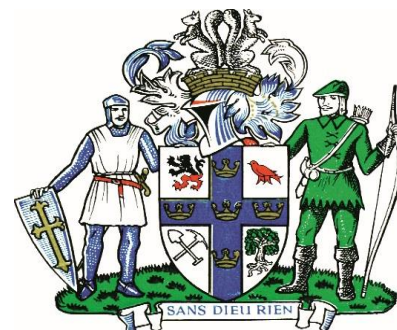


Annual Meeting of Worksoop Charter Trustees

Minutes of the **Annual Meeting of the Worksoop Charter Trustees** held on the **22nd May 2022** in the Venetian Room, Queen's Buildings, Potter Street, Worksoop. The meeting commenced at **5pm**.

Trustee Members Present	Cllr Maria Charlesworth	Mayor (Chairman)
	Cllr Clayton Tindle	Deputy Mayor
	Cllr David Pressley	Cllr Jo White
	Cllr Lynn Dixon	Cllr Neil Sanders
	Cllr John Shepherd	Cllr Julie Leigh
Trustee Officer Present	Cllr Fraser Merryweather	
	Clerk/RFO	Ed Knox



- 07/23 To Elect a Mayor (Chairman)
Cllr Sanders called for a vote to undertake the election of the Mayor via ballot. **Resolved** that Cllr Charlesworth be elected Mayor.
- 08/23 To Elect a Deputy Mayor (Vice-Chair)
Cllr Charlesworth **Proposed**, Cllr Sanders **Seconded** that Cllr Tindle be Deputy Mayor. Therefore, the Trustees **resolved** that Cllr Tindle be elected Deputy Mayor.
- 09/23 To Record Declarations of Interest in any items to be discussed
Cllr Tindle declared a non-pecuniary interest in item 13/23 regards the approving of the payment to the From the Heart Charity as he is a trustee of the charity.
- 10/23 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.
- 11/23 To Approve Annual Governance Statement (Section 1 Annual Return) for Year Ending 2022/23
The Clerk reported the findings of the internal auditor, Cllr Charlesworth **Proposed**, and the unanimously Trustees **approved** the Annual Governance Statement. The Clerk and the Chairman signed the Annual Governance Statement.
- 12/23 To Approve Accounting Statements (Section 2 Annual Return) for Year Ending 2022/23
The Clerk circulated prior to the meeting the Annual Return Section 2, Accounting Statements, Cllr Charlesworth **Proposed**, and the unanimously Trustees **approved** the accounting statements and the Clerk and the Chairman signed the Accounting Statements. **Action**, the Clerk will submit the Annual Return to the External Auditor along with any required supporting documents and upload copies to the webpage.
- 13/23 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>
M.Cree	Internal Audit 2022/23	£60.00
Bassetlaw District Council	Room Hire Jan 2023	£54.00
Bassetlaw District Council	Room Hire May 2023	£44.00
Puddleducks Pre-School	Charitable Supporting – Outside soft play area and play equipment	£500.00
Bassetlaw Triathlon	Charitable Supporting – Triathlon	£1000.00
Disabled Blast Group	Charitable Supporting – Summer event	£750.00
Bassetlaw Youth Council	Charitable Supporting – Worksoop Food Drive	£150.00
From the Heart	Charitable Supporting – Worksoop Fitness & Wellbeing Sessions	£2,500.00
Bassetlaw Parkinsons	Charitable Supporting – Worksoop Parkinsons event Aurora	£75.00
Friends of Worksoop Train Stn	Charitable Supporting – Civic Murals	£500.00
Bassetlaw Food Bank	Charitable Supporting – Manton Grow it Fix it Allotment Food Project	£5,904.15
Bassetlaw District Council	Civic Event – Hong Kong Residents Welcome	£468.24
Hope Community Services	Charitable Supporting – Coronation Event Worksoop Hope	£300.00

Workshop Business Forum	Events – St George’s Day	£3,500.00
Workshop Pride	Events – Workshop Pride	£10,295
Total Payments		<u>£26,100.39</u>

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Bassetlaw District Council	1 st ½ Precept 2023/24	£23,150.00
Total Receipts		<u>£23,150.00</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 **£28,918.00**

Cllr Tindle gave thanks to the Charter Trustees for their recent support to the From the Heart Charity. After a discussion relating to financial related matters, it was **resolved** that the Charter Trustees will look into purchasing a giant reusable cheque for presentations, Cllr Pressley suggested that the CTs see if they can use one of the Bassetlaw Council ones or if they are not suitable, purchase their own. Cllr Charlesworth agreed to contact Bassetlaw Parks Manager to ascertain if the District Council would be happy to own and install a commemorative bench for the Coronation, if the CTs were to fund it. The CTs also agreed to raise awareness of the cheque presentations made via the Mayor and/or Vice Mayor via a small news article on the website that the Mayor/Vice Mayor will write, email a photo to the Clerk to upload. Cllr White suggested this can then be shared on Facebook as a link, on individual Cllrs Facebook pages. Lastly, Cllr Charlesworth agreed to send round dates for a Mayoral Chain handover photo, which as many CT’s as possible can attend and then this will be uploaded to the website.

14/23 Annual Review of the Mayoral Allowance.

The Allowance is not currently paid but the previous vote was to revisit this matter on an annual basis. After discussion, Cllr Leigh **Proposed**, Cllr Presseley **Seconded** and the Trustees unanimously **resolved** 1) Not to pay the amount to the mayor in 2023/24 and not to pay an allowance for the foreseeable future. 2) to no longer continue to revisit this matter on an annual basis.

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