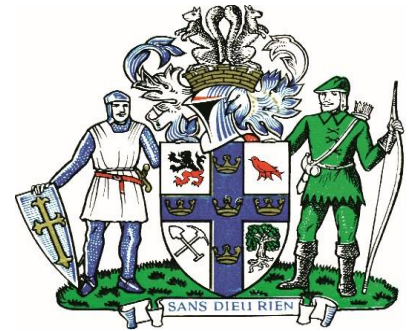


Meeting of Worksop Charter Trustees

Minutes of **Worksop Charter Trustees** held on the 9th Feb 2021 virtually via Teams, as per the regulations enacted under the Coronavirus Act 2020, the meeting commenced at 6pm.



Members Virtually Present	Cllr Madelaine Richardson Chairman
Via Remote Attendance	Cllr Tony Eaton Deputy Mayor Cllr Julie Leigh Cllr Neil Sanders Cllr Clayton Tindle Cllr Tony Eaton Cllr David Pressley Cllr Kevin Greaves Cllr Josie Potts Cllr Deborah Merryweather Cllr Jo White
Also, Virtually Present	Clerk/RFO Ed Knox
Via Remote Attendance	

The Chairman opened the meeting and welcomed Ed Knox as the new Clerk and Responsible Financial Officer.

- 1.21 To Approve Apologies for Absence
The Trustees **resolved** to accept the apologies of Cllr Fielding, Cllr Shephard and Cllr S Greaves. Cllrs Entwistle, Jones, Rhodes, Brett and Charlesworth did not attend.
- 2.23 To Record Declarations of Interest in any items to be discussed
None.
- 3.21 To Approve the previous meeting Minutes
After discussion, the Trustees **resolved** to accept the minutes. The chairman signed the minutes of the previous meetings as a true and accurate record.
- 4.21 To Approve 5-Yearly Valuation of Charter Trustee Civic Regalia and to arrange adequate Insurance Cover as soon as possible
The Civic Regalia of the Charter Trustees was valued for insurance purposes every 5 years until 1990. The 1990 value is the most recent surviving valuations on file. The Trustees’ insurer has advised that the regalia items are not currently insured, the current policy from Came & Company is for Public & Employers’ liability and general office contents. The insurers require an up-to-date valuation. Stanley Hunt Ltd in Retford undertake valuations for Gainsborough Town Council & Retford Charter Trustees, Mellors & Kirk Ltd undertake valuations for Rushcliffe and Gedling Borough Councils. Unfortunately, Stanley Hunts are not undertaking valuations at present due to Covid and have no timescales when they will resume. Mellors & Kirk are undertaking insurance valuations following Covid safe procedures. The cost is expected to be between £400 and £500.
After Discussion, Cllr White **Proposed**, Cllr Potts **Seconded** and the Trustees **Resolved** to 1) undertake an insurance valuation with Mellors & Kirk Ltd as soon as practically possible. 2) Strive to obtain three insurance quotes, authorising the Clerk to take out a policy up to the value of £3,500, choosing the policy with the best value and comprehensive cover. **Action**, Clerk.
- 5.21 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>
Came & Co Ltd	Insurance Renewal 20.11.20-19.11.21	£341.20
ICO	Information Commissioners Annual Fee 2020	£35.00
2Commune Ltd	Charter Trustee.’ Gov.uk’ website & Clerk email	£1,482
Total Payments		<u>£1,858.20</u>

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
None		£0.00

Total Receipts

£0.00

Annual Direct Debit for the ICO and Standing Orders for staff salary including PAYE and Pension, all **approved** unanimously to be set up once NatWest Funds have moved to Unity Bank.

3. To Approve Internet Banking with Unity Trust Bank and closure of NatWest Bank Account

After discussion, Cllr Pressley **Proposed**, Cllr Sanders **Seconded** and the Trustees resolved to open a current account with Unity Bank, to then transfer the funds from the NatWest account to Unity at the earliest convenience, close the old NatWest account and allow the Clerk to make payments by internet banking instead of Cheque.

4. To Approve 2021/22 Budget & Set a Precept:

Prior to the meeting, the Clerk had circulated the draft budget, statement, precept requirement for 2020/21 and the facts surrounding the precept to allow each member time to prepare for making a decision.

As the Charter Trustees continue to become more active in the former Borough of Worksop area, promoting, organising and supporting Civic/Heritage Events, Projects and activities in addition to the usual running costs, therefore, a small precept rise is required to cover the balance of planned and recurring expenditure. After discussion of the budget, Cllr White **Proposed**, Cllr Potts **Seconded** and Cllr Richardson called for a vote, all members in **favour, resolved to 1)** approve the budget. **2)** to set precept of £35,139 = to Band D at £2.88 per year (£0.24 per month). **Action**, the RFO to submit the completed Precept paperwork to Bassetlaw District Council.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 item 6.21 the Trustees **Resolved** to close the item to members of the public due so that the Trustees can Staffing Matters (which may include, but not limited, to contracts of employment, salaries, HR Policies, terms of service, engagement, conduct and dismissal of employees, appointment of employees, financial or personal business affairs of the individual) minutes of the decisions made under this item will be open to the public.

6.21 To Discuss Staffing Matters

The new Clerk requires the Charter Trustees as his employer enrol the Clerk into the Notts LGPS Pension Scheme. Cllr White explained that this scheme is the most suitable choice for Local Govt employees in Nottinghamshire. Cllr White **Proposed**, Cllr Greaves **Seconded** and the Trustees **resolved** that the Clerk be enrolled into the Notts LGPS Pension Scheme with effect from 1st Mar 2020. **Action**, Chairman and Clerk to complete and submit the forms to Notts LGPS.

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 7:35pm.