



**City of Durham  
Charter Trustees for the City of Durham**

Ref: JM

1 June 2017

To: The Mayor and Members of the  
**CHARTER TRUSTEES FOR THE CITY OF DURHAM**  
(Councillors D Bell, E Bell, J Blakey, L Brown, J Chaplow,  
K Corrigan, S Dunn, D Freeman, D Hall, A Hopgood,  
L Hovvels, B Kellett, C Marshall, E Mavin, L Mavin,  
M McKeon, R Ormerod, E Scott, M Simmons, A Simpson,  
D Stoker, P Taylor, F Tinsley, J Turnbull, M Wilkes and  
M Wilson).

Dear Sir/Madam

I hereby summon you to attend the **ANNUAL MEETING** of the **CHARTER TRUSTEES FOR THE CITY OF DURHAM** to be held in the Main Hall, Town Hall, Durham, on Friday 9 June 2017 at 3.00 pm.

**BUSINESS**

1. Prayers
2. Apologies for Absence
3. Recording of Proceedings
4. Election of Mayor
5. Appointment of Deputy Mayor

**Note: The newly elected Mayor and Deputy Mayor will retire to the Robing Room and the meeting will adjourn for 5 minutes.**

6. The newly elected Mayor to receive the Seal and make the Declaration of Acceptance of Office of Mayor
7. Mayor's Acceptance Speech

8. Mayor to call on Retiring Mayor/Consort to receive the Past Mayor/Consort Jewels
9. Address by the Retiring Mayor
10. Vote of thanks to Retiring Mayor and Deputy Mayor
11. Mayor to call on Retiring Deputy Mayor/Consort to receive the Past Deputy Mayor/Consort Jewels
12. Address by Dr Bill Moir, Past Deputy Mayor
13. Minutes of the meeting held on 22 March 2017 (Pages 3 - 4)
14. Declarations of interest, if any
15. Mayor's Announcements
16. Presentation of Mayoral Service Medal
17. Retirement of Mr F Grant, member of the Bodyguard
18. Appointment of the following Officers:-
  - Pant Master  
(Miss S Spence)
  - Billet Master  
(Chief Superintendent Kerrin Wilson, Durham Constabulary)
  - Macebearer  
(Mr D Baker)
  - Swordbearer  
(Mr S Lincoln)
  - Deputy Bearer  
(Mr F Bilton)
  - Assistant Bearer  
(Mr D Watson)
  - Honorary Judicial Recorder  
(His Honour Judge Christopher Prince)
  - Recorder  
(Mrs C Pattinson)
  - Mayor's Chaplain  
(The Dean of Durham)
19. Meetings of the Charter Trustees for the City of Durham - Report of the Clerk to the Charter Trustees (Pages 5 - 6)
20. Any other business

Yours faithfully  
Clerk

- Note:** (i) Members are requested to be seated by 2.50 pm.
- (ii) At the end of the Meeting and following photographs, refreshments will be served in the Lantern Room and Burlison Gallery.
- (iii) Robes are available in the Council Chamber.

## 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 22 March 2017 at 12.00 pm

**Present:** The Right Worshipful the Mayor of Durham, Councillor E Bell (in the Chair) and Councillors B Moir, D Bell, J Chaplow, P Conway, K Corrigan, N Foster, D Freeman, O Gunn, G Holland, A Hopgood, B Kellett, N Martin, M Nicholls, M Plews, P Taylor, J Turnbull and M Wilkes

### 1 Apologies for Absence

Apologies for Absence were received from Councillors J Armstrong, J Blakey, A Bonner, R Ormerod and M Simmons.

### 2 Minutes

Minutes of the meeting held on 25 January 2017 were confirmed as a correct record and signed by the Mayor.

### 3 Declarations of interest

There were no declarations of interest.

### 4 Update of the Clerk to the Charter Trustees

The Clerk advised that the company supplying the display cabinets for the Mayoral robes had provided CAD drawings for Trustees to view and negotiations were ongoing regarding the final price which would be within the agreed budget. He informed Trustees that the Town Hall Manager had previously worked at the DLI Museum and had contacts in the history department of Durham University who would be able to provide interpretive and historical text on the Mayoralty. The final designs and costs would be reported at the next Charter Trustee meeting.

#### **Resolved:**

That the update be noted.

The Clerk reminded Trustees of previous arrangements during an election year regarding an informal meeting between the Clerk and Trustees following the election to identify nominations for the positions of Mayor and Deputy Mayor in order for preparations to be made for the Annual meeting on the 7 June 2017.

#### **Resolved:**

That an informal meeting of the Charter Trustees be arranged between the 12 and 31 May 2017 to informally receive nominations to the positions of Mayor and Deputy Mayor for the Municipal Year 2017/18, prior to the formal appointments at the Annual meeting. Arrangements would be made and Trustees notified in due course.

## **5 Proposed Closure of two former City of Durham Council Charities**

Charter Trustees considered a report of the Legal Manager, Governance and Elections in relation to Trustees views on the proposal by Durham County Council to close two former City of Durham Council charities and donate the money held within those charities to organisations with similar objectives (for copy see file of minutes).

### **Resolved:**

- a) That Cabinet closing the Mayoress of Durham Fund and the Unknown Donors Fund be agreed;
- b) That Cabinet transfer the remaining balances of the two charities to Veterans at Ease and Durham Food Bank respectively.

In order to keep members informed, the next items of business were reported.

The Mayor formally reported the death of Mr Colin Beswick, former Mayor of the City of Durham and the retirement of Mr Francis Grant, member of the Mayor's Bodyguard.

The Mayor took the opportunity to thank Councillor Bill Moir for his outstanding dedication to the Mayoralty in his role as Deputy Mayor. He thanked Trustees for the honour of being Mayor of the City of Durham which had been the pinnacle of his political career and a time he would always treasure.

## Charter Trustees for the City of Durham

9 June 2017

### Meetings of the Charter Trustees for the City of Durham



City of Durham

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## Report of Bryan Smith, Clerk to the Charter Trustees

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### Purpose of the Report

1. To advise members of the dates of future meetings of the Charter Trustees for the City of Durham for the municipal year 2017/18.

### Dates of Meetings

2. Arrangements have been made for meetings of the Charter Trustees for the City of Durham to be held on the following dates commencing at 12.00pm after County Council. In the event that Full Council runs beyond 12.00pm, the Charter Trustee meeting will commence immediately following the County Council meeting:-

Wednesday 21 June 2017  
Wednesday 1 November 2017  
Wednesday 6 December 2017  
Wednesday 24 January 2018  
Wednesday 18 April 2018

### Recommendation

3. That the report be noted.

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Contact: Bryan Smith

Tel: 03000 269717

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## **Appendix 1: Implications**

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### **Finance**

None.

### **Staffing**

None.

### **Risk**

None.

### **Equality and Diversity / Public Sector Equality Duty**

None.

### **Accommodation**

None.

### **Crime and Disorder**

None.

### **Human Rights**

None.

### **Consultation**

None.

### **Procurement**

None.

### **Disability Issues**

None.

### **Legal Implications**

None.