# **CHARTER TRUSTEES OF EAST RETFORD**



Draft Minutes of the meeting of the Charter Trustees of East Retford held at 10.00 on Saturday 28<sup>th</sup> 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

- I. 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 Clir Anderson; Seconded by Clir 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.

# Resolution Harris of April 1918

### **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 9<sup>th</sup> November Town Hall Event;

Sunday 10<sup>th</sup> 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 10<sup>th</sup> 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: 3<sup>rd</sup> June 2020.

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



### CHARTER TRUSTEES OF EAST RETFORD

### mFinancial Statement for 28th September 2019

### **AGENDA 28th September 2019** Item 5 **Business Current Account** Balance Brought Forward from 19th January 2019 £ 14,471.85 Income Precept Payment I £ 4,547.50 Invoices and Reimbursements of Expenses inclusive of VAT to be reclaimed I. Poppy Appeal 2018 £ 17.50 2. Stanley Hunt Repair £ 750.00 3. Stanley Hunt Evaluation £ 450.00 4. Clerk Expenses £ 82.98 5. The Photo Den 45.00 £ 6. Georgina Wasdall £ 250.00 7. Mayor Allowance 2019/20 I £ 800.00 £ 750.00 8. Clerk Allowance 2019/20 9. Attendant Allowance 2019/201 £ 250.00 10. Stanley Hunt Evaluation £ 120.00\* II. Focus Collection (Internal Audit) £ 240.00\* 12. Zurich Municipal (Revised Asset Insurance) £ 312.44\*

## Itemised expenditure for items £100 or over:

14. Zurich Municipal (Asset Insurance)

13. Garry Clarkson (Mayormaking Catering)

Items: 2, 3, 6, 7, 8, 9, 10, 11, 12, 14

Latest Bank Statement 28/06/19 £ 15,585.80
Uncleared Cheques \* (£ 3,633.96)
Balance of Business Current account at 13 January 2019 £ 11,951.84

£ 34.64\*

£ 2,926.88\*

**Prepared by Barry Upton (Clerk to the Charter Trustees)** 

Signed and Approved at Charter Trustees Meeting 28th September 2019



# **CHARTER TRUSTEES OF EAST RETFORD**

# **2019 / 2020 BUDGET PLAN**

	ACTUAL TO DATI	E 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	£ NIL	£ 100
Catering		
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 6<sup>th</sup> April, 2019