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NOTICE OF THE CHARTER TRUSTEES FOR SCARBOROUGH

- Members:** Councillors Eric Broadbent, Liz Colling, Janet Jefferson, Rich Maw, Tony Randerson and John Ritchie.
- Date:** Friday, 15th December, 2023
- Time:** 10.00 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**
2. **Minutes of the Meeting held on 20 October 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, 12 December, 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. Finance Report

(Pages 5 - 8)

7. The Charter Trustees for Scarborough Budget and Precept 24/25

(Pages 9 - 12)

8. Selection of Charter Mayor and Deputy Charter Mayor 2024-25

That the following nominations be proposed for the Annual Meeting on 30 May 2024:

Charter Mayor – Cllr Janet Jefferson

Proposer: Cllr Liz Colling

Seconder: Cllr Rich Maw

Deputy Charter Mayor – Cllr John Ritchie

Proposer: Cllr Janet Jefferson

Seconder: Cllr Liz Colling

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

Thursday, 30 May 2024 at 11am

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

Tel: 01723 383556

Email: stjohn.harris@northyorks.gov.uk

Website: www.northyorks.gov.uk

7 December 2023

North Yorkshire Council

The Charter Trustees For Scarborough

Minutes of the meeting held on Friday, 20th October, 2023 commencing at 2.00 pm.

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

Officers present: St John Harris, Karen Iveson and Carol Rehill.

10 Apologies for Absence

Members were advised that Carol Rehill was deputising for the Clerk to the Charter Trustees and Monitoring Officer, Barry Khan, and that the Assistant Director Resources, Karen Iveson would be attending the meeting remotely.

11 Minutes of the Meeting held on 19 April 2023

Resolved –

That the Minutes of the meeting held on 19 April 2023, having been printed and circulated, be taken as read and confirmed and signed by the Chair as a correct record.

12 Declarations of Interest

There were no declarations of interests.

13 Public Participation

There were no public questions or statements.

14 Charter Mayor's Report

The Charter Mayor presented his report noting that despite the reduced geographical area of his mayoralty compared to the former Borough, he had been pleasantly surprised by the healthy number of invitations he had received to engagements. He was delighted to attend the Annual General Meeting of the Association of Charter Trustee Towns in September in Retford where he gained a fascinating insight into the civic and historical traditions upheld by Charter Mayors in other towns. In addition to the planned engagements earmarked for the Scarborough Charter Mayor such as the Annual Cricket Festival when he hosted afternoon tea, he had attended many charitable functions learning more about the impressive work of the voluntary sector in the town. He noted in particular his recent invitation to open the Rotary District 1040 Conference at the Scarborough Spa. Asked by Councillor Colling about the total number of invitations he had received since his appointment and how many had been declined because they fell outside the geography of his mayoralty, he undertook to arrange a written reply. The other Charter Trustees joined in congratulating him on his active year.

Resolved (unanimously) –

That the Charter Mayor's verbal report be noted.

15 Appointment of Officers in accordance with the Standing Orders

Resolved (unanimously) –

That:

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.

16 Finance Report

Considered-

A report of the Assistant Director Resources setting out the in-year budget position of the Charter Trustees to the end of Quarter 2 of 2023-24. The Assistant Director confirmed that as for the current year, the Charter Trustees would feed into the budget setting process for 2024-25.

Resolved (unanimously) –

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

17 Calendar of Meetings 2023-24

Resolved (unanimously) –

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

- (i) To consider 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.

18 Any Other Items

There was no urgent business.

19 Date of Next Meeting

Friday, 15 December 2023 at 10am

The meeting concluded at 2.17 pm.

The Charter Trustees for Scarborough

15 December 2023

Finance Report

Report of the Responsible Finance Officer

1.0 PURPOSE OF REPORT

- 1.1 To inform the Charter Trustees of the in-year budget position to the end of November 2023 – month 8 of 2023-24

2.0 SUMMARY

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

4.0 EXPENDITURE AGAINST BUDGET

- 4.1 As at the end of September a total of £ 14,152.45 has been expended – in summary:

Summary	Budget £	Spend to Sept 2023 £	Comments
Events	1,415.00	1,414.05	Refreshments for the Armed Forces Day flag raising
Allowances	600.00	600.00	
Officer Support	17,540.72	11,693.81	8 months charges from NYC
Other/General	1,425.00	444.59	Includes ACTT Subscription and incoming mayoral photos
Total	20,980.72	14,152.45	

- 4.2 There are no matters to raise on this expenditure although it should be noted that the events budget is now fully spent.

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 November 2023 – month 8 of 2023-24

11.0 RECOMMENDATION

- i) That the Charter Trustees note the expenditure incurred to the end of November 2023.

APPENDICES:

Appendix 1 – Annual Budget 2023-24

BACKGROUND DOCUMENTS:

None.

Karen Iveson (RFO)
Assistant Director Resources
County Hall
Northallerton

30 November 2023

Report Author – Karen Iveson

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

15 December 2023

The Charter Trustees for Scarborough Budget and Precept 24/25

Report of the Responsible Finance Officer

1.0 PURPOSE OF REPORT

1.1 This report presents for approval the Charter Trustees budget and precept for 24/25.

2.0 BACKGROUND

2.1 The Scarborough charter trustees were established on 1 April 2023 following local government re-organisation in North Yorkshire, and 24/25 will be their second year of operation.

2.2 As a local precepting body the trustees must set a budget for the forthcoming year and notify North Yorkshire Council of their precept requirements. The approved precept will result in a council tax charge for the residents of the area covered by the charter trustees.

3.0 24/25 Budget and Precept

3.1 Appendix A sets out the proposed budget for 24/25 alongside the current approved budget for 23/24.

3.2 The budget is essentially a roll over from 23/24 with figures updated for appropriate inflation. The majority of the trustees' costs are associated with officer support charges from North Yorkshire Council. These have been inflated by 6% in line with expected price increase for these services. Other budgets have been reviewed and summarised to simplify administration going forward.

3.3 It is assumed that budgets for 23/24 will be fully spent by the end of the current year but if any funds do remain these will be carried forward and will be available for future allocation.

3.4 Based on the proposed budget, a precept of £22,900 will be required.

3.5 For information, and for the purposes of North Yorkshire Council's council tax setting, we have been notified that the 'Tax Base'¹ for the Scarborough area is 12,402.66 for 24/25 – this will mean an average Band D charge of £1.85 for local residents will be charged by North Yorkshire Council.

4.0 ALTERNATIVE OPTIONS CONSIDERED

4.1 None

¹ Tax Base is the number of chargeable properties (after adjustments for relief, discounts and collection rates etc) expressed as the equivalent of Band D, where a property in Council Tax Band D counts as 1 and for example a property in Council Tax Band A counts as 2/3 and Band H, as 2.

5.0 FINANCIAL IMPLICATIONS

5.1 The financial implications are set out in section 3 above. The precept will be paid by North Yorkshire Council in two equal instalments in April and September.

6.0 LEGAL IMPLICATIONS

6.1 In England and Wales, charter trustees are set up to maintain the continuity of a town charter after a district with the status of a borough has been abolished. This is until such time as a parish council is established. Charter trustees have the power to levy a precept upon the relevant council tax billing authority for their area. In accordance with the Local Government Finance Act 1992 (and subsequent legislation) the Trustees must set a budget and precept no later than 1 March of the preceding financial year.

7.0 EQUALITIES IMPLICATIONS

7.1 There are no equalities implications as a result of this report.

8.0 CLIMATE CHANGE IMPLICATIONS

8.1 There are no climate change implications as a result of this report.

9.0 REASONS FOR RECOMMENDATIONS

9.1 To ensure the trustees set a budget and precept for the coming year in accordance with the relevant legislation.

10.0 RECOMMENDATIONS

It is recommended that:

- i) The budget and precept of £22,900 for 24/25 be approved
- ii) North Yorkshire Council be notified of the 24/25 precept of £22,900.

APPENDICES:

Appendix A – Proposed 24/25 budget

Responsible Finance Officer – Karen Iveson
c/o County Hall
Northallerton
20th November 2023

Report Author – Nick Morgan – Head of Strategic Finance
Presenter of Report – Karen Iveson - Assistant Director Resources NYC and Responsible Finance Officer

Note: Trustees are invited to contact the author in advance of the meeting with any detailed queries or questions.

Appendix A

The Charter Trustees for Scarborough Budget Summary 2024-25

Item	Budget
Civic collection insurance and maintenance	£700
Auditors	£500
ACTT Membership	£200
Allowances	£1,200
Officer support	£18,600
Events	£1,700
Total budget	£22,900
Tax Base	12,402.66
Band D precept	£1.85
Increase (£)	0.14
Increase (%)	8.19

The Charter Trustees for Scarborough
Budget Summary 2023-24

Item	Budget
Civic collection	£725
Auditors	£500
ACTT Membership	£150
Allowances	£650
Officer support	£17,541
Events	£1,434
Total budget	£21,000
Tax Base	12,280.70
Band D precept equivalent	£1.71