***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 2023-2024:*** | ***Cllr. Paul Turner*** |  | ***Email:*** ***Paul.Turner@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 THURSDAY 14 DECEMBER 2023**

**The meeting opened at 5.15pm.**

**Present:**

Cllrs: Lesley Clarke OBE (Chairman), Paul Turner (Mayor), Nathan Thomas (Deputy Mayor) Andrea Baughan and Sarfaraz Raja. Mr Joe Bradshaw MVO and Cllrs Tony Green and Nabeela Rana were also in attendance by permission of the Chairman.

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| **Min****Ref** | **Discussion** | **Actions** |
|  | The Chairman welcomed everyone to the meeting and thanked those present for attending. |  |
| 1. | **NOTES OF THE LAST MEETING**The notes of the last meeting were recorded as a true record. |  |
| 2. | **MATTERS ARISING FROM THE LAST MEETING**There were no matters arising from the last meeting.  |  |
| 3. | **APOLOGIES**The Town Clerk reported that he had not received any apologies. |  |
| 4. | **WASH UP OF REMEMBRANCE SUNDAY EVENT HELD ON** **12 NOVEMBER 2023**The Town Clerk and Cllr Tony Green advised that they had both attended a wash-up meeting of the main Remembrance Sunday Organising Committee and a number of measures would be taken forward in next year’s planning. It was agreed that some issues arose from the short-notice departure of the RAF High Wycombe Station Warrant Officer a few weeks prior to the event which impact on the late planning and execution of the event. Fortunately Warrant Officer Linda Clarke had stepped in and was able to ensure that many of the “loose-ends” were tied-up with the support of Squadron Leader Steve Marshall. The main issue was the early arrival of the Mayor’s Procession at the War Memorial and it was agreed that the departure time from the Wycombe Area Office would be delayed by at least 10 minutes at the 2024 event. It was also agreed that the Mayor and Lord-Lieutenant (or her representative) would carry out an inspection of the Parade prior to them moving off. There had been a suggestion that the inspection takes place outside All Saints Church but it was agreed that this was not practical due to space limitations and that the inspection would take place in the service-road adjacent to the Wycombe Swan.. The Town Clerk also advised that there were a number of errors in the Order of Service that had not been spotted during the final checking process. Whilst the responsibility of preparing the Order of Service is taken on by RAF High Wycombe with the support of All Saints Church it was agreed that the Town Clerk and Mayor’s Secretary would be more involved in the final drafting process next year.It was also agreed to liaise with the Riverside Club to make arrangements for refreshments to be served to Cadets and Veterans prior to the Parade. It was agreed that this would be included in the planning process for the 2024 event. | Town Clerk to add to 2024 planTown Clerk to add to 2024 planTown Clerk to add to 2024 plan |
| 5. | **PLANS FOR EVENTS TO COMMEMORATE 50th ANNIVERSARY OF CHARTER TRUSTEES IN 2024**The following was agreed:The event should be held over the weekend following Easter – eg 6/7 April as Easter Monday falls on 1 April 2024.To consider the design of a 50 year badge for Charter Trustees, Hon Freemen, Burgesses, etc.To look at venue for a display of the Charter Trustees Memorabilia – Oak Room or GuildhallTo look at security arrangements to ensure that valuable items are not in danger of being stolen or damaged.To make contact with our insurance company to look at additional insurance costs of having items on display away from their normal location..To investigate plans to display memorabilia on the Mayor’s website for display and make early contact with Dave Marriott to get him involved in the project.To Invite all Past Mayors to the event – group photographTo Look at digitalising copies of all memorabilia and having them available in printed form for future visitors as a giveaway..To set up a Working group to meet up in in January 2024. Following members agreed to join the working group:Paul TurnerLesley ClarkeNathan ThomasAndrea BaughanTony GreenNabeela RanaSarfaraz RajaThe Town Clerk and Mayor’s Secretary would also attend meetings. | Mayor to set-up date after visit to the Oakroom |
| 6. | **TOWN CRIER – REVIEW OF PROBATIONARY PERIOD**It was agreed unanimously that Gordon Reilly had satisfactorily fulfilled his probationary period especially in support of the Remembrance Sunday event and the Christmas Light Switch On ceremony. | Chairman to email Matt Knight |
| 7.. | **DISCUSSIONS ON POSSIBLE NOMINATIONS TO BE DISCUSSED AHEAD OF THE NOMINATIONS MEETING TO CONSIDER POTENTIAL HONORARY FREEMEN AND MAYOR’S MEDAL CANDIDATES AHEAD OF THE MARCH 2024 MEETING**A small number of potential recipients were discussed and it was agreed that members of the Standing Sub-Committee would be proactive in promoting nominations over the next few months.The Chairman requested that the Town Clerk sends an email to all Charter Trustees seeking nominations along with a list of previous Mayor’s Medal recipients. | Town Clerk to send email to remind Charter Trustees that nominations are being sought at the March SSC meeting |
| 8. | **RECRUITMENT OF NEW TOWN CLERK – TIMESCALES**The Chairman recommended that the handover for the incoming Town Clerk should be a 2-month period and to ensure that it included the Mayor Making ceremony and the end of year audit of the Charter Trustee Accounts.It was understood that Charles Meakings had expressed an interested in the position and the Chairman asked the Town Clerk to make contact with him to ascertain whether he might be interested in expressing an interest in the position. The Town Clerk advised that he would arrange for a “job advert” to be promulgated on FACEBOOK, Mayor’s Website and also circulated to Charter Trustees, BALC and other interested parties | Town Clerk to publicise vacancy |
| 9. | **DATE OF NEXT MEETING**It was agreed that a further meeting of the Standing Sub-Committee would be held in March 2024 to review nominations for Honorary Aldermen and Mayor’s Medal candidates. | Town Clerk to liaise with Mayor and Chairman of SSC to agree date. |



**Joe Bradshaw**

**Clerk and Treasurer**

**to the High Wycombe Charter Trustees**

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