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NOTICE OF THE CHARTER TRUSTEES FOR SCARBOROUGH

- Members:** Councillors Janet Jefferson (Chair), John Ritchie (Vice-Chair), Eric Broadbent, Liz Colling, Rich Maw and Tony Randerson.
- Date:** Thursday, 20 March 2025
- Time:** 2.00 pm
- Venue:** Town Hall, St Nicholas Street, Scarborough, YO11 2HG

All Members of The Charter Trustees for Scarborough are summoned to attend this meeting to consider the items of business set out on the agenda below.

Members of the public are entitled to attend this meeting as observers for all those items taken in open session. Please contact the named democratic services officer supporting this committee, details at the foot of the first page of the Agenda, if you have any queries.

Recording is allowed at Council, committee and sub-committee meetings which are open to the public. Please give due regard to the Council's protocol on audio/visual recording and photography at public meetings. Anyone wishing to record is asked to contact, prior to the start of the meeting, the named democratic services officer supporting this committee. We ask that any recording is clearly visible to anyone at the meeting and that it is non-disruptive.

BARRY KHAN
CLERK TO THE CHARTER TRUSTEES

AGENDA

1. **Apologies for Absence**
2. **Minutes of the Meetings held on 25 October and 4 November 2024** (Pages 3 - 10)
3. **Declarations of Interest**
All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.
4. **Public Participation**
Members of the public may ask questions or make statements at this meeting if they have given notice to St John Harris of Democratic Services and supplied the text (contact details below) by midday on Monday 17 March, three working days before the day of the meeting. Each speaker should limit themselves to 3 minutes on any item. Members of the public who have given notice will be invited to speak:-
 - at this point in the meeting if their questions/statements relate to matters which are not otherwise on the Agenda (subject to an overall time limit of 30 minutes);
 - when the relevant Agenda item is being considered if they wish to speak on a matter which is on the Agenda for this meeting.

5. **Finance report** (Pages 11 - 14)
6. **Charter Mayor's Review of the Year**
The Charter Mayor will provide a review of their year in office.
7. **Presentation of Past Mayor's Badge**
8. **Any Other Items**
Any other items which the Chair agrees should be considered as a matter of urgency because of special circumstances

Members are reminded that in order to expedite business at the meeting and enable Officers to adapt their presentations to address areas causing difficulty, they are encouraged to contact Officers prior to the meeting with questions on technical issues in reports.

Contact Details:

St John Harris, Principal Democratic Services Officer

Tel: 01723 383556

Email: stjohn.harris@northyorks.gov.uk or democraticservices.east@northyorks.gov.uk

Website: www.northyorks.gov.uk

12 March 2025

North Yorkshire Council

The Charter Trustees for Scarborough

Minutes of the meeting held on Friday, 25th October, 2024 commencing at 10.00 am.

Councillor Janet Jefferson in the Chair plus Councillors Eric Broadbent, Liz Colling, Rich Maw, Tony Randerson and John Ritchie.

Officers present: St John Harris, Karen Iveson (remote) and Carol Rehill

46 Apologies for Absence

Members were advised that Head of Legal (Major Projects), Carol Rehill was deputising for the Clerk to the Trustees and Monitoring Officer, Barry Khan.

47 Minutes of the Meeting held on 26 July 2024

Resolved

That the Minutes of the meeting held on 26 July 2024, having been printed and circulated, be taken as read and confirmed and signed by the Chair as a correct record.

48 Declarations of Interest

There were no declarations of interests.

49 Public Participation

There were no public questions or statements.

50 Charter Mayor's Report

The Charter Mayor presented her report noting that she had attended 21 engagements since the last meeting of the Charter Trustees in July. The Charter Mayor then provided some of the highlights of her diary since July including the Scarborough Central Tramway birthday celebration, the Rotary and Manor Road Community Fairs, the Goldwing Light Parade and the Scarborough Cricket Festival Community Afternoon Tea. She added that the day before had marked the launch of the Royal British Legion Poppy Appeal and the beginning of a busy period of commemorations leading up to Armistice Day.

Resolved (unanimously)

That the Charter Mayor's verbal report be noted.

51 Creation of Scarborough Town Council

Considered a report of the Assistant Director Legal in respect of the work underway by North Yorkshire Council to support the creation of Scarborough Town Council. Members

were advised that following full Council's decision on 24 July to create a town council for Scarborough, a working group of officers has been established to identify actions to ensure a safe and legal transition from the Charter Trustees to the new town council. This work divided into two stages: the Reorganisation Order (RO) and the implementation. The RO confirmed all the key information relating to the creation of the parish in addition to a number of schedules which provided information on items to be transferred including land and property, ceremonial items, funds and balances and any other responsibilities. The RO would also need to include a figure for the budget requirement and precept for the new parish for its first year. A calculation would need to be made based on the anticipated running costs of the new town council, with funds also allocated for service provision.

Consultation would take place with the Charter Trustees as the shadow council (except the member for Eastfield division) to establish an anticipated budget requirement figure for approval by Council and inclusion in the Order. Updating the report, the Principal Democratic Services Officer, Mr Harris advised that this budget requirement and precept would in fact go to full Council for approval at its next meeting on 13 November. This was because the RO must be finalised and sealed ahead of the publication of the electoral register which would take into account the changes from the creation of the new parish. This was scheduled for 1 December.

The Charter Trustees then discussed the report and asked questions. Key points raised were:

- The Charter Trustees' very different role as a shadow town council since the remit and responsibilities of Scarborough Town Council were much more extensive than that of the Charter Trustees
- The calculations involved in proposing a draft budget requirement to the shadow council would be covered at the informal briefing for members after the meeting
- Given the importance of the draft budget requirement to be recommended by the shadow council for decision by full Council, the Charter Mayor and Charter Trustees requested that a subsequent formal meeting be convened enabling this to be discussed in public session and a position reached by the Charter Trustees *[this was arranged afterwards for 4 November at 10am]*
- The Charter Mayor had the power to convene further meetings of the Charter Trustees should they be required before 1 April 2025.

Resolved (unanimously)

That

- (1) the Charter Trustees note the report; and
- (2) the Charter Trustees (except the member for Eastfield division) act as a shadow town council for the purposes of being a consultative body in relation to the actions set out in this report.

52 Finance report

Considered a report of the Responsible Financial Officer in respect of the Charter Trustees' in-year budget position to the end of September 2024. Correcting her report, the Responsible Financial Officer advised that in the table at paragraph 4.1 the heading should read 'Spend to Sept 2024 £.'

Resolved (unanimously) that the Charter Trustees note the expenditure incurred to the end of September 2024.

53 Any Other Items

There was no urgent business.

The meeting concluded at 10.45 am.

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North Yorkshire Council

The Charter Trustees for Scarborough

Minutes of the meeting held on Monday, 4th November, 2024 commencing at 10.00 am.

Councillor Janet Jefferson in the Chair plus Councillors John Ritchie, Eric Broadbent, Liz Colling, Rich Maw and Tony Randerson.

Officers present: St John Harris and Karen Iveson (remote)

Charter Mayor's Opening Remarks

The Charter Mayor invited all those present to stand in silence as a mark of respect following the death of Honorary Freeman of the former Borough of Scarborough and Deputy Lieutenant, Tom Pindar.

54 Apologies for Absence

Members were advised that Principal Democratic Services Officer, St John Harris was deputising for the Clerk to the Trustees and Monitoring Officer, Barry Khan.

55 Declarations of Interest

There were no declarations of interests.

56 Public Participation

There were no public questions or statements.

57 Budget requirement for Scarborough Town Council

Considered a report of the Responsible Financial Officer seeking the Charter Trustees' views on the proposed budget and precept for the new Scarborough Town Council. Members were reminded that North Yorkshire Council was required to set the budget and precept for the new Scarborough Town Council for its first year of operation. At the meeting of the Charter Trustees on 25 October it had been established that they (except the member for Eastfield division) act as the consultative body in relation to the creation of the new town council including the calculation of the budget requirement. The recommendation of the Charter Trustees would then be included in the report to North Yorkshire Council on 13 November for final decision.

Based on informal feedback already received from the Charter Trustees, the report proposed a budget of £384k, indicatively broken down as follows:

Summary	Budget	Comments
	£000	

Key staff	115	Full time town clerk plus admin support
Minimum running costs	58	Premises, insurance, audit and other support fees (finance and legal) etc
Civic duties/events	15	
Set up costs	46	Interim clerk, equipment and website
Risk mitigation contingency	100	Proposed contingency for operational risk
Service development	50	Proposed contingency for future service considerations
Total	384	

A precept of £384,000 would give a Council Tax Band D charge of £28.88 for 2025/26.

Appendix B of the report set out alternative budgets should the Charter Trustees be minded to either increase or decrease the total contingency of £150k.

Updating the report, the Responsible Financial Officer put forward one further option for the Charter Trustees to consider which had emerged following her discussions with the Executive. This was the offer of a loan from North Yorkshire Council of up to £100k which could be used as an operational contingency if required by the new town council. This was an alternative to including the contingency in the budget requirement and precept.

The Charter Trustees then discussed the report and asked questions. Key points raised were:

- The difficulty the Charter Trustees had in predicting what the new town council would deliver for Scarborough. This was for the new town council to determine.
- The Charter Trustees' task was to ensure that the new town council was not set up to fail and to give it a secure platform from which it could develop
- The Council Tax Reduction Scheme would also apply to the precept for the new town council

Two alternative views emerged during the discussion:

1. Accept the offer of a loan from North Yorkshire Council to serve as an operational contingency of up to £100k, retain the service development contingency of £50k and so keep the proposed budget to a minimum of £284k
2. Continue with the original recommendation of a proposed budget of £384k to ensure the new town council did not have to seek financial support from North Yorkshire Council in the form of a loan at a rate of interest yet to be determined, but instead could raise sufficient funds through the precept to cover any additional unforeseen spend which may arise during its establishment and first year of operation. Any unspent balance would then be carried forward to 2026-27 to provide funds to mitigate future risk and capacity for service investment

The second alternative was proposed, seconded and put to the vote, whereupon it was carried by three votes to one.

Resolved

That the Charter Trustees recommend a precept of £384,000 for Scarborough Town Council for 2025-26 as set out in paragraph 4.5 of the report.

The member for Eastfield division, Councillor Randerson did not participate in the vote.

58 Any Other Items

There were no urgent items of business

The meeting concluded at 10.36 am.

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The Charter Trustees for Scarborough

20 March 2025

Finance Report

Report of the Responsible Finance Officer

1.0 PURPOSE OF REPORT

1.1 To inform the Charter Trustees of the full year budget position to the end of March 2025 for the financial year 2024-25

2.0 SUMMARY

2.1 The Charter Trustees are asked to note the expenditure incurred to the end of March 2025.

3.0 BACKGROUND

3.1 This is the second year of the Scarborough Charter Trustees. The budget and precept were set at the meeting of the Charter trustees on 15 December 2023. A breakdown of the budget is set out at Appendix 1.

3.2 The total budget set for the year is £22,900.

3.3 This report presents expenditure incurred to the end of March 2025.

4.0 EXPENDITURE AGAINST BUDGET

4.1 As at the end of March a total of £22,900 has been expended – in summary:

Summary	Budget £	Spend to March 2025 £	Comments
Events	£1,700	£951	PA System Flag raising, AFD Refreshment charge, Community Tea 2024, PA System Memorial Service
Allowances	£1,200	£1,200	Charter Mayor & Deputy
Officer Support	£18,600	£18,600	Incl. Principal Democratic Services Officer and Leadership Support Officer, Finance, ICT, Comms
Other /General	£1,400	£986	Insurance, printing, External Auditors, Regalia, Mayor Profile picture, Mayor making and Chamber pictures
Income		£(50)	Civic engagement
Carried forward		£1,213	Total amount held in reserve at NYC £1,626 (£413 from 2023/24)
Total	£22,900	£22,900	

4.2 There are no matters to raise on this expenditure.

5.0 ALTERNATIVE OPTIONS CONSIDERED

5.1 N/A

6.0 FINANCIAL IMPLICATIONS

6.1 As set out above.

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications.

8.0 EQUALITIES IMPLICATIONS

8.1 There are no equalities implications.

9.0 CLIMATE CHANGE IMPLICATIONS

9.1 There are no climate change implications.

10.0 REASONS FOR RECOMMENDATIONS

10.1 To inform the Charter Trustees of the in-year budget position to the end of March 2025

11.0 RECOMMENDATION

- i) That the Charter Trustees note the expenditure incurred to the end of March 2025.

APPENDICES:

Appendix 1 – Annual Budget 2024-25

BACKGROUND DOCUMENTS:

None.

Karen Iveson (RFO)
Assistant Director Resources
County Hall
Northallerton

11 March 2025

Report Author – Karen Iveson

Appendix 1

The Charter Trustees for Scarborough
Budget Summary 2024-25

Item	Budget
Civic collection insurance and maintenance	£700
Auditors	£500
ACTT Membership	£200
Allowances	£1,200
Officer support	£18,600
Events	£1,700
Total budget	£22,900
Tax Base	12,402.66
Band D precept	£1.85

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