***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*** |

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

**HELD IN THE COUNCIL CHAMBER, HIGH WYCOMBE**

**ON TUESDAY 23 JANUARY 2024**

**The meeting began at 6.02 pm**

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| **Present**  Cllrs: Paul Turner, Arman Allam, Mohammed Ayub, Karen Bates, Andrea Baughan, Tony Green, Steve Guy, Darren Hayday, Arif Hussain, Imran Hussain, Mahboob Hussain JP, Majid Hussain and Nathan Thomas.  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 for prayers to be read by Revd Heather Graham. |
| 2. | **Apologies**  The Town Clerk reported that apologies had been received from:  Cllrs Lesley Clarke OBE, Orsolya Hayday, Mazamal Hussain, Matthew Knight, Sarfaraz Raja, Nabeela Rana, Melanie Smith and Katrina Wood. |
| 3. | **Minutes of the last Charter Trustees Meeting held on 21 November 2023**  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 Novemberr 2023 were a true and accurate record of the meeting. |
| 4. | **Matters arising from the last meeting.**  There were no matters arising from the minutes of the last meeting. . |
| 5. | **Mayor’s Communications.**  The Mayor gave a brief overview on the events that he had attended since the last meeting; these included the following:  **29 Nov 23** – The Rifles Biennial Rifles Awards Dinner held at the Guildhall in London in the presence of Her Majesty The Queen.  **10 Dec 23** – Mayor’s Festival of Carols. Mayor thanked Charter Trustee Lesley Clarke and Sarah Martin for their support in organising the Mayor’s Carol Service and paid tribute to the Disraeli Choir for their performance at the event.  **10 Jan 24** - Guarantors Christmas Lunch and Dinner.  **21 Jan 24** - Chiltern Music Academy Film Music Concert |
| 6. | **Charter Trustees 50th Anniversary**  The Mayor advised that the Standing and Finance Sub-Committees discussed the 50th anniversary at their meetings on 14 December 2023. They are also setting up further meetings to deliver this project. He confirmed that:   * The event should be held over the weekend following the Easter holidays * The committee would be considering the production of a 50 year badge for Charter Trustees, Hon Freemen, Burgesses, etc. * The venue for a display of the Charter Trustees Memorabilia is likely to be the Oak Room or Guildhall * The committee would look at security arrangements to ensure that valuable items are not in danger of being stolen or damaged but this would be subject to the requirements recommended by the insurance company. * To make contact with our insurance company to look at additional insurance costs of having items on display away from their normal location. * A sum of up to £5000 has been approved by the Finance Sub-Committee for the project.. |
| 7. | **Election of the Mayor for the 2024/25 Mayoral Year**  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 also announced that nominations will be considered for the next Mayor at the March Charter Trustees meeting which will be held on Tuesday 19 March 2024 and these should be submitted to the Town Clerk by midday on Friday 23 February 2024. Any nominations received after that date/time will not be considered. The Town Clerk will send out an email later in the week to confirm the arrangements for the selection process. The Mayor reminded Charter Trustees that the proposer and seconder for any Mayoral Candidate shall be a Charter Trustee. |
| 8. | **Notes from the Standing Sub-Committee held on 14 December 2023.**  In the absence of Charter Trustee Lesley Clarke the Mayor gave a short brief on the main points agreed at the Standing Sub-Committee meeting held on 14 December 2023 which had been circulated prior to the meeting.  He advised that the sub-committee had discussed the 2023 Remembrance Sunday event which, in the main, ran extremely well. The main concern was the early arrival at the War Memorial. The organisers will ensure that it does not happen in 2024 and the Mayor and Lord-Lieutenant will carry out an inspection of the parade prior to them setting off. It was also recommended that refreshments are provided in the Riverside Club for Veterans and Cadets prior to them forming up their parade.  The discussion about the events to commemorate the 50th anniversary of the Charter Trustees of High Wycombe have already been discussed in agenda item 6.  The position of Gordon Reilly as Town Crier has now been made permanent.  The Town Clerk will be sending out an email later in the week outlining the process for the nominations for Mayor’s Medal recipients.  The Mayor confirmed that the Town Clerk had advised him that he plans to leave his post on 31 May 2024 and we have now started the process of recruiting his replacement. The Town Clerk will send out an email to Charter Trustees later in the week to help identify a suitable replacement. |
| 9. | **Notes from the Finance Sub-Committee Meeting held on 14 December 2023**  Charter Trustee Tony Green gave a short brief on the main points arising from the Finance Sub-Committee meeting held on 14 December 2023. He asked Charter Trustees to review the notes and asked for their support in approving the Precept that had been recommended for the 2024/25 Council Tax Year.  It was agreed unanimously that the precept of £59200 be set for the FY 24/25 and this was carried**.** |
| 10. | **Date of next meeting**  The next meeting of the Charter Trustees of High Wycombe is currently scheduled for Tuesday 19 March 2024 at 6 pm. |
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| **The meeting closed at 6.18 pm** | |