



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

Ref: JM

15 January 2020

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 Main Hall, Town Hall, Durham, on Wednesday 22 January 2020 at 5.00 pm.

BUSINESS

Part A

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

1. Apologies for Absence
2. Recording of Proceedings
3. To swear in new members and a honorary member of the Mayor's Bodyguard

The meeting will adjourn and reconvene in the Council Chamber, Town Hall, Durham at 5.30pm

4. Minutes of the meeting held on 4 December 2019 (Pages 3 - 6)
5. Declarations of interest, if any
6. Revenue Outturn for the period ending 31 December 2019 and Projected Outturn to 31 March 2020 - Report of the Treasurer (Pages 7 - 12)
7. Appointment of Deputy Mayor - Report of the Clerk (Pages 13 - 14)
8. Such other business as, in the opinion of the Chair of the meeting, is of sufficient urgency to warrant consideration.
9. 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)

10. 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 Council Chamber, County Hall, Durham, on Wednesday 4 December 2019 at 11.30 am

Present: The Right Worshipful the Mayor of Durham, Councillor K Corrigan (in the Chair) and Councillors D Bell, L Brown, J Chaplow, S Dunn, A Hopgood, L Hovvels, B Kellett, J Lethbridge, R Ormerod, E Scott, A Simpson, F Tinsley and M Wilson

Also Present: Councillor O Johnson

Prior to the commencement of the meeting, the Mayor formally reported the death of former Mayoress, Mrs Margaret Gibbon. Trustees stood for a moments silence as a mark of respect.

1 Apologies for Absence

Apologies for Absence were received from Councillors J Blakey, D Freeman, D Hall, C Marshall, E Mavin, M McKeon, M Simmons, P Taylor, J Turnbull and M Wilkes.

2 Minutes

Minutes of the meeting held on 23 October 2019 were agreed as a correct record and signed by the Mayor.

3 Declarations of interest

There were no declarations of interest.

4 2020/21 Budget

Charter Trustees considered a report of the Treasurer that provided information to enable Charter Trustees to determine the appropriate budget requirement for the Charter Trust for 2020/21 and the basic level of council tax required for 2020/2021 (for copy see file of minutes).

The Treasurer reported that the level of council tax has been set at £1.90 since 2014/15 and Charter Trustees agreed in 2017 to maintain that level until

2021/22. He advised that the council tax base for 2020/21 would increase from £25,890.60 for 2019/20 to £26,073.10 for 2020/21. Consequently the council tax receivable would increase from £49,192.14 to £49,538.89 at the current Band D Council Tax rate of £1.90.

The Local Council Tax Support Scheme Grant for 2020/21 had increased by £554 from £6,121 to £6,675. In order to maintain the precept at £1.90, a transfer of £13,890 from reserves would be required, with the total level of reserves estimated to reduce to £43,233 as at 31 March 2021.

Councillor Hopgood queried the general office expenses at Appendix B of the report as the forecast of outturn was almost double what had been budgeted for. The Treasurer explained that this was due to an extra one-off expense in 2019/20 which would not occur in 2020/21.

Resolved:

That the council tax requirement of £49,539 and a £1.90 precept for 2020/21 be approved.

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

5 Freedom of the City Parade

The Clerk updated Charter Trustees on requests received from the RAF 67th Squadron and the British Army Rifles to exercise the Freedom of the City.

He informed Charter Trustees that the RAF 67th Squadron were planning to parade in Durham City in March 2020 and were combining the parade with their 90th Annual celebrations. The Rifles were also planning an event in Wharton Park in June 2020.

The Clerk advised that both the RAF and the Rifles had requested a financial contribution of around £2,000/£2,500 towards expenses, however full details of costing had not been received yet.

Charter Trustees discussed the programme of events and the possibility of exploring the potential to expand the Wharton Park event. The Clerk clarified that both events would be supported in the Mayor of the City of Durham capacity and not as County Council events. The Treasurer added that funding was available from the hospitality budget and highlighted the reserves forecasted for 2021/22 which could be utilised if required.

The Clerk advised that he would provide an update to Charter Trustees when he received costings and evidence would be provided.

Charter Trustees were happy to support the celebrations in Durham City and it was proposed to contribute up to £2,500 each to support the high profile events in Durham City.

Resolved:

- i) That financial contributions up to £2,500 each be made towards expenses to exercise the Freedom of the City;
- ii) That details of costings be reported to a future meeting.

6 Working Group – Appointments of Deputy Mayor

The Clerk informed Charter Trustees that the Governance Solicitor would be circulating proposed dates for the Working Group to discuss appointments for the Deputy Mayor.

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**Charter Trustees for the City of
Durham**

22 January 2020

**Revenue Outturn for the period
ending 31 December 2019 and
Projected Outturn to 31 March 2020**



City of Durham

Report of Jeff Garfoot, Treasurer

Purpose of the Report

- 1 The purpose of this report is to provide information on the:
 - actual expenditure compared to the profiled budget for the period ending 31 December 2019;
 - forecast of expenditure to 31 March 2020 in comparison to the 2019/20 original budget.

Background

- 2 The Charter Trustees for the City of Durham approved the Revenue budget for 2019/20 at its meeting on 5 December 2018.

Comparison of Revenue Outturn with Budget

- 3 At 31 December 2019 actual net expenditure was £48,649; an underspend of £10,272 (or 17.43%) against a profiled budget of £58,921.
- 4 It is anticipated that actual expenditure at 31 March 2020 will be lower than the original budget of £68,856 by £6,925 (or 10.06%). The sum required to be drawn from reserves to balance the budget is therefore expected to reduce from £13,543 to £6,604.
- 5 An analysis of the expenditure over subjective budget headings is set out in Appendix 2.
- 6 Explanations regarding the main variances between actual expenditure and the budget are provided below:

Transport

- 7 Based upon the current activity levels, it is anticipated that actual expenditure on transport will be £10,150 at the financial year end which is £417 (or 3.95%) less than the original budget.

Supplies and Services

- 8 The total expenditure on supplies and services is £5,238 less than the profiled budget to date. Based upon the activity levels to date, the supplies and services outturn figure at 31 March 2020 is expected to be £20,742; an overspend of £1,982 (or 10.57%) in comparison to the annual budget.

Income

- 9 It is anticipated that actual income will be £3,532 at the financial year end which is £3,502 more than the original budget. This is mainly due to the recovery of bank charges relating to 2018/19 and 2019/20 from Durham County Council.

Forecast of Outturn

- 10 The latest forecast of net expenditure to 31 March 2020 is £61,931, an underspend of £6,925 (or 10.06%) against the net expenditure budget of £68,856.

General Reserve

- 11 The general reserve balance at 1 April 2019 was £63,417. With a projected underspend of £6,939, the amount required to be drawn from reserves would be £6,604, rather than the original budget figure of £13,543. Consequently the reserve balance would decrease to £56,813 as at 31 March 2020.

VAT

- 12 As at 31 December 2019 the total VAT paid and reclaimed was £9,146.35.

Recommendations

- 13 It is **Recommended** that the City of Durham Charter Trustees:

- note the outturn position for the period ended 31 December 2019;
- note the forecast of outturn to 31 March 2020;

Contact: Ian Herberson, Tel. 03000 261861

RISKS AND IMPLICATIONS

Legal Implications

None.

Finance

The report provides information on the:

- actual expenditure compared to the profiled budget to 31 December 2019
- forecast of expenditure to 31 March 2020 in comparison to the 2019/20 original budget

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.

**ACTUAL OUTTURN COMPARED TO THE PROFILED BUDGET TO
31 DECEMBER 2019 AND PROJECTED OUTTURN TO 31 MARCH 2020**

Annual Budget 2019/20	Budget Head	Profiled budget to date	Year to date Actual	Projected Outturn	Variance (Projected Outturn v Annual Budget)
£		£	£	£	£
	<u>Employees</u>				
3,500	Mayor's Allowance	3,500	0	0	-3,500
1,500	Deputy Mayor's Allowance	1,500	0	0	-1,500
	<u>Premises</u>				
3,607	Town Hall	0	0	3,607	0
	<u>Transport</u>				
6,801	Civic Car	5,101	4,356	6,200	-601
975	Bus Hire	731	840	1,200	225
2,791	Sergeants at Mace/ Bodyguard	2,791	2,750	2,750	-41
	<u>Supplies and Services</u>				
17,068	Mayor's Hospitality	12,801	5,664	16,000	-1,068
496	General Office Expenses	372	1,259	1,500	1,004
861	Insurance	861	849	849	-12
335	External Audit	335	0	335	0
0	Bank Charges	0	1,359	2,058	2,058
	<u>Support Services</u>				
17,936	Administration	17,936	17,946	17,946	10
13,016	Support Services	13,016	13,018	13,018	2
	<u>Income</u>				
0	Mayor's Civic Dinner	0	618	618	618
-30	Bank Interest	-23	-10	-30	0
0	Bank Charges–DCC Contribution	0	0	-4,120	-4,120
68,856	Net Expenditure	58,921	48,649	61,931	-6,925
-6,121	Council Tax Support Grant	-6,121	-6,135	-6,135	-14
-13,543	Transfer to / -from Reserves	0	0	-6,604	6,939
49,192	Net budget	52,800	42,514	49,192	0

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Charter Trustees for the City of Durham

22 January 2020

Appointment of Deputy Mayor



City of Durham

Report of Bryan Smith, Clerk to the Charter Trustees

Purpose of the Report

1. To report back to Charter Trustees the outcome of a working group discussion regarding possible criteria for selection of Deputy Mayor.

Background

2. By previous agreement a working group met on 20 December 2019 in County Hall Durham to discuss possible criteria to be considered in a future selection of Deputy Mayor.
3. The working group discussed various proposals as a basis for selection, for example links or service to the city of Durham, length of service as a Charter Trustee, change of person every year. However no particular consensus was reached on any criteria apart from agreement that any interested candidates for the role of Deputy Mayor should be offered meetings with the Clerk and PA to Mayor and/or shadowing the current Deputy Mayor to events to get a better understanding of the role.
4. There being no other agreement in the group there are no recommendations for proposed changes to the current arrangements.

Recommendation

5. (i) To accept the working group met and there are no changes to the current arrangements for selection of Deputy Mayor.
(ii) That any interested candidates for Deputy Mayor be offered meetings with the Clerk/PA to Mayor and/or shadowing of the current Deputy Mayor to events to get a better understanding of the duties and responsibilities of the role.

Contact: Bryan Smith

Tel: 03000 269717

Appendix 1: Implications

Legal Implications

None.

Finance

none.

Consultation

Working group as in report.

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.