



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

Ref: JM

27 November 2019

To: The Mayor and Members of the
CHARTER TRUSTEES FOR THE CITY OF DURHAM
(Councillors D Bell, J Blakey, L Brown, J Chaplow, K Corrigan,
S Dunn, D Freeman, D Hall, A Hopgood, L Hovvels, B Kellett,
J Lethbridge, 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

A Meeting of the **CHARTER TRUSTEES FOR THE CITY OF DURHAM** will be held in the Council Chamber, County Hall, Durham, on Wednesday 4 December 2019 at 11.30 am.

Please Note: In the event that Full Council runs beyond 11.30am, the Charter Trustee meeting will commence immediately following the County Council meeting.

BUSINESS

Part A

Items during which the Press and Public are welcome to attend.

1. Apologies for Absence
2. Minutes of the meeting held on 23 October 2019 (Pages 3 - 6)
3. Declarations of interest, if any

4. 2020/21 Budget - Report of the Treasurer (Pages 7 - 12)
5. Such other business as, in the opinion of the Chair of the meeting, is of sufficient urgency to warrant consideration.
6. Any resolution relating to the exclusion of the public during the discussion of items containing exempt information.

Part B

Items during which it is considered the meeting will not be open to the public (consideration of exempt or confidential information)

7. Such other business as, in the opinion of the Chair of the meeting, is of sufficient urgency to warrant consideration.

Yours faithfully
Clerk

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 23 October 2019 at 11.30 am.

Present: The Right Worshipful the Mayor of Durham, K Corrigan (in the Chair) and Councillors D Bell, L Brown, J Chaplow, S Dunn, D Freeman, D Hall, A Hopgood, L Hovvels, J Lethbridge, E Mavin, L Mavin, R Ormerod, E Scott, M Simmons, A Simpson, F Tinsley, J Turnbull, M Wilkes and M Wilson.

Also Present: Councillor O Johnson

Prior to the commencement of the meeting, the Mayor formally reported the death of Mr Frank Bilton who was a member of the Mayor's Bodyguard.

Trustees stood for a moments silence as a mark of respect.

1 Apologies

Apologies for absence were received from Councillors J Blakey, B Kellett, M McKeon and P Taylor.

2 Minutes

The minutes of the meeting held on 25 July 2019 were confirmed as a correct record and signed by the Mayor.

3 Declarations of interest

There were no declarations of interest.

4 Revenue Outturn for the period ending 30 September 2019 and Projected Outturn to 31 March 2020

Charter Trustees considered a report of the Treasurer that provided information on the actual expenditure compared to the profiled budget for the period ending 30 September 2019 and the forecast of expenditure to 31 March 2020 in comparison to the 2019/20 original budget (for copy see file of minutes).

The Finance Manager reported that at 30 September 2019 actual net expenditure was £45,468, an underspend of £7,127 against the profiled budget of £52,595.

It was anticipated that actual expenditure at 31 March 2020 would be lower than the original budget, therefore the sum required to be drawn from reserves to balance the budget would be expected to reduce from £13,543 to £6,294.

The Finance Manager added that the Charter Trustees bank account had now changed to Lloyds Bank in line with the Local Authority and advised that previous bank charges had been recovered corporately. He was in the process of checking if the bank required a formal declaration from Trustees to open up the bank account, if so, this would be reported to the meeting in December.

A report detailing a number of precept options and the impact they would have on reserves would be reported to the meeting on the 4 December 2019 for Trustees to consider.

Councillor Hopgood recalled that the precept was set at £1.90 at a previous meeting for the full 4 year term and felt it was not necessary to consider further options at this time when the precept up to 2021/22 had already been agreed.

Resolved:

- i) That the outturn position for the period ended 30 September 2019 be noted.
- ii) That the forecast outturn to 31 March 2020 be noted.

5 Appointment of Pant Master - Officer of Dignity Appointments

Charter Trustees considered a report of the Clerk to the Charter Trustees in relation to the appointment of Pant Master (for copy see file of minutes).

The Clerk reported that at the Special Charter Trustee meeting of 25 July 2019, expressions of interest had been received from two candidates and Charter Trustees resolved to appoint both candidates as Primary and Secondary Pant Master on an alternating basis. It was further resolved to adjourn to the next ordinary meeting to consider a variation to the Standing Orders to allow for a paper vote as to which candidate would begin as Primary Pant Master.

In the interim period one of the candidates had since withdrawn therefore leaving Mr Mac Williams as the sole candidate.

Resolved:

That the appointment of Mr Mac Williams as Pant Master be approved.

6 Variation of Standing Orders - Voting Procedures - Officers of Dignity Appointments

Charter Trustees considered a report of the Clerk to the Charter Trustees to vary the Standing Orders relating to voting on appointments of Officers of Dignity (for copy see file of minutes).

In relation to a vacancy of Pant Master, the Clerk reported that there were expressions of interest from two candidates and following the working group to consider the selection criteria, it may be necessary to consider a variation to the voting procedures in the Standing Orders to allow for a paper vote.

Charter Trustees were informed that one candidate had since withdrawn his name from consideration and therefore a paper vote would not be required on this occasion, however, Charter Trustees may still consider it appropriate to consider a variation of voting procedures for future occasions should the need arise.

Resolved:

That a variation to the Standing Orders detailed in Appendix 2 of the report for voting by paper ballot for honorary appointments be approved.

7 Clerks Update

Charter Trustees considered a report of the Clerk to the Charter Trustees that advised of administrative arrangements (for copy see file of minutes).

The Clerk updated Charter Trustees on the following matters:-

- Members of the Bodyguard sadly reported the death of Mr Frank Bilton on 2nd August 2019;
- Resignation of Member of the Bodyguard Mr Bill Gray;
- Three new Members of the Bodyguard to be sworn in at the Charter Trustee meeting on 22 January 2020. It was proposed to move the meeting to the Town Hall, Durham at 5.00pm to allow for swearing in and the ordinary business of the meeting;
- The Cathedral Service for the Courts was to be moved from July 2020 to 15 March 2020 to allow for the installation of the new High Sheriff;
- The proposed date for the Annual meeting 2020 was 3 June 2020 at the Town Hall Durham.

Referring to the working group to discuss arrangements for Deputy Mayor, the Clerk advised that he would be contacting the proposed members to arrange a meeting date.

Cllr Lethbridge added that Frank Bilton gave him considerable support during his term of office and advised that he attended the funeral and wrote a letter of condolence to his widow.

Resolved:

That the report be noted.

**Charter Trustees for the City of
Durham**

4 December 2019

2020/21 Budget



City of Durham

Report of Jeff Garfoot, Treasurer

Purpose of the Report

- 1 The purpose of this report is to provide information to enable Charter Trustees to determine the:
 - (a) appropriate budget requirement for the Charter Trust for 2020/21;
 - (b) basic level of council tax required for 2020/21.

Background

- 2 A council tax requirement of £49,192 was agreed for 2019/20 which, after applying the Local Council Tax Support Scheme Grant and a transfer from reserves, allowed for a net expenditure budget of £68,856. The Band D Council Tax levied on the residents of the former City of Durham was £1.90 in 2019/20, which was the same levy raised in 2014/15, 2015/16, 2016/17, 2017/18 and 2018/19.
- 3 At the meeting held on 6 December 2017, Charter Trustees agreed to the utilisation of reserves to maintain the Band D equivalent Council Tax at £1.90 in each financial year from 2019/20 to 2021/22.

Budget Assumptions

- 4 The following budget assumptions have been made and applied to the proposed budget for 2020/21:
 - (a) annual inflation of 2.0%;
 - (b) annual pay award of 2.5%;
 - (c) an increase in the Local Council Tax Support Scheme Grant of 9.05%; from £6,121 to £6,675;

- (d) a slight increase in the council tax base of 0.70%; from 25,890.6 to 26,073.1.

Budget 2020/21

- 5 In order to set a robust and accurate budget Trustees ought to take into account the:
 - (a) forecast outturn position for the current year;
 - (b) anticipated price increases;
 - (c) future level of service provision required.
- 6 Durham County Council has advised that the council tax base for 2020/21 will increase by 182.5 (from 25,890.6 for 2019/20 to 26,073.1 for 2020/21). Consequently the council tax receivable will increase by £346.75 (from £49,192.14 to £49,538.89) at the current Band D Council Tax rate of £1.90.
- 7 The Local Council Tax Support Scheme Grant payable to the Charter Trust for 2020/21 has increased by £554 (from £6,121 to £6,675).

Proposed Budget 2020/21

- 8 A proposed budget is attached at Appendix 2. It has been calculated in the main by applying the budget assumptions, as set out in paragraph 4. The approved 2019/20 budget and forecast of outturn for 2019/20 are shown for comparison and information purposes.
- 9 In order to maintain Band D Council Tax at £1.90, a transfer from reserves of £13,890 would be required in order to balance the budget for 2020/21.
- 10 Taking into account the latest projected outturn position for 2019/20 and the proposed transfer from reserves of £13,890 to balance the 2020/21 budget, the total level of reserves is estimated to reduce to £43,233 as at 31 March 2021. The table below identifies the forecast reserves position up to 2021/22 to maintain a precept of £1.90 as agreed at the meeting

Reserve Analysis

	£
Actual opening balance 1/4/2019	63,417
Forecast utilisation in 2019/20	-6,294
Forecast 2020/21 opening balance	57,123
Use of reserves to set a £1.90 precept	
2020/21	-13,890
2021/22	-14,959
Forecast opening balance 1/4/2022	28,274

Proposed Timetable

- 11 The deadline for approving the precept for 2020/21 is no later than 24 January 2020. There is a meeting of the Charter Trustees arranged for 22 January 2020 and it is recommended that this meeting be used to agree the budget and council tax requirement, if required.

Recommendations

- 12 It is recommended that the City of Durham Charter Trustees:
- (a) determine whether the Charter Trustees are able to agree the council tax requirement of £49,539 and a £1.90 precept for 2020/21;
 - (b) determine whether further information is required before agreeing the budget and precept;
 - (c) note the possibility of utilising the meeting arranged on 22 January 2020 to agree the precept if required;
 - (d) note the deadline for agreeing the precept for 2020/21 of 24 January 2020.

Contact: Ian Herberson, Tel. 03000 261861

Appendix 1: Implications

Legal Implications

None.

Finance

The report provides information to enable Charter Trustees to consider the level of council tax and revenue budget requirement for 2020/21.

Consultation

None.

Equality and Diversity / Public Sector Equality Duty

None.

Climate Change

None.

Human Rights

None.

Crime and Disorder

None.

Staffing

None.

Accommodation

None.

Risk

None.

Procurement

None.

Appendix B: Charter Trustees for the City of Durham Proposed Budget 2020/2021

Budget	Forecast of Outturn		Proposed Budget	Inflation
2019/20	2019/20		2020/21	
£	£		£	%
		Employees		
3,500	0	Mayor's Allowance	3,500	
1,500	0	Deputy Mayor's Allowance	1,500	
		Premises		
3,607	3,607	Town Hall	3,679	2.00%
		Transport		
6,801	6,500	Civic Car	6,630	2.00%
975	1,200	Bus Hire	1,224	2.00%
2,791	2,750	Sergeants at Mace/ Bodyguard	2,805	2.00%
		Supplies & Services		
17,068	16,558	Mayor's hospitality	17,409	2.00%
496	950	General office expenses	506	2.00%
861	849	Insurance	866	2.00%
335	335	External Audit	342	2.00%
0	2,058	Bank Charges	0	
		Support Services		
17,936	17,946	Administration	18,395	2.50%
13,016	13,018	Finance, Clerk, legal, HR, IT	13,278	2.00%
		Income		
-30	-30	Bank interest	-30	
0	-4,120	Bank Charges-DCC Contribution	0	
0	0	Mayor's Civic Dinner	0	
68,856	61,621	Total Expenditure	70,104	
-13,543	-6,294	Transfer from Reserves	-13,890	
-6,121	-6,135	Council Tax Support Grant	-6,675	
49,192	49,192	Council Tax Requirement	49,539	
25,890.60	25,890.60	Tax base	26,073.10	
1.90	1.90	Band D Council Tax	1.90	
49,192.14	49,192.14	Council Tax Receivable	49,538.89	

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