***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. Mazamal Hussain*** |  | ***Email:***  ***mayor@buckinghamshire.gov.uk*** |
| ***Town Clerk & Treasurer:*** | ***Mr Joe Bradshaw MVO*** |  | ***Email: Joe.Bradshaw1@buckinghamshire.gov.uk*** |
| ***Mayor's Secretary:*** | ***Mrs. Sandra Snaith*** |  | ***Email: Sandra.Snaith@buckinghamshire.gov.uk*** |

**MINUTES OF A MEETING OF THE CHARTER TRUSTEES**

**HELD ON MICROSOFT TEAMS**

**ON TUESDAY 12th JANUARY 2021**

**The meeting began at 7.32pm**

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| **Present**  Cllrs: Alan Hill, Lesley Clarke OBE, Mahboob Hussain JP, Tony Green, Sebert Graham, Nigel Teesdale, Julia Wassell, Arif Hussain, Ray Farmer, Mohammed Hanif, Khalil Ahmed, Zia Ahmed, Matt Knight, Brian Pearce, Rafiq Raja, Marten Clarke, Mohammed Asif, Abdullah Hashmi JP, Andrea Baughan, Sarfaraz Raja and Joe Bradshaw (Town Clerk) | |
| **Apologies**  Cllr Mazamal Hussain | |
| 1.  2. | The meeting commenced with prayers led by Revd Hugh Ellis  **Minutes of the last Charter Trustees Meeting**  The minutes of the meeting held on Tuesday 21st January 2020 were agreed. |
| 3. | **Matters arising from the last meeting** |
| 4. | **Condolences**  The Deputy Mayor asked the Charter Trustees to join him in recording a message of Condolence following the death of Frances Alexander. Several Charter Trustees highlighted the massive amount of work that she had carried out in the town during her time as a Councillor and during recent years. Discussion ensued on plans for the plans for a Memorial Service and how the Charter Trustees could support the fundraising efforts for a tree and bench. The Town Clerk announced that he was working with the family on the memorial plans and would investigate how much is needed so that Charter Trustees might be able to make donations or support the fundraising campaign. |
| 5. | **Mayor’s Communications**  The Deputy Mayor gave a brief overview of the Mayor’s activities that had been undertaken during his year in office to-date which had been severely limited by the COVID-19 pandemic. He mentioned that whilst activities had been taken to commemorate VJ Day and Remembrance Sunday the events had to be drastically reduced because of the strict social distancing guidelines; especially during the Lockdown period. |
| 6. | **Repairs to the Mace**  The Town Clerk advised that his predecessor had asked Tony Moth to look at re-guilding of the Mace after the Civic Service. However due to COVID-19 this was not taken forward. The initial quote from Tony Moth was £1,700. However Zurich Insurance advised that with effect from 1st November 2020 that the insurance cover that extends to the Mace requires that if is removed from its normal place of storage for an event or repair that it must be transported in a secure carry case which is deemed sufficient for such a value by a competent third party and that if it is kept away from its current location overnight that it is stored in a secure vault. The Town Clerk advised that he was unable to obtain this reassurance from Tony Moth and would make further investigations with Bourne End Jewellery once they reopen after lockdown. There was debate as to whether spending such a large of money could be justified during the pandemic but the Town Clerk advised that he would provide the necessary estimates and also ensure that any temporary move of the Mace would be approved by the insurance company in the event that the Charter Trustees wished to proceed with any future repairs. |
| 7. | **Review of Standing Sub Committee Minutes dated 30 September 2020**  The Deputy Mayor asked Charter Trustees to review the minutes of the Standing Sub Committee Meeting which had been held on 30 September 2020. A number of Charter Trustees were extremely concerned that the Mayor had been allowed to vote in the hearing of the complaint that had been submitted by Cllr Sebert Graham. Cllr Ray Farmer was greatly shocked that the Mayor’s behaviour had not been dealt with in the correct manner and sought assurance that proper procedures had been followed in dealing with the complaint. The Town Clerk advised that he had been naïve in dealing with the organisation of the voting at the meeting. He had initially advised the Mayor that he would not be able to cast a vote at but when this was challenged he sought the support of a senior democratic services officer at Buckinghamshire Council who confirmed that it would be In order for the Mayor to vote!. Following lengthy debate it was agreed by a majority of Charter Trustees that the minutes of the Standing Sub Committee should be ratified but that the Town Clerk should seek guidance from the Association of Charter Trustees and the Monitoring Officer at Buckinghamshire Council with a view to amending the wording of the handbook to ensure that there is clarity in future regarding the Complaints Procedure and Mayoral Protocol. The Town Clerk agreed to take this matter forward and present his findings to the Standing Sub-Committee at their next meeting. |
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|  | **Review of Finance Sub Committee Minutes dated 5 November 2020**  The minutes of the Finance Committee held on 5 November 2020 were agreed. |
|  | **Pension Payment to Sandra Snaith:**  The Deputy Mayor advised that due to the Confidential nature of this agenda item that this matter should not be discussed at an open meeting. |
| **The meeting closed at 8.35 pm** | |