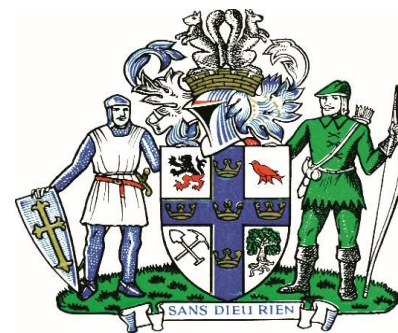


Meeting of Worksop Charter Trustees

Minutes of **Meeting of the Worksop Charter Trustees** held on the **22nd Jan 2024** in the Ceres Suite, Queen's Buildings, Potter Street, Worksop. The meeting commenced at **6:00pm**.



Trustee Members Present	Cllr Maria Charlesworth	Mayor (Chairman)
	Cllr Clayton Tindle	Deputy Mayor
	Cllr David Pressley	Cllr Lynn Dixon
	Cllr John Shephard	Cllr Jo White
	Cllr Neil Sanders	Cllr Sybil Fielding
	Cllr Laura Sanders	Cllr Madeline Richardson
Trustee Officer Present	Cllr Debbie Merryweather	
	Clerk/RFO	Ed Knox

01/24 To Record Declarations of Interest in any items to be discussed
Cllr Tindle declared an interest in the North Notts Bid and In Sams Name Charity and took no decision making in funding those two events.

02/24 To Approve the previous meeting Minutes
After discussion, Cllr Sanders **Proposed**, Cllr Tindle **Seconded** and the Trustees **resolved** to accept the minutes. The chairman signed the minutes of the previous meetings as a true and accurate record.

03/24 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>
Worksop Cricket Club	Charitable Supporting	£500.00
Amazon	Reusable Large Promotional Cheque	£26.26
North Notts Bid	Events - Food Festival	£1,000
Worksop Business Forum	Events – King Charles III Coronation	£1,590
Worksop Multiculture Society	Events - Worksop Multicultural day of Celebration	£1,500
PKF Littlejohn LLP	External Audit	£378
Cllr Charlesworth	Events – Buffet Costs	£180
Worksop Business Forum	Events – Beach	£3,500
Worksop Royal Brit Legion	Events – Festival of Remembrance	£3,000
Gallagher	Insurance Renewal	£929.39
Worksop Business Forum	Events - Charter Day	£1,750
Worksop Business Forum	Events – Worksop Christmas Trees/Lights	£990
Worksop Business Forum	Events – Christmas Event	£1,281
Bassetlaw District Council	Room Hire Jan 2024	£54.00
Clerk	Mileage 2023/24	£28.60
Clerk	Microsoft Secure Cloud Storage	£3.41
Clerk	1/6 Share of SLCC Membership	£48.17
Clerk	Office Consumables	£64.23
2Commune Ltd	Website Hosting, Email & Domain Name to 31.3.2024	£152.40
Total Payments		<u>£16,975.46</u>

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Bassetlaw District Council	2 nd ½ Precept 2023/24	£23,150
HMRC	VAT Reclaim 2022/23	£1,165.05
Total Receipts		<u>£24,315.05</u>

Quarterly Direct Debit for the Unity Bank Fee, Annual ICO Direct Debit, and monthly Standing Orders for staff salary including PAYE and Pension, all **approved**.

Bank Balance **£28,540.15**

3. To Discuss Events and Activities for 2024/25 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 events, after discussion the Charter Trustees resolved the following:

Month	Event	Charter Trustees Projected Costs
Apr	St. George's Day	£2,500
May	In Sams Name Outdoor Festival' at Rugby Club	£5,000
Jul	Food Festival	£1,000
Jul	Pride	£11,785
Aug	Triathlon	£2,500
Sep	Multicultural Day - Polish & Hong Kongese and other Ethnic groups	£8,000
Oct	Festival of Remembrance	£3,000
Nov	Remembrance Day	£3,600
Nov	Christmas Trees & Lights Switch on Event	£2,406
Total		£39,791
Throughout the Year	Charitable Supporting	£500 + £8000 from reserves

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 further meetings were not required to approve the spend up to these amounts.

Cllr White discussed the problems in making a successful Charter Day and its poor attendance, same with encouraging local people to view the civic regalia. Cllrs Richardson and Merryweather supported Cllr White's point of view and explained that no matter how much advertising had taken place in previous attempts the opening up of the regalia and Charter Day are poorly attended.

After discussion, the Chairman called for a vote and the Trustees **Resolved** that:

- 1) The draft budget, option A be approved for the events part of the overall budget.
- 2) Spend up to the amounts quoted in the budget (above) can be spent during 2024/25 by the Mayor, Vice-Mayor in conjunction with the Clerk.
- 3) reserves be set at a maximum of £15,000 at financial year and local groups and/or events to be supported, the trustees will promote the charitable supporting form to local groups/events.
- 4) There to be no Charter Day, this to be put into abeyance until a point, if and when, a local robust committee could be formed to ensure it is run in a successful way similar to Retford.
- 5) The organisers of Multicultural Day be asked to approach BCVS for potential support in organising and promoting the event.
- 6) The Charter Trustees will support Worksoop Business forum financially with St George's Day and the Christmas Trees with Lights Switch on event, not the additional Business Forum suggestions for various events. However, the CT's are of the understanding that a German Market is being planned in conjunction with either St George's Day or Christmas, and that funding for this may be considered from the £8,000 excess in reserves.

4. To Approve 2024/25 Budget & Set a Precept:

The Clerk emailed guidance from NALC around the national average precept across England & Wales which is approximately £85 at band D and this year's precept and budget settings, which included the following advice: *"In recent national and regional County Officer meetings there has been discussion about setting precepts; several County Officers have been alarmed to hear comments from Members such as 'we can't increase the precept because of the 'cost of living crisis'. If your council has an "average" council tax rate then a 10% inflationary increase in your council's precept would only cost a Band D household 50p a month more. This is regardless of the size of your parish, i.e., such an increase doesn't impact smaller parishes more, contrary to popular opinion. The same applies if your council chooses NOT to apply an inflationary increase to your precept, i.e., reducing your council's spending power to "save parishioners money" will not have a meaningful effect on the costs facing households but will limit your abilities as a local council.*

It is worth remembering that the average total Band D bill only accounts for just under 4% of that overall bill, compared to the County Council for example, which accounts for 74% of the same bill. we hope these few words will help councils to justify any increases and to remove any guilt councillors may feel about those increases."

Prior to the meeting, the Clerk had circulated the draft budget statement with potential precept requirements for the next financial year 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 around 7%. In addition to the usual staff costs, a small precept rise was recommended to cover the balance of the planned expenditure:

Costs	Projected Cost 2024/25
Insurance	£950
Workshop Civic Events Supporting	£39,791
Website/Email Fees	£552
Civic Regalia 5 Yearly Valuation	£125
Administrative Costs	£1,059
Contingency for Civic Charity Supporting	£500 + up to £8,000 from reserves

After a thorough discussion of the budget, the Chairman called for a vote, all members in favour, **resolved to 1)** approve the budget. **2)** to set precept of £49,492 = to Band D at £3.87 per year (32p per month). **Action**, the RFO to submit the completed Precept paperwork to Bassetlaw District Council.

The Charter Trustees previously chose to freeze the precept in 2023/24.

The precept rise will show as a tiny monetary increase on the Council Tax statements of 1p per month at Band A, 2p per month at Bands B to D.

Full comparison below:

Actual Amount billed 2023/24

Year	Total Precept	Council Tax Base	Annual @ Band A	Annual @ Band B	Annual @ Band C	Annual @ Band D	Annual @ Band E	Annual @ Band F
2023/24	£46,300	12552.57	£2.46	£2.87	£3.28	£3.69	£4.51	£5.33

Actual Amount to be billed 2024/25

Year	Total Precept	Council Tax Base	Annual @ Band A	Annual @ Band B	Annual @ Band C	Annual @ Band D	Annual @ Band E	Annual @ Band F
2024/25	£49,492	12781.8	£2.58	£3.01	£3.44	£3.87	£4.73	£5.59

It is also worth noting that the former Borough area of Worksop has an electorate of almost 35,000 and all homes in Council Tax Bands A to C will pay less than the Band D figure. 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.

04/24 There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 7:00pm.