



CHARTER TRUSTEES OF EAST RETFORD

Draft Minutes of the meeting of the Charter Trustees of East Retford held on Friday 13th April 2018 at 6 pm in Retford Town Hall, Chairman's Room.

Present:

Councillors Anderson, Clarkson, Oxby, Storey, Troop;

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

- 1. Apologies:** Cllrs, Richards, Tromans and Quigley and Mr Derek Turner
Other Absentees: Cllrs Chambers, Shaw

2. There were no Declarations of Interest

3. Youth Council Submission: Debbie Swanwick along with two members of the Bassetlaw Youth Council, Simran and Jack attended the meeting and spoke about their plans to nominate a Youth Mayor who might shadow the Mayor at some of the formal events held in the town throughout the year. Cllr Anderson expressed an interest in the role as carried out by other Nottinghamshire Youth Mayors. There was general support in principal for the idea and it was suggested that such an election might be held in the beginning of the educational year so that each year would end with the Retford Mayormaking event held in the summer. The suggestion was also made that consistent with the Charter Trustees rules, the youth mayor would be from the Retford "wards".

It was **RESOLVED** that the Youth Councillors would attend a further meeting to finalise their proposals.

4. Minutes from 13th January 2018 were tabled and approved.

5. Matters Arising from September Minutes:

- Battens have been erected ready for mayor photos to be added
- In the absence of Mr Turner, a Cannon Plaques update will be given at the next meeting
- Chairman's room alterations are still awaiting completion but it is hoped that the planned display of plate will still be held for the St George's Event on the weekend of April 21st.
- The Clerk confirmed the precept bid of £8,912.00 (2 x £4,456.00) was approved and the first payment is due.
- The Clerk checked to see if NATWEST Bank still holds any property belonging to the Trustees but here is none held there. Cllr Troop spoke with Mr Napier who had assured her that each piece had been counted in and out from the bank vaults.
- The Clerk's Internal Audit meeting with Phil Parkin has been arranged for April 23rd 2018
- The Tree Planting was successfully carried out and it can be seen in the gardens at King's Park.



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6. The Financial Accounts for 2017 / 2018 had been sent in advance of the meeting and were **approved and signed** by the Chairman, Cllr Storey.

7. Internal Audit Presentation has been prepared. Cllr Anderson raised the issue of payments by BACS but it was **RESOLVED** that we would retain the current cheque payment system which provided a more secure system of risk management. A vote of thanks was given to the Clerk for his preparation of the Audit which includes a new Risk Audit which was identified in last year's audit.

8. Appointment of Mace Bearer / Mayor's Officer and Mayor's Cadet.

The Trustees recognised the need to have support for the Mayor to give greater assurance of safety especially at times when the Chain and Robes are worn. Following detailed discussion it was **RESOLVED** by a majority vote that the Trustees would support the appointments of Mayor's Cadets drawn from the ranks of both cadet groups, and that these Mayor's Cadets would be accompanied by an appropriate adult from the organisations who would offer support to the Mayor as well as ensure that appropriate safeguarding issues were addressed. It was **RESOLVED** that the Mayor would contact the organisations so that two Mayor's Cadets would be in place by September 2018.

9. Mayor's Business Events Report and Forthcoming Events - The full list of these will be sent with these minutes to the Trustees at the beginning of week commencing April 16th 2018. Particular questions were asked about the Mayor's Civic service and details have been included on the Accompanying notes.

10. Correspondence: There are no items of correspondence to report other than that relating to forthcoming events or agenda items already covered.

11. Nominations for Mayor and Deputy Mayor 2018-2019:

Mayor: M Storey Proposed by Cllr G Oxby, Seconded by Cllr J Anderson

Deputy Mayor: G Clarkson Proposed by Cllr C Troop, Seconded by Cllr J Anderson

12. Next Meeting: Mayor-Making: Wednesday 6th June 2018

There being no further business the Deputy-Mayor closed the meeting at 7.15pm.