



Worksop Charter Trustees

Standing Orders and Financial Regulations

Explanatory Note

The Worksop Charter Trustees comprise of all 18 Bassetlaw District Councillors who represent the wards in Worksop, once elected to Bassetlaw, they automatically become a Charter Trustee.

The Trustees came into existence in April 1974, when the old Worksop Borough Council was merged with the Worksop Urban District Council and the Retford Rural District Council and East Retford Borough Council (Retford has its own Charter Trustees) to form the new Bassetlaw District Council. Some areas opted at that time to create new "Town Councils", but the decision was taken not to do this, but to form a Charter Trustee Body.

There are currently only 17 Charter Trustee bodies left in England and Wales: Bath, Bexhill-on-Sea, Bournemouth, Chester, Cleethorpes, Durham, Ellesmere Port Grantham, Grimsby, High Wycombe, Mansfield, Margate, Poole, Scunthorpe, Retford, Taunton, and Worksop.

The other 28 Charter Trustees have agreed to become perished and turned into Town Councils in the following years: Aylesbury 2000, Banbury 2000, Beverley 1999, Bridgwater 2003, Chippenham 1984, Crewe 2013, Daventry 2003, Deal 1996, Dover 1996, Dunstable 1985, Folkestone 2004, Hereford 2000, Kidderminster 2016, Lichfield 1980, Lowestoft 2017, Lymington 1979, Macclesfield 2015, Malden 1987, Newark 1980, Newbury 1997, Penzance 1980, Queenborough-in-Sheppey 1976, Ramsgate 2009, Leamington Spa 2002, Salisbury 2009, Weston-Super-Mere 2000, Workington 1982, Yeovil 1984

In 2019 the National Association of Local Councils issued a statement to the Govt *"Most charter trustee bodies seem to have lost their way and have forgotten that they were only ever supposed to be temporary bodies created as a half-way house to a local council being created. Some recent*

charter trustee bodies have become very large local councils and are doing an excellent job as fully elected bodies representing their communities – Banbury, Hereford and Kidderminster, for instance. That is why we think charter trustees have had their day and the Government should parish the remaining 17 charter trustee areas by the end of this parliament. If this has not happened by then, the government should act to abolish all remaining charter trust bodies by the end of the next parliament.

TRUSTEES OF WHAT?

(From S246 of the 1972 Act the Local Authority (England) Property etc) Order 1973, the Local Authorities (Wales) Property etc.) Order 1973 and The Charter Trustee Order 1974

It follows that, unlike Parish Councils, the Charter Trustees have no powers in respect of any general functions or services within the District but, of course, Members will carry out these duties in their principal role of District Councillor.

Whilst having no executive powers the Charter Trustee body is responsible for ensuring the continuance of the historical, ceremonial and social links of the Town. Members of the Charter Trustees are expected to support the Town and its Mayoralty.

ANNUAL MEETING AND MAYOR MAKING

(The Trustees do not have to adopt the role of Mayor and can use the title Chairperson.)

The ceremony of Mayor Making is basically nothing more than an election of a Chairperson to chair meetings of the electing body for the forthcoming municipal year.

The role of the Trustees is purely ceremonial, they elect a Mayor and Deputy Mayor each May, and safeguard the traditions of the former Borough of Worksop. They may arrange and support activities that the promote the Town and former Borough They maintain the civic regalia and the "Town Plate", which is a collection of gifts and artefacts that were donated to the Town during its days as a Borough. The Trustees meet formally on four occasions each year, they receive reports from the Mayor and Clerk and they set an annual budget which covers the running cost of the Trustees. They make a formal precept for funds to the Bassetlaw District Council, in the same way that Parish and Town Councils do. The cost of the Trustees is paid for solely by the residents of Worksop.

The Mayor of Worksop represents the Charter Trustees can represent at functions both within, and outside of the town of, whilst neither he/she, nor the Charter Trustees themselves have any "executive powers", the Mayor is seen as an extremely important person within the locality, and brings a great sense of civic pride to all events which he/she attends.

The office of Mayor is apolitical

The Mayor's Main Duties and Responsibilities

1.To preside over meetings of the Charter Trustees and to ensure Worksop Charter Trustee meetings are conducted in accordance with the Trustee's Terms of Reference and the general provisions for the conduct of business, rules of debate etc that apply to Bassetlaw District Council and its Committees

2. To act as an ambassador for Worksop and to represent the Worksop Charter Trustees at civic and ceremonial functions and religious events (of all denominations and beliefs) within and for the designated former Worksop Borough area.
3. To promote and encourage effective relationships between the Worksop Charter Trustees and local charities / community groups through the attendance of civic functions.
4. At the Mayor's discretion to nominate a charity or charities to support (up to the budget set by the Charter Trustees in the preceding January's meeting) during the year of office.
5. To have a good working knowledge and understanding of the civic role and responsibilities of the office of Mayor.
6. To act as a role model as a 'community leader' and to teach civic pride to local young people.
7. To provide leadership and to promote and support open and transparent governance of Worksop Charter Trustee affairs.
8. To entrust duties to the Deputy Mayor and to support and mentor them in carrying out civic duties.
9. To monitor the Worksop Charter Trustee budgets.
10. To be involved with the final accounts reporting procedure for the Worksop Charter Trustees.
11. To be non-political, act with impartiality and carry out the role of 'Mayor' in such a manner which recognises the diverse make-up within Worksop and promotes equality of opportunity, dignity and respect for all.

Worksop Charter Trustees Terms of Reference

NOTE: The Trustees derive their powers from S246 of the 1972 Act the Local Authority (England) Property etc) Order 1973, the Local Authorities (Wales) Property etc.) Order 1973 and The Charter Trustee Order 1974) and the Accounts & Audit Regulations 1983:

- 1) to promote the historical links and traditions of the former Borough of Worksop**
- 2) to support and promote activities that enhance the historical links and expressions of civic pride**
- 3) to elect a mayor and vice-mayor and support activities of the Mayor (or chair) in conjunction with those roles**
- 3) to determine expenditure that supports these objectives. It will not be a role of the Trustees to be a grant making body. They may commission activities that promote Worksop.**
- 4) to pay a reasonable allowance to meet the mayor's expenses and costs of office.**
- 5) to employ officers (clerk/responsible financial officer)**
- 6) to own, maintain and insure historic and ceremonial property (civic regalia)**
- 7) to make or receive official and courtesy visits.**

7. Clerk to the Charter Trustees

7.1. The Charter Trustees may appoint a number of employees to assist it in the performance of its duties. The Charter Trustees will appoint a Clerk to the Charter Trustees which will be on an employed basis, unless the Clerk is a member of the Charter Trustees, acting in an unpaid capacity.

7.2. The Clerk will act as the Proper Officer of the Charter Trustees, and he/she will: receive the Declaration of Acceptance of Office and notices disclosing interests; sign documents on behalf of the Charter Trustees and issue agendas and notices of meetings; receive and distribute plans and documents on behalf of the Charter Trustees; and also advise the bank of changes to mandates with the bank.

7.3. The Clerk will act as Responsible Financial Officer or be responsible for managing a Finance Officer or other employees of the Charter Trustees.

7.4. **As an employee of the Charter Trustees** the Clerk is covered by employment legislation dealing with employment rights, discrimination in employment, unfair dismissal, redundancy and similar matters. The Clerk will therefore have a contract of employment stating the terms and conditions under which he/she is employed. This will effectively be administered by the Chairman or designated Councillor acting with the authority of the Charter Trustees.

8. Committees and task and finish groups

8.1. The Charter Trustees from time to time may set up committees and task-and-finish groups to undertake work on behalf of the Charter Trustees. The Charter Trustees will set their Terms of reference, and they will report periodically to the Charter Trustees.

9. Emergency Business

9.1. Should it not be appropriate to convene a special meeting then any emergency business will be handled by the Clerk, in consultation with the Chairman and one other Councillor. Actions will be reported promptly to the Charter Trustees.

10. Alteration or Reversal of previous decisions

10.1. Decisions of the Charter Trustees will not be revised within 4 months, except where a special item is placed on the agenda bearing the name of two Councillors because new information has come to light, and is considered and approved by the Charter Trustees.

11. Standing Orders

11.1. These and any other standing orders will be reviewed annually by the Clerk and the Chairman, and any amendments will be decided by the Charter Trustees.

11.2. During the course of meetings of the Charter Trustees, the Chairman's decision as to the interpretation of the standing orders will be final. In cases of doubt, the Charter Trustees will seek the advice of the Association of Charter Trustee Towns and Charter Town Councils and the National Association of Local Councils.

11.3. The Charter Trustees may resolve to suspend a Standing Order, in order to progress the business of the Charter Trustees, and such decision will be included in the minutes. The suspension will not be taken lightly and it will be time-limited. These Standing Orders were adopted by the **Charter Trustees at a meeting of the Charter Trustees held on 1st May 2021.**

The Worksoop Charter Trustees Standing Orders

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1) Interpretation

(1) In these Regulations—

“the Act” means the Local Government Act 1992;

“the 1972 Act” means the Local Government Act 1972;

“the establishment date”, in relation to any charter trustees, means the date (being 1st April in any year) which is specified as such in a relevant instrument;

“existing”, in relation to an area, means that area as it exists immediately before the establishment date;

“the relevant council” means—

- (a) the council of the district in which is comprised the area for which charter trustees are established; or
- (b) where that area is comprised in a county in which there are no district councils, the council of the county; and

“relevant instrument” means these Regulations or any other statutory instrument made under the Act by which charter trustees are established.

(2) Where, pursuant to a provision in a relevant instrument, the Charter trustees elect one of their number to be a town mayor or a deputy town mayor, references in these Regulations to the chairman or the vice-chairman of the charter trustees shall be construed, as the case may be, as references to the town mayor or the deputy town mayor.

2) Establishment of charter trustees

(1) In this regulation, “the establishment date” was 1st April 1974.

(2) The Charter Trustees of— Worksop comprise of the following wards:

Worksop East

Worksop North

Worksop North East

Worksop North West

Worksop South

Worksop South East

3) Privileges and rights of charter trustees

(1) The charter trustees established by regulation 3—

(a) **In May, in every year elect one of their number to be town mayor (or chairperson) and another to be deputy town mayor (or deputy chairperson);** and

(b) May, subject to any provision made by a grant under Her Majesty's prerogative or any provision of a charter granted by Her Majesty under section 245 of the 1972 Act, exercise any powers to appoint local officers of dignity exercisable immediately before the establishment date by the council of the existing city or, as the case may be, borough the whole or part of the area of which comprises the area for which the charter trustees are established.

4) Number of charter trustees and appointment of local government electors as trustees

(1) If at the establishment date the number of councillors constituting the charter trustees is less than three, the charter trustees shall consist of those councillors and such number of local government electors for the area for which the charter trustees act appointed by the relevant council as will make the number of charter trustees up to three.

(2) Where one local government elector, or two local government electors, as the case may be, fall to be appointed by the relevant council as charter trustees they shall be appointed —

(a) as soon as practicable after the charter trustees are established; and

(b) At the annual meeting of the relevant council in the next year in which the ordinary elections of councillors for—

(i) non-metropolitan district councils in relation to which there is no order in force providing for the election of district councillors by thirds are to take place, if the relevant council is a non-metropolitan district council, or

(ii) County council elections are to take place, if the relevant council is a county council; and

(c) Every fourth year thereafter.

(3) Any local government elector appointed as charter trustee shall (subject to the provisions of these Regulations), hold office until the time fixed for the meeting of the next annual meeting of the relevant council at which under paragraph (2) above appointments shall fall to be made.

(4) Where the number of councillors constituting the charter trustees is increased to two, such one of the local government electors appointed as aforesaid as may be determined by the relevant council shall forthwith cease to hold office as a charter trustee.

(5) Where the number of councillors constituting the charter trustees is increased to three or more, any local government elector appointed as aforesaid shall forthwith cease to hold office as a charter trustee.

(6) Sections 80(1)(b) and (d), 80(5), 81(1) and (2) and 92 of the 1972 Act shall apply to a local government elector being appointed, or holding office as, a charter trustee as they apply to a person being elected to, or being a member of, a local authority, subject to any necessary modifications.

(7) For section 80(1) (e) of the 1972 Act there shall be substituted—

“(e) is disqualified for being a member of the relevant council under Part III of the Representation of the People Act 1983 or for being a charter trustee under Part III of the Local Government Finance Act 1982, and in this paragraph “the relevant council” means the council of the county or district in which is comprised the area for which charter trustees are established by any statutory instrument made under Part II of the Local Government 1992”.

(8) A local government elector appointed as a charter trustee may at any time resign his office by written notice delivered to the proper officer of the relevant council and his resignation shall take effect upon receipt of the notice by the proper officer.

(9) The relevant council may remove from office a local government elector appointed as a charter trustee under this regulation if, in their opinion, he has, without sufficient cause, failed to attend two or more consecutive meetings of the charter trustees.

(10) A casual vacancy in the office of charter trustee shall arise at any time when—

(a) a local government elector appointed as a charter trustee ceases to be a local government elector for the area for which the charter trustees act, becomes disqualified, resigns, is removed by the relevant council under paragraph (9) above or dies; or

(b) Under electoral arrangements for the time being in force the number of councillors constituting the charter trustees is reduced to two or one, as the case may be.

(11) When any such casual vacancy arises the relevant council shall, as soon as practicable, appoint a local government elector for the area for which the charter trustees act to fill the vacancy.

(12) A local government elector appointed under paragraph (11) above shall (subject to the provisions of these Regulations) hold office until the time fixed for the meeting of the next annual meeting of the relevant council at which under paragraph (2) above appointments fall to be made.

(13) Where there are so many vacancies in the office of councillor for the relevant area that the charter trustees are unable to act, the relevant council may appoint local government electors for the area for which the charter trustees act to fill up all or any of the vacancies until other councillors for the relevant area are elected and take up office.

(14) The acts and proceedings of any person appointed and acting as charter trustee shall, notwithstanding his qualification or want of qualification, be as valid and effectual as if he had been qualified.

(15) If the register of local government electors is not so framed as to show the local government electors for the area for which the charter trustees act, the registration officer shall make such alteration thereof as may be proper for that purpose.

(16) In this regulation—

“Local government elector” means a person registered as a local government elector in the register of electors in accordance with the provisions of the Representation of the People Act 1983;

“Proper officer” has the same meaning as in the 1972 Act.

5) Meetings of charter trustees

(1) Charter trustees shall in every year hold an annual meeting which-

(a) in the case of the first annual meeting, shall be held within one month following the establishment date: and

(b) in any other case, shall be held within 21 days following the annual meeting of the relevant council.

(2) The election of a chairman and vice-chairman of charter trustees shall be the first business transacted at their annual meeting.

(3) (a) The first annual meeting shall be convened by an officer of the relevant council appointed for that purpose by that council.

(3) (b) Until the completion of the election mentioned in paragraph (2) above, the chairman or, if the chairman is not present, the vice-chairman of the relevant council shall preside over the first annual meeting but if he is not one of the charter trustees, he shall not vote in the first instance at the election.

(4) Other meetings of charter trustees shall be held as they determine but at least twice a year.

(5) Paragraph 10 of Schedule 12 to the 1972 Act (meetings, location, publicity, etc.) shall apply in relation to meetings of charter trustees as it applies in relation to meetings of parish councils.

(6) No business shall be transacted at a meeting of charter trustees unless at least one-third of the whole number of the charter trustees are present at the meeting; but in no case shall the quorum be less than Six (6).

(7) At a meeting of the charter trustees the mayor (or chairperson), if present, shall preside and, if he is absent from such a meeting, the deputy mayor (or deputy chairperson), if present, shall preside.

(8) If both the mayor (or chairperson) and deputy mayor (or deputy chairperson) are absent from a meeting of charter trustees, such one of their number as the charter trustees present shall choose shall preside.

(9) Section 228(1) (Inspection of documents) and paragraphs 39 to 44 of Schedule 12 to the 1972 Act (meetings and proceedings of local authorities) shall apply to charter trustees as they apply to parish councils.

(10) Charter trustees shall be a body to which the Public Bodies (Admission to Meetings) Act 1960 applies.

6) Mayor and Deputy Mayor (or chairperson and deputy chairperson)

(1) The mayor (or chairperson) or deputy mayor (or deputy chairperson) of charter trustees shall, unless he ceases to be one of their number, hold office until immediately after the relevant election at the next annual meeting; and in this paragraph "the relevant election" means the election mentioned in regulation 6 above.

(2) On a casual vacancy occurring in the office of mayor (or chairperson) or deputy mayor (or deputy chairperson) of charter trustees, the charter trustees shall, as soon as practicable, meet for the election of one of their number to such office and any person so elected shall (unless he ceases to be one of their number) hold office until the time specified in paragraph (1) above and shall then retire.

(3) Charter trustees may pay their mayor (or chairperson) for the purpose of enabling him/her to meet the expenses of their office such allowance as they think reasonable.

7) Discharge of functions by charter trustees

(1) Charter trustees may appoint such officers as they think necessary for the proper discharge of their functions and sections 112(1), (2) and (5) and 114 to 117 of the 1972 Act (staff officers, etc. of local authorities) shall apply, subject to any necessary modifications, in relation to such officers as they apply in relation to officers appointed by parish councils.

(2) Charter trustees may arrange for the discharge of any of their functions other than—

(a) The election of the mayor (or chairperson) or deputy mayor (or deputy chairperson);

(b) The appointment of additional charter trustees

(b) The appointment of local offices of dignity;

(c) Functions relating to the issuing of a precept or the borrowing of money;

By a committee or officer of theirs or (with agreement of the relevant council) of the relevant council.

(3) Where, by virtue of paragraph (2) above, any functions of charter trustees may be discharged by a committee of theirs, then, unless they otherwise direct, the committee may arrange for the discharge of any of those functions by an officer of the charter trustees or of the relevant council.

(4) Any arrangements made by charter trustees or a committee of theirs under paragraph (2) or (3) above shall not prevent them or the committee from exercising those functions.

(5) Section 106 of the 1972 Act (standing orders of committees) shall apply as respects any committee of charter trustees as it applies as respects a committee of a parish council.

8) Accommodation of Charter Trustees

The relevant council shall provide accommodation for the proper discharge of the functions of any charter trustees; and the accommodation to be provided and the terms on which it is provided shall be determined by agreement between that council and the charter trustees or, in default of such agreement, by the decision of a person agreed on by them or, in default of their agreement, appointed by the Secretary of State.

9) Acquisition of property

Charter trustees may acquire, or accept gifts of, and hold historic or ceremonial property (other than land and buildings) and, in particular, charters, insignia and plate, of the area for which they act and may execute any work (including works of maintenance or improvement) incidental to or consequential on the acquisition, acceptance or holding.

10) Precepts

(1) Subject to the following paragraphs of this regulation charter trustees shall be a local precepting authority for the purposes of Chapter IV of Part I of the Local Government Finance Act 1992 ("the 1992 Act").

(2) Section 41 of the 1992 Act (issue of precepts by local precepting authorities) shall have effect—

(a) in relation to any charter trustees (“the charter trustees”), the billing authority within whose area is situated the area for which the charter trustees act (“the prospective billing authority”) and the financial year beginning with the establishment date (“the initial year”), and

(b) As respects the period beginning with the date on which the relevant instrument is made and ending immediately before the date on which there is issued by the charter trustees a precept for the initial year,

with the substitution for subsection (3) of the following subsection—

“(3) In making calculations in accordance with section 32 above (originally or by way of substitute) the billing authority shall take into account for the purposes of its estimate under section 32(2) (a) above an amount equal to that specified in relation to charter trustees for the purposes of regulation 12(2) of the Charter Trustees Regulations 1996, in the statutory instrument made under Part II of the Local Government Act 1992 which establishes those charter trustees.”

(3) In relation to the charter trustees, the prospective billing authority and the initial year—

(a) Section 32 of the 1992 Act (calculation of budget requirement by billing authorities) shall have effect with the omission of subsection (6);

(b) Section 41(4) of that Act shall have effect with the substitution for the words “March in the financial year preceding that for which it is issued” of the words “October in the financial year for which it is issued”; and

(c) the reference in section 54(4) of that Act (power to designate authorities) to a precept anticipated by a billing authority in pursuance of regulations under section 41 of the Act shall be construed as a reference to the amount specified in relation to the charter trustees for the purposes of paragraph (2) above in the relevant instrument.

(4) In relation to an amount taken into account for the purposes of section 32(2)(a) of the 1992 Act by virtue of paragraph (2) above, Chapter III of Part I of that Act shall have effect as if —

(a) The amount were an item mentioned in section 35(1) of that Act which related to the area for which the charter trustees are to act; and

(b) The area of the prospective billing authority included the area for which the charter trustees are to act.

(5) The charter trustees shall make the calculations required by section 50 of the 1992 Act (calculation of budget requirement by local precepting authorities) for the initial year so as to secure that the amount calculated as its budget requirement for that year does not exceed the amount specified in relation to the charter trustees for the purposes of paragraph (2) above in the relevant instrument.

(6) In paragraph 1 of Part I (information to be supplied with council tax demand notices) of Schedule 3 to the Council Tax and Non-Domestic Rating (Demand Notices) (England) Regulations 1993 the expression “relevant precepting authority” shall not include charter trustees.

11) Borrowing

The Trustees have no borrowing power.

12) Accounts, audit etc.

(1) Charter trustees shall keep accounts of their receipts and repayments.

(2) Charter trustees shall make safe and efficient arrangements for the making of their payments.

(3) The Audit Commission Act 1998 shall apply to all accounts of charter trustees as though they were a body listed in paragraph 1 of Schedule 2 to that act.

13) Application of other statutory provisions

(1) Subject to paragraph (2) below, sections 94 to 98 of the 1972 Act (disability for voting on account of interest in contracts etc.) shall apply to charter trustees as they apply to parish councillors, subject to any necessary modifications.

(2) The receipt by the chairman or vice-chairman of charter trustees of such an allowance as is mentioned in regulation 9(3) or his right to receive, or the possibility of his receiving such an allowance, shall not be treated as a pecuniary interest for the purposes of section 95 of the 1972 Act.

(3) Sections 111 (subsidiary powers of local authorities), 140 (insurance by local authorities against accidents by members) and 151 (financial administration) of the 1972 Act shall apply in relation to charter trustees as they apply to parish councils.

(4) Sections 173 to 178 (allowances) of the 1972 Act shall apply in relation to charter trustees as if they were the members of the council of a parish for the charter trustee area.

(5) Section 47 (discretionary relief) of the Local Government Finance Act 1988 shall apply in relation to charter trustees as it applies in relation to charter trustees constituted under section 246(4) of the 1972 Act.

(6) Charter trustees shall be treated as if they were a body mentioned in Part II of the Schedule to the Local Authorities (Capital Finance) (Approved Investments) Regulations 1990 (bodies advances to whom are approved investments).

14) Subscriptions

(1) Charter trustees may pay reasonable subscriptions, whether annually or otherwise, to the funds of the Association of Charter Trustees and Charter Town Councils.

15) Dissolution of charter trustees

(1) This regulation applies where an area, or part of an area, for which charter trustees have been established becomes, or becomes comprised in, a parish (not being an existing parish) for which a parish council is established.

(2) From the date on which the first councillors for the parish come into office these Regulations, or the statutory instrument made under Part II of the Act establishing the charter trustees, shall cease to apply to the area or part and accordingly—

(a) The charter trustees shall cease to act therefor and shall be dissolved;

(b) The mayor or deputy mayor shall cease to hold office as such;

(c) any local officer of dignity appointed pursuant to regulation 4(1)(b) above shall hold office as if appointed by the parish council;

(d) The following matters owned, vested in, or exercisable by the charter trustees shall be transferred to the parish council —

(i) All property of whatever description;

(ii) All rights, liabilities, contracts or other written instruments of whatever description;

(iii) Any legal actions or proceedings;

(e) Regulation 4 of the Local Government Changes for England Regulations 1994 shall apply as if the charter trustees were a transferor authority, and the parish council were a transferee authority of the same tier;

(f) the accounts of the charter trustees and of its committees and officers shall be made up to the dissolution of the charter trustees, and shall be audited in the same way, and subject to the same procedures and penalties as if the charter trustees had not been dissolved.

Finance Regulations

3.1. Responsible Finance Office (RFO)

The Responsible Finance Officer is a statutory office and appointed by the Trustees. The Clerk to the Trustees may take on this role of managing the Trustee's financial affairs in accordance with Proper Practices.

3.2 Estimates and Precept

The RFO will compile estimates of income and expenditure annually for the Trustee's consideration. The Trustees will review the budget not later than the end of December in preparation for the precept being agreed, and submitted to the Collection Authority in January. During the year the budget will be reviewed against actual expenditure and income. Amendments to the budget will be discussed by the Trustees and changes minuted.

3.3 Income and Expenditure

The RFO will supply regular updates of income and expenditure throughout the year and detail actual figures against estimate. Significant underspends or overspends will be brought to the attention of the Trustees and action taken to address any discrepancies. Underspent revenue will be identified and earmarked to reserves by a resolution of the Charter Trustees.

3.3 Accounting and Audit

3.3.1 The RFO will determine all accounting procedures and financial records of the Charter Trustees in accordance with the Accounts and Audit Regulations.

3.3.2 The RFO will complete the annual financial statements of the Trustees including the annual return as soon as practicable after the end of the financial year and will submit and report on them to the Trustees. The Charter Trustees will review each year and ensure that there is an adequate, effective system of internal audit of the Trustee's accounting, financial and other procedures in line with Proper Practice.

3.3.3 An Internal Auditor will be appointed by the Charter Trustees to carry out the work required to comply with the Proper Practice. The person appointed will be competent and independent of the operation of the Trustees.

3.3.4 The RFO will submit the Annual Return to the External Auditor by the due date, ensuring the return is complete.

3.4 Banking Arrangements and Cheques

3.4.1 The Charter Trustee's banking arrangements, including the Bank Mandate, will be made by the RFO and approved by the Trustees. They will be regularly reviewed for efficiency.

3.4.2 A resolution of the Charter Trustees will nominate up to three trustees and the RFO to be authorised signatories.

3.4.3 All items of expenditure will be authorised by the Charter Trustees and the payments approved. The RFO will examine invoices and verify and certify the expenditure.

3.4.4 Internet Banking including Standing Orders will be completed for all transactions (where possible) and processed by the RFO.

3.4.5 Any utility bill may be paid by Direct Debit provided that the instructions are signed by the RFO.

3.20. Loans and Investments

3.20.1. All loans and investments will be negotiated in the name of the Charter Trustees and will be set for a period approved by the Charter Trustees.

3.20.2. All borrowings will be in the name of the Charter Trustees and will not be entered into until necessary approvals have been given. Any application will be approved by Charter Trustees, especially the terms and purpose. These terms must be reviewed annually.

3.20.3. All investments of money under the control of the Charter Trustees will be in the name of the Charter Trustees and all certificates or other documents will be retained by the RFO.

3.21. Contracts and Purchase Orders

3.21.1. An official order or letter will be issued for all work or service paid for by the Charter Trustees. All Councillors and officers are responsible for obtaining good value for money at all times. An officer placing an order on behalf of the Charter Trustees will ensure that good value and appropriate terms are obtained for the transaction.

3.21.2. Orders for values £500 to £2000 require a minimum of two quotations; for values above £2000 three quotations are required. Contracts exceeding £25,000 require additional safeguards and will follow Proper Practice.

3.21.3. All estimates will be approved by the Charter Trustees; while the Charter Trustees is not obliged to accept the lowest quotation the reasons for accepting the quotation will be recorded.

3.22. Assets

3.22.1. The RFO will ensure that an appropriate and accurate Register of Assets is maintained by the Charter Trustees. It will be reviewed at least annually, in conjunction with a health and safety inspection of assets if appropriate.

3.23. VAT

3.23.1. The RFO will promptly complete any VAT Return that is required. Any repayment claim due in accordance with the VAT Act 1974 section 33 will be made at least annually coinciding with the financial year.

4. Insurance

4.1. Following the annual risk assessment the Charter Trustees will review the level of insurance cover and ensure it is adequate and appropriate for the activities of the Charter Trustees. Minimum cover will include Public Liability, Employers Liability, Money and Fidelity Guarantee.

5. Risk Assessment

5.1. A risk assessment will be undertaken annually of all the activities of the Charter Trustees and a report approved by the Charter Trustees. This assessment will also cover the appropriateness of the internal audit arrangements. The Risk Assessment will be reviewed annually.

5.2. If the Charter Trustees undertakes a new activity not covered by the existing risk assessment an assessment will be undertaken before the activity commences.

6. Freedom of Information

6.1. The Charter Trustees is subject to the Freedom of Information Act and has adopted the Model Publication Scheme for Parish Councils. The Clerk will ensure the Charter Trustees conforms to the requirements of the Act allowing public access to the appropriate documents.

7. Voting

7.1. Members shall vote by show of hands unless the meeting decides otherwise via a signed ballot (not secret) i.e., councillors put their name to the vote and hand the slip to the chair/clerk for tallying. If a recorded vote for the minutes isn't then requested by any Charter Trustee Member present, it is effectively secret, but if a recorded vote is requested after the result is announced then it can be facilitated.

7.2 If the majority of members present vote to require the Clerk to record the names of the members who voted on any question and how they voted. Such a request shall be made before moving on to the next item of business on the agenda and 'before' the taking place of a signed ballot.

7.3 The Chairman may give an original vote on any matter put to the vote and, in the case of equality of votes, may give a casting vote even though he gave no original vote.

8. Order of Business

8.1. The order of business shall be stated on the agenda, which shall be delivered to each member by email, together with a copy of the previous minutes, at least three clear days before the date of the meeting confirming the date, time and place of the meeting. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or official mourning.

8.2. Any relevant supporting information is to be emailed to councillors, with the agenda, in order that they can consider, in advance of the meeting, any business included on the agenda.

8.3. The order of business may be altered on the agenda at the discretion of the chairman during the meeting.

9. The Minutes

9.1. No discussion shall take place upon the minutes except upon their accuracy.

9.2. Corrections to the minutes shall be made by resolution, a vote by show of hands, and must be initialled by the Chairman.

9.3 If the Clerk &/or the chairman of the meeting does not consider the approved the minutes (after alterations have been made) to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman &/or clerk of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of (xxx) were a correct record, but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

9.4 The Charter Trustees shall publish draft minutes on a website which is publicly accessible and free of charge

9.5 The minutes of a meeting shall include an accurate record of at least the following:

- i. the time and place of the meeting;
- ii. names of councillors who are present
- iii. Interests that have been declared by councillors.
- vi. the resolutions made
- vii. Each minute shall have a reference number
- viii. Each page of the minutes shall be numbered.

10. Closure

10.1. A motion of closure of debate may be moved at any time but must be proposed and seconded without comment.

10.2. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

10.3. The Chairman may refuse such motion if they feel that the question before the Charter Trustees has not been sufficiently debated.

10.4. A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Charter Trustees statutory functions, powers and obligations or an issue which specifically affects its area or its residents.

15.5. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

16. Any Other Business (AOB)

16.1. AOB is no longer local authority/industry wide best practice and should not be included on the agenda. Items on the agenda have to be specific and clear about what is to be debated and it is illegal to make decisions under an item called Any Other Business.

17. Confidential Business

17.1. No member shall disclose to any person, not being a member of the Charter Trustees, any business declared to be confidential by the Charter Trustees.

18. Code of Conduct

18.1. All councillors shall observe the code of conduct of the District Council which has been adopted by the Charter Trustees as their Code of Conduct.

19.2. Upon notification by the District Council (Monitoring Officers) that it is dealing with a complaint that a Charter Trustee member with voting rights has breached the code of conduct, the Proper Officer shall report this to the Charter Trustees.

19.3. The Charter Trustees shall provide the Proper Officer with information or evidence where such disclosure is necessary to pass onto the Monitoring Officer who will investigate the complaint or is a legal requirement and seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

20. Length of meetings

20.1. Except at the Chairman' discretion, all meetings of the Council shall finish not later than 1.5 hours after their commencement.

20.2. Any business not transacted within 1.5 hours shall be carried over to the next meeting or such other date as the Chair may decide.

21. Smoking & Alcohol

21.1. No smoking or alcohol consumption shall be permitted during meetings.

22.2. No meetings shall take place in premises which at the time of the meeting are used for the supply of alcohol.

22. Mobile Phones

22.1. Mobile phones shall be either set to silent or switched off during meetings.

27. Disorderly Conduct at meetings

27.1. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If disorderly conduct occurs, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

27.2. If person(s) disregards the request of the chairman to moderate or improve their conduct, any councillor or the chairman may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

27.3. If a resolution made above is ignored, the chairman may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting and asking the offending person

28. Location & Frequency of Meetings

28.1. All meetings shall be held whenever practically possible, at Worksop Town Hall/Queen's buildings. However, they can be held elsewhere in the former Borough of Worksop should the need arise (eg a Community Centre)

28.2 There shall be **two (2)** meetings per year, **an Annual Meeting in May** and **a budget/precept setting meeting in January**. The Charter Trustees shall authorise a sufficiently accurate budget to allow the Clerk and Mayor to spend up to this budget on the events and charities during the year and the mayor together with other Charter Trustees shall operate 'task finishing groups' who work to support the events to completion outside of the formal setting of Charter Trustee meetings. The finishing groups may also be outside bodies to the Charter Trustees, such as, but not limited to, the Worksop Business Forum, North Notts Bid, Worksop Royal British Legion, Bassetlaw District Council, Worksop Pride and Worksop's Got Talent who are notified of the budget limit they may spend from the Charter Trustees and which events these shall be for.

Adopted 31/01/2023