

Minutes of the meeting of the Charter Trustees held on 18th September 2024

In the Rondo Lounge, The Square Retford.

Trustee members present.

Mayor (Chair) Cllr David Naylor, Cllr John Manners, Cllr Sue Shaw, Cllr Malachi Carroll, Cllr Jonathan Slater, Cllr David Challinor, Cllr Carloyn Troop and Derek Turner.

Apologies received from

Cllr Harriet Digby, Cllr Daniel Henderson and Cllr Graham Oxby

Officers present

Rob Morrison Clerk and RFO and Angela Walton Mayor's attendant.

24/029 There were no declaration of interests.

24/030 The minutes of the meetings held on the 27th of April 2024 and 29th May 2024 were approved.

24/031 Progress on the action log was noted. It was agreed that the item arising out of minute **24/003** would be actioned by Derek Turner.

24/032 The Clerk's report was noted.

24/033 Banking arrangements. The Clerk's report outlined the detailed work that had been undertaken with Cllr Troop to establish more robust banking arrangements. New bank accounts had been opened with NatWest entailing the use of 3 accounts: - a business current account, a business reserve account and a 35-day notice business account.

The current account would be used to receive income and pay all bills and funds would be maintained at a minimum in this account as it attracts no interest. The business reserve account would be used for the unallocated reserves and the cashflow reserve and attracts interest on balances of approximately 1% depending on the Bank of England interest rate.

The 35-day account would hold the strategic reserves and attracts an interest rate of approximately 3% depending on the Bank of England interest rate.

The Lloyds bank account had been closed successfully.

24/034 Use of reserves. The Clerk's recommendations for the use of reserves were adopted as follows: -

Strategic reserve	£3,000 (35-day account)
Repairs to regalia	£3,000 (35-day account)
Special events reserve	£3,000 (35-day account)
Cash flow reserve	£2,500 minimum (business reserve account)
Unallocated reserves	Balance of funds (Business reserve account)

24/035 Repairs to clocks The Trustees agreed to undertake the repairs to the clocks situated in the Town Hall and asked the Clerk to expedite placing an order with the clock repairer he had sourced in the sum of £1,830.

24/036 Remembrance Parade Following a robust debate it was agreed that the forthcoming remembrance parade would follow the format as followed in 2023. The Mayor was asked to agree the necessary arrangements with the church and the RBL. Cllr Troop kindly offered the Goodwin Hall as the venue for the refreshments following the parade given the Town Hall was undergoing refurbishment.

24/037 New boundary signs It was acknowledged that the Trustees had insufficient funds to erect the signs, however, Cllr Shaw was certain that there were funds available from other sources and volunteered to undertake the necessary research to identify them.

24/038 Twinning It was agreed to pay the membership fee to the Twinning Association.

24/039 Revised Budget Given the adoption of a reserves policy and use of unallocated reserves in year, it was essential to revise the original budget set by the Trustees for the current year. It was agreed to adopt the revised budget shown at Appendix A.

24/040 Meeting schedule The Clerk proposed that the Trustees needed to meet only 4 times per annum as follows: -

January	Agree programme of work for forthcoming year and set precept
April	Adoption of year end accounts and AGM.
June	Mayor making
October	Mid-year review

Ad-hoc meetings could be held as necessary and probably using Teams/Zoom technology.

Date of next meeting of the Trustees Wednesday 22nd January 2024

24/041 Charter Day the Clerk gave an update on the preparations for next year's celebrations. BDC had agreed to offer all facilities free of charge. Planning was underway but there was a shortage of volunteers to assist with the planning and a probable shortage of funding/sponsorship. The Trustees advised the Clerk to contact the Retford Business Forum and the North Notts BID to establish if they could offer any help.

Meeting closed at 9pm.

Rob Morrison

Clerk and Responsible Financial Officer

East Retford Charter Trustees