



## CHARTER TRUSTEES OF EAST RETFORD

**Draft Minutes of the Charter Trustees of East Retford Meeting held at Retford Town Hall, 10.00 on Saturday 25th November, 2023. Mayor Cllr Dan Henderdson chaired the meeting. He opened by welcoming Trustees to the meeting and thanking them for their attendance.**

1. Apologies were received from Cllr Naylor, and from the Clerk who arrived late. Attendant Mrs Walton took the early minutes.
2. There were no declarations of interest.
3. Minutes from the previous meeting were tabled and approved by the Trustees. These were signed by the Chair.
4. There were no Matters Arising nor Actions that are not on the current agenda.
5. Considerable discussion took place on the Mayor/Trustees Protocols, and additional documentation was tabled by the Clerk. Further discussions will take place and this item will appear on the January Agenda. **ACTION:** Clerk. Any protocols will be adopted in time for the next mayor to formally accept, in June 2024.
6. The meeting agreed to waive external audit for 2023/24. There is no obligation for an external audit to be carried out but it was felt prudent to have an external moderation every three years. The next will be due for the 2024/25 audit.
7. The RFO presented the Financial Report which included balances for the current year. The report forms part of these minutes and is included below.
8. Cllr Shaw contacted Spencer Phillips of Retford to clarify a date for the Clock Removal and Repair. Mr Phillips has confirmed that he will contact Mr Matthews to gain access for the clock's removal to his workshop. This will be done in January 2024.
9. The Mayor and Attendant confirmed that some minor repairs were needed to the Mayoral Chain and the Large Mace. **ACTION:** Clerk to contact Spencer Phillips to see whether he could undertake the Chain repairs at the same time as he repairs the clock. **ACTION:** Clerk to contact Bassetlaw Museum to see if they are able to have Mace repaired (at Trustees cost).
10. Cllrs Challinor and Troop reported back from their meetings/correspondence with GAP and Trinity to have two new Charter Town signs erected. It was noted that NCC may need to be notified in relation to new posts being erected. This is ongoing. **ACTION:** Cllrs Troop and Challinor to report to the next meeting when this item will appear on the agenda. **ACTION:** Clerk.
11. The Portrait to commemorate the death of Queen Elizabeth II: Artist Stephen Gray has been unable to identify the copyright holder for the chosen image but has proposed that he should continue with the commission and pay royalties if requested to do so. Costs were discussed for a portrait 1000mm x 800mm: £75 for canvas; £500 for portrait; and the cost of an appropriate frame (to be notified). Partial Funding for this may be carried forward to the 24/25 budget. **ACTION:** Item to be carried forward to next meeting for **Mr Turner** to

report on progress, and to report on the gift of an original picture of Retford Town Hall which can be hung and reproduced in various forms for use by the Trustees. A Special Event is to be planned to celebrate its receipt and hanging. **ACTION:** Clerk to include as agenda item for next meeting.

12. Market Issues: A consultation on Retford Market is being carried out. Trustees want to be sure that the best interests of Retford people are taken into account, even where these views appear as informal on-line interactions. Trustees should consider presenting a collective view on how Retford Market can best serve the town, especially as Retford is a Charter Town with an Historic Market. It was noted that within the current proposals is the designation of The Buttermarket as a Food Market. Concern was expressed that the siting of “semi-permanent stalls in the square would have a serious negative impact on the square which is part of Retford’s history and tourist attraction,, as well as inviting vandalism. Involvement of business is essential if Retford is to stimulate a “night-time” economy. **ACTION:** Some councillors will visit BDC’s Market Square stall on 26th November, to see how the District Council are canvassing views. **ACTION:** Agenda Item for next Meeting.
13. The Mayor shared his view that the Remembrance Day Service and Events went well, and there were good attendances for Saturday 11th and Sunday 12th. Concern was expressed that the events were very stressful for Mr Matthews. Some reservations were shared concerning the absence of a Church Service and that road closures had not been carried out. **ACTION:** Clerk to discuss the events with Mr Matthews and ask what more could have been done to support him, so that next year is less stressful. **ACTION:** This item will continue to appear on future agenda where these points can be discussed in planning for next year. **ACTION:** Further meetings and discussions are planned.
14. Charter Day 2024 and beyond: Cllrs Carroll, Henderson and Naylor attended meetings and there have been various discussions on the future of the Charter Day celebrations. It was agreed that Charter Day is important to the Trustees, but in its present format is not open to proper financial scrutiny, nor can its future be secured. The Charity Commission turned down an approach to set up a charitable trust for this purpose but other means of proper management are available and continue to be discussed, including the establishment of a “not-for-profit” company. If the Charter Trustees become involved as a managing agency, they could make use of an audited bank account for this purpose, to be sure that a proper account is made of all donations and funding sources. **ACTION:** Report back to next meeting.
15. The Clerk’/RFOs resignation letter was accepted and plans for a new appointment will be put in place. This is to be completed by February 2024. **ACTION:** Clerk to find out the closing date for advertising in Retford Life. Suggestions were made as to other sources of recruitment including Retford Times, BDC Jobs page and Social Media platforms. **ACTION:** Adverts to be placed and interviews arranged. Thanks were extended to the Clerk for his service to the Trustees.
16. The Mayor reported on some of the events he had attended since the last meeting. **ACTION:** This will form part of the Retford Life article to be published in December. Cllr Carroll reported that he had attended the War Graves event in October on behalf of the Trustees. **ACTION:** The Mayor will make a financial donation in lieu of a tree to St Swithuns.
17. The following dates were agreed for the 2023-24 Meetings:  
January 13 2024; April 13 2024; June 5 2024 (AGM)

Meeting closed by Chair at 12.10.

## Financial Report for November 2023

### Business Current Account

Balance Brought Forward from September 2023 £11,950.46

### Invoices and Reimbursements of Expenses inclusive of VAT to be reclaimed

1.	9-11	Microsoft Software	£ 16.20	
2.	25/9	Wordpress	£ 43.20	
3.	26/9	Bassetlaw District Council		£ 5,555.00
4.	4/10	Angela Walton	£250.00 *	
5.	4/10	Daniel Henderson	£800.00 *	
6.	4/10	Burgess Design	£786.00 *	

### Itemised expenditure for items £100 or over \*

Uncleared Items on Statement: £ 5.40

Latest Bank Statement 31/10/23 **£15,615.46**

Current Account **£15,610.06**

(VAT claim outstanding **£ 248.27)**

Prepared by Barry Upton (Clerk to the Charter Trustees)

Signed and Approved by Chair \_\_\_\_\_

<b>BUDGET HEADING</b>	<b>£ BUDGET</b>	<b>£ ACTUAL TO DATE</b>	<b>£ BALANCE</b>
<b>AUDIT FEES</b>	<b>200</b>	<b>222</b>	<b>22.00</b>
<b>TRAVEL EXPS</b>	<b>100</b>	<b>0</b>	<b>100.00</b>
<b>ALLOWANCES</b>	<b>3,600</b>	<b>3,600</b>	<b>0</b>
<b>POSTAGES</b>	<b>30</b>	<b>23.60</b>	<b>6.40</b>
<b>INSURANCE</b>	<b>3,000</b>	<b>2,754.75</b>	<b>245.25</b>
<b>CATERING</b>	<b>400</b>	<b>362.76</b>	<b>37.24</b>
<b>ASSET MANAGEMENT</b>	<b>500</b>	<b>300.00</b>	<b>200.00</b>
<b>STATIONERY</b>	<b>80</b>	<b>5.00</b>	<b>75.00</b>
<b>COMMEMORATIVE EVENTS</b>	<b>3,000</b>	<b>1,774.90</b>	<b>1,225.10</b>
<b>MEMBERSHIP FEES</b>	<b>165</b>	<b>0</b>	<b>165.00 *</b>
<b>MAYOR'S SERVICE</b>	<b>0</b>	<b>55</b>	<b>55.00</b>
<b>CHARTER TRUSTEE AWARDS</b>	<b>50</b>	<b>25.80</b>	<b>24.20</b>
<b>PRESS ADVERTISING</b>	<b>530</b>	<b>280.00</b>	<b>250.00 35.00 *</b>
<b>POPPY FUND</b>	<b>40</b>	<b>0</b>	<b>40.00 *</b>
<b>WEBSITE / CLERKING TOOLS</b>	<b>160</b>	<b>101.18</b>	<b>58.82 *</b>

**BUDGET BALANCE AS AT 30th October 2023 - £2,350.01**

**COMMITTED EXPENDITURE TO MARCH 2024 - £300.00**