

Minutes of the Virtual Meeting of Worksop Charter Trustees 13th July,2020.

Present:

Cllrs. D. Brett, , S.Fielding, K.Greaves, S. Greaves, J.Leigh, D. Merryweather, D. Pressley, J.Potts, M. Richardson (Mayor), N. Sanders, J.Shepherd, C. Tingle, J. White.

1.Apologies:

T. Eaton, M. Charlesworth, , G. Jones

2.Minutes of the last meeting 29th June,2020. Agreed

3. Matters Arising: None

4. Clerks Post:

It was unanimously agreed keep the Job Description and Personal Specification as the original to send out for the advertisement for a new Clerk to Charter Trust, with the addition of the word 'occasionally' in the arranging of events and activities.

5. Finance:

Audit: Agreed that the paperwork regarding the Audit be sent to all Trustees prior to the next meeting, including the Invoice for Susan McDonalds' Internal Audit and advice. A member said that it was also important to record all the Audit trail for clarity and transparency in the appropriate file.

Donation: the donation to BCVS was unanimously agreed in favour of £10,000 to be given for humanitarian and community support during the COVID 19 crisis where needed.

Cancelled cheques: these have been cancelled and recorded. This approved by the Trustees. All events not taking place will be recorded.

Signatories: Two trustees came forward to change the mandate at Nat West until a decision can be made about changing the banking system.

6. Exchange of Information. None

Meeting closed at 6-45 and it was discussed that a meeting will take place asap to finalise the Internal Audit papers.