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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, 26 July, 2024
- 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 15 December 2023** (Pages 3 - 4)
- 3. Minutes of the Meeting held on 30 May 2024** (Pages 5 - 6)
- 4. 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.
- 5. 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 23 July, 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.

6. Charter Mayor's report

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

7. Finance report Q4 2023-24

(Pages 7 - 10)

8. Any Other Items

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

9. Date of Next Meeting

25 October 2024 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

Tel: 01723 383556

Email: stjohn.harris@northyorks.gov.uk

Website: www.northyorks.gov.uk

18 July 2024

North Yorkshire Council

The Charter Trustees For Scarborough

Minutes of the meeting held on Friday, 15th December, 2023 commencing at 10.00 am.

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

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

20 Apologies for Absence

Members were advised that Councillor Broadbent had submitted apologies, Head of Legal (Major Projects), Carol Rehill was deputising for the Clerk to the Charter Trustees and Monitoring Officer, Barry Khan, and that the Responsible Finance Officer, Karen Iveson would be attending the meeting remotely.

21 Minutes of the Meeting held on 20 October 2023

Resolved –

That the Minutes of the meeting held on 20 October 2023, having been printed and circulated, be taken as read and confirmed and signed by the Chair as a correct record.

22 Declarations of Interest

There were no declarations of interests.

23 Public Participation

There were no public questions or statements.

24 Charter Mayor's report

The Charter Mayor presented his report noting that since the last meeting he had attended some dozen engagements the most significant of which was the Remembrance Sunday commemoration at Oliver's Mount. He extended thanks to all those involved in organising this important annual event. He had already attended some Christmas carol services including that of the Rotary Club Scarborough and had been impressed by the generosity of donations to their Christmas toy appeal.

Resolved (unanimously) –

That the Charter Mayor's verbal report be noted.

25 Finance Report

Considered-

A report of the Responsible Finance Officer setting out the in-year budget position of the Charter Trustees to the end of November 2023.

Resolved (unanimously) –

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

26 The Charter Trustees for Scarborough Budget and Precept 24/25

Considered-

A report of the Responsible Finance Officer (RFO) in respect of the proposed Charter Trustees budget and precept for 24/25. Members were advised that the budget was essentially a roll over from 23/24 with figures updated for appropriate inflation. The majority of the trustees' costs were associated with officer support charges from North Yorkshire Council. These had been inflated by 6% in line with expected price increase for these services. Other budgets had been reviewed and summarised to simplify administration going forward, including a £500 increase in the Charter Mayor's allowance. The proposed budget equated to an increase of £0.14 for an average annual Band D charge from £1.71 to £1.85. In commenting on the report, members were critical of the delay in the community governance review for the Scarborough area which had necessitated the continuation of the Charter Trustees, expressing concern that without a town council, Scarborough remained without a voice in consultations undertaken by the new unitary authority. In response to a question about the cost of officer support in the budget, the RFO undertook to provide a breakdown whilst noting the various council departments including legal, democratic and finance involved in supporting the Charter Trustees. She noted too that the budget was still an estimate since the first full year of the Charter Trustees had yet to be completed.

Resolved (unanimously) –

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.

27 Selection of Charter Mayor and Deputy Charter Mayor 2024-25

Resolved (unanimously) –

That:

- (i) Councillor Janet Jefferson be selected as the Charter Mayor for 2024/25 to be appointed at the Annual Meeting on 30 May 2024.
- (ii) Councillor John Ritchie be selected as the Deputy Charter Mayor for 2024/25 to be appointed at the Annual Meeting on 30 May 2024.

28 Any Other Items

There was no urgent business.

29 Date of Next Meeting

Thursday, 30 May 2024 at 11am

The meeting concluded at 10.22 am.

North Yorkshire Council

The Charter Trustees for Scarborough

Minutes of the meeting held on Thursday, 30th May, 2024 commencing at 11.00 am.

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

Officers present: Fiona Casson, St John Harris, Karen Iveson (remote) and Carol Rehill

30 Apologies for Absence

There were no apologies for absence.

31 Election of Charter Mayor

It was moved by Councillor Colling, seconded by Councillor Maw and
Resolved (unanimously)-

That Councillor Janet Jefferson be and is hereby elected the Charter Mayor of Scarborough for 2024/25.

The Charter Mayor made the declaration of acceptance of office.

Councillor Janet Jefferson in the Chair

32 Election of Deputy Charter Mayor

It was moved by Councillor Jefferson, seconded by Councillor Colling and
Resolved (unanimously)-

That Councillor John Ritchie be and is hereby elected the Deputy Charter Mayor of Scarborough for 2024/25.

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

33 Calendar of Meetings

Resolved (unanimously)-

That the date and time of the other proposed scheduled meetings for 2024-25 – 26 July 2024 and 25 October 2024 at 10am – be approved.

34 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 Janet Jefferson, and the Deputy Charter Mayor, Councillor John Ritchie be appointed as the Charter Trustees' representative and substitute respectively to the Association of Charter Trustee Towns.

35 Appointment of external auditors

It was moved and seconded and

Resolved (unanimously) –

That the Charter Trustees for Scarborough agree the use of the Smaller Authorities' Auditor Appointments framework for the appointment of the external auditor.

36 Any Other Items

There was no urgent business.

The meeting concluded at 12.00 pm.

The Charter Trustees for Scarborough

23 July 2024

Finance Report Q4 2023-24

Report of the Responsible Finance Officer

1.0 PURPOSE OF REPORT

- 1.1 To inform the Charter Trustees of the full year budget position to the end of March 2024 for the financial year 2023-24

2.0 SUMMARY

- 2.1 The Charter Trustees are asked to note the expenditure incurred to the end of March 2024.

3.0 BACKGROUND

- 3.1 This is the first year of the Charter Trustees for Scarborough 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 was £21,000.
- 3.3 This report presents expenditure incurred to the end of March 2024.

4.0 EXPENDITURE AGAINST BUDGET

- 4.1 As at the end of March a net total of £20,587 has been expended – in summary:

Summary	Budget £	Spend to March 2024 £	Comments
Events	1,434	1,525	Refreshments for the Armed Forces Day flag raising, Scarborough Annual Cricket Festival Afternoon Tea, Remembrance Sunday Wreaths,
Allowances	650	600	Mayor and Deputy Mayor
Officer Support	17,541	17,541	Officer support line includes: the role of clerk; the role of secretary; finance; IT; and communications
Other /General	1,375	1,071	Insurance, ACTT Membership, printing, External Auditors
Income	0	-150	Income received from Town Hall Tours
Carried fwd	0	413	Balance carried forward
Total	21,000	21,000	

- 4.2 The external audit fee for the year ended 31 March 2024 has not yet been paid but will be accrued in the accounts for the year. There are no other matters to raise on this expenditure.

5.0 Year-end Accounts

5.1 At the time of writing this report, the formal year end accounts required for audit purposes are awaiting receipt of the audit pack from the appointed auditors PKF Littlejohn. The Charter Trustees will be updated if the pack is received prior to the meeting.

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 There are no legal implications.

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 inform the Charter Trustees of the full year budget position to the end of March 2024 – month 12 of 2023-24 and, subject to receipt of the audit pack prior to the meeting, to seek approval of the year-end accounts.

12.0 RECOMMENDATIONS

- i) That the Charter Trustees note the expenditure incurred to the end of March 2024 for the financial year 2023-24;
- ii) Subject to receipt of the audit pack to approve the year-end accounts for 2023-24 for submission to the auditor.

APPENDICES:

Appendix 1 – Annual Budget 2023-24

Appendix 2 – Year-end accounts for submission to auditor (to follow)

BACKGROUND DOCUMENTS:

None.

Karen Iveson (RFO)
Assistant Director Resources
County Hall
Northallerton

23 July 2024
Report Author – Karen Iveson

**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

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