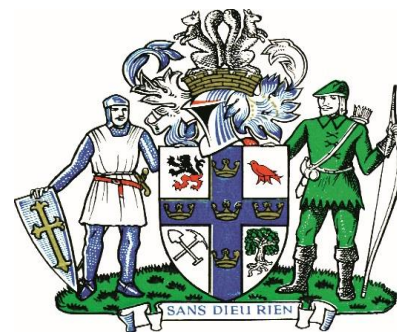


Meeting of Worksoop Charter Trustees

Minutes of **The Annual Meeting of the Worksoop Charter Trustees** held on the 1st May 2021 virtually via Teams, as per the regulations enacted under the Coronavirus Act 2020, the meeting commenced at 4:30pm.



Members Virtually Present	Cllr Tony Eaton	Mayor (Chairman)
Via Remote Attendance	Cllr Neil Sanders	Deputy Mayor
	Cllr Julie Leigh	Cllr Deborah Merryweather
	Cllr David Pressley	Cllr Kevin Greaves
	Cllr Sybil Fielding	Cllr John Shephard
	Cllr Jo White	Cllr Simon Greaves
Also, Virtually Present	Clerk/RFO	Ed Knox
Via Remote Attendance		

- 8.21 To Elect a Mayor (Chairman)
Cllr Pressley **Proposed**, Cllr Leigh **Seconded** that Cllr Eaton be Mayor. A vote by show of hands followed and all members present were unanimous, the Trustees **resolved** that Cllr Eaton be elected Mayor. Together with the Clerk as Proper Officer, Cllr Eaton signed the Declaration of Acceptance of Office of Chairman form. The new Mayor gave thanks for the hard work Cllr Richardson gave during the past two years, all Trustees were in unanimous agreement with this sentiment and all wished Cllr Richardson a speedy recovery.
- 9.21 To Approve Apologies for Absence
The Trustees **resolved** to accept the apologies of Cllr Richardson, Cllr Potts, Cllr Jones and Cllr Charlesworth. Cllrs Tindle, Brett, Rhodes & Entwistle did not attend.
- 10.21 To Record Declarations of Interest in any items to be discussed
None.
- 11.21 To Approve the previous meeting Minutes
After discussion, Cllr Leigh **Proposed**, Cllr Pressley **Seconded** and the Trustees **resolved** to accept the minutes. The chairman signed the minutes of the previous meetings as a true and accurate record.
- 12.21 To Elect a Deputy Mayor (Vice-Chair)
Cllr Fielding **Proposed**, Cllr Pressley **Seconded** that Cllr Sanders be Deputy Mayor. Therefore, the Trustees **resolved** that Cllr Sanders be elected Deputy Mayor.
- 13.21 To Approve Annual Governance Statement (Section 1 Annual Return) for Year Ending 2020/21
The Clerk reported the findings of the internal auditor, Cllr Merryweather **Proposed**, Cllr Eaton **Seconded** and the Trustees **approved** the Annual Governance Statement. The Clerk and the Chairman signed the Annual Governance Statement.
- 14.21 To Approve Accounting Statements (Section 2 Annual Return) for Year Ending 2020/21
The Clerk circulated prior to the meeting the Annual Return Section 2, Accounting Statements. Cllr Merryweather **Proposed**, Cllr Eaton **Seconded** and the Trustees **approved** the Accounts and the Clerk and the Chairman signed the Accounting Statements. **Action**, the Clerk will submit the Annual Return Exemption Certificate (because turnover was below £25,000) to the External Auditor along with any required supporting documents and upload copies to the webpage.
- 15.21 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>
Mellors & Kirk Ltd	Insurance Valuation Civic Regalia	£600.00
Bassetlaw District Council	Venetian Room Hire 25.11.2019	£38.00
ACTT	Subs Renewal Charter Towns Association	£150.00

Signed _____

Date _____

Came & Co Ltd	Civic Regalia Insurance Increase	£242.08
Total Payments		£1,030.08

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Bassetlaw District Council	1 st Half Precept 2021/22	£17,569.50
Total Receipts		£17,569.50
Quarterly Direct Debit for the Unity Bank Fee and Standing Orders for staff salary including PAYE and Pension, all approved.		
Bank Balance		£36,720.15

- 16.21 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 circulate the budget information by email:

Events Charter Trustees Organise
Charter Day £4100 (£600 Showssec crowd mgt, £300 sound system, £400 St John's 1st Aid, £800 TV screen, £2000 towards the Groups/Charities attending, which may include, but not limited to Worksop Lions, Worksop RBLB and National Trust)
Remembrance Day £1570 (£600 Showssec crowd mgt, £300 sound system, £400 St John's 1st Aid, Priory Church Organist & Choir £270)
St Georges Day £1800 (£600 Showsec crowd mgt, £300 sound system, £400 St Johns1st Aid, £500 for the enactments)
Events Charter Trustees Support
Christmas Trees & Lights £1250
North Notts Bid Events £1000 (towards their events eg Market, Food Festival)
Worksop Pride £1000 (towards supporting it)
Worksop Got Talent £1000 (toward supporting it)
Ad-Hoc Funding Requests Charter Trustees Support
Up to £2000 per funding request with a max of £6,000 per year.

The Clerk asked if the Trustee could approve expenditure by the Mayor and the Clerk up to these amounts so that further meetings were not required to approve the spend. Cllr Merryweather suggested that should spend be needed between meetings, this can be approved in principle by majority voting by email. After further discussion, Cllr Pressley **Proposed**, Cllr Merryweather **Seconded** that up to the amounts quoted in the budget (above) can be spent during 2021/22 by the Mayor in conjunction with the Clerk.

The Chairman explained their plan with regards to getting events happening post Covid restrictions lifting on 22nd June that he will work with the clerk and put together a planning timeline and circulate this around the Trustees in due course.

Cllr White proposed the idea of supporting remembrance for those who have died in the former Borough of Worksop area from Covid, Cllr Merryweather added to this suggestion that an idea that local businesses could sponsor a commemorative lighting display on the Queen's Buildings which funds from this could go to support the local community. Cllr Pressley proposed an idea to develop concerts, similar to those in Retford, that could support local volunteers and NHS workers in the former Borough of Worksop area. Cllr Eaton added the idea of a Veterans Event. The Chairman summarised that these ideas will be looked at for consideration (budget allowing) together with the events already listed in the budget, for the planning timeline. Cllr Eaton suggested that all members email him and the Clerk ideas to make a team effort to get things moving again post Covid.

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 5:20pm.