



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 16th April 2022.

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

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

1. **Apologies received:** Cllrs: Introna; Oxby; Tomlinson.
Good Wishes were conveyed by the Trustees to Cllr Tomlinson.
2. **Declarations of Interest:** None Declared.
3. **Minutes from 22nd January 2022** were **tabled and agreed as an accurate record.** Signed by Chair.
4. **Matters / Actions Arising from November minutes:**
 - I. Cllrs Troop and Shaw, and Mr Turner reported back to the meeting about the progress of planning for the Platinum Jubilee Event. It was noted by Cllr Quigley that road closures should be free. **ACTION:** Clerk was asked to contact Rick Brand to make him aware of this. **AND** will send details of Youth Mayor so that he and the Deputy Youth Mayor can be invited formally by the organising committee. (see Item 12.1). **ACTION:** Contact Malachi Carroll for details of Deputy Mayor for invitations to Jubilee Events as well as Mayormaking. The Civic Society will publish a “tree trail” for the event. Cllr Shaw asked if Councillors had offered grants from their allowance towards the event. Goodwin Hall Staff and Volunteers will be catering in the Buttermarket on that day. Cllr Clarkson also reminded Trustees that there are tickets still available for the deferred VE Day Celebrations which this year will be combined with Jubilee Events. Tickets for the Pie and Pea Dance at The Town Hall (14th May) are £12, all to raise funds for The Hospice. (7 – 11 pm). Live Entertainment.
 - II. Cllr Troop is still awaiting invoice for Remembrance Day Wreath.
 - III. Cllr Tamblyn-Saville has contacted some of the Primary Schools and the relevant Council Officer about the Proposed Democracy Day to be held towards the end of the Summer Term.
5. **Charter Trustees Award:** The Chair’s nomination of **Michael and Elizabeth Szarelis** to receive the Retford Charter Trustees Award 2021-2022 was **AGREED**. It was further **AGREED** that the award should be in the form of a framed certificate. **ACTION:** Clerk to **(1)** contact recipients and invite them to the AGM to receive awards from Cllr Troop; and **(2)** produce certificates for Trustees to approve before getting them framed. An “honourable mention” will also be made for the work done locally by Maria Ditch in supporting the Ukrainian Refugee Programme. **ACTION:** Clerk to invite Maria Ditch to AGM (Cllr Tamblyn-Saville has details.)
6. **The 2021-22 End of Year Accounts** were presented to Trustees by The Responsible Finance Officer. These were **APPROVED** and signed by The Chair. Thanks were given to Mr Upton for the clarity of the presentation. **ACTION:** Accounts to be prepared for Internal and External Audit.
7. **The Annual Review of the Effectiveness of Internal Controls** was tabled and **APPROVED** and signed by The Chair.
8. **The Trustees elected the Mayor and Deputy Mayor for 2022-2023 to be confirmed at the AGM on Wednesday 8th June 2022.**

MAYOR: Councillor Shaw Proposed by Cllr Troop and Seconded by Cllr Plevin. **ELECTED UNOPPOSED**
DEPUTY MAYOR: Councillor Tamblyn-Saville was Proposed by Cllr Clarkson and Seconded by Cllr Shaw
Councillor Plevin was Proposed by Cllr Anderson and Seconded by Cllr Troop.



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Following a secret ballot, Cllr Plevin was **ELECTED** to be Deputy Mayor.

ACTION: Clerk to contact the councillors to establish a new and current list of invitees.

It was agreed that there should be **an additional meeting** in May 2023 to elect Mayor and Deputy Mayor for 2023-24, following the May Local Council Elections. **ACTION:** Clerk to contact BDC to book the meeting room for Saturday 13th May 2023.

9. **Town Hall Refurbishment:** Discussions have taken place between Cllr Shaw and John Unstead and it was determined that BDC has allocated £35,000 for redecoration which will include installation of “eco-lighting” especially in the Ballroom. **ACTION:** Clerk to check dates with John Unstead to ensure Ballroom is available as booked for AGM/Mayor-Making.
Trustees thanked Cllr Shaw for her work in this matter.
10. Mr Turner spoke about the renewal of the **Charter Town Sign** which is missing from the Babworth Road entrance to the Town. Mr Turner has established that the responsibility for the restoration and upkeep of the sign, historically and currently, lies with the Charter Trustees. The new sign will show correct dates of Charter and Foundation. It was **AGREED** that a new sign should be purchased and in addition another identical one purchased to replace the one on Welham Road. Photographs and initial condition reports of the posts onto which the signs will be attached will be furnished by Cllrs Anderson and Quigley. (These have now been done and they suggest that work needs to be done on both posts. A quotation from Burgess for £229 (net) for one sign has been received. **ACTION:** Clerk to seek quotations for two signs and work on posts.
11. **Mayor’s Recent and Future Events** were discussed and these will be uploaded to the Trustees Website. **ACTION:** Mayor to send list of engagements to Clerk.
Cllr Clarkson has agreed to represent Mayor at the St George’s Day Parade on Sunday 24th April.
12. **Correspondence:**
 - I. See above (Item 4.1) for correspondence from Retford Youth Mayor.
 - II. Request for Funding denied.
 - III. A Safety Survey must be completed so that a Union Flag can be raised at the Town Hall on Remembrance Day and for other events. (David Rose, BDC has been in contact).
13. **Future Dates Agreed –**
 - 2022: October 1st
 - 2023: January 21st; April 15th; (May 13th TBC)

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

The Chair closed the meeting at 11.20 am.



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END OF YEAR ACCOUNTS 2021 – 2022			
Prepared for audit by Barry Upton, RFO: April 2022			
	2020-2021	2021-2022	
INCOME			
Precept from BDC	£9,610.00	£7,875.00	
VAT Refund	0.00	£ 103.61	
TOTAL INCOME	£9,610.00	£7,978.61	
EXPENDITURE (Incl. VAT)			
Mayoral Allowance	£1,600.00	£1,600.00	
Clerk / RFO Payment	£1,500.00	£1,500.00	
Attendant Payment	£500.00	£500.00	
Audit Fees	£276.00	£210.00	
Travel Expenses	£0.00	£90.00	
Printing, Postages, Stationery	£56.99	£2.25	
Asset Insurance	£3,330.61	£3,424.63	
Catering	£0.00	£0.00	
Asset Purchase and Updates	£0.00	£0.00	
ACTT Membership Fees	£150.00	£150.00	
Twinning Association Fees	£0.00	£15.00	
Advertising	£0.00	£43.68	
Special Events	£0.00	£816.00	
Asset Repair and Cleaning	£0.00	£0.00	
Accommodation	£0.00	£0.00	
Website and Online Fees	£50.39	£36.00	
DBS Check	£34.00		
TOTAL EXPENDITURE	£7,497.99	£8,387.56	
Excess of Income over Expenditure	£2,112.01	(£408.95)	
Balance Sheet as at 31st March	Y/E 31.03.21	Y/E 31.03.22	
Accumulated Fund			
Balance Brought Forward 1 st April	£13,774.16	£15,886.17	
Excess of Income over Expenditure	£2,112.01	- £408.95	
Balance Carried Forward	£15,886.17	£15,477.22	
Comprising Cash at Bank	£15,886.17	£15,477.22	
Net Current Assets (Accumulated Fund)	£15,886.17	£15,477.22	
Asset Valuation	£580,528.26	£623,944.26	
Total Net Assets	£596,414.43	£639,421.48	
Signed as Approved by Chair: Cllr Carolyn Troop			
Date: 16 th April 2022			