

Annual Meeting of Worksoop Charter Trustees

Mon 22nd May 2022, 5pm, Venetian Room, 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 Elect a Charter Mayor (Chairman)
2. To Elect a Charter Deputy-Mayor
3. To Record Declarations of Interest in any items to be discussed
4. To Approve the previous meeting Minutes
5. To Approve Annual Governance Statement (Section 1 Annual Return) for Year Ending 2022/23
6. To Approve Accounting Statements (Section 2 Annual Return) for Year Ending 2022/23
7. Finance -
 - a. To Payments and Bank Reconciliations for approval
 - b. To Note Receipts & Bank Balance
8. Annual Review of the Mayoral Allowance.

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.