

# Public Document Pack

## NOTICE OF THE CHARTER TRUSTEES FOR SCARBOROUGH

- Members:** Councillors Eric Broadbent, Liz Colling, Janet Jefferson, Rich Maw, Tony Randerson and John Ritchie.
- Date:** Friday, 20th October, 2023
- Time:** 2.00 pm
- Venue:** Town Hall, St Nicholas Street, Scarborough, YO11 2HG

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

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

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

**BARRY KHAN**  
**CLERK TO THE CHARTER TRUSTEES**

### AGENDA

- 1. Apologies for Absence**  
To receive any apologies for absence.
- 2. Minutes of the Meeting held on 19 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. Public Participation**  
Members of the public may ask questions or make statements at this meeting if they have given notice to St John Harris of Democratic and Scrutiny Services and supplied the text (contact details below) by midday on Tuesday, 17 October, 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 Chairman who will instruct anyone who may be taking a recording to

cease while you speak.

**5. Charter Mayor's Report**

The Charter Mayor will report on their recent activities and any associated issues.

**6. Appointment of Officers in accordance with the Standing Orders**

The Assistant Director Resources and Deputy Section 151 Officer of North Yorkshire Council, Karen Iveson, be appointed as the Responsible Financial Officer for the Charter Trustees.

**7. Finance Report**

**(Pages 5 - 8)**

**8. Calendar of Meetings 2023-24**

To approve the scheduling of an additional meeting of the Charter Trustees on 15 December 2023 at 10am inter alia:

- (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

**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**

Friday, 15 December 2023 at 10am

**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

Tel: 01723 383556

Email: [stjohn.harris@northyorks.gov.uk](mailto:stjohn.harris@northyorks.gov.uk)

Website: [www.northyorks.gov.uk](http://www.northyorks.gov.uk)

12 October 2023

## North Yorkshire Council

### The Charter Trustees For Scarborough

Minutes of the meeting held on Wednesday, 19th April, 2023 commencing at 11.00 am.

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

Officers present: Lisa Dixon and St John Harris

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#### 1 Apologies for Absence

There were no apologies for absence.

#### 2 Appointment of Clerk

**Resolved (unanimously)-**

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

#### 3 Election of Charter Mayor

It was moved by Councillor Colling, seconded by Councillor Jefferson and

**Resolved (unanimously)-**

That Councillor John Ritchie be and is hereby elected the Charter Mayor of Scarborough for 2023/24.

The Charter Mayor made the declaration of acceptance of office.

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#### Councillor John Ritchie in the Chair

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#### 4 Election of Deputy Charter Mayor

It was moved by Councillor Maw, seconded by Councillor Colling and

**Resolved (unanimously)-**

That Councillor Janet Jefferson be and is hereby elected the Deputy Charter Mayor of Scarborough for 2023/24.

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

**5 Calendar of Meetings**

**Resolved (unanimously)-**

That the date and time of the other proposed scheduled meeting for 2023-24 – 18 October 2023 at 10am – be approved.

**6 Charter Trustees - Standing Orders and Handbook**

Considered-

A report of the Clerk to the Charter Trustees presenting the draft Standing Orders and Handbook for approval.

**Resolved (unanimously) –**

That:

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

**7 Charter Trustees - Annual Budget 2023-24**

Considered-

A report of the Clerk to the Charter Trustees presenting the Charter Trustees' draft Annual Budget 2023-24 for approval.

**Resolved (unanimously) –**

That the draft Annual Budget 2023-24 be approved.

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

It was moved and seconded and

**Resolved (unanimously) –**

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.

**9 Any Other Items**

There was no urgent business.

The meeting concluded at 11.34 am.

## The Charter Trustees for Scarborough

20 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 Scarborough 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 the 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 £20,980.72

- 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 £9,295.20 has been expended – in summary:

Summary	Budget £	Spend to Sept 2023 £	Comments
Events	1,415.00	75.00	Refreshments for the Armed Forces Day flag raising
Allowances	600.00	0	
Officer Support	17,540.72	8,770.36	50% charges from NYC
Other/General	1,425.00	449.84	Includes ACTT Subscription and incoming mayoral photos
<b>Total</b>	<b>20,980.72</b>	<b>9,295.20</b>	

- 4.2 There are no matters to raise on this expenditure and a further report will be submitted to the Charter Trustees in December.

**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**

- i) 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

## SCARBOROUGH CHARTER TRUSTEES BUDGET SUMMARY 2023-24

Item	Cost (£)
<b>EVENTS</b>	
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
<b>ALLOWANCES</b>	
Allowance Mayor per annum (charitable donations)	500.00
Allowance Deputy Mayor per annum	100.00
<b>OFFICER SUPPORT</b>	
Democratic Services / Civic / Finance / Communications & ICT	17,540.72
<b>OTHER / GENERAL</b>	
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
<b>TOTAL</b>	<b>20,980.72</b>
<b>Band D precept</b>	<b>£1.71</b>

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