***High Wycombe Charter Trustees***

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

*Town Clerk: Tel: 01494 421367 Secretary: Tel: not yet allocated*

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| ***Mayor 2021-2022:*** | ***Cllr. Andrea Baughan*** |  | ***Email:*** ***mayor@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 COUNCIL CHAMBER OF THE WYCOMBE AREA OFFICE**

**ON TUESDAY 23 NOVEMBER 2021**

**The meeting began at 6.05 pm**

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| **Present**Cllrs: Andrea Baughan, Marcus Angell, Arman Allam, Mohammed Ayub, Karen Bates, Lesley Clarke OBE, Tony Green, Steve Guy, Darren Hayday, Majid Hussain, Mazamal Hussain, Arif Hussain, Imran Hussain, Matt Knight, Sarfaraz Raja, Melanie Smith, Nathan Thomas, Paul Turner, Julia Wassell and Katrina Wood.Joe Bradshaw (Town Clerk) and Sarah Martin (Mayor’s Secretary) were also in attendance. |
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| 1. | The meeting commenced with prayers led by Revd Wendy Bull |
| 2. | **Apologies**The Town Clerk reported that apologies had been received from:Cllrs Steven Barrett, Orsolya Hayday and Mahboob Hussain JP**.** |
| 3. | **Minutes of the last Charter Trustees Meeting**The Mayor asked Charter Trustees if they had any comments from Charter Trustees from 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 Wednesday 23 September 2021 were a true and accurate record. |
| .4. | **Matters arising from the last meeting.**The Mayor advised that following the last meeting the Town Clerk had spoken to Arif Hussain about the confusion caused when the minutes of the last meeting did not list him on the Standing Sub-Committee despite him raising his hand to join the committee and he therefore assumed that he had been appointed to the committee. The Mayor that following the meeting that Arif advised her that he had spoken to Mahboob Hussain who had agreed to stand down from the Standing Sub-Committee but would still remain on the Finance Sub-Committee. The Mayor asked the Charter Trustees to confirm that they were happy with the revised list of the Charter Trustees who now form the Standing Sub-Committee:Tony Green,Sarfaraz RajaArif HussainMohammed AyubArman AlamAndrea Baughan (as Mayor)Lesley Clarke (as Deputy Mayor) |
| 5.  | **Mayor’s Communications.**The Mayor gave an overview of her Mayoral activities since the last meeting which included The Wycombe Homeless Showcase – included presentation of cheque for £6,000, Chiltern Rangers, visits to a number of local schools, RBL Poppy Launch event at Wycombe Wanderers vs Crewe Alexandra football match, Queen’s Award presentation at Danesfiled House, assembly of poppy boxes, playing walking football with Wycombe Wanderers Sports & Educational Trust at Wycombe Sports Centre, visit to local Brownie groups, attendance at Remembrance Wreath laying event organised by BIDCO, Remembrance Sunday Parade and Service, visit to High Wycombe Fire Station to visit White Watch officers, Christmas Light Switch on in Wycombe Town Centre and a visit to the Hilltop Community kitchen. She advised that she had a number of Christmas related events in her calendar and plans to visit more local schools (especially senior schools) and local sports clubs as well as the local Sea Cadets, Army Cadet Force and Air Training Corps units in High Wycombe. |
| 6. | **Plans for the Annual Reception.**The Mayor gave an outline of her plans for an Annual Reception which was scheduled to be held on 20 January 2022. The Mayor advised that the Reception would include the presentation of the Honorary Freeman scroll to Mr William Reid, the immediate past Town Clerk. |
| 7.  | **Remembrance Sunday** The Town Clerk reported that he had received some feedback on the catering arrangements that were provided at the Riverside Club following the Parade and Service and these anomalies would be corrected for future Battle of Britain and Remembrance Sunday events. The Town Clerk also apologised that Fairtrade coffee had not been offered to guests attending the pre-event refreshments in the Council Offices and would ensure that this would not happen again. He had also received a concern about the fact that no seating was made available for elderly/infirm guests attending the short outside wreath laying ceremony at the War Memorial. The Town Clerk advised that this will be corrected for future Battle of Britain/Remembrance Sunday events so that invited elderly/infirm guests could indicate whether they required seating at the events. Tony Green advised that he was particularly impressed with the arrangements of the parade and despite the absence of a full RAF contingent he thought the cadets, veterans and other organisations were extremely smart on parade. Lesley Clarke attended the Wycombe Marsh event and asked whether the 2 events might be better coordinated in future years so that the Mayor and other Charter Trustees might be able to attend both events. The Town Clerk agreed to discuss the matter with the Chairman of the Wycombe Marsh RBL to ascertain whether they might consider moving their event to the afternoon.. |
| 8. | **Memorial Event for the late Frances Alexander**The Mayor advised that following a meeting that she had had with the daughter of the late Frances Alexander that a decision needs to be made about Charter Trustees as to what their involvement should be in support to a memorial event for Past Mayor and Honorary Burgess Frances Alexander – including whether to support the event financially. Arif Hussain suggested that we do something for Frances given all of the work and asked what funds would be needed. The Town Clerk suggested a sum not exceeding £1K. Julia Wassell asked if the Charter Trustees could resurrect the plan to reprint the colouring book that Frances designed. The Town Clerk agreed to discuss this with the family. Steve Guy highlighted that Frances made a massive contribution to the town and that it would be most appropriate for the CTs to support the event financially. Lesley Clarke added that that she was supportive and believed that we should do something to support the suggestion and perhaps using some of the proceeds raised by the selling of the colouring books. Tony Green raised his concerns about the Charter Trustees making a large financial contribution towards the event but a small contribution to perhaps the refreshments might be acceptable. He added that we need to be very wary about setting a precedence in the event that families of other Past Mayors/Honorary Burgesses seeking funding from Charter Trustees – he did support the printing and selling of the book. The Town Clerk agreed to advise the family that the Charter Trustees would not be agreeable to organising an event but would look at the possibility of making a small financial contribution towards the cost of the event. |
| 9. | **Voluntary Repayment of Furlough Payment to HMRC**Lesley Clarke opened debate on a recommendation proposed by the Finance Sub-Committee to consider returning funds that the Charter Trustees received from HMRC during the COVID-19 pandemic. Discussion ensued around the short paper that the Town Clerk had circulated prior to the meeting outlining the facts and figures. Paul Turner suggested that we retain the funding and suggested that we set up a committee to look at alternative ways of spending the money such as working with the museum on projects connected to the cultural heritage of the town. Arif Hussain felt that if we repaid it that this should be acknowledged in some way by HRMC eg by letter; the Town Clerk advised that the best we could hope for was an email acknowledgement advising that the funds had been received. Julia Wassell acknowledged the kind gesture but in this case suggested that we looked at alternative uses for the money – perhaps the upgrading of the scales or funding the Millennium Clock which needs upgrading. Lesley Clarke reminded Charter Trustees that the Millennium Clock is funded by planning. Tony Green remarked that in his opinion that the funds belongs to the Charter Trustees and in effect belongs to the residents living in the unparished area. He suggested that we need to spend money on upgrading the website and that there are other areas where the money could be spent on such items as Charter Trustee robes and other ceremonial equipment such as Past Mayor and Past Mayoress badges. .Lesley Clarke further added that whilst she agreed that the robes do need to be reviewed and upgraded where necessary and that the scales should be overhauled but nonetheless she felt that the money should be returned to HMRC. Whilst Melanie Smith agreed with Lesley Clarke she suggested that a compromise should be made and that the people of High Wycombe should benefit – even if this meant a reduction in the precept. Katrina Wood agreed with Lesley and concurred with the proposal. Sarfaraz Raja suggested that the money is spent on the people of High Wycombe. Julia Wassell felt that the proposal should be delayed until further investigations have been carried out. The Town Clerk agreed to carry out more research and seek the views of the Chairman of the Association of Charter Trustees and then giving feedback to the Finance Sub-Committee. |
| 10. | **Minutes of the Finance Sub-Committee Meeting**Due to lack of time the Mayor advised that as significant discussion had ensued on the previous agenda item that there were no further issues raised at the Finance Sub-Committee that required further debate by the Charter Trustees. |
| 11. | **Minutes of the Standing Sub-Committee Meeting.**A copy of the minutes of the meeting had been circulated ahead of the meeting and there were no issues which required further discussion by Charter Trustees. |
| 12. | **Date of next meeting**The next meeting of the Charter Trustees of High Wycombe is currently scheduled for Tuesday 18 January 2022 at 6pm |
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| **The meeting closed at 6.52 pm** |