***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 GUILDHALL, HIGH WYCOMBE**

**ON TUESDAY 26 SEPTEMBER 2023**

**The meeting began at 6.02 pm**

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| **Present**  Cllrs: Paul Turner, Arman Allam, Mohammed Ayub, Karen Bates, Andrea Baughan, Lesley Clarke OBE, Tony Green, Steve Guy, Orsolya Hayday, Arif Hussain, Imran Hussain, Mahboob Hussain JP, Majid Hussain, Mazamal Hussain, Sarfaraz Raja, Nabeela Rana, Melanie Smith, Nathan Thomas, 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 prayers to be read by Revd Heather Graham. |
| 2. | **Apologies**  The Town Clerk reported that apologies had been received from:  Cllrs Darren Hayday and Matthew Knight, |
| 3. | **Minutes of the last Charter Trustees Meeting held on 3 July 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 3 July 2023 were a true and accurate record of the meeting. |
| 4. | **Matters arising from the last meeting.**  The Mayor advised that there was still work to be done on Agenda item 8 – Matters Arising - Review of the Charter Trustees Handbook. He advised that this item had been included in the formal agenda and would be discussed later in the meeting during Agenda item 6. |
| 5. | **Mayor’s Communications.**  The Mayor gave a brief overview on the events that he had attended since the last meeting. |
| 6. | **Minutes of the Standing Sub-Committee held on 19 July 2023.**  The Mayor asked the Chairman of the Standing Sub-Committee to brief on relevant points  arising from the last meeting of the Standing Sub-Committee. The Chairman advised that following the full meeting of Charter Trustees on 3 July 2023 the only one who had suggested changes by the deadline date of 14 July 2023 was Matt Knight who had expressed his concerns about the section of rules and regulations around the election of the Mayor.  His suggestions were discussed at length and the committee agreed that Matt had raised several good points in his email. However It was agreed that as the Charter Trustees do not have an “elected Mayor” it should be left to the Charter Trustees to continue to appoint the Mayor through the existing process. The Chairman advised that it had been resolved that as there were no further suggestions or amendments to the Charter Trustee Handbook that the changes that had been proposed at the last meeting of the Charter Trustees on 3 July be incorporated and that no further amendments were necessary. |
| 7. | **Minutes of the Finance Sub-Committee held on 19 July 2023**  The Mayor asked the Chairman of the Finance Sub-Committee to brief on relevant points from the last meeting. The Chairman advised that the following was resolved at the meeting:   * The Mayor’s Secretary salary was to be increased from pro-rata salary be increased from £14435 to £15764 wef 1st April 2023 in line with guidance provided by the National Employers for Local Government Services. * The honorariums for the Town Clerk (currently paid £6000 per annum) to be increased to £7500 per annum. * Beadle, Macebearer and Town Crier (currently £400 per annum) to be increased to £500 per annum.   He also advised that the committee discussed the impact of the Cost of Living crisis on the the Mayor’s ability to carry out the hosting of events in the Mayor’s Parlour and whether an increase in both the Mayor and Deputy Mayor’s allowance should be increased accordingly. The Town Clerk had advised that the current allowances of £7500 and £1560 for the Mayor and Deputy Mayor had been paid to incumbents since 2019. Both of these are taxed at source and reduce the net payable allowances to £6000 and £1170. The Chairman advised that it would require the approval of Charter Trustees to approve the recommended increase in allowances.  It was resolved that that the Mayor’s Allowance be increased to £9000 per annum and Deputy Mayor’s Allowance be increased to £1810 per annum. |
| 8 | **Appointment of Town Crier**  That Mayor advised that 3 individuals had expressed an interest in applying for the post. When the individuals were contacted to attend interview one of the applicants confirmed that he would be available. One of the applicants advised that he was no longer interested in applying for the post. A further individual who had expressed an interest in applying for the post did not confirm that she would be available for interview but this may have been due to the fact that she was in the process of moving jobs.  This meant that the only person to be interviewed for the post was Mr Gordon Reilly. it was agreed that he should be interviewed by members of the Standing Sub-Committee and the date of the interview was set for 7 August 2023.  Gordon has extensive knowledge of Wycombe Town having served in Thames Valley Police for 30 years and undertaken a number of policing roles in the town. Following his retirement he was employed in a number of senior position at Adams Park and has been involved in the security of a large number of Wycombe events including Mayor Making, Freedom Parades, Church Services and Remembrance Sunday Parades. Furthermore whilst serving at the Thames Valley Police training centre he had the responsibility of teaching new recruits foot drill, this required voice projection to groups of newly appointed police officers.  The following members of the Standing Sub-Committee interviewed Gordon Reilly:  Paul Turner  Nathan Thomas  Lesley Clarke  Sarfaraz Raja  Mazamal Hussain  The Town Clerk was also present.  Each of the interview panel asked him a number of questions in relation to his suitability of the post of Town Crier and he was also asked to read out a “pre-prepared Cry” in the Council Chamber so that the interview panel was able to establish whether his voice projected well and that his words were clearly understood.  Following the interview the panel felt that he should be given the opportunity of being offered the role of Town Crier and that he should start in post on 1 October and would be given a 3-month probationary period so that he would be able to lead the Mayor’s Procession on Remembrance Sunday and support the Mayor at the Christmas festivities  The Mayor advised that Mr Gordon Reilly had been appointed as Town Crier and that he was looking forward to working with him. |
| 9. | **Any other business**  There were no further matters discussed. |
| 10. | **Date of next meeting**  The next meeting of the Charter Trustees of High Wycombe is currently scheduled for Tuesday 21 November at 6 pm. |
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| **The meeting closed at 6.31 pm** | |