

Report to: Meeting of the Trustees of the Gilstrap and WE Knight Charities:  
9 March 2026

Clerk to the Trustees: To be confirmed

Lead Officer: Francesca Whyley – Monitoring officer

<b>Report Summary</b>	
<b>Report Title</b>	Appointment of Clerk and Deputy
<b>Purpose of Report</b>	To seek approval of the appointment of the Clerk and Deputy Clerk to the Board of Trustees of the Gilstrap Charity and WE Knight Trust
<b>Recommendations</b>	That the Trust approve: <ul style="list-style-type: none"> <li>a) The appointment of the Monitoring Officer as Clerk to the Board of Trustees to the Gilstrap Charity and WE Knight Trust</li> <li>b) The appointment of the Deputy Monitoring Officer as Deputy Clerk to the Board of Trustees to the Gilstrap Charity and WE Knight Trust</li> </ul>
<b>Reason for Recommendations</b>	To ensure effective administration of the Gilstrap Charity and WE Knight Trust (the Trust) Board meetings and to ensure good governance.

## **1.0 Background**

1.1 The Board of Trustees of the Trust have authority to make operational and strategic decisions relating to the Gilstrap and WE Knight Charities. As part of this decision making, and in order to support administration and good governance at meetings of the Board a clerk has historically been appointed. The clerk has administered meetings as well as filtering grant funding applications and requesting more information to ensure applications align with the aims of the Charity.

1.2 Until October 2025, the clerk role was filled by the Monitoring Officer of Newark and Sherwood District Council. The postholder left the organisation in October 2025 and since then there has been no formally appointed clerk and the position remained vacant. The previously planned meeting of the Trust in October was postponed.

1.3 Newark and Sherwood District Council appointed a new Monitoring officer from 21<sup>st</sup> October 2025. This resource is a shared resource with Gedling Borough Council and the Monitoring Officer allocates two days a week to Newark and Sherwood District Council. In order to ensure the Trust are not impacted by this change in

arrangements, adequate cover for the clerk role is required.

## 2.0 **Proposal /Options Considered**

- 2.1 It is proposed that the vacant clerk role is filled by the Monitoring Officer who will retain oversight of the role but that a Deputy Clerk is also appointed to ensure adequate cover for meetings. The Deputy role would be filled by one of the Deputy Monitoring Officers Bryony Norman. This will ensure all meetings are administrated effectively going forward.

## 3.0 **Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

<b>Implications Considered</b>			
<b>Yes – relevant and included / NA – not applicable</b>			
Financial	NA	Equality & Diversity	NA
Human Resources	x	Human Rights	NA
Legal	x	Data Protection	NA
Digital & Cyber Security	NA	Safeguarding	NA
Sustainability	NA	Crime & Disorder	NA
LGR	NA	Tenant Consultation	NA

### **Financial implications**

- 3.1 There are no direct implications arising from this report. The Clerk duties would form part of the Monitoring officer and Deputy roles and do not result in additional budgetary requirements.

### **Legal Implications**

- 3.2 Newark and Sherwood District Council is the Trustee of the Gilstrap and W. E Knight Charities and the Council, in its constitution has determined that its role as Trustee should be discharged by the Trustee Board. It is appropriate, in order to support the governance of the Charities and meetings of the Trust that appropriate governance support is put in place through the appointment of the Clerk.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None