



CHARTER TRUSTEES OF EAST RETFORD

Minutes of the meeting of the East Retford Charter Trustees held on Saturday, 1st April 2017, at 10am, in Retford Town Hall, Chairman's Room.

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

Apologies: Councillors J. Anderson, A. Chambers, M.W. Quigley, S, Shaw.

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

Declarations of Interest: Councillor G. Clarkson declared a Personal and Non-pecuniary interest in Agenda item no.12.

The Minutes of the meeting, held on 4th February 2017 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.

Financial Report

Members were presented with the Income and Expenditure Account for the year 2016-17. Members agreed to accept the End of Year Accounts as presented and this was signed and dated by the Chairman, Cllr. G Clarkson.

The next item for consideration was the Annual Return form for 2016/17 from the External Auditor. Members were asked to authorise the Chairman and Acting Clerk to approve the Annual Governance Statement (Section 1 of the Form) and to certify the Local Councils Statement of Accounts (Section 2). Members approved this course of action and the Form was signed and dated as indicated.

It was RESOLVED to give authority to the Chairman and Acting Clerk to: a) approve the Annual Governance Statement (Section 1 of the Annual Return form for 2016/17) and b) certify the Local Councils Statement of Accounts (Section 2 of the Annual Return Form) for 2016/17. The Annual Return form for 2016/17, s.1 and s.2 were signed and dated.

Members asked for their thanks to the Acting Clerk to be recorded.

External Audit Report for Annual return 2015-2016.

Correspondence on the External Auditor's certificate and opinion 2015/16, Section 3, was circulated to members. The Audit Report for the year ended 31 March 2016, matters reported, consisting of Financial management and internal controls and Risk Assessment were discussed and it was agreed to obtain a model set of Financial Regulations for consideration for adoption and to periodically review the same. Similarly it was agreed to consider a way forward on the Risk Assessment issue taking on board the comments made in the External Audit Report. It was accepted by the members that the other issues of the Clerk and the Transparency Code were being addressed.

It was RESOLVED to accept the correspondence received, being part of Section 3 – External auditor certificate and opinion 2015/16 and to take on board the recommendations as per the Report as soon as possible.

Mayoral Robes

Cllr. H Richards presented this item. Enquiries for the supply of the mayor's and deputy mayor's robes plus accessories had been made to three companies. Quotes had been obtained from two companies and these were circulated. Michael's Civic Robes had come in the nearest to this year's Approved budget for these items. Although the timescale for the robes to be available for the Mayor Making in June was unlikely to be achievable, it was decided to go ahead with the purchases; the mayor's robe being given priority for delivery. Cllr. Richards would contact the supplier to place the order and ask about the method of payment. Mention was made of the need to increase the present level of insurance to cover the cost of the new civic items and also to enquire whether the Bassetlaw Museum would display/store the existing robes when the new robes are in use.

It was RESOLVED to purchase the new civic robes and accessories from Michael's Civic Robes and increase the present level of insurance to cover the cost of replacement. Enquiries to be made as to whether the Bassetlaw Museum would display/store the existing robes once the new robes are in use.

Promotional Brochure Update

The Town Mayor introduced this item and spoke about establishing a website for the Charter Trustees for educational and promotional purposes. Various domain names were suggested and it was agreed to seek to register the domain name as www.eastretfordchartertrustees.co.uk as soon as possible. The Town Mayor would undertake this task and pay the fee which would be reimbursed. The website information would be gradually built up over the coming months and refreshed as necessary. It was agreed that the domain name registration would be for 10 years as it was thought that this would be the most cost effective.

It was RESOLVED to establish a website with the domain name of the www.eastretfordchartertrustees.co.uk as soon as possible and it was agreed that the domain name registration would be for 10 years as it was felt that this would be the most cost effective.

Sebastopol Cannon Plaque Update

Mr D.H. Turner introduced this item from the Retford Civic Society point of view and gave an update on progress being made to accommodate the fitting of one or two plaques on the Cannon. The cost of two plaques would be in the region of £400 and they would carry the details of the volunteers. A number of comments were made about the details, for example, name, rank and regiment, as requested by Mr Foxley. Obviously, permission needs to be given to proceed. It was therefore decided that Mr Turner would contact Bassetlaw District Council's Estates department for advice on this issue. It was also decided, as funding is needed for the purchase of the plaques, that the Charter Trustees should pay for the plaques provided that the cost is no more than £400.

Members felt that the purchase would enable vital information on the history of the Sebastopol Cannon to be made available to the residents of Retford and also to visitors to the town.

It was RESOLVED to seek permission for the installation of the plaques on the Cannon and the cost to be borne by the Charter trustees with a limit of £400.

Events Calendar/Correspondence

The Town Mayor indicated that his Civic Service followed by a special tea party, mainly aimed at the town's many volunteers, would be held on Sunday 4th June and the Mayor Making is scheduled for Wednesday, 7th June, this year.

A list of other events taking place in Retford in the next few months was mentioned.

The date of the next meeting will be held on Saturday, 6th May 2017 at 10am in the Chairman's Room, Retford Town Hall.

At this point the Town Mayor declared a Non-Pecuniary interest in the next agenda item, the reason being that one of the applicants for the position of Clerk is related to him. He thanked everyone for their attendance and left the room.

Mr D.H. Turner also left the room.

Confidential items

Vacancy for the Clerk to the Charter Trustees (Shortlisting/Interviews)

The Deputy Mayor, Cllr. H Richards took over the role of Chairman for the confidential meeting. Members were asked for their views on the number of applicants to shortlist. It was agreed that all the applicants would be shortlisted for interview and that the Interview Panel would consist of three members, Cllr H Richards, Cllr. A Tromans and Cllr. C Troop.

It was RESOLVED that all the applicants would be shortlisted for interview and the Interview Panel would be Cllr. H Richards, Cllr. A Tromans and Cllr. C Troop.

Councillors G. Oxby and M. Storey left the Chairman's Room.

The Interview Panel decided on the interview process including the times, date and venue for the interviews to take place.

There being no further business the Deputy Mayor closed the meeting