***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 1 MARCH 2022**

**The meeting began at 6.05 pm**

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| **Present**  Cllrs: Andrea Baughan, Arman Allam, Karen Bates, Lesley Clarke OBE, Tony Green, Orsolya Hayday, Mahboob Hussain JP, Majid Hussain, Arif Hussain, Imran Hussain, Sarfaraz Raja, Nabeela Rana, Melanie Smith, Nathan Thomas, Nathan Thomas, Paul Turner 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 advised that her Chaplain had sent her late apologies. |
| 2. | **Apologies**  The Town Clerk reported that apologies had been received from:  Cllrs Steve Guy, Darren Hayday, Mazamal Hussain, Matthew Knight and Julia Wassell.  **.** |
| 3. | **Minutes of the last Charter Trustees Meeting held on 18 January 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 18 January 2022 were a true and accurate record. |
| .4. | **Matters arising from the last meeting.**  The Mayor reported that the only matter arising from the last meeting was that the Town Clerk had confirmed that he had written to HMRC regarding the Coronavirus Job Retention Scheme Grant seeking their guidance. A response of 30 April 2022 had been requested but neither a reply nor an acknowledgement had yet been received. |
| 5. | **Mayor’s Communications.**  The Mayor gave a brief outline of the highlights of the engagements that she has undertaken since the last meeting. |

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| 6. | **Appointment of Mayor for Mayoral Year 2022/23**  The Town Clerk confirmed that he had received one nomination for Mayor for the 2022/23 Mayoral Year and Charter Trustees would be required to proceed through the election process in accordance with the procedures laid down in the Charter Trustees Handbook. The Mayor advised that given the closing date for nominations was Friday 18 February 2022 that she was unable to consider any further nominations at the meeting. The Mayor invited Charter Trustee Lesley Clarke to make her proposal for Mayor. Charter Trustee Lesley Clarke nominated Charter Trustee Arif Hussain to be Town Mayor of High Wycombe for the Mayoral Year 2022/23 and the proposal was seconded by Charter Trustee Sarfaraz Raja. The Mayor then asked Charter Trustee Arif Hussain to demonstrate his fitness to be Town Mayor of High Wycombe and to inform Charter Trustees of his nomination for Deputy Mayor. Charter Trustee Arif Hussain outlined his aims and objectives for the 2022/23 Mayoral Year and advised that Charter Trustee Nabeela Rana would be his Deputy Mayor. The Mayor added that Charter Trustee Arif Hussain has been very supportive to her during her Mayoral Year and has attended all but one event that she had hosted as well as attending all of the Charter Trustee meetings. The Mayor advised that given that there is only one nomination for Mayor she would not ask Charter Trustee Arif Hussain to leave the room but invited Charter Trustees to question him on his plans. A number of Charter Trustees asked questions and these were all answered by Charter Trustee Arif Hussain. They Mayor then asked those Charter Trustees who had been present to hear the proposal, seconding and candidate address to vote on election and advised that there would be no proxies as only those Charter Trustees who were physically present for the whole process were entitled to vote. The Mayor asked for a show of hands from those who wish to support the proposal that Charter Trustee Arif Hussain be elected as Town Mayor of High Wycombe for the coming 2022/23 Mayoral Year. Fourteen Charter Trustees supported his nomination as Mayor but one Charter Trustee abstained and there were no Charter Trustees who voted against his election. The Mayor requested that the result of the election be recorded by the Town Clerk and the winners of the election shall be Charter Trustee Arif Hussain - Mayor Elect and Charter Trustee Nabeela Rana - Deputy Mayor Elect for the next Mayoral Year. She further advised that the names of the Mayor Elect and Deputy Mayor Elect shall not be published or disclosed until 14 May 2022 which is 2 weeks before the annual Mayor Making Ceremony on Saturday 28 May 2022. The Town Clerk agreed to publish the names of the Mayor Elect and Deputy Mayor Elect and the Mayor request that these details remain confidential until the announcement date. |
| 7. | **Minutes of the Finance Sub-Committee held on 31 January 2022**  The Mayor invited Charter Trustee Lesley Clarke in her capacity as Chairman of the Finance Sub-Committee to brief Charter Trustees on the minutes of the meeting held on 31st January 2022 which were circulated prior to the meeting. The Chairman gave a resume from the notes - especially on the calculation of precept. Charter Trustee Sarfaraz Raja asked if we could do something for Revd Hugh Ellis before his departure. Perhaps appoint him as an Honorary Freeman. It was agreed that this would be discussed at a future Standing Committee meeting. Charter Trustee Tony Green added that as Hugh had done so much in the town that he proposed that the Charter Trustees Host a Farewell Reception in his honour. The Town Clerk agreed to speak to Hugh Ellis to find a date/venue which would be circulated to Charter Trustees when finalised. The Charter Trustees agreed unanimously to both proposals.. |

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| 8. | **Any other business**  None  . |
| 9. | **Date of next meeting**  The next meeting of the Charter Trustees of High Wycombe is currently scheduled for Tuesday 21st June 2022 at 6pm |
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| **The meeting closed at 6.57 pm** | |