



CHARTER TRUSTEES OF EAST RETFORD

Minutes of the meeting of the East Retford Charter Trustees held on Saturday, 4th February 2017, at 10am, in Retford Town Hall, Chairman's Room.

Present: Councillors J. Anderson, A. Chambers, G. Clarkson, G. Oxyby, M.W. Quigley, H. Richards, S. Shaw, M. Storey, A. Tromans, C. Troop.

Apologies: Mr D.H. Turner, Lord High Steward.

The Town Mayor, Cllr. G. Clarkson opened the meeting and thanked everyone for their attendance. Apologies for those unable to attend were noted.

There were no declarations of interest.

The Minutes of the meeting, held on 14th October 2016 were accepted and signed. A copy of the Minutes will be placed on the Bassetlaw Council's website in the East Retford Charter Trustees section.

Matters arising – Mention was made of the proposed Neighbourhood Plan for Retford, it was felt that the area involved would benefit from being divided into 3 with a separate group established for each one. The Charter Trustees to be represented on all 3 groups with other interested residents and business people from the town. It was agreed that the Charter Trustees would use their email system to discuss this matter further between themselves in the first instance.

Financial Report

The Financial report was considered and agreed.

Approval of Draft Budget 2017-2018

Members were presented with the Draft Budget for 2017-2018. The Council Tax Base for East Retford for 2017-2018 has been notified as 6,744.24 Band D Equivalents.

A Precept of £1.30 (Band D) would raise an amount of £8767.51 for the FULL year 2017-2018. Members indicated that this amount should be more than adequate for the ensuing year and voted to accept the Precept as presented.

A number of comments were made regarding the Draft Budget including the element for Remembrance Day catering, the purchase of the British Legion wreath on behalf of the Charter Trustees and a possible Inland Revenue issue regarding the Mayor's allowance. It was agreed to note the comments.

It was RESOLVED to accept the Draft Budget for 2017-2018 as presented and Approve a Precept of £1.30 per Council Taxbase for East Retford.

Precept- BDC Estimates Form

The Town Mayor, Cllr. G Clarkson, duly signed and dated the Form, to be returned to Bassetlaw District Council.

Job description and advertising of Vacancy for Clerk to the Charter Trustees

This item had been discussed at the previous meeting but unfortunately the timescale agreed had not been possible. It was now considered urgent to appoint a Clerk to the Charter Trustees as soon as practicable. The Acting Clerk has been covering the post for just over two years.

It was agreed to advertise the Post in the Retford Life magazine and on the District Council web site in the East Retford Charter Trustees section.

The closing date for applications will be 31st March 2017 with Shortlisting of Applicants to take place on 1st April 2017.

Interviews will be held week commencing 3rd April 2017.

It was suggested that a three member panel to interview the candidates shortlisted would be appropriate and the Acting Clerk is to handle the administration regarding the vacancy. The Panel will consist of the Town Mayor, Deputy Mayor and one other member.

It was RESOLVED to agree the above mentioned course of action.

Promotional Brochure Update

No further information was available but, it was suggested that a web address and a hosting package for the East Retford Charter Trustees should be considered and costings obtained for this item. It was agreed to place this item on the agenda for the next meeting.

Sebastopol Cannon Plaque Update

No further information was available to present to the members, therefore this item will be placed on the agenda for the next meeting.

Events Calendar/Correspondence

The Acting Clerk reported that the Conclusion of Audit and Annual Return from Grant Thornton (External Auditors) had recently been received and would be circulated to all members and placed on the next meeting's agenda for consideration.

There being no further business the Town Mayor closed the meeting and thanked everyone for their attendance.

The date of the next meeting will be on 1st April 2017 at 10am in the Chairman's Room, Retford Town Hall.