



## CHARTER TRUSTEES OF EAST RETFORD

Minutes of the meeting of the East Retford Charter Trustees held on Friday, 14th October 2016 at 5.30pm in Retford Town Hall, Chairman's Room.

Present: Councillors J. Anderson, G. Clarkson, G. Oxby, H. Richards, M. Storey, A. Tromans, C. Troop.

Also present, Mrs P Douglas.

Apologies: Councillors. A. Chambers, M.W. Quigley, S. Shaw, 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 29th April 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 – There were no matters arising from the Minutes, 29th April 2016.

### **Financial Report**

The Financial Statement was accepted by the Charter Trustees and it was noted that the second instalment of the Precept, (£4706.17) had been received.

### **Retford Neighbourhood Forum**

The Town Mayor introduced Mrs P Douglas regarding the formation on a Retford Neighbourhood Forum. Mrs P Douglas had recently been heavily involved in the setting up of a Neighbourhood Forum for the Parish of Elkesley.

Mrs Douglas gave a very comprehensive and informative outline of what was required to achieve a Neighbourhood Forum for Retford.

She explained the guidelines for its establishment including the number of people needed to set one up, the funding arrangements, the necessity to engage a Project Manager to achieve success and the funding needed and the training that can be obtained from Locality. A number of Members asked questions and made comments relative to the proposed Neighbourhood Forum for Retford.

Mrs P Douglas was thanked for her presentation and for the valuable information that it contained.

It was AGREED to arrange a meeting in the near future to further discuss the setting up of a Retford Neighbourhood Forum.

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

Members were provided with a printed advertisement and job description suitable for the engagement of a Clerk, a discussion ensued regarding the hours necessary and the payment thereof. It was decided that the payment for the post would be in

the form of an honorarium and that the Acting Clerk would circulate the proposed advertisement and job description to all Members for comments to be made by Friday, 21<sup>st</sup> October 2016. A number of suggestions were made as to where the advertisement should be placed to encourage suitable candidates to apply. A January start date was envisaged.

It was AGREED to circulate the proposed advertisement and job description for the post of a Clerk to members for their comments and to arrange for the advertisement to be displayed, as appropriate, to encourage candidates to apply. The Town Mayor to approve the advertisement.

### **Job description and advertising of Vacancy for the Mayor's Attendant.**

The role of the Town Mayor's attendant was discussed and it was suggested that the post may require a person with a military background to fulfil the duties; the Members were in general agreement with this. The Town Mayor would make some enquiries using the local Veterans website in the first instance. The post would be of flexible hours, paid by an honorarium.

It was AGREED that the Town Mayor would make some enquiries regarding the vacancy of Town Mayor's Attendant.

### **Honours Board and Signwriting update**

The Town Mayor reported that Jay Chapman would be completing the work on the new honours board in the following week.

The update on the honours board was noted.

### **To discuss an invitation, to local children, from the Charter Trustees, to attend a democracy event in early 2017.**

The Deputy Town Mayor, Cllr. H. Richards, spoke to Members about this initiative, giving some background information regarding a similar event that had taken place last year and had been very successful. Cllr. Richards has approached Ms Julie Briggs, Head of the council's Electoral Registration unit and Ms Briggs is very interested to be involved in a democracy event to be held in Retford Town Hall in early 2017. Cllr. H. Richards indicated that local primary schools would be invited to participate and the event would take place over two days in February/March next year. The dates would be circulated in due course and volunteers to help with the event would be much appreciated.

It was AGREED that Cllr. H. Richards would arrange the event with Ms Julie Briggs and send out the invitations to the local primary schools and Charter Trustees.

### **Promotional Brochure Update**

No update was available, so this item will be placed on the agenda for the next meeting.

The Town Mayor to email Cllr. J. Anderson with some information regarding the brochure.

### **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.

### **To agree the date of the AGM/Mayor Making 2017**

A brief discussion was held on this item and it was decided that the AGM/Mayor Making in the next municipal year will be held on Wednesday, 7th June 2017.

It was AGREED that the AGM/Mayor Making in the next municipal year will be held on Wednesday, 7<sup>th</sup> June 2017.

### **Events Calendar/Correspondence**

The forthcoming events and correspondence were noted.

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 circulated.