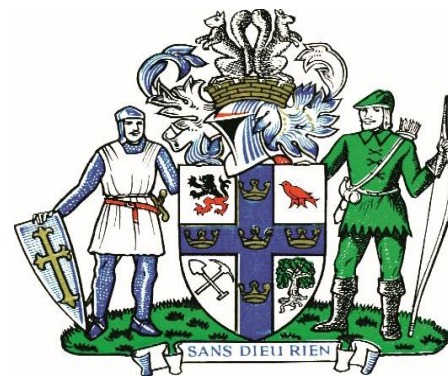


Meeting of Worksoop Charter Trustees

Saturday 1st May 2021, 4:00pm Virtually via Teams

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 Coronavirus Act 2020 Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020), 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 Elect a Mayor (Chairman)
2. To Approve Apologies for Absence
3. To Record Declarations of Interest in any items to be discussed
4. To Approve the previous meeting Minutes
5. To Elect a Deputy Mayor (Vice-Chair)
6. To Approve Annual Governance Statement (Section 1 Annual Return) for Year Ending 2020/21
7. To Approve Accounting Statements (Section 2 Annual Return) for Year Ending 2020/21
8. Finance -
 - a. To Approve Payments
 - b. To Note Receipts
9. To Discuss Events and Activities for 2021/21 and approve spending up to the agreed budgets on these events
10. Closure of Meeting

To Join Meeting:

[Click here to join the meeting](#)

Virtual 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.**
- As with physical meetings, **members of the public will be given an opportunity to speak only during public participation**, they will not be permitted, unless invited to do so by the Chairman, to speak at other times.
- The Chairman has the ability to mute or remove anyone who causes a nuisance.
- 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.