



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

Ref: JM

7 June 2021

To: The Mayor and Members of the  
**CHARTER TRUSTEES FOR THE CITY OF DURHAM**  
(Councillors J Blakey, L Brown, J Chaplow, B Coult, J Elmer,  
C Fletcher, D Freeman, O Gunn, D Hall, A Hopgood,  
L Hovvells, G Hutchinson, B Kellett, E Mavin, L Mavin,  
M McKeon, D Nicholls, R Ormerod, E Scott, M Simmons,  
D Stoker, P Taylor, 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 Council Chamber, County Hall, Durham, on Tuesday 15 June 2021 at 5.30 pm.

**BUSINESS**

**Part A**

Items which are open to the Public and Press

1. Apologies for Absence
2. Election of Mayor
3. Election of Deputy Mayor
4. Minutes of the meeting held on 27 November 2020 (Pages 5 - 8)
5. Declarations of interest, if any

6. Ceremonial Occasion - Report of the Clerk to the Charter Trustees (Pages 9 - 12)
7. Appointment of the following Officers:-
  - Pant Master  
(Mr Mac Williams JP)
  - Billet Master  
(Chief Superintendent Chris Curtis, Durham Constabulary)
  - Macebearer  
(Mr David Baker)
  - Swordbearer  
(Mr Stan Lincoln)
  - Deputy Bearer  
(Mr David Watson MBE )
  - Assistant Bearer  
(Mr Harvey Evans)
  - Honorary Judicial Recorder  
(His Honour Judge James Adkin)
  - Recorder  
(Vacant)
  - Mayor's Chaplain  
(The Dean of Durham, The Very Reverend Andrew Tremlett)
8. Meetings of the Charter Trustees for the City of Durham - Report of the Clerk to the Charter Trustees (Pages 13 - 14)
9. Such other business as, in the opinion of the Chair of the meeting, is of sufficient urgency to warrant consideration.
10. 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)**

11. 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 remotely via Microsoft Teams, on Friday 27 November 2020 at 10.00 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, B Kellett, J Lethbridge, M McKeon, R Ormerod, E Scott, M Simmons, P Taylor and M Wilson

### **1 Minute silence**

The Mayor formally reported the death of former Mayor of the City of Durham and Honorary Alderman John Lightley and former Mayoress of the City of Durham Margaret Lightley. Trustees had a moments silence as a mark of respect.

### **2 Apologies for Absence**

Apologies for absence were received from Councillors L Hovvels, C Marshall, E Mavin, A Simpson, F Tinsley and J Turnbull.

### **3 Minutes**

Minutes of the meeting held on 22 January 2020 were confirmed as a correct record and would be signed by the Mayor.

### **4 Declarations of interest**

There were no declarations of interest.

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

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

It was noted that the report would have normally been considered at the meeting scheduled for March 2020, however due to the COVID-19 pandemic the meeting had been cancelled.

The Clerk advised that external auditors had carried out a risk assessment to review the 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.

The Clerk did not anticipate any changes to the risk assessment for 2021 and suggested that Charter Trustees consider approving the risk assessment of governance arrangements for years end March 2020 and March 2021.

Charter Trustees agreed to approve the recommendation for year end March 2020 and to include approval for year end March 2021.

**Resolved:**

That the risk assessment for governance arrangements for years end March 2020 and March 2021 be approved.

## **6 2021/22 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 2021/22 and the basic level of council tax required for 2021/2022 (for copy see file of minutes).

The Treasurer reported that due to the COVID-19 pandemic the forecast for total expenditure is £24,955 under the agreed budget. This would result in an addition to reserves of £11,065 rather than the budgeted utilisation of reserves of £13,890.

The level of council tax precept had 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 2021/22 would reduce from £26,073.1 for 2020/21 to £25,963.2 for 2021/22. Consequently, the council tax receivable would reduce from £49,538.89 to £49,330.08 at the current Band D Council Tax rate of £1.90.

Charter Trustees formally agreed the council tax requirement of £49,330 and a £1.90 precept for 2021/22 and that discussions regarding budget setting and precept for 2022/23 and future years be considered after the election in May 2021.

**Resolved:**

- i) That the forecast of outturn position for 2020/21 be noted;
- ii) That the council tax requirement of £49,330 and a £1.90 precept for 2021/22 be agreed;
- iii) That the requirement to receive future reports to consider the projected budget and reserve balance for the period 2022/23 to 2024/25 in order to agree the level of council tax precept be noted.

## **7 Annual Return for the year ended 31 March 2020**


The Treasurer advised Charter Trustees that due to the COVID-19 pandemic there had been a delay in completing the annual return for year ended 31 March 2020. He reported that the audit would be finalised in the next couple of weeks which would then enable the annual return to be completed. The return would include the annual governance statement and the accounting statement as well as internal and external audit financial assurances for the Charter Trust.

The Treasurer sought agreement from Charter Trustees to delegate responsibility to the Mayor, Clerk and Treasurer to sign-off the Annual Return for the year ended 31 March 2020.

**Resolved:**

That the Annual Return for the year ended 31 March 2020 be delegated to the Mayor, Clerk and Treasurer for sign-off.

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<p><b>CHARTER TRUST FOR THE CITY OF DURHAM</b></p> <p><b>15 June 2021</b></p> <p><b>Ceremonial Occasion</b></p>	 <p>City of Durham</p>
<p><b>Report of Bryan Smith, Clerk to the Charter Trustees</b></p>	

### **Purpose of the Report**

1. To propose to Charter Trustees that the ceremonial occasion of the swearing in of the new Mayor and of the presentation of the jewels and medals (“Mayor making”) be postponed pending Government announcements regarding covid protection rules.

### **Background**

2. Charter Trustees will know that historically the new Mayor and Deputy Mayor are traditionally voted in at the Annual Meeting and the Mayor is sworn in and receives the seal and robe of office during a ceremonial occasion at the Town Hall Durham City followed by speeches of thanks and presentation of various jewels of office and medals for members of the Mayors Bodyguard. In effect the Annual Meeting and the ceremonial occasion are combined.
3. The ceremonial occasion is normally open to distinguished guests, friends and family and the public and is normally well attended. The current covid restrictions and guidelines place restrictions upon indoor gatherings and remain in place until reviewed by Government on 21 June 2021.
4. The Standing Orders for meetings of the Charter Trustees prescribe that the Annual Meeting should take place within 21 days of the Annual Full Council meeting of Durham County Council and the election of the Mayor and Deputy Mayor for the ensuing Municipal Year. Voting in such election is by a show of hands. There is no provision in Standing Orders for the ceremonial part which is custom and practice in Durham City.

Therefore it is feasible to split the two meetings. We understand from ACTT that this is happening with other Charter Trustees towns elsewhere in the Country.

5. In view of the current restrictions it is problematic to arrange a full ceremonial occasion at least until the Government further review and announcement around 21 June 2021. It is proposed that the ceremonial occasion be postponed until the soonest available date after such announcement.

### **Recommendation**

6. That Trustees agree to postpone the traditional ceremonial occasion until after the Government review and announcement upon lifting of covid restrictions due on 21 June 2021.

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**Contact: Bryan Smith      Tel: 03000 269717**

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## **Appendix 1: Implications**

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### **Legal Implications**

The ceremonial occasion is a matter of custom and practice.

### **Finance**

None.

### **Consultation**

None.

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

None specific within the report..

### **Climate Change**

None.

### **Human Rights**

None.

### **Crime and Disorder**

None.

### **Staffing**

None.

### **Accommodation**

None.

### **Risk**

None.

### **Procurement**

Not applicable.

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## Charter Trustees for the City of Durham

9 June 2021

### 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 2021/22.

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

Wednesday 23 June 2021  
Wednesday 20 October 2021  
Wednesday 8 December 2021  
Wednesday 26 January 2022  
Wednesday 23 March 2022

### 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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### **Legal Implications**

None.

### **Finance**

None.

### **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.