***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. Andrea Baughan*** |  | ***Email:*** ***mayor@buckinghamshire.gov.uk*** |
| ***Town Clerk & Treasurer:*** | ***Mr Joe Bradshaw MVO*** |  | ***Email: Joe.Bradshaw1@buckinghamshire.gov.uk*** |
| ***Mayor's Secretary:*** | ***Mrs. 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 WEDNESDAY 28 JULY 2021**

**The meeting began at 6.00 pm**

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| **Present**Cllrs: Andrea Baughan, Mohammed Ayub, Karen Bates, Lesley Clarke OBE, Darren Hayday, Mahboob Hussain JP, Majid Hussain, Arif Hussain, Imran Hussain, Nabeela Rana, Sarfaraz Raja, Melanie Smith, Paul Turner, Julia Wassell, Katrina Wood and Joe Bradshaw (Town Clerk)  |
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| 1.2. | The meeting commenced with prayers led by Imam Haseeb Jahangir**Minutes of the last Charter Trustees Meeting**The Mayor asked those Charter Trustees who attended the previous meeting for their approval of the minutes that had been presented following the meeting. The minutes of the meeting held on Tuesday 22nd March 2021 were agreed. |
| 3. | **Apologies**The Town Clerk reported that apologies had been received from:Cllrs Arman Alam, Marcus Angell, Steven Barrett, Tony Green, Steve Guy, Orsolya Hayday, Mazamal Hussain, Matt Knight, and Nathan Thomas, **.** |
| .4. | **Matters arising from the last meeting**The Mayor suggested that there did not appear to be any matters arising from the minutes of the last meeting and asked Charter Trustees if they required clarification on any of the agenda items. There were no matters arising. |
| 5.  | **Mayor’s Communications**The Mayor gave an overview of her year in office to-date and gave a briefing on the plans for her Mayoral Year. She emphasised that the role of Charter Trustees was non-political and hoped that all Charter Trustees would support Mayoral events wherever possible. She also asked for the agreement of Charter Trustees for Mayoral participation in the Wycombe Fayre event on Sunday 12 October which was being organised by the Wycombe BIDCO which would include a Mock Weighing-In ceremony as part of the National Heritage Week celebrations.  |
| 6. | **Process for the Selection of the Mayor’s Secretary**The Mayor announced that Miss Sarah Martin had been appointed as Mayor’s Secretary and would commence her duties on Monday 9 August. She explained that Sarah would be initially appointed on a 20-hour a week contract but that her hours would be much more flexible than hitherto allowing Sarah to undertake hybrid working in line with the model currently adopted by Buckinghamshire Council. She explained that Charter Trustees Lesley Clarke, Mazamal Hussain and herself had carried out the selection and interview process which had been the same Charter Trustee appointments used for the process when Sandra Snaith was recruited to the position when the Mayor, Deputy Mayor and a previous Past Mayor had been involved. She asked the Town Clerk to give a short brief on the process. He advised that when he arrived in post on 1 August 2020 that Sandra advised him that she wanted to leave her role as Mayor’s Secretary but was prepared to delay her departure until after the Mayor Making ceremony in 2021. For the vast majority of the last 15 months he reported that Sandra had been furloughed and only returned to full time work in May 2021. Sandra submitted a letter of resignation from Sandra on 20 April 2021 advising that she would be leaving her post at the end of June. The Town Clerk had a number of conversations with the Mayor and the Mayor Elect and Deputy Mayor Elect to put together a plan of action for the recruitment of the new secretary. This included the rewriting of a Job Application Form, Job Description, Person Specification and Contract. Furthermore on the advice of members of the Standing and Finance Sub-Committees it was agreed that the working hours should revert from 25 hours to 20 hours – these had been in place when Sandra arrived. The Town Clerk stressed the importance of the Mayor’s Secretary having the capability of undertaking flexible working hours and the ability for the new incumbent to work from home was also a key factor in the selection of the new Secretary. The job was advertised in the Bucks Free Press (print and on-line) and on the gov.uk website. He advised that we received 13 expressions of interest for the role but only 7 formal application forms. At a meeting held in the Mayor’s Parlour the Mayor, Mayor Elect and Deputy Mayor Elect selected the 5 candidates who were to be shortlisted for interview. Interviews took place on 10 June and 17 June. Following the final interview the 3 panel members agreed unanimously that they should offer the role of Mayor’s Secretary to Sarah who had been working for World Duty Free at Heathrow Airport and has excellent interpersonal skills which were clearly demonstrated during her interview. She has extensive knowledge of Powerpoint, Excell and Word and a wide range of other IT systems. The Town Clerk reported that she will play a crucial rebuilding of the CT Website and has the necessary skills and experience to deliver this undertaking..  |
| 7.  | **Mayor’s Plaques and Past Mayor/Mayoress badges.** Following a number of complaints about the handing out of Mayor’s plaques the Mayor asked the Town Clerk to brief on a recommendation that he would like to make on the issue of Plaques and Past Mayor/Mayoress badges. The Town Clerk advised that he had received complaints from a number of Past Mayors about the handing out of the Mayor’s plaques. He suggested that there is no clear guidance in the CT Handbook nor is there a proper log of plaques being handed out. He recommended that with immediate effect that ALL plaques handed out are entered into an official log book and that their award should be approved by the Standing Sub-Committee. Furthermore each plaque should include an engraved brass plate explaining why the plaque had been awarded. The Town Clerk advised that he would include the matter on the agenda for the first meeting of the Standing Sub-Committee.He also reported that he had discovered that there is no log of Past Mayors badges being issued and as a result we need to purchase new badges for future outgoing Mayors. His investigations revealed that at least one Past Mayor badge has gone missing. Given that they are an expensive item he recommended that in future that they will be kept in the safe and issued on signature to the outgoing Mayor. He also recommended that If a Past Mayor loses their badge they will be required to purchase a badge – they should be able to reclaim the cost on their insurance policy! The Town Clerk agreed to add these matters to the agenda for the next Standing Sub-Committee meeting.. |
| 8. | **Financial Statement for FY 2020/21**The Mayor invited the Town Clerk to give a short briefing on the accounting statement for the financial year ending 31st March 2021. The Town Clerk advised that he had distributed the financial records for Charter Trustee approval (a copy is enclosed with these minutes). He advised that detailed instructions relating to the Annual Governance and Accountability Return for the year ending 31 March 2021 have followed the detailed guidance of the External Auditor. The accounts have been internally audited and he was now required to present them to the Charter Trustees for approval. The Mayor asked Charter Trustees to approve the financial statement and it was agreed unanimously that they were a true and accurate record. |
| 9. | **Plans for the Annual Reception**The Mayor advised that whilst she was sad that the Annual Reception could not go ahead following the Annual General Meeting and Weighing In ceremony on 12 June that she was optimistic that a Reception could be held once the Town Hall was fully open and that she would work with the Mayor’s Secretary to find a date. She advised that she would update Charter Trustees on the plans at the next meeting in September. |
| 10. | **Update on Battle of Britain Church Service**The Mayor was delighted to announce that she had received an email from Councillor Steve Bowles, Cabinet Member of Communities at Buckinghamshire Council that following a Member Devolution Board meeting that he wanted to progress the devolution of the Battle of Britain Annual Church Service from Buckinghamshire Council to the Charter Trustees of High Wycombe. He had further advised that the final confirmation was unlikely to be given until mid-August at the earliest. The Town Clerk added that whilst Buckinghamshire Council had started the planning that there was still quite a bit of work to do to make the event happen. |
| 11.  | **Nominations for membership of the Standing Sub-Committee**The Mayor asked for nominations for the Standing Sub-Committee and it was agreed that the following Charter Trustees would be members for the forthcoming Mayoral Year:Tony Green,Sarfaraz RajaMahboob HussainMohammed AyubArman AlamAndrea Baughan (as Mayor)Lesley Clarke (as Deputy Mayor) |
| 12. | **Nominations for membership of the Finance Sub-Committee**The Mayor asked for nominations for the Finance Sub-Committee and it was agreed that the following Charter Trustees would be members for the forthcoming Mayoral Year:Tony GreenMahboob HussainMajid HussainKatrina WoodNabeela RanaAndrea Baughan (as Mayor)Lesley Clarke (as Deputy Mayor) |
| 13. | **Date of next meeting**The next meeting of the Charter Trustees of High Wycombe is currently scheduled for Thursday 23 September at 6pm |
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| **The meeting closed at 6.45pm** |