***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 2023-2024:25*** | ***Cllr.Nathan Thomas*** |  | ***Email:***  ***Nathan.Thomas@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 TUESDAY 12 NOVEMBER 2024**

**The meeting opened at 6pm.**

**Present:**

Cllrs: Paul Turner (Chairman) Nathan Thomas (Mayor), Tony Green (Deputy Mayor),

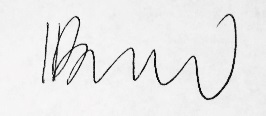
Lesley Clarke OBE, Sarfaraz Raja and Mazamal Hussain.

Mr Joe Bradshaw MVO was also present

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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**  The issues of the move of the Mayor’s Parlour and award of the Mayor’s plaque arising from the last meeting were discussed and are included in the agenda items 4 and 5 below. |  |
| 3. | **APOLOGIES**  The Town Clerk reported that he had received apologies from:  Cllr Arman Allam |  |
| 4. | **UPDATE ON PLANS TO MOVE MAYOR’S PARLOUR TO GUILDHALL/DENMARK STREET OFFICES**  The Chairman asked the Town Clerk to update the sub-committee on the planned move of the Mayor’s Parlour when the Wycombe Area Offices close. The Town Clerk advised that he had emailed the Chief Executive of Buckinghamshire Council to raise the concerns of the Charter Trustees about the lack of consultation regarding the move. He advised that following her prompt reply that he had travelled to the Gateway, Aylesbury with the Mayor’s Secretary to meet with Steve Bambrick, Corporate Director, Planning, Growth and Sustainability. He reported that he had received reassurance from Steve that he would ensure that Charles Brocklehurst keeps the Town Clerk fully appraised of the plans for the move out of QVR; following on from that meeting a further meeting was held with Charles who provided the Town Clerk with the latest update which included plans to have a 4m x 4m working office for the Town Mayor adjacent to a 4m x 4m office for the Mayor’s Secretary/Town Clerk in Denmark Street. He also advised that the plans for the refurbishment of Guildhall to and for the provision of a “ceremonial office” for the Town Mayor would allow the incumbent to host visitors to the ceremonial Mayor’s Parlour. He had shared the plans and also the colour scheme with the Town Clerk and Mayor’s Secretary. The Town Clerk advised that there are still a number of areas that need to be resolved including the storage of the “civic regalia” which ideally needs to be in the Guildhall rather than Denmark Street and also whether or not the existing furniture in the Guildhall would be retained in the building or put into temporary storage when it is not required by the Charter Trustees. Given that the earliest move date will not be until after February 2026 there is still much to discuss. Charter Trustee Tony Green raised his concerns about the religious painting that currently hangs in the Guildhall and questioned whether there are any plans to remove it as he considers that it is inappropriate to have it in the building. The Town Clerk agreed to discuss the painting with Charles Brocklehurst. Charter Trustee Lesley Clarke advised that there was one other possibility that might be considered in the future and this would be brought to a future meeting of the Standing Sub-Committee in the event that it becomes a feasible option. |  |

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| 5. | **PRESENTATION OF MAYOR’S PLAQUES**  The Mayor advised that at a previous meeting that he had asked the Town Clerk to come up with a form of words regarding the presentation of the Mayor’s Plaque that could be incorporated into the Charter Trustees Handbook. The Town Clerk advised that he had proposed the wording below which might be considered appropriate:  **Ceremonial Gifts**  13.1 From time to time the Mayor may recognise individuals or organisations by awarding a Mayor’s certificate to recognise achievements that are not deserving of a Mayor’s Medal or Honorary Freeman/Freewoman status.  13.2 Furthermore the Mayor may also award the higher award of a Mayor’s plaque (shield) to an individual or organisation provided that the individual or organisation has not previously been given one. From time-to-time visiting Mayors or other dignitaries might bring a plaque from their town or organisation and present it to the Mayor so it may be felt that an exchange of plaques might be appropriate. In all circumstances the Mayor should consult with the Town Clerk regarding the award and any wording that may need to be engraved onto a brass plate before it is presented. The presentation of a plaque will need to be justified and should not be considered as a personal gift to any individual or organisation. In the event that there is a disagreement about the award of a plaque between the Town Mayor and the Town Clerk the matter should be reported to the Standing Sub-Committee for debate and arbitration.  13.3 At the end of the Mayoral Year the Mayor will present a Mayor’s Plaque to the Deputy Mayor with their personal details engraved onto a brass plate. This plaque is presented at the Annual Reception.  13.3 The Mayor’s Secretary will maintain an inventory of Mayor’s plaques which is kept in the safe with the stock of plaques.  Charter Trustee Lesley Clarke recommended that where it was financially feasible that the wording on the plaque might include “Presented by the Mayor and Charter Trustees”. The Town Clerk advised that if the wording fitted onto the brass plate and it did not significantly increase the cost of the engraving that it would be a consideration and he would discuss this with the Mayor’s Secretary. |  |
| 6. | **PLANS FOR VE 80**  The Mayor advised that he hoped that the Charter Trustees would be able to participate in VE80 celebrations which were due to take place on Thursday 8 May 2025, despite the fact that the Buckinghamshire Council elections are scheduled for the week before! The Town Clerk recommended that the Charter Trustees might wish to hold a Church Service if Father Anthony was happy to involve All Saints Church; he also suggested that following a conversation with Bucks Fire & Rescue that there was potential for a beacon lighting to take place on Tom Burt’s Hill at 9.30pm. There would also be a VE Day Proclamation read out by the Town Crier (9pm) prior to the lighting of the Beacon. The Town Clerk advised that early guidance was available on the <https://www.veday80.org.uk/> website but that he would liaise very closely with Buckinghamshire Council and BIDCO about the plans for the day. It was agreed that the timing of the Buckinghamshire Council elections was not hopeful but that if there is sufficient prior planning that it would be possible to incorporate as much as the suggested activities as possible into the celebrations in High Wycombe. These included the raising of the VE80 flag, purchase of pin badges, etc. The fact that the current Mayor would still be in the role irrespective of the outcome of the elections would be a key factor in the planning of any events. It was agreed that the Charter Trustees should look at hosting a Civic Service and Beacon Lighting and to work with other organisations in the planning of events – especially with the communications elements. |  |
| 7. | **NOMINATIONS FOR HONORARY FREEMEN/FREEWOMEN AND MAYOR’S MEDALS**  The Town Clerk advised that he had received one nomination for Honorary Freeman, one nomination for Honorary Freewoman and 4 nominations for Mayor’s medals. Following lengthy debate it was agreed that the following nominations should be taken forward to the full meeting of Charter Trustees on Tuesday 26 November 2024:  **Honorary Freewoman:**  Jackie Kay; supported by Julia Wassell as Mayor’s Medal but upgraded to Honorary Freeman by Standing Sub-Committee.  **Mayor’s Medal:**  John Macinnes; supported by Nathan Thomas as Mayor’s Medal and recommended by Standing Sub-Committee.  Neelanithy Puvanachandran supported by Julia Wassell and Imran Hussain as Mayor’s Medal and recommended by Standing Sub-Committee.  The Chairman of the Standing Sub-Committee requested that the Town Clerk should tidy-up the nominations and then share with all Charter Trustees ahead of the meeting on 26 November 2024. |  |
| 8. | **ANY OTHER BUSINEES**  There was no further business to discuss |  |
| 9. | **DATE OF NEXT MEETING**  It was agreed that a further meeting of the Standing Sub-Committee would be held in March 2025 to review nominations for Honorary Freemen/Freewomen and Mayor’s Medal candidates |  |

**The meeting closed at 7.25pm.**



**Joe Bradshaw**

**Clerk and Treasurer**

**to the High Wycombe Charter Trustees**

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