Draft Minutes of the meeting of the Charter Trustees of East Retford held at 10.00 on Saturday 18th April 2020, as a virtual meeting.

Mayor, Cllr G. Clarkson, opened the meeting and thanked everyone for their attendance.

Present - Cllrs: Anderson; Clarkson; Plevin; Quigley; Richards; Shaw; Tamblyn-Saville; Tomlinson; Mrs Walton

1. **Apologies:** Cllrs Oxby; Troop. Mr Turner

2. There were no **Declarations of Interest**

3. **Minutes from 18th January 2020** were tabled

   There was one correction to minutes: **Item 6:** the phrase Special Anniversary Events Budget should read Budget for any appropriate events

4. **Matters / Actions Arising from January minutes:**
   I. It was agreed that the Democracy Days had been a great success and a vote of thanks was extended to Cllr Helen Richards for her planning of the events. In particular, the event attended by St Giles School was a noted success. All those involved were thanked by the Chair. Cllr Quigley sought reassurance that this was not a duplication of the events run by BDC, and Cllr Richards told him that these were very different.
   II. Only two of the planned events had taken place due to the Coronavirus Outbreak; the Holocaust Memorial Service and the Let’s Sing Showcase. The latter was well attended with over 100 people present.
   III. The Planning Budget for 2020/2021: Cllr Quigley noted that a large sum had been put aside for special events and that had led to a rise in the precept. The amount was placed in the budget as a one-off response to a “special anniversary year” which may or may not be allocated dependent on the requests for funding and their relevance to the Mayoralty and Charter in line with our criteria for funding. It was agreed to review this at the next meeting. **ACTION (Clerk)**

5. **Financial Statement** was tabled. The Chairman queried the substantial increase in Insurance Premium. The RFO pointed out the substantial rise in Asset Valuation which led to this. As this was levied as an additional cost, it may well be that next year’s premium will fall.

6. **2020 / 2021 Mayor and Deputy Mayor Proposals and Nominations:**
   Cllr Carolyn Troop was nominated for Mayor 2020/2021: Proposed by Cllr Richards; Seconded by Cllr Plevin. No further nominations. Carried unanimously.
   Cllr Susan Shaw was nominated for Deputy Mayor 2020/202: Proposed by Cllr Anderson; Seconded by Cllr Tamblyn-Saville. No further nominations. Carried unanimously.

7. **Annual Review of Effectiveness of Internal Controls:** The Chair checked with the RFO that all areas had been covered and then offered a vote of thanks to the RFO for his work in managing and preparing the accounts.
8. The RFO reported that the 2019/2020 Accounts have been prepared for Internal Audit. The documentation is ready to be electronically submitted and will be sent before the end of the month. **ACTION (Clerk)**

He reminded Trustees that they had agreed there would be no voluntary external audit this year but reassured Trustees that a thorough Internal Audit would be carried out and a full report presented to the Trustees at the next meeting.

9. **Mayor’s Business** – see notes above. There will be no further events in this current Mayoral Cycle. The Clerk asked the Chairman for an alternative letter to the people who would have been invited to the Civic Service, as a way of marking the end of his year of office. **ACTION (Chair)**. The Chair has deferred the Free Use for VE Day 2021. That leaves one Free Use remaining which can be carried through to 2020/2021.

10. **Correspondence:**

   I. **Twinning Update:** Cllr Anderson spoke to his email / letter which had been circulated and proposed that the Trustees should pay membership fee of £20. However, that gave Retford Trustees no opportunity to contribute to meetings nor to move towards a renewal of the strong ties between Farmer’s Branch and Pfungstadt that have been previously enjoyed. Recent contact with Twinning Groups have shown a desire by Pfungstadt Town Members to continue the links with Retford. The Clerk offered to represent the Trustees at Twinning Meetings if a place could be secured on the Planning Group. It was AGREED that the Clerk should wrote a letter to the Twinning Committee spelling out that The East Retford Charter Trustees do want to have a greater involvement in twinning and seek a place on the Executive Committee. **ACTION (Clerk)**

   II. **Happy-to-chat Bench:** It was AGREED to defer this to the next meeting given the current situation where Government Guidance is to avoid such activities.

   III. **Funding Application from Christian Heritage:** This is a generic letter requesting funds to support the 2020 Celebrations of the Mayflower Pilgrims. The funding request was debated and the decision was made to deny funding request unless and until there is a specific reference to the Mayoralty and Charter as these are the only terms under which the Trustees can disburse funds. There was concern that this was not an appropriate use of funding, and that there are other funds available to Trustees through their Councillor Budgets which they may be able to use for these events. The Clerk was requested to reply stating that the event is fully supported by the Trustees and reminding the organisation of the terms where such funds can be released. The letter would need to specify how much, what it is to be used for and how it relates to the legal responsibilities of The Charter Trustees. **ACTION (Clerk)**

   IV. **Funding Application from Retford Business Forum:** This was also a generic letter without specific amounts or purposes indicated. This request relates to VE Day and assumed it was to proceed in May. The indications are that this will be deferred, but, as above, any future requests must be specific and relevant. Clerk to reply as above. **ACTION (Clerk).**
    Cllr Anderson suggested that we should not seek to hold a public meeting this year but that there must be a meeting held within 21 days of the Bassetlaw District Council AGM, the date for which has not yet been confirmed. The Clerk was asked to write to Mr Neil Taylor (BDC) seeking clarity on likely date and asking if it would be possible to hold East Retford Mayoral Elections immediately following the meeting. Cllr Shaw reminded Trustees that there is a cabinet meeting on Monday 20th April, where the issues could be raised. Clerk to contact Trustees on Tuesday 21st April to see what progress has been made. ACTION (Clerk)

A.O.B. Cllr Tamblyn-Saville raised the issue of the planned Virtual Charter day. Cllr Richards asked Trustees if they were able to share pictures and ideas for the event and the Chair agreed to receive and collate colleagues’ videos, images etc onto an i-video that could be shared to the Charter Day committee.

The Chair closed the meeting at 11.25 am.