



# CHARTER TRUSTEES OF EAST RETFORD

**Draft Minutes of the meeting of the Charter Trustees of East Retford held on Saturday 13<sup>th</sup> January 2018 at 10 am in Retford Town Hall, Chairman's Room.**

Present:

Councillors Anderson, Clarkson, Oxby, Storey, Tromans, Troop; and Mr D. H. Turner, Lord High Steward.

The Deputy Town Mayor, Cllr M. Storey opened the meeting and thanked everyone for their attendance.

**1. Apologies:** Cllrs Chambers, Richards. **Other Absentees:** Cllrs Quigley, Shaw

**2.** There were no **Declarations of Interest**

**3. Minutes from 1<sup>st</sup> September 2017** were tabled and approved.

**4.** There were a number of **Matters Outstanding from July Minutes:**

- Financial Risk Assessment is on this agenda.
- Permission has been granted to install battens for the updating of Mayor picture gallery / Planning Approval has been given for installing exhibition glass into Chairman's Room and Mayor has planned photo-session. (See below for current position)
- Update on Sesquicentennial Anniversary: The following things have been set in motion: Oral History Project with Sam Glasswell at Retford Museum who have funding (including memory cards, Goodwin Hall and Nursing Homes visits, Retford Times letter inviting responses; Heritage Weekend (9/18); Arts display (5/18); Democracy Days and Timelines – Schools to be notified urgently; Hospitality event for Anne Batty's family and mayor's guests; Charter Day Open Town Hall; Exhibition of Mayor's Parlour Plate. Tree-planting: Cllr Troop investigated viability and costs. **RESOLVED** that an Oak tree be purchased and planted in King's Park with a plaque alongside for a maximum cost of £300.

**Matters Arising from September Minutes:**

- Canon Plaques: Mr Turner has obtained one quotation for £415 plus installation costs. Cllr Troop informed Trustees that guidance from the auditors confirmed that as an inherited "property" the plaque can be attached to the canon as appropriate. **RESOLVED** that Mr Turner should seek more quotations and work to proceed as quickly as possible.
- Chairman's Room Alterations. Clerk has received planning approval for the addition of display glass to cupboards in The Chairman's Room. Clerk is awaiting quotation from Zaccaria Glass for completion. **RESOLVED** that a maximum of £500 should be budgeted to complete the work.

**5. The Expenditure Plan** shows £500 outstanding for Chairman's Room Alterations. All other proposed expenditure has been carried forward to 2018/19 budget.

**PLAN AGREED**



## CHARTER TRUSTEES OF EAST RETFORD

**6. Financial Statement** was tabled and signed by Chairman, Cllr M. Storey. The balance at 13 January 2018 = £13,165.39 and this agreed with the current bank statement.

**7. Precept 2018/2019.** The Budget Plan for 2018/2019 was tabled and discussed and updated to reflect more accurately proposed spending for forthcoming year. This informed the discussion on setting the precept and it was agreed to stay with the current rate of 1.3 based on a spending expectation of £8,900. This will raise £8,912.94. Cllrs Anthony Tromans and Carolyn Troop and Clerk Barry Upton (Finance Sub-Committee) completed the pro-forma. (Budget Plan and Copy of Proforma attached to these minutes). **RESOLVED** that the Clerk to print and send to Dave Hill by Recorded Delivery.

**8. External Auditor's Report.** Key points from the report were tabled and it was agreed that a full asset list has been drawn up as part of the insurance schedule, and discrepancies identified. **RESOLVED** that the Clerk will check NATWEST Bank to see if they hold in storage the missing Freedom Casket from Mayor Mike Pugsley's time.

**9. Financial Risk Assessment.** A Budget Plan has been set and approved which has informed the Precept. The Budget Plan has incorporated sufficient contingency funds to cover risks. The Clerk will seek discussions with Internal Auditor, Phil Parkin to see if there are further points still unaddressed from his 2016/17 Report. **RESOLVED** to retain services of Phil Parkin for the 2017/2018 Report and to form a Finance Sub-Committee to ensure further Financial Risk Assessment issues are addressed

**10. Widening of Remit.** The Charter Trustees of East Retford do not have a separate constitution and therefore operate under the guidelines outlined below:

***The role of the Trustees is purely ceremonial; they elect a Mayor and Deputy Mayor each year, and safeguard the traditions of the former Borough of Retford. They maintain the civic regalia and the "Town Plate", which is a collection of gifts and artefacts that were donated to the Town during its days as a Borough.***

***The Trustees meet formally on several occasions each year, they receive reports from the Mayor and Clerk and they set an annual budget which covers the running cost of the Trustees. They make a formal precept for funds to the Bassetlaw District Council, in the same way that Parish and Town Councils do. The cost of the Trustees is paid for solely by the residents of Retford, and currently the annual cost works out at just £1.30 per household [which is set to meet Budgeted Demands]***

This gives no remit to make donations to individuals, groups or organisations. Requests for financial support from The Retford Business Forum (RBF) for subsidised meeting spaces, and TMS with regard to Charter Day, have therefore been declined. **RESOLVED** that the Clerk will reply to this effect to RBF and TMS.



## CHARTER TRUSTEES OF EAST RETFORD

11. **Mayor's Events Report** was tabled and it was noted that there have been a large number and wide range of events since September.
12. **Correspondence** was tabled and specific reference made to responses needed to TMS, RBF. A letter of acknowledgement and thanks to be sent by Mayor Helen Richards to **Mr Sutton** for his work over the years to make Charter Day so successful. **RESOLVED**
13. **Meeting Dates**  
**Next Meeting:** Friday 13<sup>th</sup> April 2018 6pm.  
**Mayor Making:** Wednesday 6<sup>th</sup> June 2018 Noon

There being no further business the Deputy-Mayor closed the meeting.