

**High Wycombe Charter Trustees**  
**Mayor's Parlour, District Council Offices, High Wycombe HP11 1BB**  
*Town Clerk: Tel: 01494 421009    Secretary: Tel: 01494 421134*

<i>Mayor 2018-2019:</i>	<i>Cllr. Sarfaraz Khan Raja</i>	<i>Email: mayor@wycombe.gov.uk</i>
<i>Town Clerk &amp; Treasurer:</i>	<i>William G. Reid</i>	<i>Email: William.Reid@wycombe.gov.uk</i>
<i>Mayor's Secretary:</i>	<i>Mrs. Sandra Snaith</i>	<i>Email: Sandra.Snaith@wycombe.gov.uk</i>

**MINUTES OF A MEETING OF THE CHARTER TRUSTEES  
HELD IN WYCOMBE DISTRICT COUNCIL CHAMBER  
ON TUESDAY, 15<sup>th</sup> JANUARY 2019**

**Meeting began at 6.00pm**

**Present**

Cllrs Sarfaraz Khan Raja (Mayor), Khalil Ahmed, Zia Ahmed, Mohammed Asif, Lesley Clarke OBE, Marten Clarke, Ray Farmer, Sebert Graham, Tony Green, Mohammed Hanif, Alan Hill, Arif Hussain, Mahboob Hussain, Brian Pearce, Nigel Teesdale, Julia Wassell.

William Reid, Town Clerk

1. The meeting began with prayers by the Mayor's Chaplain.
2. **Apologies**  
Andrea Baughan, Abdullah Hashmi, Maz Hussain, Rafiq Raja.
3. **Minutes of the Charter Trustee meeting held on 12<sup>th</sup> November 2018**  
The Minutes were agreed.
4. **Matters Arising**  
No matters were discussed.
5. **Macebearer Uniform**  
As Agenda Item
6. **Carol Service**

Several comments were made about the success of the Service with particular reference to the singing of a local choir 'Anyone Can Sing' and the children from Hamilton School. It was pointed out that whilst this was an event arranged on behalf of the Mayor and Charter Trustees it was not a Civic Event as outlined in the Agenda.

7. **Civic Service**

The next Civic Service will be held on Sunday 3<sup>rd</sup> February 2019. Invites have been circulated and it is hoped that all Charter Trustees (except Nigel Teesdale who apologised) will attend.

During this item Cllr Lesley Clarke suggested we outline where Charter Trustees and other dignitaries should stand around the dais on Remembrance Day or Freedom Parades. The Town Clerk acknowledged a plan should be devised to ensure all participants are aware of their positioning.

A comment was also made about seating in the Church. The Town Clerk advised that a seating plan was available in the meeting area of the Council Office and all members should take note of their seat within the Church.

8. **Any Other Business**

Cllr Khalil Ahmed raised a point about members of the public being allowed to ask questions at Charter Trustee meetings. This issue has been discussed before and the position is that members of the public may attend Charter Trustee meetings but may not ask questions. If a member of the public has a question they may write to the Town Clerk or ask their Councillor to ask for them. Cllr Ahmed also asked if we were compliant with the law and the Town Clerk agreed to ask the CT Association for input on this.

Cllr Ahmed asked if the Charter Trustee finances were available. The accounts, when completed, are reviewed by a local finance house and then sent to the Government accountants for their scrutiny. Members of the public are invited to view the accounts and in line with legislation a notice is placed on the WDC noticeboard for a period of three weeks offering the chance to view them.

9. **Date of Next Meeting**

Wednesday, 5<sup>th</sup> March 2019 at 6.00pm prior to the Town Committee meeting. Nominations for the Mayor for 2019/20 will be reviewed at that meeting and a nomination form will be forwarded prior to that meeting.

**Meeting finished at 6.35pm**