

# The Charter Trustees of the Town of Taunton

## Functions and Responsibilities

The Functions and principal responsibilities of the Charter Trustees of the Town of Taunton are to:-

1. Elect a Mayor and a Deputy Mayor and maintain and uphold civic protocol and ceremony within Taunton including suspending any Charter Trustee who fails to comply with a resolution of the Charter Trustees or any of its committees by the next meeting of the Charter Trustees.
2. Convene and hold regular meetings and produce reports and minutes of such meetings.
3. Ensure the upkeep, repair and cleanliness and security of all property including the Civic regalia, plate, portraits, civic robes and hats and other valuables owned by the Charter Trustees.
4. Maintain a detailed and current inventory of all the Charter Trustee's civic property ensuring that such items are correctly insured.
5. Prepare annual revenue estimates, maintain accounts including VAT, investing any surplus funds to maximise interest and prepare the final accounts at the end of each financial year.
6. Promote and protect the views and interests of the Charter Trustees in the context of press and public relations with regard to local, national and international organisations and/or their representatives and other third parties or individuals as appropriate.
7. Enhance the interests of Taunton by acting upon views and information received from individual citizens and public or private sector interests of the town and bring to the attention of the Charter Trustees relevant matters for consideration as appropriate.
8. Initiate all arrangements for civic visits to and from Taunton and in particular for those cities and towns which are twinned with Taunton and foster the cultural, community and commercial links which come about as a result.
9. Make appropriate arrangements for civic church services and other civic functions and occasions.
10. Maintain close links with the Chair of the Somerset West and Taunton Council to ensure that the respective civic roles of both the Mayor and Chair are undertaken in accordance with the appropriate protocols to ensure that no unnecessary overlapping or gaps occur in response to invitations to attend events in Taunton.
11. Maintain close links with any Freemen, the Lord Lieutenant of Somerset, the High Sheriff and the Member of Parliament.
12. Ensure close links with the Association of Charter Trustee Towns and Charter Town Councils.

13. Assess and obtain insurance cover for the Charter Trustees (to include Public liability, Employers Liability, Fidelity Guarantee, All Risks (including Terrorism) and, where appropriate, Motor Vehicle).
14. Conduct all necessary and appropriate correspondence with outside bodies and organisations consequent upon decisions taken by the Charter Trustees.
15. Employ such officers as are necessary or purchase the necessary officer time from the Somerset West and Taunton Council to support the Mayor and Charter Trustees.
16. Form effective liaison between the Charter Trustees and Somerset West and Taunton Council.