



CHARTER TRUSTEES OF EAST RETFORD

Draft Minutes of the meeting of the Charter Trustees of East Retford held on Saturday 6th April 2019, in the Chairman's Room, Retford Town Hall.

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

Present - Cllrs: Callingham, Clarkson; Oxby; Shaw, Storey; Troop; Mr Turner; Mrs Walton

1. Apologies: Cllrs Anderson; Quigley; Richards; Tromans

The Chairman introduced the new Mayor's Attendant Mrs Angela Walton to the Trustees and welcomed her to the meeting.

2. The Clerk Declared an Interest in Item 7.

3. Minutes from 31st January 2019 were tabled, approved and signed.

4. Matters Arising from January Minutes:

- i. Mrs Angela Walton had been invited and had attended the Trustees Meeting. It was **agreed** that the Clerk would apply for DBS Certification for The Attendant which would be helpful in the event of their being Cadets present in the future. **(ACTION)**
- ii. The new commemorative display has now been created and is housed in the display cabinets in The Chairman's Room. A formal ceremony will be held with Harry Foxley, Derek Turner and the Deputy Mayor once Mr Foxley returns from holiday. The cost of the frames was £32.00 **(ACTION)**
- iii. The Clerk/RFO still does not have signatory powers for the Trustees Account and this needs to be resolved urgently as there remains only one signatory who is a Trustee. Cllr Troop and The Clerk will visit the bank to seek a new mandate form to expedite this. **(ACTION)**
- iv. Outstanding Invoices have been incorporated into the end of year accounts.
- v. There has been no response from The Air Cadets to the proposal of a Mayor's Cadet so Cllr Anderson will approach the Army Cadets instead. **(ACTION)**

5. The Mayor's Calendar was tabled and some alterations made. This will be updated and sent to the newly-elected mayor in June. **(ACTION)**

6. Financial Statement: Year-End Accounts were tabled, approved and signed.

These have been prepared for Internal Audit which will be carried out by Claire Weingaertner at The Focus Collection, Randall Way, Retford. A date for an initial meeting with the RFO has been set.

7. Responsible Finance Officer Allowance: The Clerk/RFO left the room while Trustees discussed the proposal to make a formal appointment of RFO with a separate honorarium. It was **agreed** that the role would be remunerated with an annual honorarium of £750 from 2019-20 onwards. The Clerk returned to the meeting. Councillor Troop asked that the new honorarium should be added to the proposed expenditure for the forthcoming financial year. **(ACTION)**

8. Town Twinning with Pfungstadt; The Clerk read out an email from Councillor Anderson who has asked for the Mayor or Deputy Mayor to be involved with the



CHARTER TRUSTEES OF EAST RETFORD

forthcoming fortieth twinning anniversary. Mr Turner reminded trustees that Pfungstadt is twinned with Retford despite much of the activity being centred on Worksop and proposed that The Charter trustees of East Retford should join the Twinning Association as Associate Members. **(ACTION)** Pfungstadt have a regular presence at Charter Day. Councillor Clarkson has found it frustrating that involvement has been with Worksop and agreed with the proposal so that The Charter Trustees of East Retford would be sent invitations and notifications as a matter of course.

9. The dates have been added to the Mayor's Calendar which will be sent to the Deputy Mayor. **(ACTION)**

10. Mayor's Business:

- i. The Chairman proposed that the Mayor's Brooch should be re-valued and an estimate sought for its repair / cleaning. Councillor Clarkson proposed that the same should happen to the Deputy Mayor's Badge. This was **approved**. **(ACTION)**
- ii. The Chairman reminded the Trustees that there would be a period of uncertainty for the position of mayor until the May elections were held. If the current Deputy Mayor (Cllr Clarkson) is re-elected to his Council Ward then he will take on the duties of Mayor until the June mayor-making. This will be ratified at the next meeting to be held on Saturday 11th May 2019. Councillor Troop, on behalf of the Trustees, recorded her thanks to Mayor Cllr Mick Storey for his work throughout the year.

11. **Correspondence:** Bluebell Wood Hospice fund-raisers have requested a Free Town Hall Usage, which will be at the discretion of the new mayor. In the interim they should be advised by the Clerk to apply for a reduced-tariff booking; once the new mayor is in office this can then, at his discretion, be changed to a free use. **(ACTION)**

The Chairman took receipt of a collection of photographs of Retford Town Hall which were part of the 150th Anniversary Celebrations. These were taken by Georgina Wasdall and a book of photographs will be displayed in the cabinets in The Chairman's Room at Retford Town Hall. The photographs remain the copyrighted property of the photographer but she has given the Trustees rights to make use of the photographs in its work in promoting the cultural heritage of the town. The fee for the photographic assignment was £45. Councillor Callingham **proposed** a donation of £200 to Georgina Wasdall for the work she has done. This was **seconded** by Councillor Troop. Cheques were drawn accordingly. These amounts will be debited to the contingency fund.

12. **Next Meetings:** BDC to be notified of arrangements for: **(ACTION)**

- **Saturday 11th May 2019 10.00, to be held in the Chairman's Room, Retford Town Hall**
- **Wednesday 5th June 2019 12.00 Mayormaking to be held in The Ballroom, Retford Town Hall.**

There being no further business the Mayor closed the meeting at 11.15 am