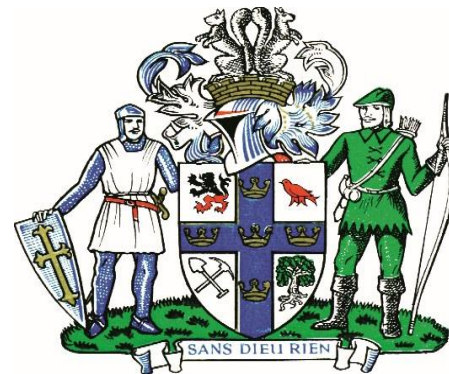


Meeting of Worksoop Charter Trustees

Weds 19th Jan 2022, 5:00pm Queen's Buildings, Potter Street, Worksoop.

Notice to attend given by *Ed Knox* Clerk & Responsible Financial Officer of the Charter Trustees. All Members of the Charter Trustees are summoned to attend, virtually, as per the regulations enacted under the Local Govt Act 1972, for the purpose of considering and resolving upon the proposed business transacted at the meeting as set out in the agenda below:



AGENDA

1. To Record Declarations of Interest in any items to be discussed
2. To Approve the previous meeting Minutes
3. Finance -
 - a. To Payments and Bank Reconciliations for approval
 - b. To Note Receipts & Bank Balance
 - c. To Approve 2022/23 Budget & Set a Precept
 - d. To Approve 2022/23 Confidential Staffing Element of the Budget
 - e. To Discuss Events and Activities for 2022/23 and approve spending up to the agreed budgets on these events
4. Closure of Meeting

Meeting Guidance

Decisions can only be made on items listed on the agenda, for a decision/resolution to be legal it must relate specifically to the agenda item. There **cannot be items of a generic nature on the agenda** such as 'Any other Business', 'Correspondence', 'Matters Arising'. It also ensures transparency for the public and ensures all Members are aware of what is to be discussed at the meeting.

- Once a decision has been made on an Agenda item, it **cannot be discussed again for at least six months**
- Once an agenda item has been discussed and finished, it **cannot be revisited again later in the meeting.**
- To comply with GDPR, **no member of the public will be named in the minutes.**
- Please don't all speak at once. So that we have some order, please speak in turn, the Chairman will invite comments in order of requests.
- In accordance with the Public Bodies (Admission to Meetings) Act 1960 certain agenda items (which may include, but not limited to, contracts of employment, salaries, HR Policies, terms of service, engagement, conduct and dismissal of employees, appointment of employees, financial or personal business affairs of the individual) **will be discussed in closed session** without the public present, however, minutes of the decisions taken will be kept and be open to the public.

Omicron Covid-19 Plan B Notice:

At the time of publication, the Govt have not altered legislation to allow virtual meetings this month during Plan B implementation, therefore, following advice from the National Association of Local Councils (NALC) & ACRE, Action with Communities in Rural England, anyone present at the meeting is requested to socially distance. To increase airflow, some windows will be opened slightly and the doors left open, anyone attending is therefore requested to ensure they dress warmly. It is recommended to keep the meeting as brief as possible to limit the potential exposure time to the virus, therefore we will be moving through the agenda items as swiftly as possible.

Facemasks

NALC & ACRE have now clarified that Council meetings fall under the category of '*most public indoor venues*', face masks are now compulsory at all times including when speaking (bar usual health exemptions). See further guidance as follows:

ACRE Advice - Government announced the tightening of selected Regulations, on the 8th December. The first of these to come into law relates to face coverings. These changes were introduced to Parliament on 9th December and became law on 10th December.

Face coverings

Community Centres (Village Halls), Town Halls, are now explicitly included in the list of places where face coverings must be worn unless the individual has an exemption. The responsibility is the individual's not the building owner or organiser of an activity.

NALC – As we understand it you must wear a mask throughout the meeting. The Government website says:

When to wear a face covering

There are some places where **you must wear a face covering by law**, unless you are exempt or have a reasonable excuse (see the 'When you do not need to wear a face covering' section below).

In England, you must wear a face covering in community centres (including village halls or similar), youth centres, members clubs and social clubs, libraries and public reading rooms, visitor attractions and entertainment venues (museums, galleries, cinemas, indoor theatres, concert halls, cultural and heritage sites, indoor areas at aquariums, zoos and visitor farms, bingo halls, amusement arcades, adventure activity centres, indoor sports stadiums, funfairs, indoor theme parks, casinos, skating rinks, bowling alleys, indoor play areas including soft-play areas)

You are required to wear a face covering on entering any of these settings and must keep it on until you leave unless you are exempt or have a reasonable excuse for removing it. Examples of what would usually be a reasonable excuse are listed in the 'If you are not able to wear a face covering' section below.

You should continue to wear a face covering in other indoor places, especially those that are crowded and enclosed and where you may come into contact with people you do not normally meet.

The police and police community support officers can enforce compliance if members of the public do not comply with this law without a reasonable excuse.

Staff in indoor settings (this includes Clerks to Parish Councils) are required to wear face coverings when they are in a part that is open to the public and when they are likely to come into close contact with members of the public.

Face visors, shields and transparent face coverings

A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles.

If you are not able to wear a face covering

In settings where face coverings are required in England, there are some circumstances where people may not be able to wear a face covering.

Please be mindful and respectful of such circumstances. Some people are less able to wear face coverings, and the reasons for this may not be visible to others. This includes (but is not limited to):

children under the age of 11

people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability

people for whom putting on, wearing or removing a face covering will cause severe distress

people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate

to avoid the risk of harm or injury to yourself or others

police officers and other emergency workers, given that this may interfere with their ability to serve the public

In settings where face coverings are required in England, there are some circumstances where people may not be able to wear a face covering.

Please be mindful and respectful of such circumstances. Some people are less able to wear face coverings, and the reasons for this may not be visible to others.

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>