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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 23rd October 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. **Welcome, Introductions and Apologies for Absence**
2. **Minutes of the Annual Meeting held on 17 April 2023** **(Pages 3 - 4)**
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. **Questions and Statements by the Public**
Members of the public may ask questions or make statements at this meeting if they have given notice to Elizabeth Jackson, Democratic Services Manager (elizabeth.jackson@northyorks.gov.uk) and supplied the text by noon on Wednesday 18 October 2023, 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.

If you are exercising your right to speak at this meeting, but do not wish to be recorded, please inform the Chair who will instruct anyone who may be taking a recording to cease while you speak.

5. Charter Mayor's Report

The Charter Mayor to provide a verbal update on his activities since the last meeting of the Charter Trustees.

6. Appointment of Responsible Financial Officer

To appoint the North Yorkshire Council Deputy Section 151 Officer, Karen Iveson, as Responsible Financial Officer for the Charter Trustees

7. Finance Report

To note the report of the Responsible Financial Officer

(Pages 5 - 8)

8. Loan of Items from the Civic Collection

To approve the report of the Clerk to the Charter Trustees

(Pages 9 - 14)

9. Any items which the Mayor agrees should be considered as a matter of urgency because of special circumstances

10. Date of Next Meeting

To approve the additional meeting scheduled for 11 December 2023:

(i) to consider the appointments to the positions of Charter Mayor and Deputy Charter Mayor for 2024-25; and

(ii) to approve the budget and precept for 2024-25

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:

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

13 October 2023

Charter Trustees for Harrogate

Annual Meeting of the Charter Trustees

Minutes of the meeting held at the Civic Centre, Harrogate on Monday, 17 April 2023 commencing at 10.30 am.

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

In attendance: Councillor David Ireton, Chair of North Yorkshire Council (in the Chair)

Officers present: Jennifer Norton, Assistant Director Legal; Elizabeth Jackson, Democratic Services Manager; and Pamela Barnes, Mayor's Secretary.

01 Apologies for absence

Councillor David Ireton, Chair of North Yorkshire Council, welcomed everyone to the meeting. There were no apologies for absence.

02 Appointment of Clerk

Resolved –

That Barry Khan, Assistant Chief Executive Legal and Democratic Services, be appointed as Clerk to the Charter Trustees.

03 Election of Charter Mayor

Moved by Councillor Chris Aldred

Seconded by Councillor Sam Gibbs

Resolved (unanimously) –

That Councillor Michael Harrison be elected Charter Mayor of Harrogate for 2023-24.

The Charter Mayor made the declaration of acceptance of office.

The Charter Mayor, Councillor Michael Harrison, in the Chair

04 Election of Deputy Charter Mayor

Moved by Councillor Michael Harrison

Seconded by Councillor Pat Marsh

Resolved (unanimously) –

That Councillor Chris Aldred be elected Deputy Charter Mayor of Harrogate for 2023-24.

The Deputy Charter Mayor made the declaration of acceptance of office.

05 Calendar of meetings**Resolved (unanimously) –**

That the next meeting of the Charter Trustees take place on 23 October 2023.

06 Charter Trustees – Standing Orders and Handbook

Considered –

A report by Elizabeth Jackson, Democratic Services Manager, presenting the Charter Trustees' draft Standing Orders and Handbook for approval.

Resolved (unanimously) –

That:

- 1) The Standing Orders at Appendix 1 to the report be approved; and
- 2) The Handbook at Appendix 2 to the report be approved.

07 Charter Trustees – Standing Orders and Handbook

Considered –

A report by Elizabeth Jackson, Democratic Services Manager, presenting the Charter Trustees' draft Annual Budget for 2023-24 for approval.

Resolved (unanimously) –

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

08 Appointment of one representative and a substitute to the Association of Charter Trustee Towns**Resolved –**

That Councillor Philip Broadbank be appointed as the Charter Trustees for Harrogate representative and Councillor Paul Haslam be appointed as substitute representative to the Association of Charter Trustee Towns.

09 Any other items - such other business which the Chair agrees should be considered as a matter of urgency because of special circumstances.

There was no urgent business.

10 Date of next meeting

The next meeting will be held on 23 October 2023.

The meeting concluded at 10.51 am.

The Charter Trustees for Harrogate

23 October 2023

Finance Report

Report of the Assistant Director Resources

1.0 PURPOSE OF REPORT

- 1.1 To inform the Charter Trustees of the in-year budget position to the end of Quarter 2 of 2023-24

2.0 SUMMARY

- 2.1 The Charter Trustees are asked to note the expenditure incurred to the end of September 2023.

3.0 BACKGROUND

- 3.1 This is the first year of the Harrogate Charter Trustees and the initial budget was set as part of North Yorkshire Council's overall budget process, with a special expense added to the council tax charge for residents in area covered by the Charter Trustees. A breakdown of the budget is set out at Appendix 1.
- 3.2 The total budget set for the year is £12,100.
- 3.3 This report presents expenditure incurred to the end of September 2023 – Quarter 2 of the current financial year.

4.0 EXPENDITURE AGAINST BUDGET

- 4.1 As at the end of September a total of £5,000 has been expended – in summary:

Summary	Budget £	Spend to Sept 2023 £	Comments
Officer Support	10,000	5,000	50% charges from NYC
Auditors	500	0	Arrangements to be confirmed
Other Costs	1,600	0	Costs expected in October for Remembrance Sunday
Total	12,100	5,000	

- 4.2 There are no matters to raise on this expenditure and a further report will be submitted to the Charter Trustees following close of the third quarter.

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 Quarter 2 of 2023-24

11.0 RECOMMENDATION

11.1 That the Charter Trustees note the expenditure incurred to the end of September 2023.

APPENDICES:

Appendix 1 – Annual Budget 2023-24

BACKGROUND DOCUMENTS:

None.

Karen Iveson
Assistant Director Resources
County Hall
Northallerton

12 October 2023

Report Author – Karen Iveson

**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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The Charter Trustees for Harrogate

17 April 2023

Loan of items from the Civic Collection

Report of the Clerk to the Charter Trustees

1.0 PURPOSE OF REPORT

1.1 To seek authority for the loan of specific items from the civic collection to local organisations.
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2.0 SUMMARY

2.1 To provide information about the civic collection held by the Charter Trustees for Harrogate and ensure appropriate arrangements are in place for the loan of various specific items to enable them to be on public display at local organisations.

3.0 THE REPORT

3.1 The Charter Trustees for Harrogate were established in 2023 following local government reorganisation in North Yorkshire. Regulation 3 of the Charter Trustees Regulations 2009 provides that historic property which related to the charter trustee area should vest in those charter trustees on the reorganisation date. Historic property is any charter, insignia, plate or other property which is of an historic or ceremonial nature other than land and buildings or any property held for the purposes of a statutory function.

3.2 On 1 April 2023 the Harrogate Borough Council (HBC) civic collection was transferred to the Charter Trustees for Harrogate. The civic collection consists of the civic regalia, silverware, trophies and plaques, glass and crystal, books and scrolls and other miscellaneous items. Some items have significant financial worth, others are of more historical significance. An inventory of the items detailing valuations and locations is maintained by the Clerk to the Charter Trustees.

3.3 In 2016 a Member working group was established by HBC in preparation for the move to the new civic centre to conduct an assessment of the major pieces of the mayoral and civic collection. The working group considered ways of making the collection more accessible to the public, whilst reducing the amount of storage required and identified various items which would be suitable for loan. Subsequently Council authorised the Director of Corporate Affairs to agree the loan of appropriate pieces.

3.4 In 2018 a number of items were loaned out to local organisations. Checks were undertaken to ensure that the items were stored securely and appropriate insurances were in place, prior to formal loan agreements being signed. Annual checks are carried out requesting the organisations confirm they still have the items and that insurance and storage arrangements remain as agreed. This has provided more opportunities for the public to view the civic collection, increasing awareness of the town's heritage and history.

3.5 Currently the Harrogate Club, the Royal Hall Restoration Trust and Masham Town Hall have items from the civic collection on loan, as detailed at Appendix 1 and the three organisations have been contacted and have confirmed that they wish to continue to loan the items. In order to enable these arrangements to continue, the charter trustees are

requested to authorise the Clerk to the Charter Trustees to enter into new loan agreements with these organisations.

4.0 ALTERNATIVE OPTIONS CONSIDERED

4.1 Not to loan items from the civic collection to other local organisations – this would reduce opportunities for making the collection more accessible to the public and increase storage requirements at the civic centre.

5.0 FINANCIAL IMPLICATIONS

5.1 There are no financial implications

6.0 LEGAL IMPLICATIONS

6.1 Under the Charter Trustee Regulations 2009 the civic collection of the former Harrogate Borough Council passed to the Charter Trustees for Harrogate. Loan arrangements previously agreed by Harrogate Borough Council no longer apply and authority is sought to enable the Clerk to the Charter Trustees to enter into new loan agreements.

7.0 EQUALITIES IMPLICATIONS

7.1 There are no equalities implications.

8.0 CLIMATE CHANGE IMPLICATIONS

8.1 There are no climate change implications.

9.0 REASONS FOR RECOMMENDATIONS

9.1 To ensure that appropriate arrangements are in place for the safekeeping of the civic collection.

10.0 RECOMMENDATION

10.1 That the Clerk to the Charter Trustees be authorised to undertake the necessary checks and agree the loan of civic items to local organisations as detailed in Appendix 1.

APPENDICES

Appendix 1 – Loan of items from the Civic Collection

BACKGROUND DOCUMENTS

None

Barry Khan
Clerk to the Charter Trustees
County Hall
Northallerton

13 October 2023

Report Author – Elizabeth Jackson, Democratic Services Manager

Civic Collection – Items on Loan

The Harrogate Club

- SC21 TV132** - Cup - Presented to Officers' Mess 5th BN West Yorks Regiment by Lt Col AR Morrell VD June 2nd 1913.
- SC41 TV85** - Large Indian silver circular punch bowl presented on 75th anniversary of Incorporation by J E Ramsden Esq Member of Parliament for the Division
- SC45 and SC46 - TV 62** - Two candelabra presented by Montague Burton for 75th anniversary
- SC47A (part) TV146** - Harry Bolland OBE part of Bolland donation
- SC47a (part) TV186** - Harry Bolland donation silver gilt and enamel Freeman medallion with pin bar engraved to Alderman Harry Bolland CA Presented by Alderman Jack Simpson JP
- SC47a (part) TV187** - Harry Bolland donation a silver gilt and enamel Mayoral pendant engraved on reverse Aid Harry Bolland Mayor of Harrogate 1936-37
- SC47a (part) TV210** - Harry Bolland donation three miniature medals coronation 1953 and 1937 plus miniature OBE
- SC49 TV16** - Bracket clock - Harrogate Medical Society 1981
- SC50 TV157** - A silver hallmarked table lamp formerly a candlestick
- SC102 TV92** - Coffee pot - donor Edward Standing Ltd on occasion of 75th anniversary 1959
- SC163 and SC164 TV66** - Pair of Regent Plate two branch candelabra on occasion of 75th anniversary of Incorporation donor unknown
- SC176 TV112** - Cup - donor Harrogate and District Professional Gardeners Association 1975 when society disbanded
- SC186 TV124** - The Harrogate Tournament Trophy Cup - Presented by Alderman Sir Ernest Bain CBE LLD, JP May 1930 engraved with names of winners 1930 to 1956 inclusive
- SC192 TV123** - The Alderman Brocklehurst Cup - Presented by Councillor Alderman Brocklehurst JP to the Harrogate Housing Schemes 1940 for Yearly Competition
- SC201 and SC202 TV120** - A pair of silver chalices Presented by Councillor Flight Lieutenant J S Tennant MA JP in commemoration of his Mayoralty 1945-46
- SC212 and SC213 TV69** - Two candelabra presented by Montague Burton for 75th anniversary
- SC236 TV209** - A silver gilt and enamel CBE medal by Garrard & Co, London inscribed For God and the Empire recipient and donor unknown
- SC274 TV10** - Marquetry display case Vowles/Goddard donation
- SC275 TV8** - Marquetry octagonal table Vowles/Goddard donation
- SC276 TV12** - Marquetry desk secretaire/collectors cabinet Vowles/Goddard donation 1986
- SC307 TV31** - A needlework tabard in coloured and gold threads Presented by Commanding Officer and all Ranks of Army Foundation College on receiving reaffirmation of Freedom of Borough of Harrogate 9 August 2003
- SC324 TV106** - Silver mounted plain glass decanter - donor The Yorkshire Regiment on occasion of first Freedom Parade 2008
- SC325 TV72** - HRH Princess Mary silver and glass photograph frame with signed photograph to 'Dear Alderman Holland... '

SC330 TV29 - Watercolour MG Greensmith Interior scene of a cathedral with military service
Presented by Yorkshire Regiment on occasion of Freedom Parade 2002

Royal Hall Restoration Trust

SC03-TV131 -Allen Cup

SC08-TV128 - Prospect Hotel trophy

SC09 - TV133: TV244 - Richard Annakin Freedom Scroll and casket to be kept together.

SC11 - TV135 - Sir Thomas Henry Fleming Freedom casket. Plus framed scroll

SC14 - TV45 - Foundation stone trowel Harrogate Library

SC16 - TV81 - WW Baxter cigarette and cigar box

SC25-TV56 -Tray for laying of foundation stone HIC

SC31 - TV114 - Horseback Silver base Harrogate Corporation Trophy.

SC35 - Cigarette lighter presented by Mrs N Stewart for use in Mayor's Parlour

SC36 - TV236 - Toastmaster's gavel tray presented by Nicholas Carter

SC76 - - Dish from Menswear Association of Britain

SC84- TV122 - Cup presented by Ladies Circle International Conference 1972

SC85 - TV137 - HRH Princess Royal Loving Cup part of 75th anniversary

SC87 and 87A - Pair of Tureens Northern Floor Covering Fair

SC89 - TV78 - Snuff box Mrs A A Greenwood Harrogate Antique Dealers 'Harrogate Races. The Gift of the Visitors

SC92 - TV79 - Cigarette Box from British Paper Box Federation 1956 conference

SC98 - TV100 Bread roll dish Harrogate Literary Society - held their events in RoyalHall

SC108 - TV178 - Salver from British Paper Box Federation 1967 conference

SC118 - TV73: TV243 - HRH Princess Royal Freedom Casket and Scroll to be kept together.

SC152 - TV181 - Silver salver opening of Municipal Tennis Courts

SC157 - TV176 - Salver presented to council by Miss Sallie Dean

SC168 - TV65 - Pickle fork presented by Sallie Dean and Annie Dean

SC177 - TV67 -The Ogden Cup for Tennis Tournament

SC178 - TV57 Silver rose bowl presented to Lady Mayoress of Leeds (Mrs AW Bain) by the stall holders of Ye Olde English Fair

SC180 - Handbell Presented by Regina Board of Education Saskatchewan, Canada to commemorate visit of Regina Intercollegiate Orchestra and Choir April 1979.

SC181 - TV47 - Silver spade - first cutting of ground Scargill Reservoir and also inscribed as used again for Roundhills Reservoir

SC182 - TV46 - Silver spade - cutting first sod light railway Bilton to Gas Works Commemoration 1907

SC197 - TV41 - Silver and ivory trowel inscribed This Trowel was Used by the Worship the Mayor of Harrogate Alderman Fortune JPCC, July 10th 1894 on the Occasion of his Laying the Memorial Stone of the New Baths

SC198 - TV233 - A silver ceremonial trowel, engraved Presented to Richard Ellis Jnr Esq by the

Contractors on the Occasion of his Laying of the Corner Stone of the New Public Baths, Harrogate, 4th February 1871

SC205 - TV240 - A silver and enamel ceremonial mallet in the form of a spike inscribed to the reverse Presented to the Worshipful Mayor of Harrogate R Ellis Esq JP by Members of the Medical Profession on the Occasion of his Opening at the Sulphur Water Reservoir October 22nd 1886

SC214-TV134: TV245 - Charles Fortune Freedom Scroll and Casket to be kept together.

SC257 - TV239 - Commemorative spirit level To Alderman Fortune JPCC on his laying of memorial stone, New Baths July 10th 1894

SC259 - TV109 - Wooden stone laying mallet presented to Alderman Charles Fortune used on New Baths memorial stone - see also SC197 and SC198.

SC262 - TV26 - An engraved glass rose bowl - Presented by 1986 Conference of Water Officers Association

SC269 - TV42 - Silver plate and ivory presentation trowel, engraved Presented to the Mayoress of Harrogate, Mrs Ellis, by the Architects and Contractors on the Occasion of Laying the Corner Stone of the Jubilee Memorial 1887 (Queen Victoria)

SC271 - Decanter and five glasses Annual Conference of Institution of Environmental Health Officers 21 April 1988

SC273 - TV27 - A heavy Orrefors glass bowl, of crenelated circular form, engraved Insurance Institute of Leeds Centenary, 1888-1988 conference held 1988

SC282 - TV190 - Silver The Harrogate Milk Race 1989

SC284 - TV93 - Prince of Wales Freedom Parade Horse Statuette

SC287 - Wooden clock Bonnyrigg - The Harrogate International Toy Fair 40years anniversary

SC295 - TV84 - Silver Pump Room cigarette box 'The Harrogate Polo Trophy' spa building as is Royal Hall and larger Pump Room civic salt might be going to museums.

SC298 - Rt Hon David Lloyd George Freedom Scroll.

SC306 - TV28 - Painting of Pump Room presented to Harrogate Borough Council to commemorate 50th Anniversary of the International Harrogate Toy Fair and Christmas Fair 10 January 1999

SC311 - Freedom scroll 1946 Prince of Wales Own Regiment

SC316-TV149 - Leather bound illuminated scroll HRH Prince Albert Victor of Wales on his visit to Harrogate 1889

SC317 - Framed proclamation of King Edward's accession 1936.

SC318- Framed certificate Top Town awarded to Harrogate 1952 - event in Royal Hall

SC351 - a heavy metal coat of arms shield 1884

SC370 - Tour de France 2014 framed yellow jersey signed by Marcel Kittel winner of 1st stage in Harrogate 5 July 2014

SC375 - TV11 20th century oak sideboard with two frieze drawers and three cupboards formerly in Mayor's Parlour

Masham Town Hall Community Charity

TV15 – Coll No 64 – 6 x oak / tan leather chairs

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