***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 2021-2022:*** | ***Cllr. Arif Hussain*** |  | ***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 21st JUNE 2022**

**The meeting began at 6.02 pm**

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| **Present**  Cllrs: Arif Hussain, Arman Allam, Mohammed Ayub, Karen Bates, Andrea Baughan, Lesley Clarke OBE, Tony Green, Steve Guy, Orsolya Hayday, Darren Hayday, Imran Hussain, Mazamal Hussain, Mahboob Hussain JP, Sarfaraz Raja, Nabeela Rana, Melanie Smith, Nathan Thomas, 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 Mayor opened the meeting and asked his Chaplain Revd Hugh Ellis to say prayers. |
| 2. | **Apologies**  The Town Clerk reported that apologies had been received from:  Cllrs Steven Barrett, Majid Hussain, Matthew Knight and Paul Turner.  **.** |
| 3. | **Minutes of the last Charter Trustees Meeting held on 1st March 2022**  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 1 March 2022 were a true and accurate record of the meeting. |
| .4. | **Matters arising from the last meeting.**  The Mayor reported that there did not appear to be any matters arising from the last meeting but invited Charter Trustees if they wished to make observations. There were no matters raised. |
| 5. | **Mayor’s Communications.**  The Mayor gave a brief outline of the highlights of the engagements that he has undertaken since the last meeting. The Mayor also outlined his plans for a Civic Service and his commitment to support the Platinum Jubilee celebrations. |

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| 6. | **Financial Statement for FY 21/22.**  The Mayor reported that the Town Clerk had circulated the financial statement for the FY 2021/22. He invited Charter to Trustees to ask any questions regarding the finances. He also advised that the finances had been audited by the internal auditor (Richard Mozley) and that any anomalies had been resolved. It was agreed unanimously that the financial statement be submitted to the external auditor ( PKF Littlejohn) for their appropriate action. | |
| 7. | **Notes of the Finance Sub-Committee held on 19 April 2022 and 8 June 2022**  The Mayor invited Charter Trustee Lesley Clarke in her capacity as Chairman of the Finance Sub-Committee to brief Charter Trustees on the meetings held on 19 April 2022 and 8 June 2022 which were circulated prior to the meeting. Cllr Mrs Clarke gave a brief overview on the current finances and advised that the bank account was in a healthy state. | |
| 8. | | **Notes of the Standing Sub-Committee held on 19 April 2022 and 20 June 2022**  The Mayor invited Charter Trustee Tony Green in his capacity as Chairman of the Standing Sub-Committee to brief Charter Trustees on the meetings held on 19 April 2022 and 20 June 2022 which were circulated prior to the meeting. Cllr Green gave a brief overview of the matters that were discussed at the meeting.  Cllr Green also recommend to Charter Trustees that following the Standing Sub-Committee meeting held on 20 June 2022 that the Charter Trustees agree to the proposal that Revd Hugh Ellis be awarded the Mayor’s Medal which would be presented to him at his Farewell Reception. It was agreed unanimously that Revd Hugh Ellis be awarded the Mayor’s Medal. |
| 9. | | **Nominations for membership of the Standing Sub-Committee**  The Mayor advised that In accordance with paragraph 4.5 of the Charter Trustees Handbook that he would like to invite Charter Trustees to put their names forward for membership of the Standing Sub-Committee which deals with any complaints and such other items as may be delegated to it. He advised that the Town Clerk has already received 3 nominations which left 2 positions vacant.  However following lengthy debate due to more nominations being submitted than there were places available it was agreed that the only way forward was for all Charter Trustees attending the meeting to vote on which Charter Trustees of those who had put their names forward to be elected to the committee. Following the voting process which was supervised by the Town Clerk and Mayor’s Secretary the following Charter Trustees were elected to join the Mayor and Deputy Mayor on the Standing Sub-Committee:  1. Lesley Clarke  2. Melanie Smith  3. Imran Hussain  4. Mazamal Hussain  5. Arman Allam |
| 10. | | **Nominations for membership of the Finance Sub-Committee**  The Mayor advised that in accordance with paragraph 4.6 of the Charter Trustees Handbok that he would like to invite Charter Trustees to put their names forward for the Finance Sub-Committee which deals with all financial matters but mainly with the annual audit, the assets of the Charter Trustees, agreeing a precept and the accounts of the Charter Trustees. He advised that the Sub Committee consists of the Mayor, Deputy Mayor and 4 other Charter Trustees nominated by the Charter Trustees body who are selected to serve for one year. He advised that the Town Clerk had already received one nomination which left 3 positions vacant.  Following on from the vote in item 9 above it was agreed that the following Charter Trustees would join the Mayor and Deputy Mayor on the Finance Sub-Committee:  1. Tony Green  2. Majid Hussain  3. Mahboob Hussain  4. Andrea Baughan |
| 11. | | **Any other business**  During the meeting there was discussion on anomalies contained in the Charter Trustees Handbook especially the confusion caused by the wording relating to the appointment of the Mayor. It was agreed unanimously that the handbook required an update and that this work would be initially discussed at the next meeting of the Standing Sub-Committee. |
| 12.. | | **Date of next meeting**  The next meeting of the Charter Trustees of High Wycombe is currently scheduled for Tuesday 20 September 2022 at 6pm. |
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| **The meeting closed at 6.59 pm** | | |