***High Wycombe Charter Trustees***

***Mayor’s Parlour, Council Offices, High Wycombe HP11 1BB***

*Town Clerk: Tel: 01494 421009 Secretary: Tel: 01494 421134*

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| ***Mayor 2019-2020:*** | ***Cllr. Mazamal Hussain*** |  | ***Email:***  ***mayor@buckinghamshire.gov.uk*** |
| ***Town Clerk & Treasurer:*** | ***Mr Joe Bradshaw MVO*** |  | ***Email: Joe.Bradshaw1@buckinghamshire.gov.uk*** |
| ***Mayor's Secretary:*** | ***Mrs. Sandra Snaith*** |  | ***Email: Sandra.Snaith@buckinghamshire.gov.uk*** |

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

**HELD ON MICROSOFT TEAMS**

**ON MONDAY 22nd MARCH 2021**

**The meeting began at 6.00 pm**

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| **Present**  Cllrs: Alan Hill, Lesley Clarke OBE, Mahboob Hussain JP, Tony Green, Sebert Graham, Nigel Teesdale,, Arif Hussain, Ray Farmer, Mohammed Hanif, Khalil Ahmed, Zia Ahmed, Matt Knight, Rafiq Raja, Mazamal Hussain, Marten Clarke, Mohammed Asif, Abdullah Hashmi JP, Andrea Baughan, Sarfaraz Raja and Joe Bradshaw (Town Clerk) | |
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| 1.  2. | The meeting commenced with prayers led by Revd Hugh Ellis  **Minutes of the last Charter Trustees Meeting**  The minutes of the meeting held on Tuesday 12th January 2021 were agreed. |
| 3. | **Apologies**  The Town Clerk reported that apologies had been received from Cllrs Julia Wassell, Brian Pearce and Sarfaraz Khan  **.** |
| .4. | **Matters arising from the last meeting**  There were no matters arising – but see notes below regarding Standing Sub-Committee |
| 5. | **Mayor’s Communications**  The Mayor gave an overview of his year in office to-date and his plans for the remainder of his time in office. |
| 6. | **Review of Standing Sub-Committee Minutes held on 9 March 2021**  There was lengthy discussion regarding the proposed changes to the Charter Trustees Handbook and especially the revised Complaints Procedure. These notes required ratification at the meeting of the Standing Committee which were held on 9 March 2021. The Town Clerk agreed to send a copy of the Charter Trustees handbook to all Charter Trustees before final approval to those Charter Trustees who require a copy. It was agreed that final approval of document would take place after Easter eg 5 Apr 21. |
| 7. | **Review of Finance Sub-Committee Minutes held on 28 January 2021**  The Town Clerk briefed the Charter Trustees on the bank balance and future spend forecast to 31 March 2021. He advised that there was no major spending planned for the remainder of the financial year and estimated that the end of year balance would be around £74K given that the Charter Trustees continued to receive furlough funding from HMRC to offset the Mayor’s Secretary salary costs. He also advised that the Finance Sub-Committee had agreed not to increase the precept and had advised Buckinghamshire Council accordingly.  . |
| 8. | **Plans for Annual General Meeting and Mayor Making**  It was agreed that subject to the plans for the Buckinghamshire Council Annual General Meeting that the Charter Trustees Annual General Meeting would be held on Saturday 22nd May 2021. *(Secretary’s note: due to the change of date of the Buckinghamshire Council AGM the Charter Trustees AGM had to be delayed to Saturday 12th June due to the legal requirement that a CT AGM should take place within 3 weeks of their parent authority AGM and not before.)* |
| 9. | **Nomination for Honorary Freemen and Honorary Freewomen**  At the Standing Sub-Committee held on 9 March 2021 Councillor Tony Green had submitted a written nomination to the Town Clerk for Mr Bill Reid, the former Town Clerk. The nomination was seconded by Councillor Maz Hussain. The nominations committee agreed unanimously to endorse the nomination for approval by the Charter Trustees. Councillor Tony Green read out his nomination. He advised that Bill had been born and raised in High Wycombe. Bill used to run the Priory Centre for many years and had served as Town Clerk twice. He was also President of Rotary Club, Former Trustee of Heart of Bucks and a number of other organisations in and around High Wycombe. Bill is fondly known as “Mr High Wycombe”. The Town Clerk confirmed that he had not received any additional nominations.  The Charter Trustees agreed unanimously that Mr Bill Reid be appointed a Honorary Freeman of the Town of High Wycombe at the Annual Reception of the Charter Trustees on a date to be decided. |
| 10. | **Election of the Mayor for the 2021/22 Mayoral Year**  The Town Clerk confirmed that he had contacted all Charter Trustees to invite nominations for the position of Mayor for the forthcoming mayoral year. There had been 2 nominations for the role but there was a late withdrawal by one of the nominations which meant that the Charter Trustees had one nomination to consider. Councillor Matt Knight proposed Councillor Andrea Baughan as Town Mayor for the 2021/22 Mayoral Year and this was seconded by Councillor Lesley Clarke. Councillor Baughan was then invited to brief the Charter Trustees to demonstrate her fitness to hold the office of Mayor. She also advised that Councillor Mrs Lesley Clarke OBE would be Deputy Mayor if she were elected.  It was agreed unanimously that Councillor Andrea Baughan be appointed as Mayor of High Wycombe at the 2021 Annual General Meeting of the Charter Trustees of High Wycombe |
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| **The meeting closed at 6.59pm** | |