



EAST RETFORD CHARTER TRUSTEES

Chair: Mayor Cllr D. Henderson

Minutes of the meeting of the Charter Trustees held on 13th January 2024

1. Apologies were received from Cllrs Challinor, Digby and Manners. All other Trustees were present.
2. There were no declarations of interest.
3. Minutes from the previous meeting were tabled and approved by the Trustees. These were signed by the Chair.
4. There were no outstanding Matters Arising nor Actions that are not on the current agenda.
5. Mayor Protocols were tabled and accepted as comprehensive guidelines for future mayors. It was **AGREED** that three hard copies would be made; one would be bound and stored in The Mayor's Parlour, one for the Attendant, and one for the Clerk. **ACTION:** Cllr Henderson to arrange for copies to be prepared and printed.
6. None of the repairs to clock, chain and mace have yet been carried out. **ACTION:** Clerk to give Museum a copy of the 2012 revaluation document.
7. New Street Signs. **ACTION:** (i) Clerk will place this item on April's Agenda, (ii) Clerk will contact Cllr Challinor re. progress.
8. The Trustees were saddened by the news of Stephen Gray's illness which has led to his being unable to carry out the commission of a portrait of Queen Elizabeth II. **ACTION:** Mr Turner will establish a competition for local artists to apply to paint the portrait. This will be advertised in The Retford Times and Retford Life as well as through the Local Facebook Page. **ACTION:** Clerk to send a letter to Stephen Gray (details from Mr Turner), wishing him well and thanking him for the work he had done on the project.
9. The Mayor reported on a successful Remembrance Day Service in the Market Square. There followed extensive debate on the organisation of 2024 Remembrance Service. It was **AGREED** that the style and timings of the Service should be fixed as a regular event, so that people attending were aware of the full plans and could attend as they wished. **ACTION:** Clerk to contact: Reverend Reuben Crossley (St Swithun's Church); Ann Hickman (Royal British Legion); and Steve Brown (re. road closures).
10. The Minutes of the Charter Day Meeting were tabled and discussion about the future organisation of Charter Day followed. It was **AGREED** that a Community Interest Company (CIC) would be established, and that its Directors would include three Trustees (Mayor plus two others) as well as others from community organisations, including the Retford Business Forum, Churches Together and The Civic Society. This would ensure the long-term future of Charter Day, and give it financial probity. The CIC would be called "Retford Together" and would act as a mechanism to involve Trustees in supporting a



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range of local events that met with the Trustees' criteria. It was noted that there is a working budget for the 2024 Charter Day of around £10,000. **THANKS** were expressed to the work of Cllrs Henderson and Carroll in helping to move this item forward.

11. The RFO tabled the Proposed Budget which had been prepared with the Chair. This is included below, and will be sent as usual to BDC to claim 2024's precept. A motion to approve the budget was proposed by Cllr Troop and seconded by Cllr Carroll. **AGREED. THANKS** were expressed to the Clerk for his work in preparing the Budget. A request was made for ACTT Minutes to be sent to the Clerk to be forwarded to the Trustees. **ACTION:** Clerk to request minutes be sent to the Clerk at Retford
12. The results of the Consultation on Retford Market are awaited. Charter Trustees have taken the opportunity to express their views. Cllr Shaw is to set up a meeting with Natalie Cockerill (BDC). There will be a cabinet meeting (Julie Lee is portfolio-holder) for which a proposal was being written which will include the issue raised previously of market workers' contacts. Greater feedback is required to ensure accurate information is relayed to all the relevant parties.
13. There are two applicants for the post of Clerk and RFO. Arrangements were agreed for interviews to take place on Monday 29th January 2024 in The Chairman's Room, Retford Town Hall, at 10.00. **ACTION:** Clerk to notify candidates and book room.
14. Communication to The Clerk was shared and noted. It was **AGREED** that the Mayor and Trustees will organise a welcoming committee for the April visit by delegates from the Twin- Town of Pfungstadt to mark the forty-fifth anniversary of the Twinning Link. An "Anniversary Plate", made by a local potter, will be presented by the Mayor at Retford Town Hall. **ACTION:** Clerk to organise the manufacture and design of the plate by The Pottery, 24, The Square, consulting on plans and designs with the Mayor.
15. The Mayor gave feedback on a busy December schedule including: Christmas Lights Switch-on and Market attended by Mayor and other Trustees; Visit by Chair of Bassetlaw district Council; Christmas Tree Festival; Santa Fun Run where he presented the medals. **ACTION:** Mayor to send details to Clerk for inclusion in Retford Life article.
16. The following dates were agreed for the 2023-24 Meetings: April 13 2024; June 5 2024 (AGM)

Meeting closed by Chair at 12.10.



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2024 / 2025 DRAFT BUDGET– USED TO SET PRECEPT

PRECEPT BASE: £7532		Precept: $£1.55 \times £7532 =$ £11,675 Reserves: 250 TOTAL BUDGET = £11,925	
Balance Brought Forward April 2023	£14,064.32		
Precept 2023/2024	£11,110.00		
VAT Refund	£ 221.24		
Unclaimed VAT	£ 375.50	2023-24 Budget Report	
2022/23 Expenses nett			
Anticipated Balance Carried Forward To April 2024	£14,316.91		
2024-25 Budget	£	£ ACTUAL TO DATE	£ FORECAST
NET EXPENDITURE (Ex VAT)		2023/24	2023/24
Audit Fees	200	185.00	200
Travel Expenses	100	10.00	100
Allowances	3,600	3,600.00	3,600
Postages	40	23.60	30
Insurance	3,000	2754.75	3,000
Press Releases and Adverts	500	773.98	530
Asset Management	1,000	365	500
Stationery	50	4.99	80
Commemorative Events incl. Catering/Photographer	2,600	2015.81	3,400
Charter Towns Affiliation	150	150	150
Charter Trustee Awards	50	25.80	50
Charter Day Reserve	500	0	0
Poppy Fund	20	20	40
Website/IT/Media Costs	100	97.20	60
Twinning Association Fees	15	0	15
TOTAL EXPENDITURE	£11,925	10,026.13	11,755
		Underspend to Jan10 2024 = £ 1728 Held for Asset Acquisition and Repair to be delivered in 2024/25	
		£14,880.25	
BANK BALANCE AT JANUARY 10 2024			