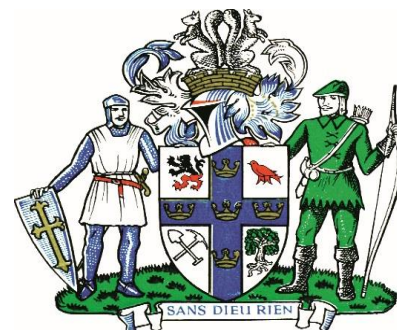


Meeting of Worksoop Charter Trustees

Minutes of **Meeting of the Worksoop Charter Trustees** held on the **19th Jan 2022** in the Ceres Suite, Queen's Buildings, Potter Street, Worksoop. The meeting commenced at **5:00pm**. To comply with Covid Omnicom Plan B laws, the meeting was conducted with all those present wearing facemasks, socially distanced and doors to the room open to increase air flow.



Trustee Members Present	Cllr Tony Eaton	Mayor (Chairman)
	Cllr Neil Sanders	Deputy Mayor
	Cllr David Pressley	Cllr Josie Potts
	Cllr John Shephard	Cllr Jo White
	Cllr Deborah Merryweather	(left during 03/22)
Trustee Officer Present	Clerk/RFO	Ed Knox

01/22 To Record Declarations of Interest in any items to be discussed
None.

02/22 To Approve the previous meeting Minutes
After discussion, Cllr Pressley **Proposed**, Cllr Sanders **Seconded** and the Trustees **resolved** to accept the minutes. The chairman signed the minutes of the previous meetings as a true and accurate record.

03/22 Finance:
Monthly Bank Reconciliation/Income & Expenditure
After discussion of the Financial Information circulated by email before the meeting, the Trustees unanimously **resolved** to accept them as a true and accurate record.

1. To Approve Payments:

The Trustees **approved** the following: -

<u>Payee</u>	<u>Item</u>	<u>Amount</u>
Clerk	Contribution towards Clerks IT Equipment	£24.00
Clerk	Wilko – Stationery & Postage for Precept & Meeting	£2.60
Post Office Ltd	Postage – Minute Binding	£7.65
Helix Binders Ltd	Minute Binding	£39.61
Post Office Ltd	Postage – Minute Book to Archives	£10.41
North Notts Bid	Events - Food Festival	£1,000
Back of the Net	Charity Donation - Promote Historic Links with Football in Worksoop	£500
Worksoop's Got Talent	Events – Worksoop's Got Talent	£1,000
Morrisons	Paper	£3.15
Pop-Up-Chef	Events - 1 st ½ Catering – Veterans Day	£747.50
Bereavement Gift	Chairman's Allowance – Bereavement Gift	£41.00
Pop-Up-Chef	Events – 2 nd ½ Catering – Veterans Day	£747.50
Cllr Eaton	Events – Veterans Day Expenses	£164.79
LT Ward	Events – Veterans Day Singer	£200.00
Gallagher Ltd	Insurance Renewal	£727.58
Worksoop Royal British Legion	Events – Remembrance Day Wreath	£50.00
Stitches Worksoop Ltd	Civic Regalia - Mayoral Chains Mounting	£36.00
Terence Tubby & Sons	Events – Charter Day Funfair	£500
Clerk	IT USB Stick Repair	£13.44
The Joker Entertainment	Events – Charter Day Entertainment	£1,260
Zone Sound & Comms Ltd	Events - Remembrance Day Sound System	£260.00
Worksoop Royal British Legion	Events - 100yrs Poppies for Veterans Event	£480.00
2Commune Ltd	Website & Clerk Email Hosting & Licence 2022/23	£552.00
Event & Park Services Ltd	Events – Christmas Stocking Event – Reindeer Display	£1,200.00
Redheads Digital Ltd	Events – Christmas Banner	£78.60
Bassetlaw District Council	Events – Marshalling	£744.00
Total Payments		<u>£10,389.83</u>

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Bassetlaw District Council	2 nd ½ Precept 2021/22	£17,569.50

HMRC VAT Reclaim 2021 £1485.58
Total Receipts **£19,055.08**
 Quarterly Direct Debit for the Unity Bank Fee, Annual ICO Direct Debit, and monthly Standing Orders for staff salary including PAYE and Pension, Mayors Allowance PAYE all **approved**.
Bank Balance **£39,454.21**

3. To Approve 2022/23 Budget & Set a Precept:

Prior to the meeting, the Clerk had circulated the draft budget statement with potential precept requirements for 2022/23 and the facts surrounding the precept to allow each member time to prepare for making a decision. Inflation CPI for the previous 12 months was 5.1%. In addition to the usual running costs, a small precept rise is required to cover the balance of the planned expenditure:

Costs	Projected Cost 2022-23
Insurance	£750
Workshop Civic Events Supporting	£30,100
Website/Email Fees	£552
Subscriptions ICO Fee	£35
Civic Regalia 5 Yearly Valuation	£125
Administrative Costs	£900
Contingency for Civic Charity Supporting	£3,000

After a thorough discussion of the budget, Cllr Eaton called for a vote, all members in favour, **resolved to 1)** approve the budget. **2)** to set precept of £46,323 = to Band D at £3.75 per year (31p per month). **Action**, the RFO to submit the completed Precept paperwork to Bassetlaw District Council.

It is also worth noting that the former Borough area of Worksop has an electorate of over 34,000 and all homes in Council Tax Bands A to C will pay less than the Band D figure. **The increase to the precept is only 88p per year for a Band D home and 58p for a Band A home.** Homes with only 1 adult occupant, are entitled to receive a further 25% reduction on the above figures, with additional reductions for residents in receipt of certain benefits. Details are found by contacting Bassetlaw Council regards Council Tax reduction.

4. To Approve 2022/23 Confidential Staffing Element of the Budget + Mayoral Allowance:

After discussion of the information regards staff salaries from NALC and the satisfactory performance of the Clerk undertaking their role, Cllr White **Proposed**, Cllr Potts **Seconded** and the Trustees unanimously **resolved** to approve the increments the as detailed in the attached private & confidential report.

After further discussion regarding the Mayor's Allowance, Cllr White **Proposed**, Cllr Sanders **Seconded** and the Trustees unanimously **resolved** to freeze the allowance at £3,000 for the time being and that each year, in May the allowance will be reviewed to decide if it will increase with inflation/cost of living/remain the same or be decreased on an annual basis as a regular agenda item at each May meeting. The small amount of £121 which had been suggested in the budget as a cost-of-living increase to the mayor's allowance be reallocated to the budget for the Queen's Platinum Jubilee event.

04/22 To Discuss Events and Activities for 2021/21 and approve spending up to the agreed budgets on these events

Prior to the meeting, the Clerk circulated the budget information by email which included the following estimates for the events:

Month	Event	Charter Trustees Projected Costs
Apr	St. George's Day	£3,000
May	Star Wars Day/May the Sith	£1,500
Jun	Queen's Platinum Jubilee	£4,121
Jul	Food Festival	£1,000
Jul	Pride	£4,000
Aug	Beach	£2,000
Sep	Welcome Autumn	£2,000
Oct	Charter Day	£2,500
Oct	Halloween	£2,000
Nov	Christmas Trees & Lights	£1,300
Nov	Worksop's Got Talent	£1,000
Nov	Remembrance Day	£1,800
Dec	Stocking Filler Day	£2,000
Mar	Mad Hatters Day	£2,000
Throughout the Year	Charity Supporting	£3,000
Total		£33,221

As per the procedure put in place the previous year, the Clerk asked the Trustees to approve expenditure by the mayor in conjunction with the Clerk up to these amounts, so that further meetings were not required to approve the spend up to these amounts. After discussion, Cllr White **Proposed**, Cllr Pressley **Seconded**, and the Trustees **Resolved** that up to the amounts quoted in the budget (above) can be spent during 2022/23 by the Mayor in conjunction with the Clerk. The Chairman explained his plan with regards to getting events happening and would keep the Trustees informed with planning and progressing the events throughout the year.

Cllr Eaton advised the trustees of a funding request from the organisers of Worksop Pride who are seeking approximately £14,000 (estimated breakdown below) to be able to run the event. Cllr White added that the event has grown year on year before Covid and Worksop is one of the few Towns in the Country (as Pride is usually in the larger cities and towns) who hold a Pride event, Cllr White called on support from the Trustees to ensure this event is relaunched and a success in 2022.

Worksop Pride Estimated Costs	Item
Staging & PA Equipment	£1,600
Insurance	£340
Entertainment	£6,000
Advertising & Marketing	£350
IT Hosting fees	£120
Accounting fees	£400
Stationary	£90
Travel	£270
Toilets	£390
Photographer	£75
Road Closure	£390
First Aid	£270
Security	£1,490
Organiser fee	£2,000
Total	£13,785

After discussion with the Clerk of the funds available due to an underspend on events in 2021/22 because of Covid, Cllr White **Proposed** Cllr Pressley **Seconded**, and the Trustees unanimously **Resolved** that 1) £10,000 be offered to the Worksop Pride Group, £6,000 to be paid before 31st March 2022 out of the current budget and £4,000 to be paid in April 2022 out of the 2022/23 Events budget.

2) The Pride group email copies of the invoices they have paid later this year to a total of £10,000 to the Clerk for audit purposes.

3) The Pride Group are to be sent the Worksop Charter Trustees logo and asked that on all advertisement as well as on any banners on the day, it is made clear that the Trustees are the main sponsor.

Cllr Eaton talked gave a brief overview of the various events for the year and asked that all Trustees contact him with any suggestions for the events and any contacts for these events. Cllr Potts suggested a contact at Solway Foods who may be able to donate free sandwiches towards the Queen's Jubilee Event. Cllr Pressley suggested a possibility of a Classic Car

rally/display and Cllr Potts suggested the Marching Majorette Band from Carlton-In-Lindrick who may be able to be booked for the Queen's Jubilee Event. Cllr Eaton asked the Trustees to email him the various ideas and contact details.

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 5:45pm.