



## **EAST RETFORD CHARTER TRUSTEES**

**Chair: Mayor Cllr D. Henderson**

### **Minutes of the meeting of the Charter Trustees held on 30<sup>th</sup> September 2023**

1. Apologies were received from Cllrs Digby, Oxby and Slater
2. There were no declarations of interest.
3. Minutes from the previous meeting were tabled and approved by the two Trustees who had been present. These will be signed and forwarded to the Clerk.
4. There were no Matters Arising and Actions that are not on the current agenda.
5. The Internal Auditor's Report was tabled and accepted.
6. The Financial Report was presented by The Responsible Finance Officer, which included a report on budget heading expenditure. The Financial Report was accepted and signed by the Chair, agreeing Bank Statement Figures. It was noted that there was sufficient funds to pay for forthcoming events. It was proposed that the Clerk should contact The Twinning Association to seek ways to further strengthen the links between Retford and Pfungstadt, involving the Mayor in such links. Thanks were extended to the Retford Business Forum whose activities throughout the year ensure that a wide range of activities are effectively carried out, including events which mark key national and local celebrations. ACTION; Letter of thanks from Clerk
7. The Chair explained that he had made changes to the Trustees Website and that there would be further changes to incorporate historical details of the town and the mayoralty. The page which presents statutory requirements is maintained. He proposed the establishment of a working group to digitise records. There will be a new page to mark Mayor's Activities and inviting local people to invite the mayor to significant events. ACTION for Clerk.
8. Mr Turner and the Civic Society were thanked for their work in reinstating the two Charter Signs which stand at the entrances to the town on Welham Road and on Babworth Road. A formal ceremony was held at their official "unveiling". Mr Turner passed invoices to The Clerk for payment to Burgess for £655 (plus VAT which will be reclaimed). A new proposal to establish two more signs on North Road and on London Road. It was suggested that local companies may be interested in sponsoring such signs (e. g. Trinity Estates, Eaton Hall, Gap Signs, Chevron (ex-TMS)).
9. It was noted that the repairs to the Chain Box were completed at a cost of £300.
10. The Clock Repair is still to be carried out.



## **EAST RETFORD CHARTER TRUSTEES**

11. The Portrait to commemorate the death of Queen Elizabeth II: an artist has been chosen (Stephen Gray) and the Trustees selected the appropriate image. There is still much to be done before the painting can be started, ensuring proper permissions are granted . The Trustees expressed their thanks to Mr Turner for making progress with this matter. The Trustees have been offered a gift of an original picture of Retford Town Hall which can be hung and reproduced in various forms for use by the Trustees. A Special Event is to be planned to celebrate its receipt and hanging. ACTION: Agenda Item for next Meeting.
12. Market Issues: Update in November Meeting. ACTION: Agenda Item for next Meeting.
13. Meetings have been held with The Royal British Legion representatives in preparation for November's Remembrance Day Service. Further meetings and discussions are planned with all relevant individuals and groups, including present and past mayors, Felicity Ferriter, RBL, Reuben Cross. A Special Concert has been arranged for Saturday 11th November at Retford Town Hall. It was agreed that The Buttermarket was an appropriate setting for the refreshments that follow the Ceremony, which will allow for those with limited mobility to join the celebrations.
14. It was agreed that The Charter Trustees would not join the Business Forum but would continue to support their events that enhance the life of the town. ACTION: Clerk to respond to Rick Brand's letters- Items 14 and 15.
15. A request from RBF and Civic Society for the reinstatement of flags and Christmas trees around the town along with the renewal of the "hanging basket scheme". It was proposed that Trustees would support through use of their Councillors' Community Grants.
16. The Chair proposed the use of a professional photographer at the Mayor Making in June where photographs could be taken, for publicity as well as official photographs. This could be a new Budget Heading for 2024-25.
17. The Clerk/RFO announced that he would be resigning from the position(s) as from March 2024. The advanced notice allows time for succession planning. A sub-committee will discuss the roles to be advertised and it will appear on The November Agenda. ACTION for Clerk.
18. The Mayor's Report and Photographs of events attended will be sent to The Clerk in time for the November edition of Retford Life. ACTION: Chair; Clerk
19. The following dates were agreed for the 2023-24 Meetings:  
November 25 2023; January 13 2024; April 13 2024; June 5 2024 (AGM)

**Meeting closed by Chair at 11.30.**