



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 26th November 2022.

Mayor Cllr Susan Shaw chaired the meeting. In the Clerk's absence the meeting was recorded by Cllr Anderson.

Numbered to match Agenda

1: In attendance: Cllr Shaw, Mayor; Cllr Plevin, Deputy Mayor, Cllr Troop, Cllr Anderson; Lord High Steward Mr Turner; Mayor's Attendant Mrs Walton. No members of public present. Apologies noted from The Clerk to the Trustees, Mr B Upton. Cllr Anderson agreed to note the meeting. Apologies were then noted from Cllrs Introna, Tamblyn-Saville, Clarkson & Oxby.

2: No Interests declared.

3: Minutes of Meeting 1/10/2022 agreed as a true and accurate record with 1 attendance amendment (Cllr Anderson was not present at the 1/10/2022 meeting).

4: Actions Arising

- I. It was noted that the painting of the two signs frameworks is urgent business and the Charter Trustees should commission this work promptly – it will need to be done before any agreed new signage is fitted. The Charter Trustees were advised and agreed to ensure that any quotations for the production of new signage must include the fitting of said signs. AP1 Clerk and Mayor to ensure that both items of work are expedited promptly.
- II. Democracy Day Event – no update – Mayor asked for it to be an Agenda item for 2023 meeting. AP2 Clerk next Agenda
- III. Mayoral Board – Mayor reported that the work had been completed.
- IV. Social Media – as detailed with discussion deferred to a 2023 meeting. Mayor reminded meeting that there would be no Facebook page for the Mayor and activities would be added to the Retford Charter Trustee website. AP3 Clerk next Agenda; AP4 Mayor add Activities
- V. Town Hall Lighting update – Mayor advised that the energy inefficient chandelier lights will be replaced. AP5 Clerk to write to Steve Brown BDC to seek work project and timescale details.
- VI. Progress on Warm Space. The Mayor reported that the immediate use of the Town Hall is not apparent, despite it being suitable in many ways. Several factors influencing this matter, chiefly Security charges for Town Hall activities and permitted uses by the Town Mayor. Following a discussion, it was proposed (Cllr JA) and seconded (Cllr CT) that the 2023 precept meeting should include a proposal for CT funds to be ring fenced to pay for the 'Security charge' elements of any Town Mayor 'free use' future events. Agreed for the proposal to be presented to the Precept meeting in Jan 2023. AP6 Mayor and Clerk to meet with Mr Wildman BDC and Chair of BDC to agree a Civic usage arrangement for Retford Town Hall. AP7 Clerk add to Jan 2023 Agenda
- VII. Completed as per Agenda
- VIII. Remembrance Service 2022 feedback. The following items were noted; traffic noise could be eliminated if the request for Road closure is submitted in good time – it was agreed to add Remembrance Service as a formal Agenda item to every Trustee meeting



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going forward with “Other Business”. This will ensure road closure requests are submitted in good time to take advantage of any ‘free of charge’ offer that may come from either BDC or NCC. Children, Cadets, Veterans, Services and Parade area well organised; some concerns about sound system not working well everywhere, dignitaries procession challenging due to exceptional staff absence on the day; the Buttermarket would make an ideal venue for the after service gathering as it is level access; excellent spiritual elements and sermon; parade from the Church to the Square greatly missed.

The Mayor thanked all those from the CT who had attended. AP8 Clerk Agenda item

IX. Noted that in accordance with CT regulations the funding request could not be met

5: Financial Report – the Trustees noted and agreed to RFO report including the proposal for revised reporting. The Trustees also wished to record their earnest best wishes for a speedy recovery to the Clerk Mr Upton, and appreciate his diligence and courtesy in providing paperwork for the Trustees whilst still recovering.

6: Other Business... The Mayor thanked all involved in recent activities including the Rotary Club, the Goodwin Hall, the Babworth Arts Festival and Remembrance Day; and a note was made of the Deputy Mayor’s civic appearance and speech about Aristotle. The Trustees noted the planned Coat Rail service at St Michaels and a visit from Carr Hill school to the Town Hall during term time in December. The Mayor reminded the Charter Trustees about the privileged Parking arrangements at Retford Town Hall. It will assist the Lord High Steward in the discharge of the duties if a BDC ‘car park’ badge could be supplied for his use. AP9 Clerk to write to S Brown BDC requesting this. The Charter Trustees wish to record their thanks to Mr E Matthews, Senior Caretaker Retford Town Hall, for his diligent work and wish his partner a speedy recovery. AP10 Mayor to liaise with Clerk to Charter Trustees to welcome his return & upon the Clerk’s return from absence discuss with the Clerk with regard to a token gift of flowers and a card for Senior Caretaker’s partner.

7: Correspondence – none noted

8 & 9: - the Agreed and Set dates were noted as shown. AP11 Mayor unable to attend the scheduled January 2023 date and will notify CTs and the Clerk of any proposed and agreed revision.

10 There being no other items of business, the Chair closed the meeting at 11:04

Reference in Notes

ACTION POINTS

AP1 Clerk and Mayor to ensure that both items of work are expedited promptly	(AA1)
AP2 Clerk next Agenda	(AA2)
AP3 Clerk next Agenda	(AA4)
AP4 Mayor add Activities	(AA4)
AP5 Clerk to write to Steve Brown BDC	(AA5)
AP6 Mayor and Clerk to meet with Mr Wildman BDC	(AA6)
AP7 Clerk add to Jan 2023 Agenda	(AA6)
AP8 Clerk Agenda item	(AA8)
AP9 Clerk to write S Brown BDC	(6OB)
AP10 Mayor to liaise with Clerk to Charter Trustees	(6OB)
AP11 Mayor to determine Jan 2023 CT meeting date	(8AD)