



CHARTER TRUSTEES OF EAST RETFORD

Draft Minutes of the meeting of the Charter Trustees of East Retford held at 10.00 on Saturday 28th September 2019, in the Chairman's Room, Retford Town Hall.

Mayor, Cllr G. Clarkson, opened the meeting and thanked everyone for their attendance.

Present - Cllrs: Anderson; Clarkson; Plevin; Shaw; Tamblyn-Saville; Tomlinson. Mr Turner

- 1. Apologies:** Cllrs Oxby; Quigley; Richards; Troop. Mrs Walton
- 2.** There were no **Declarations of Interest**
- 3. Minutes from 11th May 2019** were **tabled, approved and signed.**
- 4. There were no Matters / Actions Arising from May minutes except those already listed on the agenda.**
- 5. Financial Statement (attached to these minutes) was tabled, approved and signed.**
- 6. NATWEST BANK Issues:** The Clerk updated the Trustees with the difficulties experienced with getting a new mandate approved. It is hoped that these are close to resolution and a compensation fee has been paid by the bank: £25 for the Clerk and £50 for the Trustees – all of which should by now be in the current account. The Trustees agreed with the Clerk that in the even of it not being resolved a new account with the TSB would be opened and all monies transferred from NATWEST.
- 7. Mayor's Allowance:** It was agreed that the nature of the Mayor's expenditure of the allowance made it very difficult to keep accurate records of specific expenditure. Cllr Anderson proposed that no specific account of spending be kept by the Mayor. This was seconded by Cllr Tomlinson.
- 8. Auditors' Reports** were presented to the Trustees. It was suggested by the Clerk that as Trustees Accounts are not required to be externally audited they will not be presented for external audit in 2020. **Proposed by Cllr Anderson; Seconded by Cllr Shaw.**
- 9.** The Chair gave an update of the **website developments** and it was **AGREED** that the Clerk working with Cllr. Tamblyn-Saville would register and build the Trustees website. The Chair agreed to liaise with the Clerk as soon as possible so that progress could be made.
- 10.** It was **AGREED** that the Clerk should continue to pay fees for **Association of Charter Trustees membership.** This had been included in the 2019/20 Budget. £150 will be due in January 2020.



CHARTER TRUSTEES OF EAST RETFORD

11. Correspondence:

- a. It was **agreed** to cover the cost of Town Hall Hire for two days as part of the Mayflower celebrations. The payment of £600 was agreed to be paid to Katie Green from the contingency budget.
- b. **Invoice** for Stanley Hunt was presented to the RFO/Clerk for his records. **Invoice** for Mayormaking Catering will be re-sent as email attachment.

12. Mayor's Events List will be sent to Trustees. Among these the following were discussed:

Mayflower celebrations; Bassetlaw Care Homes CHASE Awards (Cllr Shaw to attend); Remembrance: Saturday 9th November Town Hall Event; Sunday 10th November – as agreed at earlier meeting, the Clerk will send formal invitations to those on the “Mayormaking list” and to include Lord Lieutenant and all local Youth Organisations. The actual arrangements are still being finalised with ongoing discussions with the Mayor, The Mayor's Chaplain and The RBL padre. There will be refreshments at the Town Hall including a veterans' bar.

The Clerk requested details of the event from Chair and Mr Turner before OCTOBER 10th so that a formal invitation can be sent.

13. Dates for future meetings as agreed:

30th November 2019; 18th January 2020; 18th April 2020;
VE Day Celebrations: 8th May 2020 Party in the Square and 1940s dinner in the evening.
Civic Service: 10th May 2020;
AGM / Mayor-making: 3rd June 2020.

There being no further business the Mayor closed the meeting at 11.20 am.



CHARTER TRUSTEES OF EAST RETFORD

2019 / 2020 BUDGET PLAN

		ACTUAL TO DATE	FORECAST
NET EXPENDITURE		2019/20	2019/20
Audit Fees		£ 200.00	£ 400
Travel Expenses		£ NIL	£ 100
Allowances		£ 1,800	£ 3,600
Postages		£ 20.10	£ 25
Insurance		£ 3,239.32	£ 3,000
Mayor Making Catering		£ 34.64	£ 100
New Assets		£ 33.17	£ 300
Stationery		£ 42.48	£ 50
Maintenance/Contingency		£ 300.00	£ 1,000
Remembrance Day Catering		£ NIL	£ 100
Charter Towns Affiliation		£ NIL	£ 150
Special Anniversary Events		£ 45.00	£ 100
Press Advertising		£ 34.64	£ 50
Poppy Fund		£ NIL	£ 20
Website		£ NIL	£ 100
TOTAL EXPENDITURE		£ 5749.35 (63%)	£ 9,095

Approved by Trustees at the Meeting held on 6th April, 2019