There were no withdrawals. Following the ballot the following Charter Trustees were appointed to the Standing Sub Committee  Arman Allam  Andrea Baughan  Lesley Clarke OBE  Mazamal Hussain  Sarfaraz Raja  It was resolved that the 5 Charter Trustees listed above would join the Mayor and Deputy Mayor as members of the Standing Sub-Committee. |
| 7. | **Nominations for membership of the Finance Sub-Committee**  The Mayor advised that nominations had invited from Charter Trustees for membership of the Finance Sub-Committee. The Mayor advised that that the Town Clerk had received 5 nominations for membership of the Finance Sub-Committee  Andrea Baughan  Lesley Clarke OBE  Tony Green  Nabeela Rana  Sarfaraz Raja  It was resolved that the 5 Charter Trustees listed above would join the Mayor and Deputy Mayor as members of the Finance Sub-Committee. |
| 8 | **Review of Charter Trustees Handbook**  The Mayor asked Charter Trustee Lesley Clarke (supported by the Town Clerk) to brief on the latest update of the Charter Trustee Handbook.  Charter Trustee Sarfaraz Raja expressed his dissatisfaction that Charter Trustees had been given extremely short notice to approve the latest amendments to the Charter Trustee Handbook. The Town Clerk apologised for suggesting that the Charter Trustees approve the amendments at such short notice**.**  Following discussion on some of the latest changes it was agreed that more time was required to review the further changes and that these would be discussed at the next meeting of the Standing Sub-Committee. The Mayor asked that if any Charter Trustee wanted a printed copy of the latest draft version of the Charter Trustees handbook that they should notify the Town Clerk/Mayor’s Secretary who would arrange for copies to be printed. |
| 9. | **Nominations for Mayor’s Medal Awards**  The Mayor advised that here were 2 citations for the award of the Mayor’s Medal that have been recommended by the Charter Trustees Nominations Committee (the Standing Sub-Committee) and invited Charter Trustee Lesley Clarke to read out the citations for both nominations.  **Dan Wilson**    (Nomination received from Melanie Williams, Chief Executive HWBidCo)  *I have no hesitation in recommending Dan Wilson for the Mayor’s Medal. We have commissioned a number of projects around the town centre with Dan and he has always gone above and beyond to help raise the profile of the town in his projects. Whether it is painting a giant chameleon on the side of a building or painting historic scenes to shield unsightly construction work around town, the enthusiasm and skill that Dan brings is unrivalled. Dan has also worked hard to adopt the town’s branding and implement this in his artwork to enable the town’s profile to grow and to promote the town centre’s website mywycombe.com which had over 41,000 users last year. Dan always works to overcome obstacles, no matter how strange the street furniture, shop front or project, Dan has come up with a solution and this has helped the ‘High Street’ at a time when it is most needed. Dan’s work creates a better environment for everyone, pleasantly surprising visitors, supporting businesses and the community. Dan's contribution has been more significant than most and his commitment to encouraging others through his work and making exceptional improvements deserves recognition.*  *(Nomination received from Ruth Gunstone, Arts Centre Manager)*  *Dan has been Resident Artist at Wycombe Arts Centre for the past five years and has, voluntarily had a huge impact on the visual arts strand in our programming and events. He was responsible for changing our rather outdated Arts4Every1 image to rebranding us as Wycombe Arts Centre, refreshing our brand across signage, website, social media, and publications. Dan brought Bucks Art Weeks to the Arts Centre enabling many artists a space to demonstrate, display and sell their work which might otherwise not readily be seen. He has grown our network of visual artists, curated exhibitions and significantly raised the profile of local artists and makers in the local area. Dan has also established our weekly Art Club which brings together practicing artists to discuss their work and continue to grow the wider arts community. Dan has, through his own artistic vision, changed the face of Desborough Road with his innovative designs to individualise the shop shutters making the street a visual gallery. His unique artistic signature is evident across the town from the wonderful Guildhall mural to the underpass linking the University to the town and much more. Dan is very much an unsung hero who works tirelessly to make an artistic difference to our town, and I fully support his nomination for the Mayor’s Medal, he very much deserves to be recognised for being our foremost artist determined to raise the artistic profile of High Wycombe.*  **John Beaumont - Chairman of Wycombe Arts Festival**    *(Nomination from Simon Kearey, Chair Chiltern Society)*  *John Beaumont has steadily carried the torch for the Wycombe Arts Festival for more years than anyone can remember. The concerts and events have gone from strength to strength calling on John’s extensive network of supporters and artists that he and the team have used over the years. John is both a pleasure to work with but an inspiration to the team ensuring that quality standards are maintained throughout and providing a yearly programme of excellence which all those who attend know well and provide a loyal following for. John has been a key figure in the arts world, regularly acting as ambassador for the programme and the wider arts world. He works tirelessly to ensure that quality arts events fill the programme and new audiences are developed and won over in their enjoyment of a wide range of music styles and forms.*    *Nomination from Gail Salter, Former Secretary Wycombe Arts Festival*  *I am writing in recognition and appreciation of the enormous amount of dedication John Beaumont has shown to the Wycombe Arts Festival over very many years. In my recollection he must have been involved with its work as a committee member for at least 45 years and took over as Chairman in 1998, a truly wonderful period in our history, when Wendy Craig was our President. His energy and enthusiasm for bringing a programme of cultural events to High Wycombe, Marlow and the surrounding areas in the spring each year was infectious and even when the Swan Theatre was built in 1992 he continued to believe there was still a place for such a festival in our midst. Obviously, the challenges did subsequently become greater but he was always keenly involved in inviting and creating platforms for our local performing and visual arts societies so that their productions could be included in a programme alongside numerous professional performers whom we invited to participate year by year under the umbrella of this local Festival. It was his indomitable spirit and belief in the importance of bringing cultural offerings to our local community that helped to steer us through some very challenging times.*  Following debate on the mechanism involved for the nominations and the eligibility criteria it was resolved by a majority that both Dan Wilson and John Beaumont should receive the award of the Mayor’s Medal. |
| 10. | **Financial Statement for FY 22/23**  The Mayor asked the Town Clerk to present a financial statement for the 2022/23 financial year.  The Town Clerk gave a short briefing on the financial statement for the 2022/23 financial year. He advised that every year the Charter Trustees of High Wycombe are required to produce an annual statement of account which describes its financial activities over the preceding 12 months. The accounting year runs from 1 April to 31 March. He reminded the Charter Trustees that they are also required to publish its accounts to a full meeting of the Charter Trustees as soon as possible after the financial year end and before they have been externally audited as they are required to report on its financial arrangements in its annual governance statement. This statement together with the annual accounts and return is submitted to the external auditors for inspection. Details of the arrangements for the annual audit are published on the Mayoral notice board and on the website on an annual basis. The current internal auditor is Mr Richard Mozley and the external auditor is PKF Littlejohn. He advised that In January 2022 the Charter Trustees set a budget of £60,000 for the FY22/23 and agreed a precept of £59,200; this meant that there was no requirement to increase council tax for the Charter Trustees. The Town Clerk shared a copy of the Charter Trustee accounts for review and asked if they had any questions or concerns following the commencement of the external audit of the Charter Trustees accounts. He reported that in the last financial year the Charter Trustees had spent £58762 of the £60,000 budget meaning that they had underspent by £1,238. A number of questions and positive comments were made by a number of Charter Trustees.  It was resolved unanimously that the due process had been followed and that the AGAR forms should be forwarded to PKF Littlejohn for External Audit.  A copy of the Accounting Statement for the 2022/23 financial year is shown below. |
| 11. | **Any other business**  The Mayor placed on record his gratitude to the Mayor’s Secretary and Town Clerk for the very smooth induction process he had received following his appointment as Mayor. |
| 12. | **Date of next meeting**  The next meeting of the Charter Trustees of High Wycombe is currently scheduled for Tuesday 26 September 2023 at 6pm. |
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| **The meeting closed at 6.54pm** | |

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| **Accounting Statements FY 2022/2023** |  |  |  |
| **Charter Trustees of High Wycombe** |  |  |  |
|  | **Year ending** | |  |
|  | **31 March 2022** | **31 March 2023** |  |
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| Balances brought forward | 73,509 | 77,866 |  |
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| Precept or Rates and Levies | 60,920 | 59,200 |  |
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| Total other receipts | 864 | 240 |  |
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| Staff costs | 17,892 | 19,446 |  |
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| Loan interest / capital repayments |  |  |  |
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| All other payments | 39,536 | 39,316 |  |
|  |  |  |  |
| Balances carried forward | 77,866 | 78,544 |  |
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| Total value of cash and short term investments | 77,866 | 78,544 |  |
|  |  |  |  |
| Total fixed Assets plus long term investments | 497,805 | 497,805 |  |
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| Total borrowings | 0 | 0 |  |