

Agenda item 3&4

Minutes of the meeting of the East Retford Charter Trustees held on 19th November 2025

Trustee Members present:

Mayor Cllr Harriet Digby, Deputy Mayor Malachi Carroll, Cllrs David Naylor, Dan Henderson, Jonathan Slater and David Challinor

Apologies received from:

Cllrs Sue Shaw, Carolyn Troop, John Manners and Graham Oxby

Also present:

Derek Turner Lord High Steward, Rob Morrison Clerk and RFO and Angela Walton, Mayor's Attendant.

25/007 Declarations of Interest: Cllrs Digby, Henderson and Naylor declared an interest as Non-Executive Directors of Retford Together CIC.

25/008 Minutes of the meetings held on the 17th April 2025 and 21st May 2025 were accepted as a true record. All matters arising are to be discussed on the agenda for this meeting.

25/009 AGAR Audit Certificate. It was agreed unanimously that the Mayor should sign the certificate exempting us from a limited assurance review as our turnover is less than £25,000 per annum as laid down in Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The Clerk was tasked with submitting the form to the appropriate authorities.

25/010 Clerk's report was noted. The outstanding item on the action log was the commissioning of a portrait of the late Queen. Derek Truner agreed to widen his search for an artist. The budget of £1,000 was still considered appropriate.

25/011 Income and expenditure report was noted and was within the expected budget.

25/012 Appointments to outside bodies was deferred.

25/013 Association of Charter Trustees. The Clerk had attended a zoom meeting at which Cllr Troop was also in attendance with the Association. Concerns had been raised at the meeting on the future of Charter Trustee bodies because of proposed local government reorganisation (LGR). Central government is silent on the future of the organisations, and the Association Secretary was intending to write to senior civil servants dealing with LGR to ascertain any views or intended policy changes from the government. It was noted that some Charter Trustee bodies had or were intending to establish a Town Council to ensure local voices were heard and some services were maintained if larger unitary authorities were established who may not see some local services as a key priority in a challenging financial environment. After further discussion on the issue and whilst we await the determination of LGR in our area, it was decided that the Mayor and Cllr Jonathan Slater should consult with appropriate officers at BDC and seek their views on the feasibility and mechanism of establishing a Town Council in East Retford. A report would be tabled at a future meeting for further consideration of this issue which would also consider maintaining the status quo position of retaining the Charter Trustees.

25/014 Regalia. It was noted that several Past Mayors did not have a past Mayor's Jewel. It was estimated we needed to order at least 4 jewels. It was agreed that in the first instance the Clerk

would obtain a quotation for providing 4 jewels from Fattorini in Birmingham and report his findings to a future meeting. The previous Clerk had never ordered any jewels and there would appear to be none in our regalia store. It was also agreed that the Mayor's Attendant would undertake a stocktake of the regalia and Cllr Henderson would arrange for photos of the regalia to be displayed on the Trustees' website.

25/015 Resignation of Mayor's Attendant. It was noted that the Mayor's attendant had submitted her resignation with a termination date of 31st January 2026. She was thanked by all present for her outstanding service to the Trustees and a vote of thanks was formally proposed by the Mayor, seconded by the Deputy Mayor. The Clerk was tasked with placing an advertisement for her replacement in the Retford Life magazine. The Clerk also commented that he would also be resigning from his position at the latest by 30th June 2026 due to commitments elsewhere particularly in the Rotary movement with his appointment as District Governor with effect from 1st July 2026. It was agreed that the proposed advertisement would also include the Clerk's position.

25/016 Remembrance Parade. Trustees expressed their concerns about the lack of a Union flag being flown at the Town Hall. BDC had apologised for the lack of a flag citing safety issues with access to the flagpole at the Town Hall. It was noted that BDC were considering erecting permanent flagpoles on the Market Square and using temporary flagpoles until permanent replacements were in place. The Mayor volunteered to keep a watching brief on the issue as it was total unacceptable not to have the Union flag at the Remembrance Service. It was also noted that there was considerable disturbance at the service, especially during the silence, with noise from traffic. It was considered essential by the Trustees that closing the road during the service should be undertaken and the estimated cost of £2,500 be included in next year's budget.

25/017 Civic Society request for funding. It was noted that the Civic Society had received a substantial donation from a local benefactor and the need for funding from the Trustees was no longer required.

25/018 Chesterfield Canal Trust. Correspondence from the Canal trust was noted. The Trust will celebrate their 50th Anniversary in September 2026 and the 250th Anniversary of the construction of the canal in June 2027. The Mayor volunteered to contact them and establish how the Trustees could become involved in their celebrations.

25/019 Community Speedwatch. It was confirmed by the Deputy Mayor that this issue was being addressed by other means, and the Trustees needed no further involvement.

25/020 Retford Charter Day 2026. A discussion was held on preparations for the next year's Charter Day. It was noted that costs of services to support the event had risen especially first aid and security. The Trustees agreed to provide a minimum grant of £4,000 to next year's event if it proceeds and this cost should be added to next year's budget.

25/021 Tuby's Funfair. James Tuby had offered to donate to the Trustees an historic photograph of his Great Grandfather for display in the Town Hall. The photograph shows his great grandfather in Victorian times operating his steam traction engine in Retford. The Trustees accepted his kind offer, and the Mayor would arrange a suitable ceremony to receive the photograph.

25/022 Budget 2026/27. The Trustees had a robust discussion on the budget for next year reflecting on their priorities for East Retford and their desire to sustain annual events that are important to the local population such as Remembrance Sunday and Charter Day. After detailed

consideration the budget shown on the next page was proposed by Cllr Naylor and seconded by Cllr Malachi Carroll to be accepted and asked the Clerk to calculate the appropriate precept when requested by BDC. The precept was estimated to be £2.95 when using the 25/26 base of calculation for a Band D property.

Budget for 2026/27

Commemorative events	£	£
Mayor making	1,500	
Charter day	4,000	
Remembrance Sunday	3,500	
Queen Elizabeth II portrait	1,000	
Other commemorative events	2,500	12,500
Allowances		
Mayor	1,600	
Clerk and RFO	1,800	
Mayor's Attendant	500	3,900
Asset Management		
Regalia Repairs	1,200	
Insurance	3,200	4,400
Administrative overheads		
Admin costs to support the Trustees	1,750	1,750
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Total budget		22,250

East Retford Charter Trustees- action log of Minutes arising from Trustees' meetings.

Updated Progress report as at 10/03/2026

Minute reference	Date of meeting item discussed	Agenda item number	Subject	Action agreed	By whom	Progress at 10th March 2026
24/047	22/01/2025	6c	Repairs to clock and mayoral chain	Clerk to expedite repairs in the sum of £1,830	Clerk	Still awaiting return of repaired clock.
24/046	22/01/2025	4	QEII Portrait	Derek Turner to continue discussions with local art groups and commission the portrait	Derek Turner	
25/013	19/11/2025	5.5	Association of Charter Trustees	The Mayor and Cllr Slater to investigate with BDC Officers the production of a feasibility report on the future of the Trustees following Local Government Re-organisation and examine other options including creation of a Town Council.	Mayor and Cllr Slater	Initial report on agenda for meeting to be held on 26 th March 2026
25/014	19/11/25	5.6	Regalia	Clerk to investigate and obtain quotation for the supply of 4 no. Past Mayor's Jewels	Clerk	Clerk needs to borrow a Past Mayor's Jewel to obtain quote.
25/015	19/11/25	5.8	Resignation of Officers	Advert for the Clerk's position and that of the Mayor's Attendant to be placed in the Retford Life Magazine.	Clerk	Both positions advertised. Mayor's Attendant recruited. No suitable applicants for Clerk.

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25/018	19/11/25	6d	Chesterfield Canal Trust	Mayor to contact Trust and establish how we can become involved in their celebrations for the 50 th Anniversary of the establishment of the Trust and 250 th Anniversary of the opening of the canal.	Mayor	
25/021	19/11/25	7b	Tuby's Funfair	Trustees agreed to accept the donation of an historic photograph from Tuby's. Mayor to arrange suitable event to receive photo and display in the Town Hall.	Mayor	
25/022	19/11/25	5.7	Budget 2026/27	Agreed to set budget at £22,250. Clerk to submit appropriate precept to BDC in early part of next year.	Clerk	Precept issued to Bassetlaw DC and receipt acknowledged.
25/014	19/11/25	5.6	Regalia	Stocktake of Regalia to be undertaken and photographed with photos subsequently published on Trustees' website.	Mayor's Attendant and Cllr Henderson	