

## **CHARTER TRUSTEES FOR THE CITY OF DURHAM**

At the **Meeting** of the **Charter Trustees for the City of Durham** held in the Committee Room 1B, County Hall, Durham, on Wednesday 24 January 2018 at 12.00 pm

**Present:** The Deputy Mayor of Durham, Councillor K Corrigan (in the Chair) and Councillors D Bell, E Bell, L Brown, J Chaplow, S Dunn, D Freeman, A Hopgood, L Hovvels, C Marshall, E Mavin, M McKeon, E Scott, M Simmons, A Simpson, P Taylor, F Tinsley, J Turnbull, M Wilkes and M Wilson

### **1 Apologies for Absence**

Apologies for absence were received from Councillors J Blakey, D Hall, B Kellett, L Mavin and R Ormerod.

### **2 Minutes**

The minutes of the meetings held on 6 December 2017 were confirmed as a correct record and signed by the Deputy Mayor.

### **3 Declarations of interest**

There were no declarations of interest.

### **4 Yearly Approval of Risk Assessment of Governance Arrangements**

Charter Trustees considered a report of the Clerk that requested approval of Risk assessment for governance arrangements (for copy see file of minutes).

The Clerk advised that external auditors had carried out a risk assessment process to review effectiveness of internal controls that was to be reviewed annually before the end of each financial year.

The Clerk and the Risk, Insurance and Governance Manager both reviewed the Risk Assessment matrix and reported that there were no recommended changes to the risk profile.

#### **Resolved:**

That the Risk Assessment for governance arrangements be approved and accepted for year end March 2018.

## **5 Revenue Outturn for the period ending 31 December 2017 and Projected Outturn to 31 March 2018**

Charter Trustees considered a report of the Treasurer that provided information on the actual expenditure compared to the profiled budget for the period ending 31 December 2017; and the forecast of expenditure to 31 March 2018 in comparison to the 2017/18 original budget (for copy see file of minutes).

The Treasurer reported that at 31 December 2017 actual net expenditure was £44,149; an underspend of £9,496 against a profiled budget of £53,645. It was anticipated that actual expenditure at 31 March 2018 would be lower than the original budget of £66,436 by £10,866. The sum required to be drawn from reserves to balance the budget was therefore expected to reduce from £11,962 to £1,096.

### **Resolved:**

- (i) That the outturn position for the period ended 31 December 2017 be noted;
- (ii) That the forecast outturn to 31 March 2018 be noted.

The Mayor agreed that in order to keep members informed, the next items of business could be reported.

## **6 Date for Mayor Making**

The Clerk asked Trustees to note that the Town Hall had been provisional booked for Mayor Making to take place on the 6 June 2018.

## **7 Honorary Alderman/Alderwoman**

Following the recent conferment of title of Durham County Council Honorary Alderman/Alderwoman, the Clerk advised that Trustees may wish to consider whether County Council Aldermen that have previously served as Charter Trustees, or have lived within the boundaries of Durham City should partake in the same role as former City of Durham Honorary Alderman/Alderwoman and would be eligible to wear red robes at ceremonial occasions in support of the Mayoralty.

### **Resolved:**

That the Clerk provide a report outlining options to be discussed at the next Charter Trustees meeting.