



# CHARTER TRUSTEES OF EAST RETFORD

## Minutes of the meeting of the East Retford Charter Trustees held on Thursday 27<sup>th</sup> July 2017, at 6pm, in Retford Town Hall, Chairman's Room.

Present: Councillors J. Anderson, A. Chambers, H. Richards, M. Storey, A. Tromans, C. Troop.

The Town Mayor, Cllr H. Richards opened the meeting and thanked everyone for their attendance.

1. **Apologies:** Councillors G. Clarkson, G. Oxby, M. Quigley, S. Shaw and Mr D.H. Turner, Lord High Steward.
2. There were no **Declarations of Interest**
3. **Minutes from 6<sup>th</sup> May 2017** were tabled and approved.
4. There was one **Matter Arising** from the Minutes: Item 9 (b) referred to an allowance of £250 for Mayor-Making Catering. This should be £200.
5. **Auditor's Report and Recommendations:** The recommendations were noted and it was agreed that many of the recommendations were being addressed.  
It was RESOLVED to work towards meeting key points.  
It was RESOLVED to circulate Financial Regulations and Standing Orders – Cllr Troop to contact current and former Trustees to find existing SO's. In the absence of these:  
It was RESOLVED to hold an EGM to establish appropriate Standing Orders and to undertake Financial Risk Assessment.  
It was RESOLVED that Financial Risk Assessment should be an item on one Trustees Meeting per year.
6. The **Financial Statement (to July 2017)** was presented and the Mayor reconciled the figures with the Bank Statement. The revised balance is: **£13,770.29.**  
It was RESOLVED that the Financial Statement should be re-presented to Trustees with these Minutes. (see below).
7. **Assets and Insurance:** The revised asset valuation undertaken in 2012 continues to be the basis for insurance valuation with regular annual inflation.
8. The **Budget Plan 2017** was discussed.  
It was RESOLVED that the Clerk should identify and report on the cost of a display /exhibition case and that any cleaning and repair to silverware based in the Mayor's Parlour would only be undertaken once there were facilities for effective display. In the interim the Clerk should arrange purchase of valet stands and covers as a temporary solution for keeping the mayoral robes in good order.



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9. **Responsible Finance Officer:** There was discussion around the job description tabled and  
It was RESOLVED that the role of Clerk incorporates most of the functions of a RPO and that aspects of the role which involved the setting of the precept were the sole responsibility of the Trustees.

An additional agenda item was added: **AOB (Mayor's Business)**

The Mayor raised the issue of two charities: "East Retford Relief in Need" and "Dr Kool Want". Both have experienced difficulty recruiting/funding clerks and treasurers to manage the charities and their current arrangements are unsustainable. An approach had been made to the Mayor requesting that the Charter Trustees consider supporting small, historic local charities by providing administrative assistance. A discussion followed about the long term sustainability of such charities and there was general agreement that it would be desirable if a comprehensive review of such charitable bodies across the town be voluntarily undertaken by the trustees of these charities themselves as a means to ensuring their continuing benefit to the residents of the town.

It was RESOLVED that the Mayor would inform these charities that, with regret, the Charter Trustees were unable to provide the support requested.

10. Trustees had received the latest update on the **Trustees Website** from Cllr Clarkson.

It was RESOLVED that some Trustees would meet with Cllr Clarkson on Saturday morning 29<sup>th</sup> July, at Goodwin Hall to discuss plans for populating the site.

It was RESOLVED that: the [retfordtownmayor@gmail.com](mailto:retfordtownmayor@gmail.com) email address will be used for correspondence with Mayor and Clerk and that this address will be the contact point on the BDC access site; the Clerk would send details to Carol Robinson at BDC along with copies of Minutes.

11. **Events Calendar / Press Releases**

The Mayor reported on the first "Meet the Trustees" event which was held on 15<sup>th</sup> July 2017 and proposed that this be a regular event to be held to coincide with the Farmers' Market on the third Saturday of each month. It presents an opportunity for Retford people to meet with the Trustees to discuss any issues about the town and to spread the word about the role of the Trustees.

It was RESOLVED that the Mayor would send regular emails reminding Trustees and that the Clerk should write a Press Release for The Retford Times to let people know it was taking place.

The Mayor attended a number of activities and events during June and July including the "National Changing Places" Day. Discussions took place about how the Trustees would mark the forthcoming "150<sup>th</sup> Anniversary of Retford Town Hall". (January 2018). Cllr Troop suggested that a tree planting would be one way of marking the event. The Mayor suggested the involvement of schools and charities.



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It was RESOLVED that Trustees would investigate ways to mark the occasion and send suggestions to the Mayor in time to start planning at the next meeting in September.

It was RESOLVED that once a date had been identified the Town Hall should be booked for this purpose.

Cllr Chambers raised the question of whether the Trustees were intending to be present for the Retford leg of the "Tour of Britain" on September 6<sup>th</sup> 2017. It was RESOLVED that there should be Mayoral representation.

12. The list of **correspondence** was tabled. The last listed item of these: "The Dinner / Tea Party for the Burgesses and partners may well be a feature of the "150<sup>th</sup> Anniversary" celebrations.  
The Mayor tabled a letter she had received from David Thornton suggesting how he would like to see Retford celebrate the centenary of the founding of the RAF.

13. **Date of Next Meeting:**                      **September 1<sup>st</sup> 2017 5pm.**

There being no further business the Mayor closed the meeting.