***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 2021-2022:*** | ***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 TUESDAY 4 OCTOBER 2022**

**The meeting began at 6.04 pm**

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| **Present**  Cllrs: Arif Hussain, Mohammed Ayub, Karen Bates, Andrea Baughan, Lesley Clarke OBE, Tony Green, Darren Hayday, Orsolya Hayday, Imran Hussain, Mazamal Hussain, Majid Hussain, Mahboob Hussain JP, Matthew Knight, 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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|  | **Prior to the start of the meeting the Mayor asked Charter Trustees to observe a minute’s silence for Her Late Her Majesty Queen Elizabeth II** | |
| 1. | The Mayor opened the meeting and asked Revd Jackie Locke to say prayers. | |
| 2. | **Apologies**  The Town Clerk reported that apologies had been received from:  Cllrs Steven Barrett, Steve Guy and Sarfaraz Raja | |
| 3. | **Minutes of the last Charter Trustees Meeting held on 21 June 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 21 June 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 which included the High Wycombe Civic Service, the Proclamation ceremonies for the new King in Aylesbury and High Wycombe, the Battle of Britain Service at All Saints Church and the Memorial Service for Her Late Majesty Queen Elizabeth II at All Saints Church. He also outlined his plans for the next 3 months. | |
| 6. | **Notes of the Finance Sub Committee Meeting held on 27 July 2022.**  The Mayor invited Charter Trustee Mahboob Hussain in his capacity as Chairman of the Finance Sub-Committee to brief Charter Trustees on the of the meeting held on 27 July 2022 which were circulated prior to the meeting. Mahboob Hussain briefed on some of the key matters raised at the meeting including his appointment as Chairman and Tony Green as Vice-Chairman. The Town Clerk confirmed that he would be dealing with the matters arising from the external audit. | |
| 7. | **Notes of the Standing Sub-Committee held on 24 August 2022.**  The Mayor invited Charter Trustee Lesley Green in her capacity as Chairman of the Standing Sub-Committee to brief Charter Trustees on the meetings held on 24 August 2022 which were circulated prior to the meeting. Lesley Clarke gave a short resume of the notes taken at the meeting. Tony Green questioned why the Finance Committee had not been approached for approval for Charter Trustees to attend the ACCT AGM. The Mayor advised that he made a decision not to attend based on the cost of travelling and hotel expenses. Nathan Thomas asked for an update on the progress of the changes to the Charter Trustee Handbook. The Town Clerk advised that work had started and first draft of revised handbook would bemade available to Charter Trustees following the next Standing Sub-Committee meeting (scheduled for December 2022). | |
| 8. | | **Recruitment of Town Crier.**  The Mayor announced that he had have received a letter of resignation from Jon Taylor advising me that he has decided to resign from his position as Town Crier. The Standing Sub-Committee have agreed a draft Job Description which had been distributed for information and comment. The Mayor asked Charter Trustees if they had any questions on the draft. It was agreed that the Job Description would be distributed by the Town Clerk and added to the website and FACEBOOK pages. |
| 9. | | **Memorial for Her Late Majesty Queen Elizabeth II**  The Mayor invited Lesley Clarke to brief Charter Trustees on the possibility of a Commemorative Mural for Her Late Majesty Queen Elizabeth II being created for the wall adjacent to the Library Garden. It was agreed that Charter Trustees needed to look at the legality of using the wall and using Charter Trustee Funds before moving forward with the project. Mahboob Hussain seconded the proposal. Nathan Thomas did not support the idea. Tony Green asked who would be responsible for the ongoing maintenance costs and also asked that Buckinghamshire Council be contacted in the first instance to ascertain whether they might have any plans to create a memorial in the town. Darren Hayday also voiced his concerns about the ongoing maintenance costs and recommended that the planting of a tree might be a more acceptable suggestion. It was agreed that Lesley Clarke, Mahboob Hussain, Tony Green and Melanie Smith would take this initiative forward for debate at a future Charter Trustee meeting. |
| 10. | | **Any Other Business**  Lesley Clarke recommended that Kathy Dix be nominated for the award of a Mayor’s Medal. She advised Charter Trustees that Kathy Dix is a local person born in Loudwater and has been a longstanding member of several local charities in the town of High Wycombe. Kathy is very much a person to champion those in need. As a local persion she is highly regarded by those who know her and those many people she has helped over the years. She is a straight-talking person and she is not one to be taken advantage of. Some of the charities that he has a longstanding relationship with are:    **ShopMobility** – the charity that supplies wheelchairs for shoppers in the town – where she has been a member for over 22 years, first being the Council’s nominated representative, and has subsequently volunteered with this charity and worked in the shop for 12 years which covers about 2813 hours, perhaps a lot more with other events that she has been involved in with this charity. She is a dedicated trustee member of the ShopMobility Committee and has held several positions from Trustee to Chairman over the years.  Kathy was also the instigator of **Furniture Project** which is now run by Wycombe’s oldest charity, namely **Central Aid**. She felt that it was both unacceptable and a great pity that a lot of furniture was merely dumped and sent to landfill that she pushed for the Furniture Project, putting a lot of work in to setting this up and it is still very much an ongoing service offered by Central Aid.  Furthermore Kathy has been a Trustee for many years of **Wycombe Almshouses** and has held many positions on that charitable body. Until recently she was Vice-Chairman. Again she has spent many hours helping with this charity and it is not unknown for her to be on the list to be called out when there are out-of-hours problems at the Almhouses.  Kathy was a former Councillor on Wycombe District Council from 1987 to 1991 and again from 1999 to 2002. She was also a Charter Trustee.  In summary Lesley Clarke recommended that Kathy deserves to be acknowledged for the work that she has undertaken for those in need and the local community and despite her ongoing health problems is deserving of the award of a Mayor’s Medal.  Darren Hayday seconded the nomination.  **It was agreed unanimously that Kathy Dix be awarded the Mayor’s Medal.**  Charter Trustee Nathan Thomas recommended that Jon Taylor fully met the criteria for the award of Honorary Freeman for his support to the Mayoralty and Charter Trustees as an outstanding Town Crier over a very long period. Furthermore given his lengthy service in HM Forces and Thames Valley Police and for his support to the Horses Trust he should be considered as an ideal candidate to be an Honorary Freeman of the town.  Charter Trustee Tony Green seconded the proposal.  Charter Trustee Lesley Clarke questioned whether Jon would wish to come to the many events that would be hosted by Charter Trustees given that one of the reasons he had mentioned in his resignation letter was that he felt he was no longer able to support Charter Trustees at future civic events! It was agreed that he be approached to ascertain whether he would wish to accept the honour of being granted a Honorary Freeman. It was agreed that the Town Clerk should take this forward and speak to Jon Taylor to ascertain whether he would wish to accept the award and report his findings to the next meeting of Charter Trustees on 22 November. |
| 11. | | **Date of next meeting**  The next meeting of the Charter Trustees of High Wycombe is currently scheduled for Tuesday 22 November 2022 at 6pm |
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| **The meeting closed at 6.51 pm** | | |