

Meeting of Workso Charter Trustees

Minutes of **Meeting of the Workso Charter Trustees** held on the **30th Jan 2023** in the Ceres Suite, Queen's Buildings, Potter Street, Workso. The meeting commenced at **6:00pm**.

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 Clayton Tindle	Cllr Sybil Fielding
Clerk/RFO	Ed Knox



Trustee Officer Present

01/23 To Record Declarations of Interest in any items to be discussed
None.

02/23 To Approve the previous meeting Minutes
After discussion, Cllr White **Proposed**, Cllr Potts **Seconded** and the Trustees **resolved** to accept the minutes. The chairman signed the minutes of the previous meetings as a true and accurate record.

03/23 To Approve the Updated Standing Orders
The Clerk has worked on updating the Standing Orders with the latest best practices and legislation. The amended version also provides the functionality of the Trustees to vote the Mayor and Deputy Mayor roles via a signed ballot. After discussion, Cllr Potts **Proposed**, Cllr Leigh **Seconded** and the Trustees **resolved** to adopt the updated standing orders with immediate effect.

04/23 To pass a resolution to sign up to the civility and respect pledge & adopt the new Dignity at Work Policy
NALC, SLCC and One Voice Wales request that all Local Authorities (which includes Charter Trustees) consider signing up to the Civility and Respect Pledge demonstrating a commitment to standing up to poor behaviour across the sector. Even authorities who currently abide by the principles of Civility and Respect, it may not always be the case, you don't know who might join the authority in the future and try to use bullying and harassment to achieve their goals – having considered this now and put in place the recommended policies and procedures, authorities are well prepared to nip such behaviours in the bud.
Authorities signing the pledge must update their policies and procedures by adopting the NALC Dignity and Work Policy. It is approved for use by both SLCC and NALC and focuses on challenging all inappropriate behaviour, rather than just bullying and harassment, having a zero-tolerance approach and the aim of dealing with concerns before they escalate.
There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways an authority can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrating positive changes which support civil and respectful conduct.
By signing the Pledge, the authority is agreeing that it will treat councillors, trustees, clerks, employees, and representatives of partner organisations and volunteers with civility and respect in their roles, and that it:

- has signed up to the Code of Conduct for councillors/trustees
- has good governance arrangements in place including staff contracts and a Dignity at Work policy
- will seek professional help at early stages should civility and respect issues arise
- will commit to calling out bullying and harassment if and when it happens
- will continue to learn from best practice in the sector and aspire to being a role model / champion authority
- supports the continued lobbying for change in legislation to support the civility and respect, including sanctions for elected members where appropriate.

After discussion Cllr Leigh **Proposed**, Cllr Charlesworth **Seconded** and the Council **resolved** to sign the pledge and adopt the Dignity at Work Policy with immediate effect. A signed copy is included as an Appendix to these minutes.

05/23 To Approve the funding application form
Following a request for a funding application form, the Clerk has worked a charitable funding application form process to best practices and legislation. The form allows a more robust process for awarding charitable payments throughout the year from the Mayor's Charitable budget and will have a record on file for the internal and external auditors should they require details. A copy of the form can be included on the website for downloading by potential applicants. After discussion, Cllr White **Proposed**, Cllr Leigh **Seconded** and the Trustees **resolved** to adopt the charitable funding policy and form with immediate effect with one further addition to the form, to include the question "We require you to promote awareness of the financial support from the Charter Trustees, what promotion will you undertake?"

06/23 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>
Back of the net	Charitable Supporting – Worksop Football	£875.00
Worksop Ukulele Group	Charitable Supporting – Stage Hire Provision	£350.00
Dukeries Academy	Charitable Supporting – Gymnasts	£518.00
Worksop Business Forum	Events – QEII Jubilee	£4,121.00
Worksop Business Forum	Events – Beach	£2,000.00
Worksop Business Forum	Events - Charter Day & Halloween	£4,500.00
Worksop Business Forum	Events – Worksop Christmas Trees/Lights	£1,300.00
Worksop Business Forum	Events – Stocking Filler Day, Rides & Entertainment	£2,000.00
Worksop Royal Brit Legion	Events – Festival of Remembrance	£3,000.00
Worksop RBLI	Events – Piper for QEII Memorial Event	£175.00
North Notts Bid	Events – Food Festival	£1,000.00
Bassetlaw District Council	Events – Remembrance Day 2022	£4107.20
Gallagher Ltd	Insurance Renewal 2022	£883.10
PKF LittleJohn LLP	External Audit 2021-22	£240.00
Clerk	Mileage 2022/23	£19.80
Clerk	Microsoft Secure Cloud Storage 2022/23	£3.41
Clerk	1/6 Share of SLCC Membership 2022/23	£47.71
Clerk	1/6 Share LexisNexis 13th Edition Local Council Admin Book	£18.86
2Commune Ltd	Website Hosting, Support, Email, Domain Name & Licence	£552.00
Total Payments		<u>£25,710.88</u>

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Bassetlaw District Council	2 nd ½ Precept 2022/23	£23,161.50
HMRC	VAT Reclaim 2022/23	£1,795.62
Total Receipts		<u>£24,957.12</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 **£32,433**

3. To Discuss Events and Activities for 2023/24 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
TBA	Hong Kong Residents Welcome Day	£1,000
TBA	Veterans Day	£1,000
TBA	Sporting Award's Day	£1,000
Apr	St. George's Day	£3,000
May	Coronation Weekend (Star Wars May the Sith)	£1,500
May	King Charles III Coronation	£4,000
Jul	Food Festival	£1,000
Jul	Pride	£5,000
Aug	Beach	£2,000
Sep	Welcome Autumn Transport Day	£2,000
Oct	Charter Day	£2,500
Oct	Halloween	£2,000
Oct	Festival of Remembrance	£3,000
Nov	Christmas Trees & Lights	£1,300
Nov	Worksop's Got Talent	£1,000
Nov	Remembrance Day	£3,526

Dec	Stocking Filler Day	£2,000
Feb	Valentine's Day	£2,500
Total		£36,326
Throughout the Year	Charitable Supporting	£3,000

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. After discussion, Cllr White **Proposed**, Cllr Sanders **Seconded**, and the Trustees **Resolved** that up to the amounts quoted in the budget (above) can be spent during 2023/24 by the Mayor, Vice-Mayor in conjunction with the Clerk.

The Chairman explained his plan with regards to getting events happening and would keep the Trustees informed with planning and progressing the events throughout the year. The Trustees **resolved** that Cllr Sanders and Charlesworth will meet with the Chairman of Worksop Business forum to explain the expectations of early and wide-reaching varied promotion of the events, they will also attend each business forum meeting and the Clerk is to ask the business forum to include all Worksop District Cllrs in future meeting invites.

After further discussion, Cllr White **Proposed**, Cllr Fielding **Seconded** and the Trustees **resolved** that a £1,000 budget be set for a Hong Kong Residents Welcome Day, which Cllr White will coordinate.

Cllr Sanders **Proposed**, Cllr Tindle **Seconded** and the Trustees **resolved** that a £1,000 budget be made for Sporting Award's Day which Cllrs Charlesworth, Sanders and Tindle will arrange.

Cllr Sanders **Proposed** that Worksop's Got Talent is no longer supported due to its success at funding via other means, therefore the £1,000 can be reallocated to other new starting events locally, Cllr Sanders called for a vote, 6 in favour, 1 against reallocating the £1,000.

Cllr White **Proposed**, Cllr Charlesworth **Seconded** and the Trustees **resolved** that the May the Sith day be geared towards the Coronation this year, the Business forum to be informed.

4. To Approve 2022/23 Budget & Set a Precept:

The Clerk emailed guidance from NALC around the national average precept across England & Wales which is approximately £74 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 (the average parish element of a Band D council tax bill being £74.81 currently) 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 2023/24 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 11%. In addition to the usual staff costs, a small precept rise was recommended to cover the balance of the planned expenditure:

Costs	Projected Cost 2022-23
Insurance	£900
Worksop Civic Events Supporting	£43,326
Website/Email Fees	£552
Civic Regalia 5 Yearly Valuation	£125
Administrative Costs	£1,019
Contingency for Civic Charity Supporting	£3,000

After a thorough discussion of the budget, Cllr Sanders called for a vote, all members in favour, **resolved to 1)** approve the budget. **2)** to set precept of £46,300 = to Band D at £3.69 per year (31p per month). **Action**, the RFO to submit the completed Precept paperwork to Bassetlaw District Council.

The Charter Trustees chose to freeze the precept this year at £46,300 using reserves and slight changes to the events supported to negate the need for a rise. The Clerk advised the Trustees that due to healthy reserves this is ok in the short term but small inflation rises will eventually be necessary. As a result of an increased electorate in Worksop, the freeze will show as a monetary reduction on the Council Tax statements. Last year the Band D annual figure was £3.80 meaning an 11p reduction.

Full comparison below:

Actual Amount to be billed 2022/23

Year	Total Precept	Council Tax Base	Annual @ Band A	Annual @ Band B	Annual @ Band C	Annual @ Band D	Annual @ Band E	Annual @ Band F
2022/23	£46,323	12192.75	£2.53	£2.95	£3.38	£3.80	£4.64	£5.49

Actual Amount to be 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

It is also worth noting that the former Borough area of Worksop has an electorate of over 34,000 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.

06/23 There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 8:00pm.