



# 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 14<sup>th</sup> January 2023. Mayor Cllr Susan Shaw chaired the meeting.**

1. In attendance: Cllrs: Anderson; Plevin; Shaw; Tamblyn-Saville; Troop; Lord High Steward Mr Turner; and Mayor's Attendant Mrs Walton. No members of public present. Apologies noted from Cllrs: Clarkson; and Oxby.
2. No Interests declared.
3. Minutes of Meeting 26/11/2022 agreed as a true and accurate record.
4. Actions Arising from Minutes:
  - i. Actions Arising: **ACTION POINT 1: Clerk to proceed to obtain two quotations for reinstatement of posts to house new signs.**
  - ii. **ACTION POINT 2: Clerk to contact Youth Mayor, Youth Deputy Mayor and Primary Schools (and St Giles) to invite them to participate in the Democracy Day which is planned for weeks commencing: 13<sup>th</sup> or 20<sup>th</sup> March 2023. ACTION POINT 3: Clerk to contact Cara Hopkinson (to attend) and Leanne Marcer (Town Hall Booking).**
  - iii. /
  - iv. It was **Moved and Seconded** that Charter Trustees should use Retford Life to ensure that Trustees' and Mayor's activities are reported regularly. **ACTION POINT 4: Clerk to write report and send to Retford Life for whole page insert. Clerk to check if Parishes are given free access to regular reports.** This has been included in the Budget.
  - v. Clerk has requested details of a timetable for completion repairs/upgrades to Town Hall.
  - vi. It was **AGREED** that the Town Hall is no longer required as a "Warm Space" as a number of organisations are providing this service locally. **ACTON POINT 5: Clerk to contact [david.armiger@bassetlaw.gov.uk](mailto:david.armiger@bassetlaw.gov.uk) to seek clarification about the new demands concerning security for Town Hall Meetings.** There was also discussion about Market Staff contracts and the current issues which may impact upon future events. **ACTION POINT 6: Clerk to contact market staff and to invite a representative to the next meeting which will be included on the April Agenda.**
  - vii. As item vi
  - viii. Remembrance Service will be included on all future agenda to enable better preparation and planning. See Item 9.
  - ix. Parking Permits are not available, as per email from John Unstead: *"The existing white swipe cards have been discontinued and access is only available to authorised parties having BDC ID cards that have also been authorised for access to the car park; essentially this is members of the council, and organisations that have been granted parking rights under their tenancies namely the County Registrar and Notts Police."*

- x. Flowers were bought and presented to Eddie Matthews by The Mayor at the conclusion of the meeting.
  - xi. Meeting originally scheduled for 21<sup>st</sup> January 2023 was rescheduled to 14<sup>th</sup> January.
5. Following a discussion as to a number of possible ways of commemorating the Reign of Queen Elizabeth II, it was felt that the Trustees will investigate the commissioning of a portrait of the Queen to be hung in The Town Hall. ACTION POINT 7: Cllrs Anderson and Troop to attend BDC Meeting along with Mr Turner; Mr Turner to establish commissioning group. The cost of this has been included in the Budget.
  6. The Clerk informed Trustees that he had made contact with Rick Brand (Retford Business Forum) about offering support to their plans for the Coronation Celebrations Weekend. A request to support will be lodged with Trustees once a plan is formed. This has also been included in the Budget.
  7. The Clerk has started to investigate the provision of a new box for the mayoral Chain. ACTION POINT 8: Clerk to follow up investigations.
  8. 2023/24 Budget Plan was presented and amended to allow extra funding needs arising from the Meeting's Business. The request for a Precept of 1.50 has been submitted raising £11,110. A further £650 will come from reserves to make a total of £11,760. The Approved Budget Plan is attached to these minutes. ACTION POINT 10: Clerk to submit Precept forms and supporting documents to BDC.
  9. In order to start planning for the Remembrance Service, Trustees will seek clarity about Road Closures and Police presence. ACTION POINT 10: Clerk to contact: Steve Brown; NCC; and Police.
  10. Clerk reported on correspondence from Carr Hill Choir. ACTION POINT 11: Clerk to write a letter to Rotary thanking them on behalf of The Trustees for their hard work in making the Santa Fun Run a success. (Mary Saddington, Secretary).
  11. The Mayor spoke about the various events she attended in December. These will form part of the press release to be published in Retford Life. These will also be uploaded to The Trustees Website: <https://eastretfordchartertrustees.co.uk>
  12. Trustees agreed to an additional meeting on May 13<sup>th</sup> 2023, to pre-elect Mayor and Deputy Mayor for 2023/24. Next Meeting to be held at Retford Town Hall at 10am, on Saturday April 15<sup>th</sup>. AGM/ Mayormaking to be held at noon on Wednesday June 7<sup>th</sup> 2023.

Meeting closed with a presentation of flowers to Mr Eddie Matthews, at 11.20am.



## CHARTER TRUSTEES OF EAST RETFORD 2023 / 2024 APPROVED BUDGET- USED TO SET PRECEPT

| PRECEPT BASE: £7,406.82                           |                   | EAST RETFORD CHARTER TRUSTEES   |                   |
|---|-------------------|---|-------------------|
|   |                   | <b>Account Summary</b>  |                   |
| Balance Brought Forward April 2022                | <b>£15,477.22</b> | <b>Precept: £1.50 = £11,110.23</b><br><b>+ £ 644.77</b><br><b>= £11,755</b> |                   |
| Precept 2022/2023                                 | <b>£ 8,700.00</b> |   |                   |
| Unclaimed VAT                                     | <b>£ 98.24</b>    |   |                   |
| 2022/23 Expenses nett                             | <b>£ 9,860.31</b> |   |                   |
| Anticipated Balance Carried Forward To April 2023 | <b>£14,316.91</b> |   |                   |
|   | <b>£</b>          | <b>£ ACTUAL</b>   | <b>£ FORECAST</b> |
| <b>NET EXPENDITURE (Ex VAT)</b>                   |                   | <b>2022/23</b>  | <b>2022/23</b>    |
| Audit Fees  | 200               | 375.00  | 450               |
| Travel Expenses                                   | 100               | 10.00   | 100               |
| Allowances  | 3,600             | 3,600.00  | 3,600             |
| Postages  | 30                | 10.20   | 30                |
| Insurance   | 3,000             | 2,977.71  | 3,350             |
| Catering  | 400               | **373.58  | 200               |
| Asset Management                                  | 500               | 325.00  | 500               |
| Stationery  | 80                | *70.90  | 50                |
| Commemorative Events incl. Remembrance Expenses   | 3,000             | **1,690.00  | 1,750             |
|   |                   | **0.00  | 400               |
| Charter Towns Affiliation                         | 150               | 150.00  | 150               |
| Charter Trustee Awards                            | 50                | 35.00   | 400               |
| Press Advertising                                 | 530               | 28.68   | 50                |
| Poppy Fund  | 40                | **0.00  | 20                |
| Website/IT/Media Costs                            | 60                | 36.00   | 40                |
| Miscellaneous Costs                               |                   | ***80.00  | 0                 |
| Twinning Association Fees                         | 15                | 0.00  | 15                |
| <b>TOTAL EXPENDITURE</b>                          | <b>£11,755</b>    | *Includes Software<br>**Included above<br>***Mayor's Gifts                  |                   |
|   |                   | <b>£9,762.07</b>  | <b>11,105</b>     |
| <b>BANK BALANCE AT JANUARY 14 2023</b>            |                   | <b>£14,338.51</b>   |                   |

Prepared by Barry Upton, R.F.O to The Charter Trustees of East Retford  
Approved by Trustees at the Meeting held on 14<sup>th</sup> January 2023