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**NOTICE OF A MEETING 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, 11th December, 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**
- 2. Minutes of the Meeting held on 23 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. 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](mailto:elizabeth.jackson@northyorks.gov.uk)). and supplied the text by midday on Wednesday 6 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 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. Finance Report**

To note the report of the Responsible Financial Officer

**(Pages 5 - 8)**

**7. Charter Trustees for Harrogate Budget and Precept 2024/25**

To approve the report of the Responsible Financial Officer

**(Pages 9 - 12)**

**8. Charter Mayor and Deputy Charter Mayor for 2024/25**

To inform Charter Trustees of nominations for the Charter Mayor and Deputy Charter Mayor for the Council year 2024/25

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

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

**10. Date of Next Meeting**

To approve the date of the Annual Meeting scheduled for Tuesday 21 May 2024 at 10.30 am

**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](mailto:Elizabeth.jackson@northyorks.gov.uk)

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

Barry Khan  
Assistant Chief Executive  
(Legal and Democratic Services)  
County Hall  
Northallerton

1 December 2023

## The Charter Trustees for Harrogate

Minutes of the meeting held at the Civic Centre, Harrogate on Monday 23 October 2023 commencing at 10.30 am.

Councillors: Councillor Michael Harrison in the Chair. Councillors Chris Aldred, Philip Broadbank, Sam Gibbs, Paul Haslam, Peter Lacey, Pat Marsh and Mike Schofield.

Officers present: Jennifer Norton, Assistant Director Legal; Graham Byrne, Head of Finance – Transport, Regulatory and Projects and Elizabeth Jackson, Democratic Services Manager.

Apologies: Councillors John Mann and Monika Slater.

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### **11 Apologies for absence**

Councillor Michael Harrison, the Charter Mayor of Harrogate, welcomed everyone to the meeting. Apologies for absence had been received from Councillors John Mann and Monika Slater.

### **12 Minutes of the Annual Meeting held on 17 April 2023**

The Minutes of the Annual Meeting of the Charter Trustees held on 17 April 2023 were approved as a correct record and signed by the Mayor.

### **13 Declarations of Interest**

No declarations of interest were made at the meeting.

### **14 Questions and Statements by the Public**

No public questions or statements had been received.

### **15 Charter Mayor's Report**

The Charter Mayor gave an update on his activities since April. The Mayor and Deputy Mayor had attended events of a civic nature where the Mayor's attendance would be expected and these included commemorations for the anniversary of the War Memorial in Harrogate and the coronation. The Mayor and Deputy Mayor had also supported events in the town which brought significant economic benefit and some of a more local nature.

### **16 Appointment of Responsible Financial Officer**

#### **Resolved (unanimously) –**

That Karen Iveson, Assistant Director Finance at North Yorkshire Council and Deputy S151 Officer, be appointed as Responsible Financial Officer for the Charter Trustees.

### **17 Finance Report**

Considered –

A report by Karen Iveson, Assistant Director Finance, presenting the in-year budget position to the end of Quarter 2 of 2023-24 for approval. Graham Byrne, North Yorkshire Council's Head of Finance – Transport, Regulatory and Projects, presented the report and advised that the only spend to date was that for officer support. A further report would be brought to the December meeting of the Charter Trustees in relation to the budget for 2024-25 and it was confirmed that the treatment of underspends and officer time would be included in the report.

**Resolved (unanimously) –**

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

**18 Loan of Items from the Civic Collection**

Considered –

A report by Barry Khan, Clerk to the Charter Trustees, seeking authority for the loan of specific items from the civic collection to local organisations continuing arrangements previously established by Harrogate Borough Council.

Elizabeth Jackson, Democratic Services Manager, presented the report and confirmed that if organisations wished to exchange items they currently held with other items from the collection this could be arranged.

**Resolved (unanimously) –**

That (1) 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 to the report; and

(2) the Clerk to the Charter Trustees be authorised to make changes to the items on loan throughout the year.

**19 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.

**20 Date of next meeting**

The next meeting would be held on 11 December 2023 to consider the appointments to the positions of Charter Mayor and Deputy Charter Mayor for 2024-25 and to approve the budget and precept for 2024-25.

The meeting concluded at 10.45 am.

## The Charter Trustees for Harrogate

11 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 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 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 £12,100.
- 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 £6,764.67 has been expended – in summary:

Summary	Budget £	Spend to Nov 2023 £	Comments
Officer Support	10,000	6667.00	8 months charges from NYC
Auditors	500	0	Arrangements to be confirmed
Other Costs	1,600	97.67	Remembrance Sunday wreaths and refreshments
<b>Total</b>	<b>12,100</b>	<b>6,764.67</b>	

- 4.2 There are no matters to raise on this expenditure.

**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

**The Charter Trustees for Harrogate  
Budget Summary 2023-24**

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

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## Harrogate Charter Trustees

11 December 2023

### Harrogate Charter Trustees 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 Harrogate 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 £12,800 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'<sup>1</sup> for the Harrogate area is 27,856.78 for 24/25 – this will mean an average Band D charge of £0.46 for local residents will be charged by North Yorkshire Council.

#### **4.0 ALTERNATIVE OPTIONS CONSIDERED**

4.1 None

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<sup>1</sup> 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 2 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, 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 £12,800 for 24/25 be approved
- ii) North Yorkshire Council be notified of the 24/25 precept of 12,800.

### **APPENDICES:**

Appendix A – Proposed 24/25 Budget

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

Report Author – Nick Morgan – Head of Strategic Finance, NYC  
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 Harrogate  
Budget Summary 2024-25

Item	Budget
Civic collection insurance	£500
Wreaths	£100
Auditors	£500
ACTT Membership	£200
Mileage Claims	£100
Officer Support	£10,600
Miscellaneous costs	£800
<b>Total budget</b>	<b>£12,800</b>
Tax Base	27856.78
Band D precept	£0.46
Increase (£)	0.02
Increase (%)	4.55

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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
<b>Total budget</b>	<b>£12,100</b>
Tax Base	27,500.00
Band D precept equivalent	£0.44

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