



# CHARTER TRUSTEES OF EAST RETFORD

## **DRAFT**

Minutes of the meeting of the East Retford Charter Trustees held on Friday, 29th April 2016 at 6.00pm in Retford Town Hall, Chairman's Room.

Present: Councillors J. Anderson, A. Chambers, G. Clarkson, G. Oxby, H. Richards, M. Storey, A. Tromans, C. Troop, Mr D. H. Turner, Lord High Steward.

Apologies: Councillors. M.W. Quigley, S. Shaw.

Cllr. A. Chambers 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 1<sup>st</sup> April 2016 were accepted and signed. A copy of the Minutes will be placed on the notice board at Retford Town Hall.

Matters arising – There were no matters arising from the Minutes, 1<sup>st</sup> April 2016.

## **Financial Report**

The Financial Statement was accepted by the Charter Trustees.

The Internal Audit report was presented and commented on, further discussion will take place when the External Auditor's report is received.

## **Nominations for Town Mayor**

The nominations for the Town Mayor for the ensuing year were discussed and agreed.

Cllr. G Oxby proposed and Cllr. A Chambers seconded Cllr. G Clarkson for Town Mayor for the ensuing year. There were no other nominations.

It was RESOLVED that Councillor Garry Clarkson would be proposed and seconded for Town Mayor of East Retford at the AGM in June 2016.

## **Nominations for Deputy Mayor**

Cllr. A Chambers proposed and Cllr. J Anderson seconded Cllr. H M Richards for Deputy Mayor for the ensuing year. There were no other nominations.

It was RESOLVED that Councillor. H M Richards would be proposed and seconded for Deputy Mayor of East Retford at the AGM in June 2016.

## **Mayor – Making Arrangements**

The arrangements for the AGM and the Mayor Making for this year were discussed including catering requirements, cleaning and repairs to the robes and the provision of gifts in place of past Town Mayor and Mayoress badges.

It was RESOLVED to clean and repair the robes and to provide gifts for the retiring Town Mayor and Mayoress instead of past Town Mayor and Mayoress badges as this has been the practice in the past where the retiring Town Mayor has been the Town Mayor on a previous occasion.

### **Retford Neighbourhood Forum**

Cllr. H M Richards gave the members present a brief report on a meeting that she and Cllr C Troop had recently attended with David Armiger regarding the formation of a Retford Neighbourhood Forum.

A lively discussion took place with a number of technical questions being raised so it was felt that the relevant Council officers who understand the procedures involved to secure an Urban Neighbourhood Plan should be approached to meet with the Charter Trustees. It was agreed in principle to investigate further the setting up of a Retford Neighbourhood Forum, bringing the local community on board and organisations such as the Civic Society, Church leaders etc. who share the responsibility for the town as well as the Charter Trustees.

It was agreed that Cllr. H M Richards would arrange a meeting with appropriate Council officers and the Charter Trustees in the first instance.

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

Cllr. G Clarkson gave a progress report on the new honours board that was being made by Lee Sinclair Joinery of Laneham. The new honours board will be positioned above the lift doors in the Retford Town Hall entrance hall and will be installed by a joiner from the aforementioned company. It is a possibility that the unveiling may take place at the forthcoming Mayor Making in June. The existing honours board was mentioned with regard to the signwriting required to complete the names on the board. Cllr. G Clarkson was thanked for overseeing this important project.

### **ACTT Annual General Meeting & Brochure**

Cllr. J Anderson reported on the proposed AGM and the catering arrangements with Deli and Dine. It is expected that there could be up to 30 delegates attending the event in Retford Town Hall.

Cllr. J Anderson made reference to the Brochure and stated that information was being collected and Cllr. G Clarkson commented that most of the research had been done to produce a prototype in the first instance. It was felt that the brochure needed to be easy to read with plenty of photographs through-out.

### **Sebastopol Cannon Plaque Update**

Mr D H Turner indicated that this matter is progressing slowly and there is a suggestion that there may be three cast bronze plaques placed on the steps adjacent the Cannon to carry the names of the soldiers involved. Quotes are to be obtained and a question was asked as to whether the Charter Trustees can contribute to the cost of the plaques and their installation. It was pointed out that Charter Trustees have limited powers regarding their financial regulations.

### **Events Calendar/Correspondence**

The Town Mayor spoke of past and forthcoming events including his final charity event to be held on 27<sup>th</sup> May at the Babworth Road Sports and Social Club.

Correspondence in the form of an email had been received from Rick Brand, Retford Business Forum asking for financial support for this year's Retford Christmas Lights event. This request was considered but it was decided that the event could not be supported financially, due to the limited powers in the Charter Trustees' financial regulations.

The Acting Clerk to email Rick Brand regarding the Members' decision.

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

The date of the next meeting is to be confirmed after the AGM and Mayor Making in June.