



# CHARTER TRUSTEES OF EAST RETFORD

**Draft Minutes of the meeting of the Charter Trustees of East Retford held at Retford Town Hall, 10.00 on Saturday 22<sup>nd</sup> January 2022**

**Mayor Cllr Carolyn Troop opened the meeting and thanked everyone for their attendance.**

Present – Cllrs: Clarkson; Plevin; Shaw; Tamblyn-Saville; Troop; Lord High Steward Derek Turner; and Attendant Mrs Walton

1. **Apologies received:** Cllrs: Anderson; Introna; Oxby; Quigley; Tomlinson.
2. **Declarations of Interest:** None Declared.
3. **Minutes from 27<sup>th</sup> November 2021** were **tabled and agreed as an accurate record.** Signed by Chair.
4. **Matters / Actions Arising from November minutes:**
  1. Neighbourhood Plan Presentation available on Trustees' Website. Clerk requested that a member of The Trustees should be willing to support access and update of the Website as part of a succession plan. Cllr. Tamblyn-Saville agreed.
  2. Clerk contacted Steve Brown and Laura Sercombe re. Platinum Jubilee, but no clear plan shared. Rick Brand has contacted Trustees and invited their participation in a planning meeting. **ACTION: Cllrs Shaw and Troop and Mr Turner agreed to attend and report back to next Trustees Meeting in April.**  
**ACTION: Clerk to contact Steve Brown with copy of draft plan. Draft Plan to be incorporated into these Minutes to ensure all Trustees are aware of these.**  
Cllr Clarkson reminded Trustees that the planned VE Day Celebrations were not held as planned due to Covid restrictions and there are plans to hold the postponed celebrations on 6<sup>th</sup> May 2022. Original ticket holders have been contacted. There will be a new theme.
  3. Mr Turner was able to update plans to purchase and install plaque in Retford to commemorate the Town's association with Jessie Craigen. This is planned for International Women's day 2023. Some councillors present offered support for the project through their own unspent grants. Mrs Richards will write a leaflet on Jessie Craigen and Women's Suffrage for Schools. Mr Turner also informed Trustees that plans were in place to install plaque to Thomas Denman on the library site.
  4. The invoices for two Remembrance Day Wreaths have not been found and remain unpaid.  
**ACTION: Cllr Troop to contact RBL's Tracey Taylor.**
  5. Future Meetings of the Trustees will be held in The Committee Room, instead of The Chairman's Room. This has been confirmed by Karen Kelk at BDC.
5. **Budget Proposals for 2022/23** were presented by the RFO. Three amendments were proposed by Cllr Shaw and seconded by Cllr Troop and **APPROVED** unanimously. These adjustments were as below:
  1. **An additional sum of £1,500 be added to Commemorative Events to allow for Trustees to support plans for the June Platinum Jubilee Celebrations.**
  2. **An additional sum of £200 be added to Remembrance Expenses so that better quality sound system can be provided for the November event.**
  3. **These changes led an agreed precept request of £1.20 which would still require an input of £2,555 from our reserves. This should return us to a reserve balance of very close to pre-Covid levels.**  
**Full details of the revised and approved budget are included at the end of these minutes.**
6. **EGM Meeting for Jubilee Planning** no longer required (see Item 4.2 above).



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7. **Mayor's Business** – The Mayor reported back on a number of her engagements including:
  1. Ordsall Church Christmas Fair 4<sup>th</sup> December
  2. Retford Music Theatre Company - Visit to Pantomime, 12<sup>th</sup> December
  3. Churches Together Carol Concert in Market Square 13<sup>th</sup> December (with Deputy Mayor)
  4. Church Service at St Swithun's 24<sup>th</sup> December (Deputy Mayor)Forthcoming Events:
  5. February 11<sup>th</sup>: Rotary Club at Old Bell
  6. Fancy Dress and Drag Ball at Town Hall (Free Use)
  7. May: Free Use granted for Charter Day
  8. June: Free Use will be offered for Jubilee Event.
8. **Correspondence:**

Twinning Committee AGM Invitation: 24<sup>th</sup> January 2022
9. **Future Dates Agreed –**

2022: April 16th; October 1st  
2023: January 21st; April 15th

The AGM Wednesday dates: June 8th 2022; June 7th 2023

## AOB:

- **Mr Turner** outlined planning for Heritage Day on Saturday 10<sup>th</sup> September 2022. The 2021 Event was very successful and well attended. Wide range of events, and good weather helped. It was a mixture of Virtual and Live Events. This year's theme is "Inventions". There will be other events on 8<sup>th</sup> and 9<sup>th</sup> September and on consecutive Sundays, 11<sup>th</sup> and 18<sup>th</sup> September. It is anticipated that the Mayor will attend.
- **Mr Turner** also shared information relating to the community role of St Swithun's Church where a new appointment is planned to promote Community Use.
- **Cllr Shaw** has corresponded with BDC in relation to renovation, decoration and repair to Retford Town Hall. **ACTION:** Clerk to contact John Unstead, June Evans, and Jo White asking for a plan for the work.
- **Cllr Tamblyn-Saville** asked for support for the resumption of a Democracy Day Event, proposing that this be held in RTH in June 2022. This was given. **ACTION:** Cllr Tamblyn-Saville to contact Electoral Role Officer at BDC, and schools.

The Chair closed the meeting at 11.30 am.



## CHARTER TRUSTEES OF EAST RETFORD

### 2022 / 2023 BUDGET – USED TO SET 2022 /2023 PRECEPT

Account Summary		2022/23 COUNCIL TAX BASE: £7,250.67	
Balance Brought Forward April 2021	<b>£15,886.17</b>	<b>2022/2023 PRECEPT</b>  <b>£1.20 = £8,700</b> <b>From Reserves = £2,555</b>  <b>= £11,255</b>	
Precept (£1.10) 2021/2022	<b>£ 7,875.00</b>		
VAT Refund	<b>£ 103.61</b>		
Outstanding Payments *	<b>£ 570.00</b>		
2021/22 Expenses (incl. VAT)	<b>£ 7,437.56</b>		
Anticipated Balance Carried Forward To April 2022	<b>£15,857.22</b>		
	<b>£</b>	<b>£ ACTUAL</b>	<b>£ FORECAST</b>
<b>NET EXPENDITURE (Ex VAT)</b>		<b>2020/21</b>	<b>2021/22</b>
Audit Fees	450	175	200
Travel Expenses	100	90	100
Allowances	3,600	3,600	3,600
Postages	30	0	10
Insurance	3,500	3,424.63	3,350
Mayor Making Catering	200	0	100
Asset Management	500	0	475
Stationery	50	1.87	50
Commemorative Events	1,750	0	100
Remembrance Expenses	400	16	200
Charter Towns Affiliation	150	0	150 *
Allocated Funds: CT Awards War Graves (B/F)	400 (1,200)	0	400 * (1,200)
Press Advertising	50	36.40	50
Poppy Fund	20	0	20 *
Website/IT Costs	40	36	40
Twinning Association Fees	15	15	0
<b>TOTAL EXPENDITURE</b>	<b>£11,255</b>	<b>7,394.90</b>	<b>8,845</b>
<b>RECEIPTS AND PAYMENTS ACCOUNT (annual income less expenditure)</b>		<b>£1,450 = 16% underspend</b>	
<b>BANK BALANCE AT JANUARY 22 2022</b>		<b>£16,427.22</b>	

Prepared by Barry Upton, R.F.O to The Charter Trustees of East Retford

Approved by Trustees at the Meeting held on 22<sup>nd</sup> January 2022



## CHARTER TRUSTEES OF EAST RETFORD

# Platinum Jubilee Event — Sunday June 5<sup>th</sup> 2022

Draft plan so far:

1. We will form a task group to deliver the Platinum Jubilee Event on Sunday June 5<sup>th</sup> — we will invite local voluntary organisations to join in
2. Elements of the plan for the day are:
  - a. Tables and benches on the Market Square for a picnic-style event — these will need to be hired - costs to be obtained — guess £800
  - b. Possible hire of Town Hall & Buttermarket — approx. £900 (unless free use can be agreed with Mayor) to provide bad weather cover/craft market if weather OK
  - c. DJ to be employed to provide music from across the decades from the coronation to the present day so that the event can appeal to all ages £800
  - d. Audio system est £1000
  - e. Local singer to be approached to sing songs from the fifties £200
  - f. We are evaluating whether there is a need for a stage costs could be around £2000, so this could be a significant saving if not required
  - g. Brass band to play live (if one is available) est £250
  - h. Bunting and tablecloths to be provided to tables est £400 — bunting to be in place for the week leading and following
  - i. Sponsored souvenirs could be provided if at nil cost to us
  - j. Advert in Life magazine and PR in weekly press and social media, plus miscellaneous marketing materials est £500
  - k. There may be a need for special insurance and road closures — costs to be obtained est £1500
  - l. First aid and security will be required — costs to be obtained est £600
3. Local cafes to be encouraged to provide "picnic basket meals" for people to buy
4. We will seek sponsorship from local companies, North Notts BID and the Charter Trustees to supplement our funding from BDC and there may be the opportunity to sell spaces for fast food outlets and some craft stalls.
5. We would like to consider engaging the services of That Girl Communications who have successfully delivered the Christmas Market operations — costs are £295 + VAT per day + £25 per day mileage - est 6 days = £1770 + £354 VAT + £150 mileage
6. Early commitment to funding is the critical issue and we will prioritise this - if we are unable to raise the additional money we will reduce the activities to suit

These costs are mainly estimates and we will get firmer costs over the next four weeks — some of the above may be amended by the next meeting.

Our next meeting is on 22<sup>nd</sup> February and we will seek to have a task group meeting between now and then if possible.

15<sup>th</sup> January 2022