***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 2022-2023:*** | ***Cllr. Arif Hussain*** |  | ***Email:*** ***Arif.Hussain@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*** |

**NOTES OF A MEETING OF THE STANDING SUB-COMMITTEE**

**HELD IN THE MAYOR’S PARLOUR**

**ON WEDNESDAY 14 DECEMBER 2022**

**The meeting opened at 6 pm.**

**Present:**

Cllrs: Lesley Clarke OBE (Chairman), Arif Hussain (Mayor), Arman Allam, Imran Hussain, and Mazamal Hussain. Mr Joe Bradshaw MVO was also in attendance

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| **Min****Ref** | **Discussion** | **Actions** |
|  | The Mayor welcomed everyone to the meeting and thanked those present for attending. |  |
| 1. | **MINUTES OF THE LAST MEETING**The minutes of the last meeting were recorded as a true record. |  |
| 2. | **MATTERS ARISING FROM THE LAST MEETING**There were no matters arising that are not covered under the agenda below.  |  |
| 3. | **APOLOGIES**The Town Clerk reported that he had received apologies from Nabeela Rana and Melanie Smith. |  |
| 4. | **RECRUITMENT OF TOWN CRIER – UPDATE**The Town Clerk advised that he had received an expression of interest for the role of Town Clerk that he would follow up on after the meeting to ascertain whether the individual is suitable for the role. |  |

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| 5. | **REVIEW OF CHARTER TRUSTEES HANDBOOK**The Chairman asked the sub committee members to review the Review of Charter Trustees Handbook document which had been circulated prior to the meeting. Following further lengthy discussion on some of the suggested amendments it was agreed that the Town Clerk amended the document to reflect the changes that had been agreed. He was also asked to re-circulate it to members of the Standing Sub-Committee. The Chairman also requested that the item be placed on the agenda for the Charter Trustees meeting on 17 January 2023 but that Charter Trustees should have the opportunity to make any comments on the document prior to the meeting given the limited amount of time available to discuss the changes at that meeting.  | Town Clerk to update and circulate to CTs for comment by 13 Jan 23 and include on next CT mtg agenda |
| 6. | **REMEMBERANCE PARADE AND CHURCH SERVICE FEEDBACK**The Town Clerk advised that despite a number of minor concerns that the feedback from the Remembrance Sunday event had been positive. He advised that he had asked Ben Eales to arrange additional matting for the Charter Trustees. Some committee members expressed their disappointment at the number of Charter Trustees who had not attended nor responded to the invitation to the event. The Town Clerk also advised that he had been approached by one of our VIP guests who requested that his wife be included in the Mayor’s procession rather than have to process with the Mayoress Party. It was agreed that only those listed in the Charter Trustee Handbook are included in the procession list. |  |
| 7. | **ANNUAL RECEPTION GUEST LIST**The guest list was reviewed and the necessary minor amendments would be incorporated into the next amendment of the Charter Trustee Handbook. |  |
| 8. | **PLANS FOR A CORONATION EVENT**The Mayor advised that at the meeting of the Finance Sub-Committee that a sum of £3K had been agreed (as part of the budget estimate for FY23/24) to cover the cost of an event to commemorate the Coronation. The Town Clerk advised that he was awaiting guidance from the Buckinghamshire Lieutenancy Office regarding what type of event might be suitable following their discussions with Buckingham Palace. The Town Clerk also agreed to liaise with Wycombe BIDCO regarding their plans for the Coronation weekend so that they could be dovetailed with the Charter Trustee led event. |  |

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| 9. | **SCHEDULING OF THE NOMINATIONS COMMITTEE**The Town Clerk advised that nominations for Honorary Freemen/Freewomen, Mayor’s Medals, etc should normally be discussed in June and September. He agreed to schedule further Standing-Sub committee meetings during those months and to seek nominations from Charter Trustees well ahead of those meetings. |  |
| 10. | **ANY OTHER BUSINESS**There was no other business to be discussed. |  |
| 11. | **DATE OF NEXT MEETING**It was agreed that a further meeting of the Standing Sub-Committee would be held in the Spring to review the plans for the Annual General Meeting, Weighing-in Ceremony and Annual Reception. The Chairman and Town Clerk agreed to liaise and publish the date in 2023. |  |



**Joe Bradshaw**

**Clerk and Treasurer**

**to the High Wycombe Charter Trustees**

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