

Charter Trust.
Minutes of the meeting held on 20th October, 2020.

Present:

Cllrs; M.Richardson(Mayor) T. Eaton(Deputy Mayor)D. Brett, M. Charlesworth, S.Fielding, K.Greaves, D.Pressley, N.Sanders, J.Shephard, C. Tingle, J.White.

1.Apologies:

Cllrs. J.Leigh, S.Greaves.J.Potts

2. Declaration of Interest: None

3. Minutes of the meeting held on 28th September, 2020. Approved.

4. Matters Arising: None

5.Clerks pay Structure, Presentation from Steve Brown.

The report and presentation summarised the report sent out to Trustees regarding the Pay structure for a Charter Trustees Clerk.

The roles of the Clerk/ Responsible Finance Officer.

There are four recommendations to understand the role of the Clerk.

The Trustees to understand the liabilities of Trustees/ Precept.

Assessment of hrs/pay.

Basis for payment in line with Parish councils and Charter Trust.

National Agreement.

The Clerk is not a Secretary or a P.A. There to guide the Trustees.

Clerks' pay- £3,582.80 p.a. Plus 45p per ml.

Transparency Regulations in the report is in Appendix A.

Dedicated Website option for Trustees communication through the District Council should be separate. Arranging activities should not be part of the Clerks' role.

Recommendations from Steve:

1. Note report and the function of the Financial officer.
2. Hours agree- stick with the transparency Valuation Scheme.
3. Go for a Qualified Clerk.
4. Review the Website Option, which is in the report: Cost and Maintenance.

K.Greaves thanked Steve for his presentation and invaluable work. Suggested we go for the Qualified Clerk at the higher level and for transparency for residents paying the precept..

The Website Option , we need advice on this.

D.Pressley stated that the Clerk giving advice needs to be correct.

J.White stated that the raised precept was quite significant so we need professionalism and transparency and not be open to being attacked by political groups. Agreed need a qualified Clerk. 5hrs per week. Work with the Clerk to find a suitable Website.

K. Greaves asked, 'What are the next steps?'

Steve Brown said the next steps were to finalise the Job Description and Personal Specification. J.White agreed to amend the Job Description and Personal Specification and Proposed that we re -advertise the post. Seconded by D. Pressley. J. Shephard agreed that 5hrs pr wk.

Steve Brown will complete Job/Per Spec. M. Richardson will contact the two applicants about the decision.

Unanimously Agreed.

The Mayor thanked Steve for his time and appreciation of his work . D. Pressley suggested a vote of thanks for all his hard work.

Unanimously Agreed.

5.Appointment Panel for the Clerks post. M. Richardson suggested that herself the deputy Mayor T. Eaton and the two signatories. J.Potts and N. Sanders are the panel plus Steve Brown.

Unanimously agreed.

6.Newsletter:

The invoice received for the November newsletter is:

20% VAT	£398.68
A5 4 page leaflets:	£939.00
Distribution in the Life Magazine:	£1,054.39
The total cost is:	£2,392.07

Proposed by K.Greaves. Seconded by J. White.

Unanimously Agreed.

7.VC blue Plaques and memorial:

S. Fielding spoke about the significance of the VC 's awarded to two serving members of the Armed Forces and the importance to recognise them in Worksop. The discussion was about where this could be done , memorial gardens, residential property. It was agreed that S. fielding found out more about where these could be placed and informed the Trustees how much work Bob Ilett had done in gaining all the information about them.

Unanimously agreed.

8. St Josephs Football Club.

M. Charlesworth informed the Trustees how the club is struggling but are active playing football. They have received some funding but would be grateful for any donations from the Charter Trust to help in Kit and fees plus the paying for the pitch fees. M. Richardson stated that it is hard at this time with the Covid crisis and the problems with children of all ages needing to get back into sport and activities for mental and social wellbeing. S. Fielding and K.Greaves, A.Rhodes have given funding for the Rockwell site from County Funds to support the teams and the Maintenance of the ground for a good standard to play on. St Josephs have received funding from the Cllrs. Community Grant. It was suggested by C.Tingle to match fund, sponsor and highlight the Trustees with a photo shoot. This was agreed by M.Charlesworth who would ask about this at the club.

J.White proposed a sum of £1,000

K. Greaves proposed a sum of £1,500. Seconded by C.Tingle.
Unanimously agreed on the sum of £1,500.

9.Finance:

Balance is £23,478.42

Statements collected to the 1st October, 2020.

All cheques outstanding now paid.

Cheques to be signed : Ed Knox for work for the Clerks post.

Mayor allowance from Oct-Apr.

10.Exchange of Information:

Defibrillator costs. The information was sent to the Trustees, including the cost and maintenance, this was put in the Agenda late as the information had just been received. The Mayor has been in continual conversations with the Business Forum and Steve Smith(First Aider and Security at Iceland business)

Unanimously agreed.

Christmas Trees for the town: The Mayor said she has been having conversations with the Business Forum to try to get funding for the trees put up on the premises of business in Worksop Town. Owing to the current Covid 19 , the business holders are finding it difficult enough and would not be able to pay for the individual trees.

The cost is: 62 Trees £744.00. 32 sets of lights £480.00= £1224.00.

The North Notts BID will pay for the cost of the installation £800.

Proposed by D.Pressley. Seconded by J. White.

Unanimously Agreed.

The agreed funding will be paid by cheque and the signatories will be contacted after the meeting by the Mayor.

Next meeting will be held in approx two weeks when the clerks Job Des/ Per Spec is finalised by Steve Brown.

Meeting closed at 7-30pm