

CONSTITUTION COMMITTEE AGENDA



15 July 2019

At 2 p.m.

Committee Room “B”,
Civic Centre, Hartlepool

MEMBERS: CONSTITUTION COMMITTEE:

Councillors Fleming, Harrison, Howson, James, Loynes, Marshall, Moore, Tennant
and 1 Vacancy (Lab)

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **MINUTES**
 - 3.1 To confirm the minutes of the meeting held on 4 March 2019
4. **ITEMS REQUIRING DECISION**
 - 4.1 Civic and Democratic Arrangements Review (*Chief Solicitor*)
 - 4.2 Council Referral – Delegation Scheme (*Chief Solicitor*)
 - 4.3 Annual Constitution Review – Verbal Update – Chief Solicitor
5. **ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**





CONSTITUTION COMMITTEE

MINUTES AND DECISION RECORD

4 March 2019

The meeting commenced at 4.00 p.m. in the Civic Centre, Hartlepool

Present:

Councillor C Akers-Belcher (In the Chair)

Councillors Cook, James, Loynes, Marshall and Moore

In accordance with Council Procedure Rule 5.2, the following Elected Members were in attendance:-

Councillor Brown as substitute for Councillor C Richardson.
Councillor Tennant as substitute for Councillor Fleming

Officers: Gill Alexander, Chief Executive
Andrew Carter, Assistant Director Economic Growth and Regeneration
Hayley Martin, Chief Solicitor
Amanda Whitaker, Legal and Democratic Services Team Manager

10. Apologies for Absence

Councillors Barclay, Fleming and C Richardson.

11. Declarations of interest by Members

None

12. Minutes

The minutes of the meeting held on 18 September 2018 were confirmed.

13. Further Review of the Council's Constitution (Monitoring Officer)

The Monitoring Officer's report sought the views of the Committee regarding proposed changes to the Constitution prior to consideration of the changes by Council on 21 March 2019. Members were advised that following the meeting of this Committee on 18 September, a review of Part 3 had commenced. It had become apparent that it was not possible to review Part 3 in isolation and therefore a wholesale review of the

Constitution had taken place. It was highlighted that the benefit in reporting to the March Council meeting rather than the September Council meeting as had been agreed by Council, would be that once agreed, the changes would come into effect for the new Municipal Year.

The Committee received a presentation which provided an overview of the proposed changes to the following Parts of the Constitution:-

Part 2 – Articles of the Constitution – The Articles had been comprehensively reviewed to reflect the current Committee system of governance. The majority of the changes related to wording to make the Articles clearer and easier to understand and to comply with the law.

The Committee agreed that the proposed changes to the Articles be recommended for approval by Full Council.

Part 3 – Responsibility for Functions – Further to the Committee meeting held on 13th September 2018, Part B had been further reviewed to where Full Council had delegated a power to a Committee or an Officer that it is clear where these delegations fall and in to which service area they apply. The salient changes proposed, to Part B, were detailed in the presentation. Section C has been reviewed and updated also. The document was now much more detailed and expressly stated the various powers delegated to officers and how they could be exercised. The salient changes were detailed in the presentation.

The Committee agreed that the proposed changes to Part 3 be recommended for approval by Full Council.

Part 4 – Rules of Procedure – Changes had been made to the following Procedure Rules to give context, clarity as to their application and to comply with Regulations and Guidance:-

- Access to Information Procedure - Concerns were expressed at the meeting regarding the availability to Members of Officer Decision Records. The Monitoring Officer agreed to introduce a notification process when an Officer Decision Record was published.
- Budget and Policy Framework Procedure
- Officer Employment Procedure Rules
- Financial Procedure Rules
- Statutory Scrutiny Procedure Rules

The proposed amendments to each of the above Procedure Rules were recommended, by the Committee, for adoption by Full Council.

- Contract Procedure Rules - Following the changes recommended to Council by the Committee at its meeting on 13 September, no further changes were recommended to the Contract Procedure Rules.

- Council Procedure Rules – The Procedure Rules had been amended and updated to ensure that they were compliant with the relevant legislation and reflected current practice.

Whilst reviewing the legal implications, it had been noted that the agenda for the Annual Meeting of Council required amending. This was completed in accordance with the power in Article 15 which allowed for the Monitoring officer to make any changes necessary to comply with legislation and statutory guidance. The agenda for the Annual Meeting of Council set out within the Council Procedure rules referred at points 11 and 12 that appointments to Committees and Outside Bodies will be 'noted.' However the legislation stated that Council will 'make' such appointments at the Annual Meeting. Therefore the word 'note' had been changed to 'make.' The implication of the change was that it was proposed that the Tuesday meeting scheduled for the 21 May 2019 be re-designated as the Annual Council Meeting. This meeting would appoint the Ceremonial Mayor (and Deputy Mayor) Leader (and Deputy Leader), Committees and outside bodies. Following these appointments the meeting would be adjourned to Thursday the 23 May 2019 to allow arrangements to be put in place for the ceremonial part of the meeting with dignitaries to proceed. Support was expressed for the proposal and the Monitoring Officer responded to a request for clarification regarding arrangements for the ceremonial part of the meeting.

The Monitoring Officer highlighted that from time to time, requests were received to consider changes to the Council Procedure Rules specifically in relation to the issue of supplementary questions and the timing of Council meetings. Members were reminded that on the 14 December 2017, Council had considered a report from this Committee on the reinstatement of supplementary questions. At that time, it was recommended that given the availability through questions to Policy Chairs, through the Community Forums, Ward Surgeries and other existing mechanisms that there was no justification for the re-introduction of supplementary questions. Also at the meeting of Council on the 14 December 2017, Members had considered the timing of meetings. This Committee had agreed that a 6 week consultation period would be appropriate to canvass the views of the public but also the opinions of Elected Members and staff should also be taken to account. The results of that survey were appended to the report. Council had decided that as it was open for individual Policy Chairs to look at alternative timings of their Committee meetings at their discretion, no change was to be made to the meetings as scheduled. Members were reminded that a report was to be submitted to the Committee at a later date regarding civic arrangement and if Members so wish, the implications of introducing evening meetings could be considered as part of that review. Members of the Committee debated issues arising from the presentation and received clarification that only one request had been received recently regarding the timing of meetings. The Committee agreed that current arrangements should be continued and that the previous decisions of Full Council regarding supplementary questions and timing of meetings should, therefore, be reaffirmed.

The Committee recommended the changes proposed by the Monitoring Officer to Full Council and noted that any changes to Council Procedure Rules, in the absence of compliance with any statutory provision, would on being proposed and seconded, stand adjourned without discussion to the next ordinary meeting of Council Procedure Rule 24.2 refers.

- Part 5 – Codes and Protocols

Members were reminded that, at the meeting of the Committee held on 13th September 2018, the Committee had considered proposed changes to Codes and Protocols included in Part 5 of the Constitution. Following concerns expressed by the Chair of the Planning Committee, a change was recommended to the Planning Code of Practice where 2 (or less) objections to a planning application are received, these applications will be approved by the Planning Manager in consultation with the Chair of Planning Committee or in his/her absence the Vice Chair of Planning Committee.

Members were reminded that the Guidance Note on Political Balance referred to allocations of seats on Committees and outside bodies. Traditionally the Council had 'grouped together those Elected Members who are not aligned to a political group.' This was a matter which had been queried by Members on a number of occasions and therefore as part of this review, the Monitoring Officer suggested that Members may wish to consider whether to continue this practice.

The Monitoring Officer proposed also that a copy of previously agreed guidance, relating to petitions, should be added to Part 5.

The Committee agreed that Full Council be recommended to approve the proposed changes to the Planning Code of Practice and the inclusion of the Petition Guidance be supported. Also, that Independent Members, not aligned to a political group, be considered as individuals for the purposes of allocation of seats to Committees and should not be grouped together for these purposes.

- Part 6 – Members' Allowance Scheme

One change was proposed to Part 6 to provide clarity in relation to the limited circumstances when costs can be reimbursed.

The Committee approved the suggested wording of paragraph 3.7.1 for the adoption by Council.

- Part 7 – Appointments to Outside Organisations and other Bodies

There were no changes proposed to this Part with the exception of format changes to ensure it is consistent with the other sections of the Constitution. The organisations and other bodies, included in Part 7,

would be reviewed as usual prior to the commencement of the new Municipal year.

- Part 8 – Management Structure

It was proposed that an updated structure is inserted to this Part.

The Monitoring Officer sought the views of the Committee in relation to consideration of proposed changes by Full Council. It was agreed that due to the volume of documents that had been reviewed, those documents should not be circulated for the Full Council meeting. Instead, the report to Full Council should be accompanied by a presentation to provide an overview of the proposed Constitution changes.

Prior to closing the meeting, the Chair recognised the volume of work which had been undertaken in the comprehensive review of the Constitution and expressed appreciation to those Officers who had undertaken the review.

Decision

- (i) That Full Council approves the recommendations of the Committee in terms of the following:-
 - The proposed changes to the Constitution.
 - The ordinary meeting of Full Council on 21 May 2019 be re-designated the Annual Council meeting and note that the Annual meeting currently scheduled for 23 May will be the ceremonial event.
- (ii) That in accordance with Council Procedure Rule 24.2, changes to Council Procedure Rules on being proposed and seconded, stand adjourned without discussion to the next Ordinary meeting of Council
- (iii) That authority is delegated to the Monitoring Officer in consultation with the Leader and Chief Executive for further technical changes to be carried out to the Constitution.

The meeting concluded at 5.00 p.m.

CHAIR

CONSTITUTION COMMITTEE

15 JULY 2019



Report of: Chief Solicitor

Subject: CIVIC AND DEMOCRATIC ARRANGEMENTS
REVIEW

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non-key decision.

2. PURPOSE OF REPORT

- 2.1 To enable Members to review the costs of Civic engagement and related activity.

3. BACKGROUND

- 3.1 At the meeting of Full Council on the 20th December 2018, Members approved the proposal that civic engagement and associated activities be reviewed.
- 3.2 This report provides information on current arrangements, including the heritage and history of the role of the First Citizen of the Borough, a position which for many is held in high esteem.

4. CEREMONIAL MAYOR

- 4.1 The Authority operates a committee system of governance with a Leader appointed to act as the Council's principal public spokesperson and Chair of Finance and Policy Committee. The Authority also appoints a Ceremonial Mayor who also acts as Chair of the Council, the role and function of which is set out in Article 5 of the Constitution. Whilst the position of Chair is a statutory role, there is no separate requirement to have a Ceremonial Mayor.

4.2 As well as chairing all meetings of Full Council, the Constitution sets out the following list of other events attended by the Ceremonial Mayor:

- Annual Civic Service
- Annual Memorial Service - Bombardment
- Annual Remembrance Day Service and Associated Events
- Armed Forces Day
- Charity Event(s) to be held at the discretion of the Ceremonial Mayor
- Workers' Memorial Day

4.3 The Ceremonial Mayor also attends as a representative of the Authority at:

- Royal visits
- Official openings
- Other Councils' civic events
- Presentation of community awards
- School, church and other official visits
- Greeting civic and other dignitaries
- Any other events, as determined by the Council

4.4 Attached at Appendix 1 is a complete list of the events attended by the Ceremonial Mayor in the years 2017/18 and 2018/19.

4.5 The budget for attending the aforementioned events for the current financial year is £5,651.

5. CIVIC EVENTS

5.1 The budget for food and beverages at civic events (including Annual Council) is £4,074.

5.2 At a meeting of Full Council in March, it was agreed that spend at civic events would be reviewed, particularly in relation to alcohol. Although the budget for food and beverages is not a matter for the Constitution, the following sets out the amount spent on alcohol at civic events:

-2017/18	£526.60
-2018/19	£481.79

Alcohol is currently purchased for the civic events listed at paragraph 4.2 and offered to official guests, visiting dignitaries as well as Elected Members. Members may wish to consider limiting the offer of alcohol to particular events for example Annual Council, Christmas Carol Service or other one-off special events.

5.3 Actual expenditure on food and beverages in the last two years has been on budget with the average spend of approximately £3600 Members may wish to consider reducing the budget by 5% to reduce expenditure.

6. CIVIC TRANSPORT AND COSTS

- 6.1 The Authority regardless of the form of governance has always had a Civic vehicle available for the transportation of the first citizen of the Borough and other visiting dignitaries.
- 6.2 The Civic vehicle is a 2007 Skoda Octavia (i.e. 12 years old). The cost of running the vehicle varies depending on usage and what works are required. This amounts to approximately £2,500 per annum which includes fuel, insurance and running costs e.g. tax, service, MOT.
- 6.3 Current arrangements include the employment of a Civic driver who also undertakes the role of Mace bearer at meetings of Full Council. The Civic driver is also responsible for security of the civic chains during official engagements attended by the Ceremonial Mayor. Further details regarding this post are set out in confidential Appendix 2.

This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely para 1 & 2.

7. CHANGE IN ELECTION CYCLE

- 7.1 On the current election cycle the Council budget over a 4 year period and save the money in the fallow year to help pay for the election in the other three years. Under the current system the annual cost is £100k, £300k over the election cycle.
- 7.2 The annual budget for elections is £75k per year. If elections moved to 'all out' every 4th year it is estimated that this would cost around £140k. Spread over the 4 years this amounts to an annual cost of £35k which equates to a saving of £40k per year against the existing budget. If any election is combined with a Tees Valley/National election further savings are realised.

8. MEMBER CONFERENCES AND DEVELOPMENT

- 8.1 There is a list of approved conferences in Part 7 of the Constitution. Attendance at approved and any additional conferences must be approved by the Leader and the Chief Executive prior to booking/attendance.
- 8.2 All Members can access support from this funding to improve to discharge their duties subject to approval of the Leader and Chief Executive. The budget for Member Conferences and Development is £13,908.

Actual Expenditure in the last two years has been broadly in line with the budget. Attendance at conferences and costs associated are disclosed in the published statements of accounts at an individual member level.

9. ISSUES FOR CONSIDERATION

9.1 a) Attendance at Conferences

Members may wish to review the list of approved and attendance at other Conferences.

b) Member Development

Members may wish to review the Member Development programme and consider merging the budget for Member Development and Conferences and reduce the budget by 10% to offer a saving.

This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely para 1 & 2.

c) Civic arrangements review.

Further details are set out in confidential Appendix 2.

10. RISK IMPLICATIONS

10.1 None

11. FINANCIAL CONSIDERATIONS

11.1 These are included within the reports.

12. LEGAL CONSIDERATIONS

12.1 The Local Government Act 1972 prescribes that a “principal council” must appoint at its Annual Meeting a Chair and Vice Chair. In Hartlepool the Ceremonial Mayor (and Deputy) undertake these roles.

13. CONSULTATION

13.1 Consultation with key officers has taken place.

14. CHILD AND FAMILY POVERTY (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)

14.1 There are no child and family poverty implications.

15. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)

15.1 There are no equality and diversity considerations.

16. STAFF CONSIDERATIONS

This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely para 1 & 2.

16.1 Please refer to confidential Appendix 2.

17. ASSET MANAGEMENT CONSIDERATIONS

17.1 There are no asset management considerations

18. RECOMMENDATIONS

18.1 It is recommended that Members consider the issues detailed in this report and determine any changes they wish to recommend are referred to Full Council to consider.

19. REASONS FOR RECOMMENDATIONS

19.1 To address the referral from Council on 20th December to review Civic Expenses.

20. BACKGROUND PAPERS

20.1 HBC Constitution – Part 2, the Articles

21. CONTACT OFFICERS

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Chief Solicitor
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MAYOR'S EVENTS 1.4.17 - 31.3.18**APPENDIX 1**

DATE	EVENT	AUTHORITY/INVITEE	VENUE TOWN	APPROX TAXI PRICE RETURN £
1.4.17	The Mayor's Choral Spectacular	Hartlepool Borough Council	Borough Hall	12.00
2.4.17	Civic Church Service	Darlington Borough Council	Sadberge, Darlington	40.00
4.4.17	Darlington Opera	Darlington Borough Council	Yarm	30.00
5.4.17	Annual Council & Mayoral Installation	Stockton Borough Council	Billingham	20.00
5.4.17	Tees Valley School Games (2nd Driver)	Tees Valley School Games	Darlington	40.00
6.4.17	Opening of the new B & M Store	B & M	Hartlepool	12.00
6.4.17	473 Hartlepool Squadron Opening night	473 Hartlepool Squadron	Hartlepool	12.00
6.4.17	High Sheriff Awards 2017 (2nd Driver)	High Sheriff	Barnard Castle	100.00
7.4.17	Coffee morning	De Bruce Residents	Hartlepool	12.00
7.4.17	Charity Concert	Hetton Town Council	Hetton le Hole	90.00
10.4.17	Afternoon Tea	South Tyneside Council	South Shields	90.00
12.4.17	Citizenship Ceremony	Hartlepool Borough Council	Hartlepool	12.00
14.4.17	Civic Dinner	Hetton Town Council	Houghton le Spring	90.00
13.4.17	Charity Dinner Dance	Mayor of Ripon	Ripon	110.00
17.4.17	Bowls Competition	Hartlepool Bowls	Hartlepool	12.00
20.4.17	473 Hartlepool Squadron	Hartlepool Borough Council	Hartlepool	12.00
21.4.17	Civic Ball	Seaham Town Council	Seaham	40.00
21.4.17	Charity Evening	Barnard Castle Town Council	Barnard Castle	100.00
22.4.17	Football Match	Hetton Town Council	Hetton le Hole	90.00
22.4.17	Civic Ball	South Tyneside Council	South Shields	90.00
23.4.17	Scouts Event	Hartlepool Scouts	Hartlepool	12.00
26.4.17	De Bruce Residents Group	Hartlepool Borough Council	Hartlepool	12.00
27.4.17	Charity ball	Recar & Cleveland Council	Guisborough	50.00
28.4.17	Workers Memorial Day	Union	Hartlepool	12.00
28.4.17	Charity ball	Darlington Borough Council	Darlington	40.00
29.4.17	Civic Ball	Gateshead Council	Gateshead	80.00
5.5.17	Cocktail party	The Rifles	Durham	40.00
6.5.17	Gala Concert	Tees Valley Music Service	Stockton on Tees	30.00
10.5.17	Charity dinner	South Tyneside Council	South Shields	90.00
11.5.17	Business Awards Dinner	Hartlepool	Hartlepool	12.00

12.5.17	Fish and Chip Supper	Hartlepool Borough Council	Hartlepool	12.00
13.5.17	Charity Ball	Great North Air Ambulance	Gateshead	80.00
15.5.17	Royal Garden Party	Hartlepool Borough Council	Hartlepool	14.00
17.5.17	Royal Garden Party	Hartlepool Borough Council	Hartlepool	14.00
17.5.17	German Reception	Consul Republic of Germany	Newcastle upon Tyn	90.00
18.5.17	CIL Opening	Hartlepool Borough Council	Hartlepool	12.00
18.5.17	Visit to Rift House School	Rift House School	Hartlepool	12.00
18.5.17	Special Council	Hartlepool Borough Council	Hartlepool	12.00
20.5.17	Bloodwise Event	Bloodwise	Leeds	130.00
20.5.17	At Home	Sunderland City Council 2nd Driver	Sunderland	40.00
21.5.17	Interfaith Conference	Nasir Mosque	Hartlepool	12.00
22.5.17	Farewell Coffee Morning	Hartlepool Borough Council	Hartlepool	12.00
23.5.17	ARS Visit	Advanced Retail Solutions	Hartlepool	12.00
23.5.17	Cheque Presentation	Hartlepool Borough Council	Hartlepool	12.00
23.5.17	Council	Hartlepool Borough Council	Hartlepool	12.00
24.5.17	Annual Council Rehearsal	Hartlepool Borough Council	Hartlepool	12.00
25.5.17	Annual Council	Hartlepool Borough Council	Hartlepool	12.00
26.5.17	Mayoral Investiture	Redcar & Cleveland	Redcar	40.00
28.5.17	Richmond Meet	Richmond Meet	Richmond N Yorks	110.00
1.6.17	Visit by Bishop Paul	Bishop Paul	Hartlepool	12.00
4.6.17	Sunday Service & Parade	Stockton Borough Council	Stockton	25.00
11.6.17	Civic Service	South Tyneside Council	South Shields	90.00
9.6.17	Open Day	Heritage Open Day	Hartlepool	12.00
12.6.17	Meeting Fundraisers	Belle Vue	Hartlepool	12.00
14.6.17	Citizenship Ceremony	Hartlepool Borough Council	Hartlepool	12.00
16.6.17	Open Day	Sheraton Court	Hartlepool	12.00
17.6.17	Mayoress at Home	Spennymoor Town Council	Spennymoor	30.00
19.6.17	Meet & Greet Coffee Morning	Hartlepool Borough Council	Hartlepool	12.00
20.6.17	Charity Afternoon	Sunderland City Council	Sunderland	40.00
21.6.17	Tees Valley Games	Tees Valley Games	Hartlepool	12.00
21.6.17	Mayoress at Home	South Tyneside Council	South Shields	90.00
22.6.17	Tees Valley Games	Tees Valley Games	Hartlepool	12.00
22.6.17	Council	Hartlepool Borough Council	Hartlepool	12.00

22.6.17	Army Reserves Day	Army Reserves	Hartlepool	12.00
23.6.17	Schools Fairtrade Fair	Fairtrade	Hartlepool	12.00
23.6.17	Catcote Shop Opening	Catcote School	Hartlepool	12.00
25.6.17	Civic Evensong	Durham County Council	Durham	40.00
26.6.17	Rift House Primary	Rift House Primary	Hartlepool	12.00
27.6.17	Rossmere Park Centre	Rossmere Park Centre	Hartlepool	12.00
27.6.17	Advanced House Tour	Advanced House	Hartlepool	12.00
28.6.17	Welcome Dinner	Hartlepool Borough Council	Hartlepool	12.00
29.6.17	Care Home Visit	Wordsley House	Hartlepool	12.00
30.6.17	Civic Funeral	Hartlepool Borough Council	Hartlepool	12.00
1.7.17	Armed Forces Day	Armes Forces Liaison Group	Hartlepool	12.00
1.7.17	Army Reservist function	Army Reservists	Hartlepool	12.00
2.7.17	Litter Pick Seaton	Seaton Litter pickers	Hartlepool	12.00
3.7.17	School Visit	Eldon Academy	Hartlepool	12.00
4.7.17	Graduation Ceremony 2017	Cleveland College	Hartlepool	12.00
6.7.17	Hartlepool Hawks - parlour	Hartlepool Borough Council	Hartlepool	12.00
7.7.17	Concert	Hartlepool Ladies Choir	Hartlepool	12.00
8.7.17	Tombola Stall	Hartlepool Borough Council	Hartlepool	12.00
9.7.17	Matins for the Courts	Durham	Durham	40.00
9.7.17	Civic Service (2nd Driver)	Sunderland City Council	Sunderland	40.00
10.7.17	Cafe Opening	Rift House Community Building	Hartlepool	12.00
10.7.17	At Home (2nd Driver)	Shildon Town Council	Shildon	25.00
11.7.17	Corporate Parent BBQ	Hartlepool Borough Council	Hartlepool	12.00
12.7.17	Alice House Hospice (Driver Booked)	Hartlepool Hospice	Hartlepool	12.00
13.7.17	Film Premiere	Catcote Academy & Futures	Hartlepool	12.00
14.7.17	At home	Seaham Town Council	Seaham	40.00
14.7.17	Champagne & Canapes	Lord Lieutenant	Durham	40.00
15.7.17	Village Fair	Hart	Hartlepool	14.00
16.7.17	Carnival	Seaham Town Council	Seaham	20.00
16.7.17	Civic Service (follow on)	Peterlee Town Council	Peterlee	28.00
17.7.17	Rift House School - Parlour	Hartlepool Borough Council	Hartlepool	12.00
17.7.17	Consert	Tees Valley Youth Orchestra	Gateshead	80.00
20.7.17	Academic Awards Ceremonies	Teesside University	Middlesbrough	30.00

21.7.17	Celebration Mass	St Joseph's Church	Hartlepool	12.00
21.7.17	1940s Night	Seaham Town Council	Seaham	25.00
22.7.17	Summer Fete	Queen's Meadow Care Home	Hartlepool	12.00
24.7.17	90th Birthday	St Joseph's School	Hartlepool	12.00
28.7.17	Visit to Care Home	Dinsdale Lodge	Hartlepool	12.00
30.7.17	Mayor's Civic Service	Hartlepool Borough Council	Hartlepool	12.00
31.7.17	Civic Funeral	Hartlepool Borough Council	Hartlepool	12.00
1.8.17	Hartlepool Carnival/Showmen's Guild - Parlo	Hartlepool Borough Council	Hartlepool	12.00
3.8.17	Opening of Town Fair	Hartlepool Carnival	Hartlepool	14.00
3.8.17	Stockton Riverside Festival launch	Stockton Borough Council	Stockton	25.00
5.8.17	Table Top Sale Headland Carnival	Hartlepool Carnival	Hartlepool	12.00
7.8.17	Seaton Litter Pickers - Parlour	Hartlepool Borough Council	Hartlepool	12.00
8.8.17	Visit to Care Home	Charlotte Grange	Hartlepool	12.00
10.7.17	Visit to Care Home	Brierton Lodge	Hartlepool	12.00
10.8.17	Holiday Club Luncheon	Rift House Community Building	Hartlepool	12.00
11.8.17	Diversity Celebration	De Bruce Diversity	Hartlepool	12.00
12.8.17	Tesco Tombola	Tesco	Hartlepool	12.00
12.8.17	Hartlepool Carnival Entrants Judging (2nd Dri	Hartlepool Carnival	Hartlepool	14.00
16.8.17	MINIBUS TOUR (All Day)	German Consultate	Hartlepool	120.00
17.8.17	Coffee morning	Hartfields	Hartlepool	12.00
18.8.17	Summer Ball	Hartfields	Hartlepool	12.00
19.8.17	Fire Fund Raising Event	Rift House School	Hartlepool	12.00
20.8.17	1st Hartlepool Boys Brigade Visit	1st Hartlepool Boys Brigade	Castle Howard N Yor	120.00
21.8.17	Event in Parlour	Hartlepool Borough Council	Hartlepool	12.00
21.8.17	Event in Parlour	Hartlepool Borough Council	Hartlepool	12.00
21.8.17	Event in Parlour	Hartlepool Borough Council	Hartlepool	12.00
22.8.17	Cheque Presentation	One Stop Shop	Hartlepool	12.00
31.8.17	Summer Reading Challenge	Hartlepool Borough Council	Hartlepool	12.00
1.9.17	Fly the Red Ensign	Hartlepool Borough Council	Hartlepool	12.00
1.9.17	Fish and Chip Supper	Bishop Auckland Town Council	Hartlepool	12.00
2.9.17	Hartlepool Waterfront Festival	Hartlepool Borough Council	Hartlepool	12.00
3.9.17	Raft Race	Hartlepool Carnival	Hartlepool	14.00
3.9.17	Songs of Praise	Seaham Town Council	Seaham	25.00

4.9.17	Mayoress at Home	Hartlepool Borough Council	Hartlepool	12.00
7.9.17	Waverley Allotment Visit	Waverley Allotment Project	Hartlepool	12.00
8.9.17	Living Streets Event	Hartlepool Borough Council	Hartlepool	12.00
10.9.17	Civic Sunday	Richmond Town Council	Richmond N Yorks	110.00
11.9.17	School Visit	Springwell School	Hartlepool	12.00
12.9.17	School Visit	St Joseph's RC	Hartlepool	12.00
12.9.17	Mayoress at Home	Gateshead Council	Gateshead	80.00
14.9.17	Cruise on the Tyne	South Tyneside Council	South Shields	90.00
15.9.17	Celebration Investors in Career Awards	Hartlepool Borough Council	Hartlepool	12.00
16.9.17	Charity Event Locomotion	Shildon Town Council	Shildon	25.00
16.9.17	Concert	Preston Simpson	Hartlepool	12.00
17.9.17	Civic Service	Spennymoor Town Council	Spennymoor	30.00
19.9.17	Fairtrade Schools & Visit - Parlour	Hartlepool Borough Council	Hartlepool	12.00
19.9.17	National Citizen Service Graduation	National Citizen Service	Sedgefield	20.00
20.9.17	Clavering Sports Stars - Parlour	Hartlepool Borough Council	Hartlepool	12.00
21.9.17	School Visit	Kingsley Primary	Hartlepool	12.00
21.9.17	Garden Opening	Alice House Hospice	Hartlepool	12.00
23.9.17	Mayor's Charity BBQ	Hartlepool Borough Council	Hartlepool	12.00
25.9.17	Lord Lieutenant Visit MINIBUS TOUR ALL DAY	Hartlepool Borough Council	Hartlepool	120.00
26.9.17	School Visit	West View Primary	Hartlepool	12.00
28.9.17	Council	Hartlepool Borough Council	Hartlepool	12.00
29.9.17	Visit by Mayor Community Hub Central	Hartlepool Borough Council	Hartlepool	12.00
29.9.17	Event in Parlour - Visit	Hartlepool Borough Council	Hartlepool	12.00
29.9.17	Quiz and Cocktail Night	Sunderland City Council	Sunderland	40.00
30.9.17	Charity Walk	North Tyneside Council	North Shields	90.00
1.10.17	Big Lime Triathalon - Start of Race	Hartlepool Borough Council	Hartlepool	12.00
2.10.17	School Visit Year 11	English Martyrs	Hartlepool	12.00
2.10.17	Crucial Crew - Power Station	Crucial Crew	Hartlepool	14.00
2.10.17	Opening Victoria Pharmacy	Victoria Pharmacy	Hartlepool	12.00
3.10.17	School Visit Year 10	English Martyrs	Hartlepool	12.00
3.10.17	Stem Lecture	High Tunstall	Hartlepool	14.00
4.10.17	School Visit Year 9	English Martyrs	Hartlepool	12.00
5.10.17	YEI Celebration Awards	YEI	Hartlepool	12.00

6.10.17	Lieutenancy Dinner	Lord Lieutenant	Durham	40.00
7.10.17	Nigerian Independence Day	Nigerian Organisers	Middlesbrough	30.00
8.10.17	Civic Service and Harvest Festival	Sedgefield Town Council	Sedgefield	20.00
8.10.17	Mayoress at Home	Stockton Borough Council	Stockton	25.00
9.9.17	Visit to West View Hub	Hartlepool Borough Council	Hartlepool	12.00
10.10.17	World Mental Health Day	Hartlepool Mental Health Forum	Hartlepool	14.00
11.10.17	Citizenship Ceremony	Hartlepool Borough Council	Hartlepool	12.00
11.10.17	Quiz Night	Great Aycliffe Town Council	Newton Aycliffe	25.00
12.10.17	Handover Ceremony	Liberty Steel	Hartlepool	12.00
12.10.17	Opening of Garden	Joseph Rowntree	Hartlepool	12.00
12.10.17	Trincomalee Anniversary	HMS Trincomalee	Hartlepool	12.00
13.10.17	School Visit	Stranton Primary	Hartlepool	12.00
13.10.,17	Event at Raby Castle	Barnard Castle Town Council	Staindrop	80.00
13.10.17	Black History Awards - 2nd Driver	University of Teesside	Middlesbrough	30.00
14.10.17	Concert	David Smith	Hartlepool	12.00
19.10.17	National Citizen Service North East Star award	National Citizen Service	Newcastle	90.00
20.10.17	HMS Calliope	HMS Calliope	Gateshead	80.00
21.10.17	Scout event	Tees Valley Scouts	Hartlepool	12.00
21.10.17	Trafalgar Night Dinner	Museum of Royal Navy	Hartlepool	12.00
22.10.17	Captain Cook Service	Captain Cook Admin	Whitby	110.00
23.10.17	Event in Parlour	Hartlepool Borough Council	Hartlepool	12.00
24.10.17	Event in Parlour	Hartlepool Borough Council	Hartlepool	12.00
24.10.17	Event by Mayor Council Chamber	Hartlepool Borough Council	Hartlepool	12.00
25.10.17	Children in Care Event	Hartlepool College	Hartlepool	12.00
26.10.17	Council	Hartlepool Borough Council	Hartlepool	12.00
27.10.17	Remembrance Day Family Learning	Hartlepool Borough Council	Hartlepool	12.00
27.10.17	Mayor's Civic Dinner	Hartlepool Borough Council	Hartlepool	12.00
28.10.17	Diversity Celebration	St Joseph's Church	Hartlepool	12.00
28.10.17	Concert	Northumberland County Council	Wooler	120.00
29.10.17	Trafalgar Day Parade	Trafalgar Organiser	Middlesbrough	30.00
30.10.17	Mayoral Visit	Seaton Carew	Hartlepool	12.00
30.10.17	14th Hartlepool Brownies - Civic Centre	14th Hartlepool Brownies	Hartlepool	12.00
31.10.17	Letters Patent Ceremony	Middlesbrough Council	Middlesbrough	30.00

1.11.17	Reception	The Rifles	Bishop Auckland	50.00
2.11.17	Mecca Bingo Visit	Mecca Bingo	Hartlepool	12.00
4.11.17	North East Field of Remembrance	Gateshead Council	Gateshead	80.00
5.11.17	Fireworks	Hartlepool Borough Council	Hartlepool	12.00
8.11.17	Showmens Guild Lunch	Showmens Guild	Durham	80.00
10.11.17	Hartlepool College Service	Hartlepool College	Hartlepool	12.00
10.11.17	Celebrating Achievement	Hartlepool Borough Council	Hartlepool	14.00
11.11.17	Stranton Cemetary Remembrance	Other Organiser	Hartlepool	12.00
12.11.17	Remembrance Sunday - Victory square	Hartlepool Borough Council	Hartlepool	12.00
12.11.17	Remembrance Sunday - Headland 2nd Driver	Hartlepool Borough Council	Hartlepool	12.00
13.11.17	Schools Interfaith Week	Hartlepool Borough Council	Hartlepool	12.00
13.11.17	Visitor in Parlour	Hartlepool Borough Council	Hartlepool	12.00
14.11.17	School Visits	St Peter's & Hart Schools	Hartlepool	14.00
15.11.17	Global Entrepreneurship week	Global Entrepreneurship	Hartlepool	12.00
15.11.17	Indian Meal Event	North Tyneside Council	Whitley Bay	120.00
16.11.17	Families First Reception	Families First	Hartlepool	12.00
17.11.17	Winter Ball	Sunderland City Council	Sunderland	40.00
18.11.17	Tesco Tombola	Tesco	Hartlepool	12.00
18.11.17	Fundraiser for Heugh Battery	Various	Hartlepool	12.00
18.11.17	Richmondshire Production	Richmond Town Council	Richmond N Yorks	110.00
19.11.17	Santa Arrival	Middleton Grange	Hartlepool	12.00
21.11.17	Visit by Commodore	Hartlepool Borough Council	Hartlepool	12.00
22.11.17	Lablive Science Show	Lablive	Hartlepool	14.00
22.11.17	Celebration of Achievement	St Hild's	Hartlepool	12.00
23.11.17	Toys Appeal	Radio Hartlepool	Hartlepool	12.00
23.11.17	Awards Evening	High Tunstall	Hartlepool	14.00
24.11.17	Civic Dinner	Durham County Council	Durham	40.00
25.11.17	Wintertide Festival	Wintertide Festival	Hartlepool	14.00
25.11.17	Concert	Richmond Town Council	Richmond N Yorks	110.00
26.11.17	Seminar	Muslim Association	Hartlepool	12.00
27.11.17	Carol Service	Seaham Town Council	Seaham	25.00
28.11.17	Visit to Parlour	Esol Students	Hartlepool	12.00
28.11.17	Hartlepool Art Club Exhibition	Hartlepoo Art Club	Hartlepool	12.00

29.11.17	Gifts Appeal Photo	Mark Llolyds	Hartlepool	12.00
29.11.17	At Home	Northumberland County Council	Morpeth	120.00
30.11.17	Celebrating Success Children	Hartlepool Borough Council	Hartlepool	14.00
1.12.17	Lights Switch on	Hartlepool Borough Council	Hartlepool	12.00
1.12.17	Civic Dinner - 2nd Driver	Spennymoor Town Council	Spennymoor	30.00
2.12.17	End of Challenge	Paul Suggitt	Hartlepool	12.00
2.12.17	Award Night	Firebird Gymnastics	Hartlepool	12.00
3.12.17	Civic Service	Shildon Town Council	Shildon	25.00
4.12.17	Carol Concert	South Tyneside Council	South Shields	90.00
4.12.17	Concert - 2nd Driver	Redcar & Cleveland	Guisborough	50.00
5.12.17	Atrium Visit	Atrium Charity	Hartlepool	12.00
5.12.17	Cubs Awards - Council Chamber	18th Hartlepool Cubs	Hartlepool	12.00
6.12.17	Visit Community Hub South	Hartlepool Borough Council	Hartlepool	12.00
7.12.17	Gifts Appeal	Radio Hartlepool	Hartlepool	12.00
7.12.17	Carol Concert	Durham County Council	Durham	80.00
7.12.17	Carol Service	Sedgefield Town Council	Sedgefield	20.00
8.12.17	Carol Service	Stockton Borough Council	Stockton	25.00
8.12.17	Christmas Dinner	Newcastle City Council	Newcastle	90.00
9.12.17	Christmas Market	North Tyneside Council	North Shields	90.00
10.12.17	Civic Carol Service	Spennymoor Town Council	Spennymoor	30.00
10.12.17	Carol Service follow on	Shildon Town Council	Shildon	40.00
11.12.17	Gifts Appeal message	Radio Hartlepool	Hartlepool	12.00
11.12.17	Winning Poster	Stranton Cemetary	Hartlepool	12.00
11.12.17	Carol Service	Ferryhill Town Council	Ferryhill	25.00
12.12.17	Mayor's Coffee morning	Hartlepool Borough Council	Hartlepool	12.00
12.12.17	Carol Service	Gateshead Council	Gateshead	80.00
14.12.17	Gifts Appeal and Shopping	Radio Hartlepool	Hartlepool	12.00
14.12.17	Council	Hartlepool Borough Council	Hartlepool	12.00
15.12.17	Concert	Hartlepoo Male Voice Choir	Hartlepool	14.00
16.12.17	Bombardment Service	Headland	Hartlepool	14.00
16.12.17	Charity Evening	Shildon Town Council	Shildon	40.00
17.12.17	Carol Service	Sunderland City Council	Sunderland	40.00
18.12.17	Mayors Carol Service	Hartlepool Borough Council	Hartlepool	14.00

19.12.17	Gifts appeal	Radio Hartlepool	Hartlepool	12.00
19.12.17	Christmas Performance	Rift House School	Hartlepool	12.00
20.12.17	Gifts Appeal	Radio Hartlepool	Hartlepool	12.00
20.12.17	Citizenship Ceremony	Hartlepool Borough Council	Hartlepool	12.00
21.12.17	Gifts Appeal	Radio Hartlepool	Hartlepool	12.00
21.12.17	Mayor's Staff Carol Service	Hartlepool Borough Council	Hartlepool	12.00
21.12.17	Carol Service	Darlington Borough Council	Darlington	40.00
22.12.17	Gifts Appeal	Radio Hartlepool	Hartlepool	12.00
22.12.17	Gifts Appeal and photo	Radio Hartlepool	Hartlepool	12.00
29.12.17	Race night	Shildon Town Council	Shildon	40.00
4.1.18	Visit to Parlour	Val Armstrong Dancers	Hartlepool	12.00
8.1.18	Syrians Welcome	Hartlepool Borough Council	Hartlepool	12.00
15.1.18	Visit to Parlour - Boxer	Hartlepool Borough Council	Hartlepool	12.00
15.1.18	Charity Meal	Sunderland City Council	Sunderland	40.00
18.1.18	Mayor's Burns Night	Hartlepool Borough Council	Hartlepool	12.00
19.1.18	Burns Night	Hetton Town Council	Hetton le Hole	90.00
20.1.18	Freedom Ceremony	Richmond Town Council	Richmond N Yorks	110.00
20.1.18	Burns night - 2nd Driver	Peterlee Town Council	Peterlee	20.00
23.1.18	Visit by High Sheriff - ALL DAY MINIBUS	Hartlepool Borough Council	Hartlepool	120.00
24.1.18	Citizenship Ceremony	Hartlepool Borough Council	Hartlepool	12.00
25.1.18	Competition Winners	Crucial Crew	Hartlepool	12.00
25.1.18	Swimming Gala	Large Primary Schools	Hartlepool	12.00
26.1.18	Swimming Gala	Small Primary Schools	Hartlepool	12.00
26.1.18	Heroes Celebration High Sheriff	High Sheriff	Barnard Castle	100.00
27.1.18	Re-Opening	Owton Lodge	Hartlepool	12.00
31.1.18	Opening of Studio	Radio Hartlepool	Hartlepool	12.00
2.2.18	Opening of Catcote Futures Centre	Catcote Futures	Hartlepool	12.00
2.2.18	Charity Dinner	North Tyneside Council	Newcastle	90.00
6.2.18	Visit to Mayor - Parlour	St Peter's & Elwick	Hartlepool	14.00
8.2.18	AIRPORT RUN	Hartlepool Borough Council	Newcastle	90.00
9.2.18	Charity Dinner	Shildon Town Council	Shildon	40.00
9.2.18	Valentine Dinner 2nd Driver	South Tyneside Council	South Shields	90.00
12.2.18	Visit to Parlour	Sparkle Girl Band	Hartlepool	12.00

14.2.18	Valentines Night	Seaham Town Council	Seaham	25.00
16.2.18	Dinner Dance	Stockton Borough Council	Wynyard	20.00
17.2.18	Valentines Ball	Bishop Auckland Town Council	Bishop Auckland	50.00
22.2.18	Council	Hartlepool Borough Council	Hartlepool	12.00
24.2.18	Mayor's Teddy Bear Tombola	Hartlepool Borough Council	Hartlepool	12.00
26.2.18	Mayor's Indian Supper	Hartlepool Borough Council	Hartlepool	12.00
2.3.18	Civic Dinner	Great Aycliffe Town Council	Darlington	40.00
3.3.18	Opening of Headland Club Fayre	Headland Social Club	Hartlepool	12.00
3.3.18	Pie and Pea Supper	Darlington Borough Council	Darlington	40.00
4.3.18	Chinese New Year	Chinese Association	Hartlepool	12.00
7.3.18	Girlguiding Awards	Girlguiding	Middlesbrough	30.00
8.3.18	Curry Night	Stockton Borough Council	Norton	25.00
9.3.18	Concert	Spennymoor Town Council	Spennymoor	30.00
11.3.18	Bowls Competition	Hartlepool Bowls	Hartlepool	12.00
12.3.18	Commonwealth Day	Hartlepool Borough Council	Hartlepool	12.00
14.3.18	Tour of Hartlepool - ALL DAY WITH MINBUS	High Sheriff	Hartlepool	120.00
14.3.18	Quiz Night	Sunderland City Council	Washington Village	40.00
15.3.18	Council	Hartlepool Borough Council	Hartlepool	12.00
16.3.18	Afternoon tea	North Tyneside Council	North Shields	90.00
17.3.18	Irish Night	Bishop Auckland Town Council	Bishop Auckland	50.00
17.3.18	Dinner - 2nd Driver	Hartlepool Male Voice Choir	Blackhall	20.00
21.3.18	Citizenship Ceremony	Hartlepool Borough Council	Hartlepool	12.00
21.3.18	Services of Thanksgiving	High Sheriff	Durham	40.00
22.3.18	School Visit	Clavering School	Hartlepool	12.00
22.3.18	Opening of Shop	Bellus Amor	Hartlepool	12.00
23.3.18	Civic Dinner	Durham County Council	Durham	40.00
24.3.18	Exhibition Preview	Hartlepool Borough Council	Hartlepool	12.00
28.3.18	Games Festival	Tees Valley Games	Darlington	40.00
29.3.18	Flag Ceremony	RAF	Hartlepool	12.00
				9612.00

MAYOR'S EVENTS 1.4.18 - 31.3.19 -**APPENDIX 1**

DATE	EVENT	AUTHORITY/INVITEE	VENUE TOWN	APPROX TAXI PRICE RETURN £
2.4.18	Bowls Competition	Hartlepool & District Bowls	Hartlepool	12.00
4.4.18	Mayoral Installation	Stockton Borough Council	Billingham	20.00
4.4.18	Exhibition	Seaham Town Council	Seaham	40.00
7.4.18	Pie and Pea Supper	Sunderland City Council	Sunderland	40.00
8.4.18	Church Service	RAF	Hartlepool	12.00
9.4.18	Visit to the Parlour	Dream Girls	Hartlepool	12.00
10.4.18	Bowls Championships	Hartlepool & District Bowls	Hartlepool	12.00
13.4.18	Bowls Championships	Hartlepool & District Bowls	Hartlepool	12.00
15.4.18	Church Service	Darlington Borough Council	Darlington	40.00
16.4.18	Mayor's Fish and Chip Supper	Hartlepool Borough Council	Hartlepool	12.00
18.4.18	Review Event	Artrium	Hartlepool	12.00
18.4.18	Charity Walk Reception	Muslim Association	Hartlepool	12.00
20.4.18	Afternoon Tea	Dinsdale Lodge	Hartlepool	12.00
20.4.18	Civic Ball	Seaham Town Council	Seaham	40.00
21.4.18	Civic Ball	South Tyneside Council	South Shields	90.00
21.4.18	Charity Ball	Gateshead Council	Gafeshead	80.00
22.4.18	Parade and Service	Tees Valley Scouts	Billingham	20.00
24.4.18	Event in Parlour	Clavering Girls Football Team	Hartlepool	12.00
25.4.18	Celebratory Event	Lord Lieutenant	Durham	40.00
25.4.18	Town Quiz	Spennymoor Town Council	Spennymoor	30.00
26.4.18	10 Year Celebration	Sheraton Court	Hartlepool	12.00
26.4.19	Business Awards 2018	North East Business Awards	Sedgefield	20.00
27.4.18	Charity Ball	Redcar & Cleveland Council	Guisborough	50.00
28.4.18	Workers Memorial Day	Unison	Hartlepool	12.00
29.4.19	Teddy Bear Tombola	Hartlepool Borough Council	Hartlepool	12.00
1.5.18	Teesdale Adventure	Barnard Castle Town Council	Barnard Castle	100.00
4.5.18	Visit to Artrium	Artrium	Hartlepool	12.00
4.5.18	Citizenship Ceremony	Hartlepool Borough Council	Hartlepool	12.00
4.5.18	Awards Evening	Foster Carers	Hartlepool	12.00
4.5.18	Cocktail Party	The Rifles	Durham	40.00

9.5.18	Visit to the Waverley	Waverley Project	Hartlepool	12.00
11.5.18	Mayoral Year	Radio Hartlepool	Hartlepool	12.00
11.5.18	Pie and Pea Supper	North Tyneside Council	North Shields	90.00
12.5.18	Store Opening	Pools Surplus	Hartlepool	12.00
12.5.18	Thank You Night	Shildon Town Council	Shildon	40.00
13.5.18	Civic Service	North Yorkshire County Council	Filey	140.00
13.5.18	Interfaith Conference	Muslim Association	Hartlepool	12.00
14.5.18	Fish and Chip Lunch	South Tyneside Council	South Shields	90.00
14.5.18	Event in Parlour	Hartlepool Borough Council	Hartlepool	12.00
14.5.18	Poster Presentation	Stranton Cemetary	Hartlepool	12.00
15.5.18	Event in Parlour	Seaton Beach Squad	Hartlepool	12.00
17.5.18	Farewell Coffee Morning	Hartlepool Borough Council	Hartlepool	12.00
17.5.18	Fuel and Food Fair	Fuel and Food Fair	Hartlepool	12.00
17.5.18	Hartlepool Business Awards	Hartlepool Business Awards	Hartlepool	14.00
18.5.18	Royal Wedding Celebration	Hart Primary	Hartepool	12.00
19.5.18	Spring Ball	Newcastle City Council	Newcastle	90.00
21.5.18	Mayor Making	Richmond Town Council	Richmond N Yorks	110.00
22.5.18	Cheque presentation - Mayors	Hartlepool Borough Council	Hartlepool	12.00
22.5.18	Mayor Making	Redcar & Cleveland Council	Redcar	40.00
22.5.18	Event in Parlour	Hartlepool Borough Council	Hartlepool	12.00
22.5.18	Council	Hartlepool Borough Council	Hartlepool	12.00
23.5.18	AGM	Hart Parish	Hartlepool	12.00
24.5.18	Annual Council	Hartlepool Borough Council	Hartlepool	12.00
25.5.18	Fundraising photo Rifty - Mayor	Rifty Youth Project	Hartlepool	12.00
27.5.18	Richmond Meet	Richmond Meet	Richmond N Yorks	110.00
31.5.18	Coffee Afternoon	Queens Meadow Care Home	Hartlepool	12.00
3.6.18	Anniversary Celebration	North East Japanese Women	Stockton	25.00
5.6.18	Meeting	Hpool War Memorial & Crosby Homes	Hartlepool	12.00
6.6.18	Sponsor Publicity Parlour	Armed Forces Day	Hartlepool	12.00
19.6.18	Dinner	Catcote Gala Dinner	Hartlepool	12.00
21.6.18	Games Festival	Tees Valley School Games	Middlesbrough	30.00
21.6.18	Council	Hartlepool Borough Council	Hartlepool	12.00
22.6.18	Dinner	RAF 100th Anniversary	Hartlepool	12.00

23.6.18	Mayoress at Home	Spennymoor Town Council	Spennymoor	30.00
24.6.18	Evensong	Durham Civic Evensong	Durham	80.00
25.6.18	Dinner	Hartlepool Borough Council	Castle Eden	20.00
26.6.18	Visit by Commodore MINIBUS ALL DAY	Hartlepool Borough Council	Hartlepool	120.00
27.6.18	Mayoress at Home	South Tyneside Council	South Shields	90.00
28.6.18	Armed Forces Day	Stockton Borough Council	Stockton	25.00
28.6.18	Young People Event	The Studio	Hartlepool	12.00
29.6.18	Radio Interview	Armed Forces Day	Hartlepool	12.00
30.6.18	WW1 evening	Gateshead Council	Gateshead	80.00
3.7.18	Graduation 2018	Cleveland College of Art & Design	Hartlepool	12.00
3.7.18	Corporate Parent BBQ	Hartlepool Borough Council	Hartlepool	12.00
5.7.18	Mayor at Home	Seaham Town Council	Seaham	40.00
6.7.18	Interview	Radio Hartlepool	Hartlepool	12.00
7.7.18	Armed Forces Day	Armed Forces Day	Hartlepool	14.00
7.7.18	Raffle Collection	Armed Forces Day	Hartlepool	14.00
9.7.18	Visit to Pop in Centre	Royal British Legion	Newcastle	90.00
10.7.18	Civic Reception & Dinner	Museum of Royal Navy	Hartlepool	12.00
13.7.18	Champagne & Canapes	Lord Lieutenant	Durham	40.00
15.7.18	Matins for the Courts	Matins for the Courts	Durham	40.00
18.7.18	Citizenship Ceremony	Hartlepool Borough Council	Hartlepool	12.00
20.7.18	River Cruise	Stockton Borough Council	Stockton	25.00
21.7.18	Festival	Hartlepool Borough Council	Hartlepool	12.00
22.7.18	Civic Service	Sunderland City Council	Sunderland	40.00
25.7.18	Coffee Morning - Mayor	Hartlepool Borough Council	Hartlepool	12.00
25.7.18	Cream Tea	Seaham Town Council	Seaham	80.00
2.8.18	Carnival opening	Hartlepool Carnival	Hartlepool	14.00
2.8.18	Civic Reception & Launch	Stockton Riverside Festival	Stockton	25.00
4.8.18	Opening BBQ	Rifty Youth Project	Hartlepool	12.00
8.8.18	Talent Contest	Hartlepool Carnival	Hartlepool	14.00
9.8.18	Carnival Event	Hartlepool Carnival	Hartlepool	14.00
13.8.18	100th Birthday	Rossmere Park	Hartlepool	12.00
15.8.18	Citizenship Ceremony	Hartlepool Borough Council	Hartlepool	12.00
15.8.18	Curry Night	South Tyneside Council	South Shields	90.00

17.8.18	Anniversary Celebration	Hartfields 10 Years	Hartlepool	12.00
24.8.18	Civic Funeral	Hartlepool Borough Council	Blackhall	20.00
28.8.18	Visit to HMP Durham	HMP Durham	Durham	40.00
29.8.18	Reading Ceremony	Hartlepool Borough Council	Hartlepool	12.00
3.9.18	Merchant Navy Day	Hartlepool Borough Council	Hartlepool	12.00
6.9.18	Military Event	Catterick Garrison	Richmond N Yorks	110.00
7.9.18	Grand Opening	Flower Lounge	Hartlepool	12.00
9.9.18	Civic Service	Sedgefield Town Council	Sedgefield	20.00
11.9.18	Citizenship Ceremony	Hartlepool Borough Council	Hartlepool	12.00
13.9.18	Council	Hartlepool Borough Council	Hartlepool	12.00
13.9.18	At Home Music Night	Stockton Borough Council	Stockton	25.00
1.10.18	Opening Event	Crucial Crew	Hartlepool	14.00
2.10.18	Stem Lecture	High Tunstall	Hartlepool	12.00
4.10.18	Visit to Parlour	Hartlepool Borough Council	Hartlepool	12.00
4.10.18	Celebrating Success - Children	Hartlepool Borough Council	Hartlepool	14.00
5.10.18	Dinner	Lord Lieutenant	Hartlepool	12.00
6.10.18	Mayor's Event - Pizza Night	Hartlepool Borough Council	Hartlepool	12.00
7.10.18	Civic Service	Redcar & Cleveland Council	Carlin How	40.00
10.10.18	Letters patent ceremony	Letters Patent Ceremony	Middlesbrough	30.00
10.10.18	World Mental Health Day	World Mental Health Day	Hartlepool	14.00
13.10.18	Concert	Oddfellows Society	Hartlepool	14.00
16.10.18	Mayor's Coffee Morning	Hartlepool Borough Council	Hartlepool	12.00
17.10.18	Harvest Festival	Throston Primary	Hartlepool	12.00
20.10.18	Jamboree on Air	Tees Valley Scouts	Hartlepool	12.00
21.10.18	Anniversary Celebration	Captain Cook	Whitby	110.00
24.10.18	100th Birthday	Major Cooper Court	Hartlepool	12.00
24.10.18	Honoured Celebration	Honoured Celebration	Hartlepool	14.00
25.10.18	Council	Hartlepool Borough Council	Hartlepool	12.00
27.10.18	Diversity Celebration Event	St Joseph's church	Hartlepool	12.00
27.10.18	Dinner	Museum of Royal Navy	Hartlepool	12.00
28.10.18	Parade and Service	Trafalgar Day	Middlesbrough	30.00
28.10.18	Afternoon Tea	Barnard Castle Town Council	Barnard Castle	100.00
30.10.18	Afternoon Tea	Bishop Auckland Town Council	Bishop Auckland	50.00

31.10.18	Celebrations	Hambleton District Council	Great Ayton	40.00
1.11.18	Store Opening	Lidl	Hartlepool	12.00
2.11.18	Civic Dinner	Durham County Council	Durham	40.00
3.11.18	Dedication Service	Gateshead Council	Gateshead	80.00
4.11.18	Mayor's Civic Service	Hartlepool Borough Council	Hartlepool	12.00
5.11.18	Hartlepool Fireworks	Hartlepool Borough Council	Hartlepool	12.00
8.11.18	Mayor's Coffee Morning re Remembrance	Hartlepool Borough Council	Hartlepool	12.00
9.11.18	Remembrance Service	Hartlepool College	Hartlepool	12.00
9.11.18	Mayor's Dinner re Armistice	Hartlepool Borough Council	Hartlepool	12.00
10.11.18	Remembrance Service	Stranton Cemetary	Hartlepool	12.00
10.11.18	Poppy Appeal fundraiser	Victoria Arms	Hartlepool	14.00
11.11.18	Remembrance Sunday	Hartlepool Borough Council	Hartlepool	12.00
11.11.18	Remembrance Sunday - 2nd driver	Hartlepool Borough Council	Hartlepool	14.00
11.11.18	Beacon Lighting	Hartlepool Borough Council	Hartlepool	12.00
11.11.18	Beacon Lighting	Hartlepool Borough Council	Hartlepool	14.00
13.11.18	Awards Evening	Hartlepool Sports Council	Hartlepool	12.00
14.11.18	Luncheon	Showmens Guild	Durham	40.00
14.11.18	Entrepreneurship Event	Hartlepool Entrepreneurship	Hartlepool	12.00
15.11.18	Queen's Commonwealth Tree Planting	Hartfields	Hartlepool	12.00
16.11.18	Queen's Commonwealth Tree Planting	Hartlepool Borough Council	Hartlepool	12.00
18.11.18	Santa Parade	Middleton Grange	Hartlepool	12.00
18.11.18	Peach Seminar	Muslim Association	Hartlepool	12.00
19.11.18	Charity Event	Northumberland County Council	Blyth	120.00
21.11.18	Celebration of Achievement	St Hild's School	Hartlepool	12.00
22.11.18	Awards Evening	High Tunstall	Hartlepool	12.00
27.11.18	Restaurant Opening	Zaica	Hartlepool	12.00
27.11.18	Visit to Army Cadets	ARC	Hartlepool	12.00
28.11.18	Civic Reunion	Rifty Youth Project	Hartlepool	12.00
30.11.18	Lights Switch-on	Hartlepool Borough Council	Hartlepool	12.00
30.11.18	Celebrating Achievement Staff	Hartlepool Borough Council	Hartlepool	7.00
30.11.18	Social Event re Armistice	Ye Olde Durhams (follow on)	Hartlepool	7.00
1.12.18	Military Dinner	Darlington Borough Council	Darlington	40.00
2.12.18	Carol Service	Redcar & Cleveland Council	Loftus	40.00

3.12.18	Graduation Ceremony	Teesside Univeristy	Middlesbrough	30.00
3.12.18	Carol Concert	South Tyneside Council	South Shields	90.00
4.12.18	Meeting	Hpool War Memorial & Crosby Homes	Hartlepool	12.00
4.12.18	Christmas Event	Seaham Town Council	Seaham	40.00
5.12.18	Mayor's Coffee morning - Gifts Appeal	Hartlepool Borough Council	Hartlepool	12.00
6.12.18	Enchanted Parks Evening	Gateshead Council	Gateshead	80.00
7.12.18	Carol Service	Stockton Borough Council	Stockton	25.00
9.12.18	Lunch	North Yorks & Harrogate Council	Harrogate	150.00
9.12.18	Carol Service	Sunderland City Council	Sunderland	40.00
11.12.18	Lunch	Gateshead Council	Gateshead	80.00
12.12.18	Mayor's Carol Service	Hartlepool Borough Council	Hartlepool	12.00
14.12.18	Charity Evening	Shildon Town Council	Shildon	40.00
16.12.18	Bombardment Service	Heugh Gun Battery	Hartlepool	14.00
17.12.18	Mayor's Race Night	Rifty Youth Project	Hartlepool	12.00
18.12.18	Citizenship Ceremony	Hartlepool Borough Council	Hartlepool	12.00
19.12.18	Festival of Carols	CECA	Hartlepool	12.00
20.12.18	Council	Hartlepool Borough Council	Hartlepool	12.00
21.12.18	Mayor's Staff Carol Service	Hartlepool Borough Council	Hartlepool	12.00
6.1.19	100th Birthday	Rossmere Park	Hartlepool	12.00
10.1.19	Visit to Poppy Display	Barnard Grove School	Hartlepool	12.00
25.1.19	Regiment Veterans Lunch -AFC	Armed Forces Champion	Newcastle	90.00
25.1.19	Mayor's Burns Night	Hartlepool Borough Council	Hartlepool	12.00
30.1.19	Christingle	50th Anniverary of Christingle	Durham	40.00
6.2.19	Red Wheel Event	Red Wheel Event	Hartlepool	12.00
7.2.19	Swimming Gala	Hartlepool Schools	Hartlepool	12.00
8.2.19	Dinner Dance	Stockton Borough Council	Wynyard	20.00
9.2.19	Teddy Bear Tombola	Middleton Grange	Hartlepool	12.00
11.2.19	Funeral	Funeral	South Shields	90.00
17.2.19	Group Celebration Church Service	Group Celebration Church Service	Hartlepool	12.00
17.2.19	Chinese New Year	Hartlepool Chinese Association	Hartlepool	12.00
18.2.19	Concert	Redcar & Cleveland Council	Guisborough	50.00
21.2.19	Council	Hartlepool Borough Council	Hartlepool	12.00
22.2.19	Civic Ball	Bishop Auckland Town Council	Bishop Auckland	50.00

27.2.19	Consecration	Suffragan See of Jarrow	York	140.00
28.2.19	Launch Event	Access Able	Hartlepool	12.00
2.3.19	Photo Opportunity	Fairtrade	Hartlepool	12.00
5.3.19	Anniversary Celebration	Vue Cinema 20th	Hartlepool	12.00
5.3.19	Afternoon Tea	Darlington Borough Council	Darlington	40.00
8.3.19	Competition	Fairtrade	Hartlepool	12.00
9.3.19	Fund Raising Evening	Brandon & Byshottles Parish Council	Durham	40.00
11.3.19	Commonwealth Day	Hartlepool Borough Council	Hartlepool	12.00
14.3.19	Town pastors Reception - Parlour	Hartlepool Borough Council	Hartlepool	12.00
14.3.19	Curry Night	Stockton Borough Council	Norton	25.00
15.3.19	Awards Ceremony	Alice House Hospice	Hartlepool	14.00
15.3.19	Charity Ball	Sunderland City Council	Sunderland	40.00
16.3.19	St Patrick's Night	Bishop Auckland Town Council	Bishop Auckland	50.00
17.3.19	Thanksgiving Service	Darlington Borough Council	Darlington	40.00
17.3.19	Airport Pick up	Hartlepool Borough Council	Newcastle	90.00
18.3.19	Mayor's Curry Night	Hartlepool Borough Council	Hartlepool	12.00
19.3.19	Airport Pick up	Hartlepool Borough Council	Newcastle	90.00
21.3.19	Council	Hartlepool Borough Council	Hartlepool	12.00
22.3.19	Charity Dinner	Ferryhill Town Council	Ferryhill	25.00
23.3.19	Charity Dinner	Richmond Town Council	Richmond N Yorks	110.00
25.3.19	Mass	Rev R Byrne Installation	Newcastle	90.00
26.3.19	Civic Funeral	Hartlepool Borough Council	Hartlepool	12.00
28.3.19	Holocaust Talk	St Hild's School	Hartlepool	12.00
29.3.19	Mayor's Civic Dinner	Hartlepool Borough Council	Hartlepool	12.00
31.3.19	Lunch and Entertainment	North East Japanese Women	Durham	40.00
				6670.00

CONSTITUTION COMMITTEE

15 JULY 2019



Report of: Chief Solicitor

Subject: COUNCIL REFERRAL – DELEGATION SCHEME

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non-key decision.

2. PURPOSE OF REPORT

- 2.1 To enable Members to consider a referral from Full Council relating to the delegation scheme set out within Part 3 of the Constitution.

3. BACKGROUND

- 3.1 At the meeting of Full Council on the 21 March 2019, Members considered the proposed updates to the Constitution including changes to Part 3 – Delegation Scheme.
- 3.2 At the request of an elected member it was agreed that the delegation scheme be approved with the exception of the provision relating to museum acquisitions and disposals so that further work could be carried out to ensure the appropriate safeguards were in place.

4. PROPOSED AMENDMENT TO THE DELEGATION SCHEME

- 4.1 Part 3 of the Constitution has been subject to a wholesale review to ensure the delegation of functions from Full Council and Committees to officers is clear. During this review the acquisition and disposal of museum items was identified as requiring clarification.
- 4.2 The Cultural Services section (the Service) which includes museums is a service area which falls under the remit of Regeneration Services Committee. The proposed update to the delegation scheme is to allow for the Director of Regeneration & Neighbourhoods (in consultation with the Chair of

Regeneration) to make the decision on acquisition/disposal of an item/specific collection rather than go to committee each time.

- 4.3 Once the acquisition/disposal has been considered by the Director (in consultation with the Chair of Regeneration) officers would then follow the Museum Association procedures and consider:
- i. Is the museum legally able to dispose of an item?
 - ii. Have ethical considerations been met?
 - iii. Approach new locations directly or advertise on Museum Association website, in Museum Journal and specialist media (allow 2 months)
 - iv. If a new home is found to transfer
 - v. Look at alternative methods of disposal (i.e. sale but only if within Museum Association guidelines)
 - vi. If all avenues have been explored dispose of item in an appropriate way.
- 4.4 The process set out above allows the Service the flexibility to acquire/dispose of objects without the need to go to committee for a formal decision, but with the Chair of the Committee still being part of the decision making process.
- 4.5 Whilst the Council regularly acquires objects, the disposal of items is not a regular occurrence and in fact there have been no disposals in the last 12 years since the current head of service was recruited.

5. RISK IMPLICATIONS

- 5.1 There are no significant risks with regard to this report as there are robust processes in place to ensure that disposals and acquisitions of museum objects are done so in an appropriate manner.

6. FINANCIAL CONSIDERATIONS

- 6.1 There are no direct financial considerations with regard to this report.

7. LEGAL CONSIDERATIONS

- 7.1 Museums are subject to legal restrictions that will affect their ability to dispose of items from their collections. These include statutory restrictions laid down through legislation and general legislation relating to charities. Museums that are constituted as charities are subject to the trusts and directions laid down in their governing documents. They are also subject to legislation governing all charities and this may constrain a museum's ability to, or method of, removing items from a collection. Museums may also be subject to other legal restrictions arising from conditions attached to donations or bequests. It is vital that when considering disposing of any item that a museum ensures that it is legally able to do so. If there is any doubt about the legal implications of a course of action, the Service is advised to seek appropriate advice.

8. CONSULTATION

- 8.1 Consultation with key officers has taken place.

9. CHILD AND FAMILY POVERTY (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)

- 9.1 There are no child and family poverty implications.

10. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)

- 10.1 There are no equality and diversity considerations.

11. STAFF CONSIDERATIONS

- 11.1 There are no staff considerations relating to this report.

12. ASSET MANAGEMENT CONSIDERATIONS

- 12.1 There are no asset management considerations.

13. RECOMMENDATIONS

- 13.1 It is recommended that Members consider the issues detailed in this report and approve the proposed update to the delegation scheme.

14. REASONS FOR RECOMMENDATIONS

- 14.1 To address the referral from Council on 21 March 2018 and ensure the necessary safeguards are in place to ensure museum disposals are dealt with appropriately.

15. BACKGROUND PAPERS

- 15.1 Council Minutes of the 21 March 2019
- 15.2 With regard to the potential disposals, however unlikely, the report references the Museums Association Disposal Toolkit (Guidelines for Museums) which the Council will follow. The document can be found at the following link:

<https://www.museumsassociation.org/collections/disposal-toolkit>

16. CONTACT OFFICERS

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