

Annual Meeting of Worksoop Charter Trustees

Minutes of the **Annual Meeting of the Worksoop Charter Trustees** held on the **23rd May 2022** in the Venetian Room, Queen's Buildings, Potter Street, Worksoop. The meeting commenced at **5:30pm**.



Trustee Members Present	Cllr Neil Sanders	Mayor (Chairman)
	Cllr Maria Charlesworth	Deputy Mayor
	Cllr David Pressley	Cllr Josie Potts
	Cllr John Shephard	Cllr Jo White
	Cllr Tony Eaton	Cllr Kevin Greaves
	Cllr Julie Leigh	Cllr Clayton Tindle
Trustee Officer Present	Cllr Deborah Merryweather (left during 05/22)	
	Clerk/RFO	Ed Knox

05/22 To Elect a Mayor (Chairman)

After a very lengthy debate and an adjournment Cllr Merryweather left the meeting. Cllr Charlesworth **Proposed**, Cllr Leigh **Seconded** that Cllr Sanders be Mayor. A vote by show of hands followed and all members present were unanimous, the Trustees **resolved** that Cllr Sanders be elected Mayor. Together with the Clerk as Proper Officer, Cllr Sanders signed the Declaration of Acceptance of Office of Chairman form.

The Trustees had wished to undertake a vote by ballot but the current Standing Orders do not allow this provision. Therefore, the Clerk agreed to draft amended Standing Orders for potential adoption at a future meeting which would allow this.

06/22 To Elect a Deputy Mayor (Vice-Chair)

Cllr Sanders **Proposed**, Cllr Leigh **Seconded** that Cllr Charlesworth be Deputy Mayor. Therefore, the Trustees **resolved** that Cllr Charlesworth be elected Deputy Mayor.

07/22 To Record Declarations of Interest in any items to be discussed

None.

08/22 To Approve the previous meeting Minutes

After discussion, Cllr Sanders **Proposed**, Cllr Eaton **Seconded** and the Trustees **resolved** to accept the minutes. The chairman signed the minutes of the previous meetings as a true and accurate record.

09/22 To Approve Annual Governance Statement (Section 1 Annual Return) for Year Ending 2021/22

The Clerk reported the findings of the internal auditor, Cllr Sanders **Proposed**, and the unanimously Trustees **approved** the Annual Governance Statement. The Clerk and the Chairman signed the Annual Governance Statement.

10/22 To Approve Accounting Statements (Section 2 Annual Return) for Year Ending 2021/22

The Clerk circulated prior to the meeting the Annual Return Section 2, Accounting Statements, Cllr Sanders **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.

11/22 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>
North Notts Bid	Events – Christmas Lights	£1,220
Clerk	Ryman's Archive Folders for Accounts	£5.40
Bassetlaw District Council	Mayors Charitable Supporting – Access Audit for Worksoop	£1,100
Bassetlaw District Council	Room Hire	£42.00
Worksoop Pride	Events – Pride 1 st Payment	£6,000
Worksoop Business Forum	Events – Valentine's Day & Wonderland Day Events	£4,500
Worksoop's Got Talent	Events – Worksoop's Got Talent 2022	£1,000
MCree	Internal Audit 2021/22	£60.00

Total Payments

£13,927.40

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Bassetlaw District Council	1 st ½ Precept 2022/23	£23,161.50
Total Receipts		<u>£23,161.50</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

£15,655.74#

The Clerk advised that the actual figure was higher because the 1st Half of the Precept had been incorrectly paid to the old NatWest Account. Cllrs Potts & Sanders agreed to visit the bank ASAP to request the money is transferred over to Unity Bank.

12/22 Annual Review of the Mayoral Allowance.

The Allowance was introduced at £3,000 PA in 2020 and at the previous meeting, the Trustees resolved that the Allowance would be reviewed every May. After discussion, Cllr Sanders **Proposed**, Cllr Charlesworth **Seconded** and the Trustees unanimously **resolved** 1) Not to pay the amount to the mayor in 2022/23 and to reallocate this money to another cause. 2) to continue to revisit this matter on an annual basis to decide again about the next Mayor's Allowance.

13/22 To Support Bassetlaw Sporting Achievers from the CT's Perspective regards achievers from Worksop

Cllr Clayton gave an overview of his idea to recognise Worksop Town Football Club. After discussion, Cllr Sanders called for a vote and all Trustees unanimously **resolved** to 1) use the £3,000 from the Mayor's Allowance for the event. 2) The event to become an annual event involving Worksop Sports Clubs and the Charter Trustees will work with these clubs over the nominations. 3) Cllrs Clayton, Potts, Sanders and any other Charter Trustee member willing to help will organise this year's event.

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 6:25pm.