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NOTICE OF THE CHARTER TRUSTEES FOR HARROGATE

To: Councillors Chris Aldred, Philip Broadbank, Sam Gibbs, Michael Harrison, Paul Haslam, Peter Lacey, John Mann, Pat Marsh, Mike Schofield and Monika Slater.

Date: Monday 17th April 2023

Time: 10.30 am

Venue: Council Chamber - Civic Centre, St Luke's Avenue, Harrogate, HG1 2AE

All Members of The Charter Trustees for Harrogate 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 a Mayor for 2023/24
- 4. Election of Deputy Charter Mayor**
To elect a Deputy Mayor for 2023/24
- 5. Calendar of Meetings**
To approve meetings for the remainder of the 2023/24 municipal year
- 6. Charter Trustees - Standing Orders and Handbook** (Pages 3 - 24)
To approve the attached draft Standing Orders
- 7. Charter Trustees - Annual Budget 2023-24** (Pages 25 - 28)
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

10. Date of Next Meeting

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:

For enquiries relating to this agenda please contact Elizabeth Jackson, Democratic Services Manager.

Tel: 01423 556409 or email Elizabeth.jackson@northyorks.gov.uk

Website: www.northyorks.gov.uk

Barry Khan
Assistant Chief Executive
(Legal and Democratic Services)

County Hall
Northallerton

5 April 2023

The Charter Trustees for Harrogate

Inaugural and Annual General Meeting

17 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
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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 Harrogate 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 Harrogate 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 Harrogate 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 Harrogate 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

5 April 2023

Report Author – Elizabeth Jackson, Democratic Services Manager

THE CHARTER TRUSTEES FOR HARROGATE 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 a 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 Harrogate

Handbook

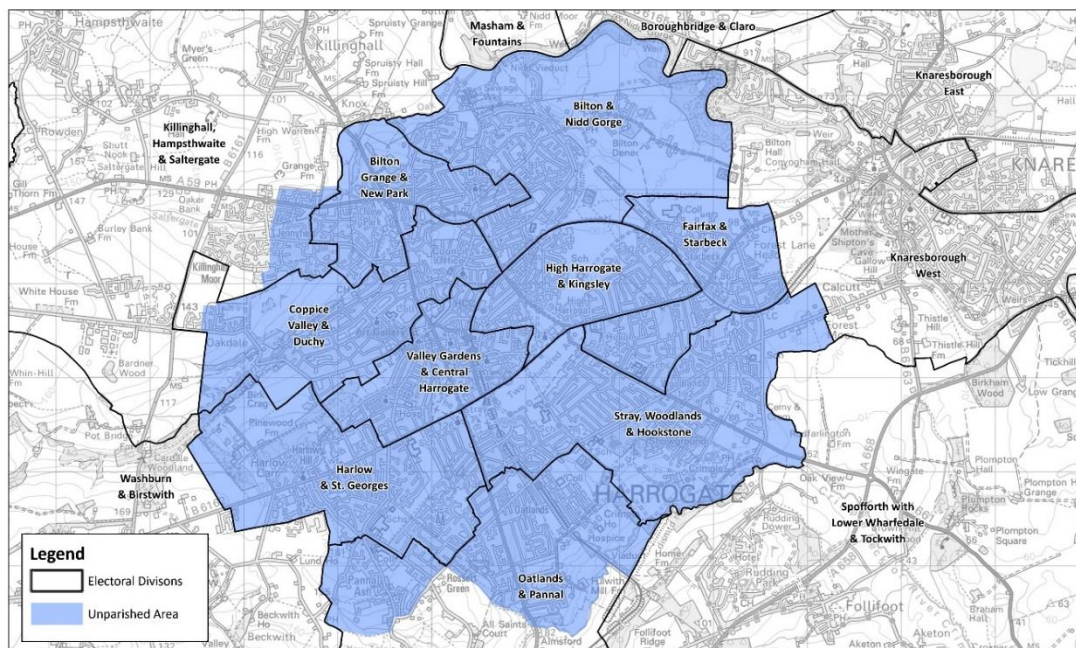
Approved by Annual Meeting 17 April 2023

1.0 INTRODUCTION

1.1 The Charter Trustees for Harrogate 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 Harrogate 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 Harrogate town.

The charter trustees are those Councillors which represent North Yorkshire Council divisions set out below and as shown on the map:

Bilton and Nidd Gorge
Bilton Grange and New Park
Coppice Valley and Duchy (PART)
Fairfax and Starbeck
Harlow and St Georges
High Harrogate and Kingsley
Killinghall, Hampsthwaite and Saltergate (PART)
Oatlands and Pannal (PART)
The Stray and Hookstone
Valley Gardens and Central Harrogate



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 Mayor and Deputy Mayor.

The Charter Trustees Regulations 2009 provides that any historic property of the borough of Harrogate 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 Chairman of the Charter Trustees and the other is a ceremonial role within the town.

2.0 MISSION STATEMENT

- 2.1 Following local government reorganisation in North Yorkshire and the dissolution of Harrogate Borough Council, the Charter Trustees for Harrogate were established in April 2023 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 to be responsible for maintaining the civic regalia pertaining to the town.
- 2.2 In performing these duties, the Charter Trustees are mindful of their caretaker role to preserve the civic traditions and regalia of the town pending the outcome of a Community Governance Review which may see the establishment of a local council in Harrogate and dissolution of the Charter Trustees.

3.0 FUNCTIONS AND RESPONSIBILITIES OF THE CHARTER TRUSTEES

- 3.1 The functions and principal responsibilities of the Charter Trustees of Harrogate are to:-
 1. Elect a Mayor and a Deputy Mayor and maintain and uphold civic protocol and ceremony within Harrogate.
 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. Enhance the interests of the town of Harrogate 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. Possible role of CTs to provide 'in kind' support to work of Harrogate International Partnerships
9. Make appropriate arrangements for other civic functions and occasions.
10. Maintain close links with the Chair of the North Yorkshire Council to ensure that the respective civic roles of both the 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 Harrogate.
11. Maintain close links with any Freemen, Lord Lieutenant, High Sheriff and the Member of Parliament.
12. Ensure close links with the Association of Charter Trustee Towns and Charter Town Councils.
13. Assess and obtain insurance cover for the Charter Trustees (to include Public Liability, Employers Liability, Fidelity Guarantee, All Risks (including Terrorism)).
14. Conduct all necessary and appropriate correspondence with outside bodies and organisations consequent upon decisions taken by the Charter Trustees.
15. Employ such officers as are necessary or purchase the necessary officer time from the North Yorkshire Council to support the Mayor and the Charter Trustees.
16. Form effective liaison between the Charter Trustees and North Yorkshire Council.

4.0 ROLE OF THE MAYOR

4.1 Nomination, Appointment and Term of Office

The Charter Trustees will elect one of their number to be 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 2.2 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 Mayor and Deputy Mayor shall be elected annually by the charter trustees from amongst their number – CT Regs 2009 7(1)
- (2) The election of the Mayor shall be the first business transacted at the Annual Meeting of the Council - CT Regs 2009 7(3)
- (3) A person ceases to be a Mayor or Deputy 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 Mayor or Deputy 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 Mayor will be invested with the chain of office and will sign the declaration of acceptance of office. The newly appointed Mayor will then chair the meeting as the charter trustees appoint a Deputy Mayor.

4.2 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 Members selected to make preparations in advance of the appointment.

1. The Clerk to the Charter Trustees to write to charter trustees in November requesting Members advise if they would like to be considered for the roles of Charter Mayor and Deputy Charter Mayor.
2. Following the deadline, if there is more than one candidate 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 results will be reported to the next ordinary meeting of the charter trustees, or by email if there is no meeting. The formal appointments 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.

4.3 Roles and Responsibilities

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

A ceremonial role:-

- Maintain the tradition of the office of Mayor
- Promote Harrogate as a place to live and visit
- Promote the image and importance of Harrogate 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 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 good 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 Mayor will be elected by the charter trustees 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 Mayor and Deputy 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 Council into disrepute.

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

The position of Mayor is non-political.

4.4 Engagements and Civic Responsibilities

Invitations for engagements will be managed by the Leadership Support office, all invitations should be sent to chartertrustees.harrogate@northyorks.gov.uk

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

Whilst the Charter Mayor will fulfil a similar role to that of the former Borough Mayor, it is not expected that they will attend as wide a range of functions.

In order to reduce the costs of the charter trustee mayoralty it has been agreed that the main focus of the Mayor will be to attend events of a civic and ceremonial nature, as detailed below:

- Receiving royal visitors
- Receiving other dignitaries visiting the town
- Where civic representation is required
- Attendance at Freedom Parades in Harrogate town
- Occasions where the Mayor of Harrogate is required to take a military salute or lay a wreath
- Remembrance Sunday
- Events where the chairman of the unitary council considers the invitation should be directed to the Mayor of Harrogate

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

Where the 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.

Where invitations are received to visit charitable or voluntary organisations within the town the organisation will be contacted to ask if they would be willing to extend the invitation to the relevant division councillor or the Chair of the ACC.

There will be no formal Mayoress or Consort role. An inviting organisation may invite the Mayor to bring a guest, but there will be no civic regalia for a guest to wear.

4.5 Addressing the Charter Mayor

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

Reference – Charter Mayor of Harrogate

Addressing in person – Mr Mayor or Madam Mayor

5.0 HISTORY OF THE CIVIC INSIGNIA

One of the most important dates in Harrogate's history is the year 1884. It was in that year that the town received its Charter of Incorporation which was granted by Queen Victoria. The granting of this Charter meant that the people of the town could elect a Borough Council and also a Mayor. Harrogate Borough Council was subject to a few reorganisations over the years, until it was dissolved in 2023 on the creation of North Yorkshire Council.

The granting of Charter Trustee status from 2023 enables the mayoral and civic functions of the Charter of Incorporation to continue. A Mayor will continue to be elected each year at the Annual Meeting of the Charter Trustees.

As Mayor of Harrogate Borough Council the Mayor would represent the Council and the people. The Mayor had many social duties, and was invited to attend lunches, dinners, banquets, dances and many other events arranged by local organisations. In Harrogate the Mayor had many engagements connected with the Conferences, Trade Fairs and Exhibitions when he/she had the opportunity to welcome the many delegates and visitors from all parts of the world.

On ceremonial occasions such as Council Meetings and visits by the Council to Church Services the Mayor would wear the Mayor's robe, hat and Chain of Office.

On the wooden panels at the back of the Council Chamber all the names of the former Mayors of Harrogate were carved. These wooden panels were moved to the Civic Centre and can now be found in the Stray Room.

The Mace

Perhaps the most important insignia of the Office of Mayor is the Mace. It is the symbol of the authority granted to the Mayor by the Sovereign. Harrogate's mace is the original one presented by the Ladies of the Town in 1884 to commemorate the Charter of Incorporation. When it is carried or placed before the Mayor (either in procession or in Council meetings) it means that the Mayor is carrying out his/her duties as the Queen's representative and is so authorised to do so. It is carried by the Macebearer in front of the Mayor on all ceremonial occasions.

The mace was originally a weapon of war and is the oldest and most universal weapon man has produced. With the introduction of armour among fighting men, the wooden club or bludgeon was bound with iron. Eventually it was entirely made of iron and steel and by the 11th and 12th centuries it had developed into a most formidable weapon.

The mace was about 2 feet long (60 cms) and at the hitting end was a ball fitted with spikes, capable of penetrating or cracking helmets and armour. At the other end was a handgrip with a knob at the end to prevent it from slipping out of the users' hand.

It was adopted as the special weapon of the Sergeant-at Arms appointed first by Philip II of France (1180-1223) to guard him on his return to France from the Crusades. Later Richard the Lion Heart instituted a similar bodyguard.

It eventually became the custom for the King's Sergeant-at-Arms to have the Royal Arms engraved on the knob at the handle end.

Throughout the years, the Sergeant-at-Arms and later similar officers attending Sheriffs, Bailiffs and Mayors also carried Maces. Gradually they became less of a bodyguard and more of a personal messenger to convey Royal Orders to Local Authorities. So the Mace with the Royal Arms inscribed on became the visible passport of Royal Authority.

Gradually, the hitting end of the Mace lost its importance and the handle increased in size. The knob was decorated with the Coat of Arms in silver or enamel and then a coronet was added. Later maces were: either covered with or made out of precious metal and it was no longer a weapon of war, but a symbol of authority. The spikes disappeared from the hitting end; the coronet expanded into a crown and by the time of the Tudor period (1603) the Ceremonial mace had been created. Nowadays the hitting end has become the handle and the handle has grown to become the head. So today, the ceremonial mace is in fact carried upside down.

The Mace always preceded the Mayor when entering or leaving the Council Chamber and was always be placed in front of the Mayor when Council was in session.

The Mace is always reversed in the presence of the Sovereign. This is because it is a symbol of the Mayor's position as a representative of the Sovereign and such a symbol becomes redundant in the actual presence of the Monarch.

During the proclamation of King Charles III in Harrogate on 11 September the mace was inverted as a similar signal of recognition that the crown had passed from the late sovereign to her successor.

Harrogate's mace conforms exactly to the pattern for all town and Municipal Maces and is made of alloy with gilding to give it the appearance of gold.

On it are displayed two enamel reproductions - of both the Coat Of Arms of the old Harrogate Borough, together with that of the new Borough which was created in 1974 after Local Government re-organisation.

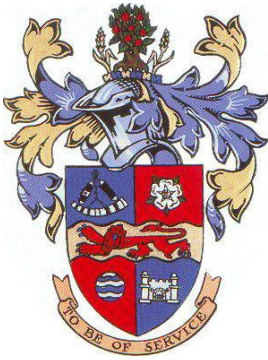
Coat of Arms

The first Coat of Arms being the original one is divided into four quarters : -



Two illustrate the many springs that run through the District and the other two contain the golden bugle horn which is taken from the arms of the Slingsby family. William Slingsby discovered the Tewit Well here in Harrogate in 1571. At the top are two serpents entwined around a tree. A serpent around a staff was the symbol of Aesculapius, the Greek God of Medicine or Healing which alludes to the healing powers of the Harrogate Spa Water. It has the motto 'Arx Celebris Fontibus' which means 'A city famous for its springs'.

The second Coat of Arms was granted by the College of Arms, London on the re-organisation of Local Government in 1974 and was in use until March 2023.



This Coat of Arms represents the various parts of the Harrogate District. The four quarters contain the White Rose of Yorkshire, the Horn of Ripon, the Mineral Springs of Harrogate and the ancient castle of Knaresborough. The wavy lines depict the many rivers that run through the District and the Royal Lion indicates Old Knaresborough Forest. At the top we have the ears of wheat and the Ribston Pippin Apple tree which indicate the large rural areas within the district. Below this we have the closed visor of the helmet which indicates the rank of a Borough Council. Harrogate District's motto is 'To be of Service'.

Chains of Office – The Mayor's Chain

The Mayor's chain, which is made of pure gold, was presented to the Town in 1884 by the first Mayor of Harrogate - Councillor Nicholas Carter. The Chain is made up of links containing the symbolic letter 's' which first appeared on the gold collar of King Henry IV who was the first Duke of Lancaster.

The roundels or medallions are enamelled and show the roses of York and Lancaster and the letter 'H' with the two entwined serpents around a staff which was the symbol of Aesculapius, the Greek God of Medicine or Healing and which is taken from the first Coat of Arms.

In the centre of the collar is a cinquefoil bearing the mystic pentacle with the letters SALUS on its points. This is a symbol implying health, recovery, help and remedy which again alludes to Harrogate's establishment as a Spa Town.

The badges at the bottom of the chain are enamel "reproductions of the two Coats of Arms before and after 1974. The more prominent points are decorated with emeralds, diamonds and pearls.

The Mayoress's Chain

The Mayor has a consort, female consorts are known as the Mayoress, who accompanies the Mayor on many Mayoral events. The Chain worn by the Mayoress was presented to the town in 1902 by the Mayor of that year Alderman David Simpson. .

This chain is also made of gold with links in the form of a letter 'H' representing Harrogate. In the centre link is an enamelled miniature of Queen Alexandra, who was the Queen when the Chain was presented. The Badge again shows the current Coat of Arms reproduced in enamel.

Where a consort is male they can chose to wear a different badge from the civic collection.

Robes

For several centuries the robes and uniforms have been a means by which holders of certain positions can be identified. The Mayor's and Councillors' robes are the outward sign of the Civic Office to which they have been elected by the local governing body under the authority granted by the Crown. In common with academic robes and those of the judiciary, the style of the civic robes dates from the late 15th early 16th centuries when they were the fashion of the day. As fashions changed, these styles became symbols of civic office. The hats have their origins in the 18th century.

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The Charter Trustees for Harrogate

Inaugural and Annual Meeting

17 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 Harrogate 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 Harrogate 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 Harrogate 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 Harrogate 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, the main area being 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 £12,100 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 £0.44 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 Harrogate.

12.0 RECOMMENDATION

12.1 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

5 April 2023

Report Author – Elizabeth Jackson, Democratic Services Manager

The Charter Trustees for Harrogate
Budget Summary 2023-24

Item	Cost
Civic collection insurance	£500
Wreaths	£100
Auditors	£500
ACTT Membership	£150
Mileage claims	£50
Officer support	£10,000
Miscellaneous costs	£800
Total budget	£12,100
Band D precept	£0.44

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