***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*** |

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

**HELD IN THE COUNCIL CHAMBER OF THE WYCOMBE AREA OFFICE**

**ON 17 JANUARY 2023**

**The meeting began at 6.03 pm**

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| **Present**  Cllrs: Arif Hussain, Arman Allam, Mohammed Ayub, Karen Bates, Andrea Baughan, Lesley Clarke OBE, Tony Green, Steve Guy, Darren Hayday, Orsolya Hayday, Imran Hussain, Mahboob Hussain JP, Majid Hussain, Mazamal Hussain, Nabeela Rana, Melanie Smith, Nathan Thomas, Paul Turner, Julia Wassell 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 asked Revd Gareth Morley to say prayers. |
| 2. | **Apologies**  The Town Clerk reported that apologies had been received from:  Cllr Matthew Knight |
| 3. | **Minutes of the last Charter Trustees Meeting held on 22 November 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 22 November 2022 were a true and accurate record of the meeting. |
| 4. | **Matters arising from the last meeting.**  The Mayor reported that there did not appear to be any matters arising from the last meeting but invited Charter Trustees if they wished to make observations. There were no matters raised. |
| 5. | **Mayor’s Communications.**  The Mayor gave a brief overview on the events that he had attended since the last meeting.  The Mayor also outlined his plans for the remainder of his Mayoral Year. |
| 6. | **Review of Charter Trustees Handbook**  The Mayor invited Charter Trustee Lesley Clarke, Chairman of the Standing Sub-Committee, to give a short brief on the review of the Charter Trustee Handbook.  The Chairman briefed the Charter Trustees on the outcome of the review of the Charter Trustees Handbook. The document outlining proposed changes had been circulated prior to the meeting. She also advised that Julia Wassell had made a late proposal that the seniority of the Mayor should be considered when nominating the Mayor for the forthcoming year. As this would require changes to made to the Charter Trustee Handbook it was included in this agenda item. After discussion and debate it was agreed not to change the guidance contained in Appendix A of the Charter Trustee Handbook.  Following further discussion and debate it was agreed that the document required further amendment and the Chairman of the Standing Sub-Committee asked all Charter Trustees to email her with any changes that should be considered at the next meeting of the Standing Sub-Committee. |
| 7. | **Nominations for Town Mayor of High Wycombe for the 2023/24**  The Mayor advised that the information for the process to elect the Mayor and Deputy Mayor is set out in Appendix A to the Charter Trustees’ Handbook. He announced that nominations will be considered for the next Mayor at the March Charter Trustees meeting to be held on Tuesday 7 March 2023 and that nominations should be submitted to the Town Clerk by Friday 17 February 2023. He remind Charter Trustees that the proposer and seconder for any Mayoral Candidate shall be a Charter Trustee. |
| 8. | **Notes of Standing Sub-Committee Meeting held on 14 December 2022**  The Mayor invited Charter Trustee Lesley Clarke, Chairman of the Standing Sub-Committee to give a short brief on the notes taken at the Standing Sub-Committee meeting held on 14 December 2022. Given that there had already been lengthy debate on the revision of the Charter Trustee handbook there were no further items from the notes that required further explanation. |
| 9. | **Notes of Finance Sub-Committee Meeting held on 14 December 2022**  The Mayor asked Charter Trustee Mahboob Hussain, Chairman of the Finance Sub-Committee to give a short brief on the notes taken at the Finance Sub-Committee meeting held on 14 December 2022. Charter Trustee Hussain reported that the finances were in a very healthy position and forecast that there would be a slight underspend at the end of the current financial year. He also reported that the Finance Sub-Committee had set a precept of £59,200 which would mean a 1.59% decrease in the Charter Trustees of High Wycombe Council Tax for the next FY. |
| 10.. | **Date of next meeting**  The next meeting of the Charter Trustees of High Wycombe is currently scheduled for Tuesday 7 March 2023 at 6pm |
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| **The meeting closed at 6.58 pm** | |