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NOTICE OF THE CHARTER TRUSTEES FOR SCARBOROUGH

- Members:** Councillors Eric Broadbent, Liz Colling, Janet Jefferson, Rich Maw and John Ritchie.
- Date:** Wednesday, 19th April, 2023
- Time:** 11.00 am
- 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**
To receive any apologies for absence
2. **Appointment of Clerk**
To appoint Barry Khan as Clerk to the Charter Trustees
3. **Election of Charter Mayor**
To elect the Charter Mayor for 2023-24
4. **Election of Deputy Charter Mayor**
To elect the Deputy Charter Mayor for 2023-24
5. **Calendar of Meetings**
To approve the date and time of the other proposed scheduled meeting for the 2023-24 municipal year:
18 October 2023 at 10am
6. **Charter Trustees - Standing Orders and Handbook** (Pages 3 - 20)
To approve the attached draft Standing Orders and Handbook
7. **Charter Trustees - Annual Budget 2023-24** (Pages 21 - 26)
To approve the attached budget

8. Appointment of one representative and a substitute to the Association of Charter Trustee Towns

9. Any Other Items

Any other items which the Chair agrees should be considered as a matter of urgency because of special circumstances

Order of Procedure

(Pages 27 - 34)

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, Democratic Services Manager

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6 April 2023

The Charter Trustees for Scarborough

Inaugural and Annual Meeting

19 April 2023

Charter Trustees – Standing Orders and Handbook

Report of the Clerk to the Charter Trustees

1.0	PURPOSE OF REPORT
1.1	To present the Charter Trustees' draft Standing Orders and Handbook for approval
2.0	SUMMARY
2.1	The Charter Trustees are asked to consider and approve the Standing Orders at Appendix 1 and the Handbook at Appendix 2
3.0	BACKGROUND
3.1	The Charter Trustees for Scarborough were established in 2023 following local government reorganisation in North Yorkshire. On creation of the new North Yorkshire Council on 1 April 2023 the Council of the Borough of Scarborough was dissolved. In order to ensure the continuation of the mayoral tradition The North Yorkshire (Structural Changes) Order 2022 made provision for Charter Trustees to be established for the wards listed in the order, which covered the unparished parts of Scarborough town.
3.2	The Charter Trustee Regulations 2009 set out the provisions under which the Charter Trustees may operate. The main duties of Charter Trustees are to ensure the continuation of the civic and ceremonial traditions of the town through the appointment of a Charter Mayor and Deputy Charter Mayor. The Charter Trustees Regulations 2009 provide that any historic property of the Borough of Scarborough which relates to the Charter Trustee area shall transfer to the Charter Trustees. An inventory of all such historic property has been produced which the Charter Trustees shall be responsible for maintaining.
3.3	Charter Trustees have no powers to deliver local services or take on responsibilities in a way that a parish council could.
4.0	PROPOSALS
4.1	The Standing Orders establish the rules which govern the procedure to be followed at meetings of the Charter Trustees and mirror as appropriate the Council Procedure Rules in the North Yorkshire Council's Constitution.
4.2	The Handbook covers such matters as the roles and responsibilities of the Charter Mayor and their Deputy, together with the civic protocol and the wider functions of the Charter Trustees.
5.0	CONSULTATION UNDERTAKEN AND RESPONSES

5.1 Both documents have been developed in consultation with the Charter Trustees and the Clerk to the Charter Trustees.

6.0 ALTERNATIVE OPTIONS CONSIDERED

6.1 N/A

7.0 FINANCIAL IMPLICATIONS

7.1 There are no financial implications.

8.0 LEGAL IMPLICATIONS

8.1 The Standing Orders are to be read in conjunction with the relevant sections of the Local Government Act 1972, with particular reference to the remit of Charter Trustees.

8.2 The Charter Trustee Regulations 2009 set out the provisions under which the Charter Trustees may operate.

9.0 EQUALITIES IMPLICATIONS

9.1 There are no equalities implications.

10.0 CLIMATE CHANGE IMPLICATIONS

10.1 There are no climate change implications.

11.0 REASONS FOR RECOMMENDATIONS

11.1 To ensure that the Standing Orders and Handbook of the Charter Trustees are in place to help guide their operation.

12.0 RECOMMENDATIONS

- i) That the Standing Orders at Appendix 1 to the report be approved.
- ii) That the Handbook at Appendix 2 to the report be approved.

APPENDICES:

Appendix 1 – Standing Orders
Appendix 2 – Handbook

BACKGROUND DOCUMENTS:

None.

Barry Khan
Clerk to the Charter Trustees
County Hall
Northallerton

6 April 2023

Report Author – St John Harris, Democratic Services Manager

**THE CHARTER TRUSTEES FOR SCARBOROUGH
STANDING ORDERS**

1. INTRODUCTION

(a) These Standing Orders are to be read in conjunction with the relevant sections of the Local Government Act 1972, with particular reference to the remit of Charter Trustees. These functions are limited to:

- Appointing a Charter Mayor and Deputy; and
- Acquiring, holding, administering, maintaining and improving historic property of a ceremonial nature.

All events undertaken by the Charter Mayor's office should have as a guiding principle the enhancement of the Mayoralty.

(b) Charter Trustees are reminded that their membership of the Charter Trustee body is based upon their being members of North Yorkshire Council, representing the relevant wards as defined in Schedule 2 of the North Yorkshire (Structural Changes) Order 2022. The North Yorkshire Council Members' Code of Conduct therefore applies to Charter Trustee business and conduct of the Charter Trustees.

(c) These Standing Orders are minimal, and it is assumed throughout that Charter Trustees will be guided by their knowledge of the conduct of public affairs.

2. MEETINGS OF THE CHARTER TRUSTEES

(a) The Annual General Meeting of the Charter Trustees shall be held within 21 days of the annual meeting of North Yorkshire Council. The meeting shall be held at such a time and place as the Charter Trustees may determine.

(b) Including the Annual General Meeting, no less than two meetings shall be held each year to conduct the general business of the Charter Trustees. The dates of such ordinary meetings to be approved at the Annual General Meeting.

(c) The Mayor may call extra meetings if they consider this necessary. Except in an emergency, five clear days' notice will be given.

3. ELECTION OF CHARTER MAYOR AND DEPUTY CHARTER MAYOR

(a) At the Annual General Meeting, the Charter Trustees shall elect a Charter Mayor and Deputy Charter Mayor from within the Charter Trustee body.

- (b) Should any office referred to in (a) above become vacant for example by death or resignation, under the terms of the Local Government Act of 1972, an election must be held not later than the next ordinary meeting of the Charter Trustees. The procedure to be followed is that laid down for an ordinary election at an Annual General Meeting.

4. APPOINTMENT OF OFFICERS

- (a) Officers shall be appointed by North Yorkshire Council to cover the secretarial and financial requirements of the Charter Trustees including the role of Clerk to the Charter Trustees. Such officers to hold qualifications suitable to the role.
- (b) The proportionate cost of the officers in paragraph (a) above shall be recharged to the Charter Trustees and included within the annual budget.

5. CHAIRPERSON

- (a) Meetings shall be chaired by the Charter Mayor, or in their absence, the Deputy Charter Mayor.
- (b) If both the Charter Mayor and the Deputy Charter Mayor are absent, the Charter Trustees shall elect one of their number as chairperson (subject to there being a quorum present.)
- (c) If an elected chairperson is chairing the meeting, and either the Charter Mayor or the Deputy Charter Mayor arrives, the Charter Mayor or Deputy Charter Mayor shall take the chair AFTER the completion of the item under discussion. A similar procedure will occur if the Charter Mayor arrives when the Deputy Charter Mayor is in the chair.

6. QUORUM

- (a) The quorum shall be at least one-third of the whole number of Charter Trustees.
- (b) If, after a meeting has commenced, Charter Trustees leave and the total number of members drops below the quorum, the meeting shall be adjourned as inquorate.
- (c) The remaining business will be considered at a time and date fixed by the Charter Mayor. If s/he does not fix a date, the remaining business will be considered at the next ordinary meeting.

7. ORDER OF BUSINESS AT ANNUAL GENERAL MEETING

- (a) Appointment of Clerk

- (b) Election of Charter Mayor;
- (c) Election of Deputy Charter Mayor;
- (d) Approval of the Calendar of Meetings;
- (e) Approval of the budget;
- (f) Appointment of one representative and a substitute to the Association of Charter Trustees;
- (g) Any other business deemed necessary by the Clerk to the Charter Trustees.

8. ORDER OF BUSINESS AT OTHER MEETINGS

- (a) To appoint a Chairperson if the Mayor and Deputy Mayor are absent;
- (b) Declarations of Interest to be completed, where appropriate;
- (c) To approve, accept and sign as a true record the Minutes from the previous meeting;
- (d) To deal with any matters arising from the Minutes;
- (e) Questions and statements by the public;
- (f) To deal with any matters outstanding from a previous meeting deemed inquorate;
- (g) To receive the Charter Mayor's Report;
- (h) To receive and consider other reports;
- (i) To consider any other business as previously advised to the Clerk to the Charter Trustees including any motions.

9. EXTRAORDINARY MEETINGS

The business to be conducted at an Extraordinary Meeting shall be limited to the item or items in respect of which the meeting has been called.

10. QUESTIONS AND STATEMENTS BY THE PUBLIC

- (a) Members of the public may ask questions or make statements at ordinary meetings of the Charter Trustees.
- (b) Questions will be asked (or statements made) in the order notice of them was received, except that the Chair may group together similar questions or statements. The Chair has discretion when grouping together similar questions to limit the time for asking such questions.
- (c) A question may only be asked (or statement made) if notice including the full text of the question or statement has been given by delivering it in writing or by electronic mail to the Clerk to the Charter Trustees no later than midday three working days before the day of the meeting. Each question must give the name of the questioner. Each statement must give the name of the person by whom it is to be made.
- (d) Copies of all public questions received for a meeting will be circulated to all the Charter Trustees and will be made available to the public attending the meeting.
- (e) At any one meeting no person may submit more than one question or statement and no more than one such question may be asked or statement made on behalf of one organisation.
- (f) The Clerk to the Charter Trustees may reject a question or statement if it:
 - is not about a matter for which the Charter Trustees have responsibility;
 - is defamatory, frivolous or offensive;
 - is substantially the same as a question which has been put at a meeting of the Charter Trustees in the past six months; or
 - requires the disclosure of confidential or exempt information.

Rejected questions or statements will include reasons for rejection.

- (g) If a questioner who has submitted a written question is unable to be present, they may ask the Chair to put the question on their behalf. The Chair may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.
- (h) The Chair will invite the person to make their statement. If they are unable to be present they may ask the Chair to make the statement on their behalf. The Chair has discretion whether or not to do so.

- (i) No person asking a question or making a statement may speak for more than three minutes, and the total time allowed at any meeting for questions and statements by the public shall be half an hour.
- (j) A questioner who has put a question in person may also put one supplementary question without notice to the Charter Trustee who has replied to their original question. A supplementary question must arise directly out of the original question or the reply and is permitted solely for the purpose of clarifying the information provided in response to the original question. In these circumstances the speaking time for the questioner asking a supplemental question will be limited to thirty seconds or such longer time as the Chair might agree. The Charter Trustee responding to the supplemental question has unlimited time to respond. The Chair may reject a supplementary question on any of the grounds identified above.
- (k) Any question which cannot be dealt with during public question time, either because of lack of time or because notice required by this Standing Order was not given, will be dealt with by a written answer within two weeks.
- (l) Unless the Chair decides otherwise, no discussion will take place on any question or statement, but any Charter Trustee may move that a matter raised by a question or statement be deferred to the next meeting. Once seconded, such a motion will be voted on without discussion. No other decision may be taken in relation to any question or statement.

11. CONDUCT OF A MEETING

- (a) The Clerk to the Charter Trustees shall set out in the summons (agenda) for every Meeting, notice of all motions received by letter or email delivered at least nine days before the meeting of the Charter Trustees. Every motion shall be relevant to some matter in relation to which the Charter Trustees have powers or which affects the town.
- (b) Minutes will only be discussed as to accuracy. Any question raised pertaining to their accuracy shall be raised by motion. If no such question is raised, or if it is raised, then as soon as it has been disposed of, the Charter Mayor shall sign the Minutes.
- (c) Charter Trustees shall not speak for a second time on the same subject except:
 - i. to make a point of order or give a personal explanation
 - ii. to move to the next business
 - iii. to move that a vote be taken.
- (d) A Charter Trustee may raise a point of order at any time. The Charter Mayor will hear them immediately. A point of order may only relate to an alleged breach of

these Standing Orders or the law concerning the constitution or conduct of the meeting. The Charter Trustee must indicate the Standing Order or law and the way in which he/she considers it has been broken. The ruling of the Charter Mayor on the matter will be final.

- (e) A Charter Trustee may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by another Charter Trustee which may appear to have been misunderstood in the present debate. The ruling of the Charter Mayor on the admissibility of a personal explanation will be final.
- (f) A Charter Trustee when speaking shall address the Charter Mayor (or Chairperson). If two or more Charter Trustees indicate, the Charter Mayor (or Chairperson) shall call on one to speak; the other or others shall be invited to speak later. While a Charter Trustee is speaking, the other Charter Trustees shall remain silent, unless indicating to a point of order or in personal explanation. All requests to speak shall be through the Chair.
- (g) Whenever the Charter Mayor (or Chairperson) calls for order during a debate, a Charter Trustee then speaking shall cease speaking and the Charter Trustees will be silent.
- (h) The Charter Mayor (or Chairperson) may call upon any Officer of the Charter Trustees to explain or advise upon any point under discussion or such Officer may speak with the permission of the Mayor to answer any such query.
- (i) On any motion being moved, the Charter Mayor (or Chairperson) will ask for a seconder.
- (j) A motion may be moved when the Charter Mayor (or Chairperson) announces the item to be discussed. If no motion is moved, the meeting moves to discussion. The Mayor (or Chairperson) may, at any time, ask an officer to explain or advise on the matter under discussion.
- (k) Voting will be by a show of hands with the Charter Mayor/Chairperson having a casting vote. On the requisition of any Charter Trustee the voting on any question shall be recorded so as to show whether each Charter Trustee present and voting gave their vote for, against or abstained.

12. DISORDERLY CONDUCT AND DISTURBANCE

- (a) If a Charter Trustee persistently disregards the ruling of the Charter Mayor by behaving improperly or offensively or deliberately obstructs business, the Charter Mayor may move that the Charter Trustee be not heard further. If seconded, the motion will be voted on without discussion.
- (b) If the Charter Trustee continues to behave improperly after such a motion is carried, the Charter Mayor may move that either the Charter Trustee leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

- (c) If there is a general disturbance making orderly business impossible, the Charter Mayor may adjourn the meeting for as long as he/she thinks necessary.

13. AUTHENTICATION OF DOCUMENTS

Where any document will be a necessary step in legal proceedings or legal transactions on behalf of the Charter Trustees, it shall, unless any enactment otherwise requires or authorises, or the Charter Trustees give the necessary authority to some other person for the purpose of such proceedings, be signed by the Clerk to the Charter Trustees.

14. AMENDMENTS TO STANDING ORDERS

Any motion to add to, vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Charter Trustees.

15. SUSPENSION OF STANDING ORDERS

Any of the preceding Standing Orders may be suspended so far as regards any business of the meeting where its suspension is moved. The Standing Order or Orders to be suspended shall be specified.

16. INTERPRETATION OF STANDING ORDERS

The ruling of the Chairperson as to the constructions or application of any of these Standing Orders, or as to any proceedings of the Charter Trustees shall not be challenged at any Meeting of the Charter Trustees. Provided always that nothing herein shall prejudice the provisions of Section 246 of the Local Government Act 1972, the provisions of the Charter Trustees Order 1974 or the Charter Trustees Regulations 1996.

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The Charter Trustees for Scarborough

Handbook

Approved at the Annual Meeting 19 April 2023

1.0 INTRODUCTION

- 1.1 The Charter Trustees for Scarborough were established in 2023 following local government reorganisation in North Yorkshire. On creation of the new North Yorkshire Council on 1 April 2023 the Council of the Borough of Scarborough was dissolved. In order to ensure the continuation of the mayoral tradition The North Yorkshire (Structural Changes) Order 2022 made provision for Charter Trustees to be established for the wards listed in the order, which covered the unparished parts of Scarborough town.

The Charter Trustees are those councillors which represent the North Yorkshire Council divisions set out below:

Castle
Eastfield (PART)
Falsgrave and Stepney
Northstead
Weaponness and Ramshill
Woodlands

The Charter Trustee Regulations 2009 set out the provisions under which the Charter Trustees may operate.

The main duties of Charter Trustees are to ensure the continuation of the civic and ceremonial traditions of the town through the appointment of a Charter Mayor and Deputy Charter Mayor.

The Charter Trustees Regulations 2009 provide that any historic property of the Borough of Scarborough which relates to the Charter Trustee area shall transfer to the Charter Trustees. An inventory of all such historic property has been produced which the Charter Trustees shall be responsible for maintaining.

Charter Trustees have no powers to deliver local services or take on responsibilities in a way that a parish council could.

There are two distinct aspects to the office of Mayor: one is to be the Chair of the Charter Trustees and the other is a ceremonial role within the town.

2.0 MISSION STATEMENT, FUNCTIONS AND RESPONSIBILITIES OF THE CHARTER TRUSTEES

See Appendices A and B.

3.0 ROLE OF THE CHARTER MAYOR

3.1 Nomination, Appointment and Term of Office

The Charter Trustees will elect one of their number to be Charter Mayor and another to be Deputy Mayor every year. The elections will take place at the Annual Meeting.

Volunteers for Mayor and Deputy Mayor will be sought and informally agreed in advance of the Annual Meeting using the process set out at 3.2 below. This informal selection should take place in good time to enable the people selected to make adequate preparations.

The Term of Office shall run from one Annual Meeting until the next

- (1) The Charter Mayor and Deputy Charter Mayor shall be elected annually by the charter trustees from amongst their number – CT Regs 2009 7(1)
- (2) The election of the Charter Mayor shall be the first business transacted at the Annual Meeting of the Charter Trustees - CT Regs 2009 7(3)
- (3) A person ceases to be a Charter Mayor or Deputy Charter Mayor upon ceasing to be a charter trustee or if not re-elected to office – CT Regs 2009 7(4)
- (4) On a casual vacancy occurring in the office of Charter Mayor or Deputy Charter Mayor, the charter trustees shall as soon as practicable, meet for the purposes of electing one of their number to such office - CT Regs 2009 7(5)

The Charter Mayor must be available for those Annual Meetings which sees their election to and retirement from office.

On election at the Annual Meeting the new Charter Mayor will be invested with the chain of office and will sign the declaration of acceptance of office. The newly appointed Charter Mayor will then chair the meeting as the Charter Trustees appoint a Deputy Charter Mayor.

3.2 Procedure for selecting the Charter Mayor and Deputy Charter Mayor

The purpose of the procedure is to ensure that agreement can be reached in advance of the Annual Meeting to ensure that the Annual Meeting can proceed in an orderly manner and to enable the Member selected to make preparations in advance of the appointment.

1. The Clerk to the Charter Trustees to write to Charter Trustees in December requesting Members to advise if they would like to be nominated for the role of Charter Mayor or Deputy Charter Mayor together with details of their proposer and seconder from the other Charter Trustees.
2. Following the deadline, if there is more than one candidate for any position, the Clerk informs each candidate of the other names submitted and any candidate who wishes to withdraw may do so at that stage.
3. If there is more than one candidate remaining, a ballot will be held. The ballot can be repeated as often as necessary until there is a clear majority for one candidate.
4. The result will be reported to the next ordinary meeting of the Charter Trustees, or by email if there is no meeting. The formal appointment will take place at the Annual Meeting.

5. In an election year the selection procedure may need to be run again if the Member selected is not successful at the polls. If this happens the Clerk will write to the Charter Trustees immediately after the election to commence a second selection procedure.

3.3 Roles and Responsibilities

The Charter Mayor and, in the absence of the Charter Mayor, the Deputy Charter Mayor will have the following roles and functions:

A ceremonial role:-

- Maintain the tradition of the office of Charter Mayor
- Promote Scarborough as a place to live and visit
- Promote the image and importance of Scarborough at a local, regional, national and international level, complementing the work of North Yorkshire Council
- Attend civic and ceremonial functions and local community based activities as the Charter Mayor deems appropriate
- Represent the Charter Trustees at ceremonial events
- Receive and welcome members of the royal family, dignitaries and visitors, observing civic protocol
- Attend functions as a representative of the Charter Trustees
- Promote, raise the profile and gain publicity for projects and events that are of a charitable or voluntary nature that benefit the citizens of the town, particularly smaller organisations.
- Encourage citizenship and participation in the life of the town.

A role as Chair of the Charter Trustees:-

The Charter Mayor will be elected by the Council annually and will have the following responsibilities:

- to preside over meetings of the Charter Trustees so that its business can be carried out efficiently following the procedures set out
- to be the conscience of the Charter Trustees
- to authorise extraordinary meetings of the Charter Trustees
- To exercise a casting vote in the event of an equal vote on any issue

In carrying out these roles the Charter Mayor and Deputy Charter Mayor should consider the public nature of the office. Their behaviour and manner will need to be appropriate at all times and not bring the Charter Trustees into disrepute.

The principal role of the Deputy Charter Mayor is to deputise for the Charter Mayor when he/she is unable to chair a charter trustee meeting or attend a designated mayoral engagement.

The position of Charter Mayor is non-political.

3.4 Engagements and Civic Responsibilities

Invitations for engagements will be managed by the Leadership Support Office. A standard reply would set the expectation that the Mayoralty of the Borough of Scarborough no longer exists and, unless the invitation closely relates to the town of Scarborough the request will be directed primarily to the Chairman of North Yorkshire Council.

Officers will liaise with the Charter Mayor to determine how s/he wishes to respond.

In order to reduce the costs of the Charter Trustee Mayoralty it has been agreed that the Charter Mayor will give priority to the following engagements:

- Those which support the community and voluntary sector in Scarborough
- Those which preserve the civic traditions of the town

In addition, the Charter Mayor will attend the following events:

- Receive royal visitors
- Receive other dignitaries visiting the town
- Freedom Parades in Scarborough town
- Occasions where the Charter Mayor is required to take a military salute or lay a wreath
- Remembrance Sunday
- Events where the Chairman of North Yorkshire Council considers the invitation should be directed to the Charter Mayor of Scarborough

The Charter Mayor will arrange their own transport to those events listed above, although a mileage allowance/public transport costs may be claimed.

Where the Charter Mayor does agree to accept an invitation that does not fall under one of the categories above, then they would arrange their own transport and there would be no public expense such as the claiming of a mileage allowance.

There will be no formal Mayoress or Consort role. An organisation may invite the Charter Mayor to bring a guest, but this will not be in an official capacity and there will be no civic regalia for the guest to wear.

3.5 Addressing the Charter Mayor

Formal introduction – His/Her Worshipful the Charter Mayor of Scarborough

Reference – Charter Mayor of Scarborough

Addressing in person – Mr Mayor or Madam Mayor

4.0 THE CIVIC REGALIA

Key items in the civic regalia of the Charter Trustees are:

The Mace

The mace was presented to Scarborough Corporation in 1636 by Sir Thomas Posthumous Hoby of Hackness Hall. The mace was the symbol of the authority of Scarborough Borough Council. Since the Borough Council's dissolution the mace has passed to the custody of the Charter Trustees. The mace of the City of London is a replica of Scarborough's mace. The original London mace was destroyed in the Great Fire of London.

Chains of Office – The Mayor's Chain

The Mayor's chain was presented to Scarborough Corporation in 1852 by John Woodall, the former owner of the impressive red-brick mansion named St Nicholas House which became Scarborough Town Hall in 1903.

The Mayoress' Chain

The Mayoress' chain was presented to Scarborough Corporation in 1897 when a public subscription was held to purchase it to commemorate the Diamond Jubilee of Queen Victoria that year. The date 1897 is included in the links of the chain.

Robes

The robes are scarlet in colour trimmed with fake fur and are worn along with a lace jabot at the neck and the cuffs, and on more formal occasions, with a black Admiral's cocked hat and white gloves.

5.0 ARRANGEMENTS FOR CHAINS AND CIVIC REGALIA

Established civic protocol prescribes that the Charter Mayor should wear robes and the Mayor's chain (or replica) when chairing formal meetings of the Charter Trustees, and when attending engagements in the town when Royalty is present.

In all other instances the decision to wear the chain or the medallion is left to the discretion of the Charter Mayor or in the case of a civic dinner to the discretion of the hosting authority.

However, in opting for the Mayor's chain, the Charter Mayor needs to be aware of the additional support required to ensure the chains remain secure.

Mission Statement

Following local government reorganisation in North Yorkshire and the dissolution of Scarborough Borough Council, the Charter Trustees for Scarborough were established in April 2023 (i) to ensure the continuation of the civic and ceremonial traditions of the town through the appointment of a Charter Mayor and Deputy Charter Mayor and (ii) to be responsible for maintaining the civic collection pertaining to the town.

In performing these duties, the Charter Trustees:

- (i) Will preserve the civic traditions and civic collection of the town pending the outcome of a Community Governance Review which may see the establishment of a local council in Scarborough and dissolution of the Charter Trustees; and
- (ii) Will through the Charter Mayor and Deputy Charter Mayor maintain the former Mayoralty's engagement with and support for the community and voluntary sector in Scarborough.

Functions and principal responsibilities

The functions and principal responsibilities of the Charter Trustees for Scarborough are to:-

1. Elect a Charter Mayor and a Deputy Charter Mayor and maintain and uphold civic protocol and ceremony within Scarborough.
2. Convene and hold at least two meetings a year (annual and budget setting) and produce reports and minutes of such meetings.
3. Ensure the upkeep, repair and cleanliness, and security of all property including the civic regalia, plate and other valuables owned by the Charter Trustees.
4. Maintain a detailed and current inventory of all the Charter Trustees' property ensuring that such items are correctly insured.
5. Prepare annual revenue estimates, maintain accounts including VAT, and prepare the final accounts at the end of each financial year.
6. Promote and protect the views and interests of the Charter Trustees in the context of press and public relations with regard to local, national and international organisations and/ or their representatives and other third parties or individuals as appropriate.
7. Promote and protect the interests of the town of Scarborough by acting upon views and information received from individual citizens and public or private sector interests of the town and bring to the attention of the Charter Trustees relevant matters for consideration as appropriate.
8. Make appropriate arrangements for civic functions and occasions.
9. Maintain close links with the Chair of the North Yorkshire Council to ensure that the respective civic roles of both the Charter Mayor and Chair are undertaken in accordance with the appropriate protocols to ensure that no unnecessary overlapping or gaps occur in response to invitations to attend events in Scarborough.
10. Maintain close links with any Freemen, the Lord Lieutenant, High Sheriff and the Member of Parliament.
11. Ensure close links with the Association of Charter Trustee Towns and Charter Town Councils.
12. Assess and obtain insurance cover for the Charter Trustees (to include Public Liability, Employers Liability, Fidelity Guarantee, All Risks (including Terrorism)).
13. Conduct all necessary and appropriate correspondence with outside bodies and organisations consequent upon decisions taken by the Charter Trustees.
14. Employ such officers as are necessary or purchase the necessary officer time from the North Yorkshire Council to support the Charter Mayor and the Charter Trustees.
15. Form effective liaison between the Charter Trustees and North Yorkshire Council.

The Charter Trustees for Scarborough

Inaugural and Annual Meeting

19 April 2023

Charter Trustees – Annual Budget 2023-24

Report of the Clerk to the Charter Trustees

1.0 PURPOSE OF REPORT

- | |
|---|
| 1.1 To present the Charter Trustees' draft Annual Budget 2023-24 for approval |
|---|

2.0 SUMMARY

- 2.1 The Charter Trustees are asked to consider and approve their Annual Budget 2023-24 at Appendix 1.

3.0 BACKGROUND

- 3.1 The Charter Trustees for Scarborough were established in 2023 following local government reorganisation in North Yorkshire. On creation of the new North Yorkshire Council on 1 April 2023 the Council of the Borough of Scarborough was dissolved. In order to ensure the continuation of the mayoral tradition The North Yorkshire (Structural Changes) Order 2022 made provision for Charter Trustees to be established for the wards listed in the order, which covered the unparished parts of Scarborough town.

- 3.2 The Charter Trustee Regulations 2009 set out the provisions under which the Charter Trustees may operate. The main duties of Charter Trustees are to ensure the continuation of the civic and ceremonial traditions of the town through the appointment of a Charter Mayor and Deputy Charter Mayor. The Charter Trustees Regulations 2009 provide that any historic property of the Borough of Scarborough which relates to the Charter Trustee area shall transfer to the Charter Trustees. An inventory of all such historic property has been produced which the Charter Trustees shall be responsible for maintaining.

- 3.3 Charter Trustees have no powers to deliver local services or take on responsibilities in a way that a parish council could. However, an annual budget is required to support the work of the Charter Mayor and the other Charter Trustees as set out in Appendix 1 to this report.

4.0 PROPOSALS

- 4.1 In preparation for their first year of operation, the Charter Trustees are required to draw up a draft budget to enable them to execute their functions and responsibilities and to fulfil as far as possible their Mission Statement. The appended budget summary covers the different anticipated areas of expenditure: key civic events, allowances, officer support including to arrange their meetings and manage the civic diary, and to maintain the civic collection and related responsibilities.

- 4.2 Since the Charter Trustees could not raise a precept for their first year of operation, the proposed draft budget totalling £20,980.72 has been taken into account by the host authority,

North Yorkshire Council, in their Council Tax billing for 2023-24, by adding a special expense to be levied on all households in the Charter Trustee area. The special expense equates to £1.71 on a Band D property.

5.0 CONSULTATION UNDERTAKEN AND RESPONSES

5.1 The draft budget has been developed in consultation with the Charter Trustees, the Clerk to the Charter Trustees, and finance officers.

6.0 ALTERNATIVE OPTIONS CONSIDERED

6.1 N/A

7.0 FINANCIAL IMPLICATIONS

7.1 As set out above.

8.0 LEGAL IMPLICATIONS

8.1 The Charter Trustee Regulations 2009 set out the provisions under which the Charter Trustees may operate.

9.0 EQUALITIES IMPLICATIONS

9.1 There are no equalities implications.

10.0 CLIMATE CHANGE IMPLICATIONS

10.1 There are no climate change implications.

11.0 REASONS FOR RECOMMENDATIONS

11.1 To ensure that an annual budget is in place to support the operation of the Charter Trustees for Scarborough.

12.0 RECOMMENDATION

i) That the draft Annual Budget 2023-24 at Appendix 1 to the report be approved.

APPENDICES:

Appendix 1 – Annual Budget 2023-24

BACKGROUND DOCUMENTS:

None.

Barry Khan
Clerk to the Charter Trustees
County Hall
Northallerton

6 April 2023

Report Author – St John Harris, Democratic Services Manager

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SCARBOROUGH CHARTER TRUSTEES BUDGET SUMMARY 2023-24

Item	Cost (£)
EVENTS	
Charter Mayor Making:	
Photography	130.00
Printing & framing incoming Mayor's photograph	45.00
Past Mayor badges	50.00
Armed Forces Day Flag Raising	
PA system & technical hire	115.00
Catering - Refreshments Tea/Coffee and biscuits (32 guests)	75.00
Scarborough Annual Cricket Festival	
Afternoon Tea - community recognition / thank you	950.00
Remembrance Sunday	
Wreaths	50.00
ALLOWANCES	
Allowance Mayor per annum (charitable donations)	500.00
Allowance Deputy Mayor per annum	100.00
OFFICER SUPPORT	
Democratic Services / Civic / Finance / Communications & ICT	17,540.72
OTHER / GENERAL	
Civic Collection:	
Repair and maintenance of civic chains/medallions	200.00
Dry cleaning of robes per annum	25.00
Insurance	500.00
External Auditors	500.00
Association of Charter Trustee Towns membership (ACTT)	150.00
Mileage Claims	50.00
Meeting Rooms & tea/coffee for meetings	0
Use of ICT resources (ModGov, website, printing, email address etc)	0
TOTAL	20,980.72
Band D precept	£1.71

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THE CHARTER TRUSTEES FOR SCARBOROUGH

ORDER OF PROCEDURE

for the

**INAUGURAL AND ANNUAL
MEETING OF THE CHARTER
TRUSTEES**

to be held on

WEDNESDAY

19th day of April 2023

at 11.00am

1. The Charter Trustees will assemble in the corridor outside the entrance to the Council Chamber and enter in the following order of procession:-

Mace Bearer

Former Mayor of the Borough of Scarborough, Cllr Eric Broadbent

Charter Mayor Elect

Deputy Charter Mayor Elect

Other Charter Trustees

Assistant Director Legal Devolution/ Combined Authority

2. On the entry of the Mace, the assembly will stand until the former Mayor of the Borough of Scarborough has taken his place on the dais.
3. The former Mayor of the Borough of Scarborough and Charter Trustee (Councillor Eric Broadbent) will call Item No 1 on the Order Paper and invite the Assistant Director to announce any apologies received.
4. Councillor Eric Broadbent will call Item No 2 on the Order Paper, namely the appointment of the Clerk to the Charter Trustees, Mr Barry Khan. Councillor Broadbent will seek a proposer, seconder and then move to the vote.
5. Councillor Eric Broadbent will call Item No 3 on the Order Paper, namely the election of the Charter Mayor of Scarborough.

"The next item of business is to elect the Charter Mayor of Scarborough for the year 2023/2024."
6. Councillor Liz Colling will then propose:-

"That Councillor John Ritchie be and is hereby elected the Charter Mayor of Scarborough for 2023/24."
7. Councillor Janet Jefferson will second.
8. Councillor Eric Broadbent will pause briefly for further nominations and, if none, will put the motion to the meeting.
9. Councillor Eric Broadbent will declare the election of the new Charter Mayor, Councillor John Ritchie and formally congratulate him on his election. Councillor Broadbent will leave the Chair and retire to the Mayor's Parlour accompanied by the Assistant Director and Councillor John Ritchie.
10. The Mayor's Officer will then help the new Charter Mayor to robe after which the party will return to the Council Chamber.

11. Councillor John Ritchie will occupy the Charter Mayor's position; Councillor Eric Broadbent will then take Councillor Ritchie's former seat below the dais.
12. The Assistant Director will put to Councillor John Ritchie the Declaration of Office.
13. The Charter Mayor will then deliver his inaugural speech.
14. The Charter Mayor will call Item No 4 on the Order Paper, namely the appointment of the Deputy Charter Mayor.
15. Councillor Rich Maw will propose:-

"That Councillor Janet Jefferson be and is hereby elected the Deputy Charter Mayor of Scarborough for 2023/24."
16. Councillor Liz Colling will formally second.
17. The Charter Mayor will pause briefly for further nominations and, if none, will put the motion to the meeting.
18. The Charter Mayor will then declare the Deputy Charter Mayor duly elected.
19. The Deputy Charter Mayor will take her place on the dais.
20. The Assistant Director will put to her the Declaration of Office.
21. The Charter Mayor will then call Item No 5 on the Order Paper, namely the approval of the Calendar of Meetings 2023/24. The Charter Mayor will seek a proposer, seconder and then move to the vote.
22. The Charter Mayor will then call Item No 6 on the Order Paper, namely the approval of the Standing Orders and Handbook. The Charter Mayor will seek a proposer, seconder and then move to the vote.
23. The Charter Mayor will then call Item No 7 on the Order Paper, namely the approval of the annual budget for the Charter Trustees 2023/24. The Charter Mayor will seek a proposer, seconder and then move to the vote.
24. The Charter Mayor will then call Item No 8 on the Order Paper, namely the appointment of one representative and a substitute to the Association of Charter Trustee Towns.
25. Councillor Liz Colling will then propose:-

"That the Charter Mayor, Councillor John Ritchie, and the Deputy Charter Mayor, Councillor Janet Jefferson be appointed as the Charter Trustees' representative and substitute respectively to the Association of Charter Trustee Towns."
26. Councillor Rich Maw will second.

27. The Charter Mayor will pause briefly for further nominations and, if none, will put the motion to the meeting.
28. On the motion being carried, the business of the Council will conclude and Reverend Graham Morgan, the Charter Mayor's Chaplain, will offer prayers. The Charter Mayor will then declare the meeting closed.
29. The Assembly will rise and leave the Council Chamber in the following order:-
 - Mace Bearer
 - Charter Mayor
 - Assistant Director Legal Devolution/ Combined Authority
 - Deputy Charter Mayor
 - Charter Trustees

SEATING ARRANGEMENTS

Democratic Services Manager			Assistant Director	Councillor Eric Broadbent	
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		Mace Bearer
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			RESERVED Councillor Liz Colling
			RESERVED Councillor Rich Maw

RESERVED Councillor John Ritchie			
RESERVED Councillor Janet Jefferson			



