



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

Ref: JM

12 October 2021

To: The Mayor and Members of the
CHARTER TRUSTEES FOR THE CITY OF DURHAM
(Councillors A Simpson, D Freeman, J Blakey, L Brown, J Chaplow,
J Elmer, C Fletcher, O Gunn, D Hall, A Hopgood, L Hovvels,
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

A Meeting of the **CHARTER TRUSTEES FOR THE CITY OF DURHAM** will be held in The Main Hall - Spennymoor Leisure Centre, on Wednesday 20 October 2021 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 which are open to the Public and Press

1. Apologies for Absence
2. Minutes of the meetings held on 15 and 23 June and 31 August 2021 (Pages 3 - 12)
3. Declarations of interest, if any

4. Revenue Outturn for the period ending 30 September 2021 and Projected Outturn to 31 March 2022 - Report of the Treasurer (Pages 13 - 18)
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 **Annual Meeting** of the **Charter Trustees for the City of Durham** held in the Council Chamber, County Hall, Durham, on Tuesday 15 June 2021 at 5.30 pm

Present: Councillors J Blakey, B Coult, C Fletcher, D Freeman, A Hopgood, G Hutchinson, E Mavin, L Mavin, D Nicholls, R Ormerod, E Scott, M Simmons, D Stoker, P Taylor and M Wilkes

Also Present: Councillor A Simpson

Prior to commencement of business, the Clerk raised a Point of Order. He informed Charter Trustees that he had received notice from Councillor B Coult that she would like to decline her seat in favour of the member with the second highest votes received at the 2021 Local Elections for Esh and Witton Gilbert, Councillor A Simpson. He advised that the Head of Legal and Democratic Services had agreed under delegated powers to accept the proposal and asked Charter Trustees to note the change.

1 **Apologies for Absence**

Apologies for absence were received from Councillors L Brown, O Gunn, D Hall and M Wilson.

2 **Election of Mayor**

The Clerk asked for nominations for the election of Mayor for the ensuing municipal year 2021/22.

Councillor M Wilkes moved and Councillor A Hopgood seconded that Councillor Arnie Simpson, be appointed Mayor of Durham for the ensuing municipal year.

Resolved:

That Councillor Arnie Simpson be duly appointed as Mayor of Durham for the ensuing municipal year 2021/22.

Councillor A Simpson in the Chair

3 Election of Deputy Mayor

The Mayor asked for nominations for the election of Deputy Mayor for the ensuing municipal year 2021/22.

Councillor R Ormerod moved and Councillor E Scott seconded that Councillor D Freeman, be appointed Deputy Mayor of Durham for the ensuing municipal year.

Resolved:

That Councillor D Freeman be duly appointed as Deputy Mayor of Durham for the ensuing municipal year 2021/22.

4 Minutes

Minutes of the meeting held on 27 November 2020 were confirmed as a correct record and signed by the Mayor.

5 Declarations of Interest

There were no declarations of interest.

6 Ceremonial Occasion

Charter Trustees considered a report of the Clerk that proposed 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 (for copy see file of minutes).

Councillor Wilkes suggested a slight amendment to the wording in the recommendation as it could be misinterpreted that restrictions are lifted on 21 June 2021.

Resolved:

That the traditional ceremonial occasion be postponed until after the Government review and announce lifting Covid restrictions be agreed.

7 Appointment of the Officers

Consideration was given to the appointment of Officers as listed on the agenda.

The Clerk informed Trustees that the position of Recorder was vacant following the resignation of Clare Greenlay and a new appointment be confirmed at a future meeting.

Resolved:

That the following Officers be appointed:-

- 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

The Clerk advised Trustees of dates for future meetings of the Charter Trustees for the City of Durham for the municipal year 2021/22 (for copy see file of minutes).

Resolved:

That the report be noted.

9 Any Other Business

Briefing Session for New Charter Trustees

The Clerk advised that a briefing session for newly elected Charter Trustees had been suggested to provide information with regards to the history of the Charter Trust and ceremonial arrangements which would be arranged in due course.

CHARTER TRUSTEES FOR THE CITY OF DURHAM

At the **Meeting** of the **Charter Trustees for the City of Durham** held in the The Main Hall - Spennymoor Leisure Centre, on Wednesday 23 June 2021 at 12.45 pm

Present: The Right Worshipful the Mayor of Durham, Councillor A Simpson (in the Chair) and Councillors D Freeman, J Blakey, L Brown, J Chaplow, J Elmer, C Fletcher, A Hopgood, G Hutchinson, E Mavin, M McKeon, D Nicholls, E Scott, M Simmons, D Stoker, M Wilkes and M Wilson

1 Apologies for Absence

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

2 Declarations of interest

There were no declarations of interest.

3 Revenue Outturn for the year ending 31 March 2021

Charter Trustees received a report of the Treasurer that provided information on the actual expenditure compared to the budget for the year ended 31 March 2021 (for copy see file of minutes).

The Treasurer reported that the actual net revenue expenditure for 2020/21 was £43,927, an underspend of £26,177 against a budget of £70,104. He advised that the work of the Charter Trustees had been impacted by the Covid-19 pandemic which resulted in £12,287 being transfer to reserves, increasing the reserve balance to £75,114 as of 31 March 2021. In 2021/22 there is a commitment to draw £15,162 from the reserve which would result in a reserve balance of £59,952 as of 31 March 2022.

Resolved:-

That the final outturn position for the year ended 31 March 2021 be noted.

4 Annual Return for the year ended 31 March 2021

Charter Trustees considered a report of the Treasurer that sought approval of the Annual Governance Statement and Accounting Statements for the financial year ended 31 March 2021, which were included in the Annual Return (for copy see file of minutes).

Resolved:-

That the Annual Return (Sections 1 and 2) for the financial year ended 31 March 2021 be approved.

5 Any Other Business

Freedom of the City

On behalf of Councillor Ormerod, Councillor Freeman suggested that an item in relation to Freedom of the City be placed on the agenda for a future meeting. The Clerk explained that a request in writing must be received by the Clerk to Charter Trustees, who would then produce a report detailing the criteria to be considered at a special meeting of the Charter Trustees for the City of Durham.

CHARTER TRUSTEES FOR THE CITY OF DURHAM

At the **Meeting** of the **Charter Trustees for the City of Durham** held in the Main Hall, Town Hall, Durham, on Tuesday 31 August 2021 at 1.30 pm.

Present: The Right Worshipful the Mayor of Durham, Councillor A Simpson (in the Chair) and Councillors D Freeman, J Blakey, L Brown, J Chaplow, C Fletcher, A Hopgood, G Hutchinson, L Mavin, D Nicholls, R Ormerod, M Wilkes and M Wilson.

1 Prayers

Prayers were said by the Vice-Dean, Canon Michael Everitt.

2 Apologies for Absence

Apologies for Absence were received from Councillors J Elmer, O Gunn, D Hall, L Hovvels, B Kellett, E Scott and M Simmons.

3 Declarations of interest

There were no declarations of interest.

4 Recording of Proceedings

Charter Trustees consented to the taking of photographs during the meeting.

5 Clerk's Announcements

The Clerk formally reported the deaths of Honorary Alderman Joe Anderson and former Bodyguard David Philips. Charter Trustees and guests held a minute's silence as a mark of respect.

The Clerk informed Charter Trustees of the retirement of Mr Harvey Evans who was a member of the Mayor's Bodyguard and wished him well for the future.

He then explained due to Covid restrictions, it had not been possible to arrange the formal Investiture for the newly elected Mayor at the Annual Meeting on the 15 June 2021 when the Mayor, Councillor Arnie Simpson and Deputy Mayor, Councillor David Freeman were elected to office.

6 The Mayor to receive the Seal and make the Declaration of Acceptance of Office of Mayor

The Mayor received the Seal and read the Declaration of Acceptance of Office as Mayor of Durham which he then signed.

7 Mayor's Acceptance Speech

The Mayor was honoured to be elected Mayor of Durham and expressed his appreciation to Councillor Wilkes and Councillor Hopgood for proposing him to the position. He thanked his family, Councillor Coult, the Mayor's Bodyguard, Town Hall staff and Member Services for their support.

He confirmed that his chosen charity for his term of office would be the NHS.

The Mayor looked forward to working with local organisations, Durham Cathedral, Universities and Durham City Freemen over the forthcoming year.

8 Mayor to call on Retiring Mayor/Consort to receive the Past Mayor/Consort Jewels

The Mayor presented Katie Corrigan and Dr Bill Moir the past Mayor and Consort Jewels as souvenirs to commemorate their term of office.

9 Vote of thanks to Retiring Mayor/Consort and Deputy Mayor/Mayoress

Councillor M Wilson offered a vote of thanks to the retiring Mayor/Consort Katie Corrigan and Dr Bill Moir who had maintained the high standard the position required during a most difficult time.

Katie Corrigan was elected Mayor of Durham in 2019 and became the youngest Mayor of Durham and Chairman of Durham County Council in Durham's history. She recalled her most memorable moment at Durham Miners Gala in June 2019 when the Mayor gave her Mayoral address to over 200,000 people and received 3 ovations from the crowd.

She congratulated them on their tireless efforts in relation to her chosen charity, the Cheesy Waffles project.

On behalf of Charter Trustees, she thanked the retiring Deputy Mayor/Mayoress, Councillor Hovvels and Audrey Laing for the support they had given to the Mayor/Consort over the last 2 years and wished them all well on their future endeavours.

10 Address by the Retiring Mayor

Katie Corrigan reflected on a difficult year with many challenges for local communities and recalled many highlights prior to the pandemic when she attended various events and worked with wonderful organisations.

She felt fortunate to have had the support of Dr Bill Moir as her Consort and thanked her family, friends, Councillor Hovvells and Audrey Laing for their advice and encouragement over the years. She thanked Victoria Richardson, Kevin Cook, the Mayoral Bodyguard for their help and support in carrying out her civic duties and everyone who helped raise money for her chosen charity, the Cheesy Waffles project.

She expressed appreciation for the honour of being Mayor of Durham and hoped that she had helped to inspire young people to follow in her footsteps.

11 Mayor to call on Retiring Deputy Mayor/Mayoress to receive the Past Deputy Mayor/Mayoress Jewels

The Retiring Deputy Mayor, Councillor Hovvells and the Retiring Deputy Mayoress, Audrey Laing were unable to attend the meeting and would be presented with the Past Deputy Mayor/Mayoress jewels at a later date.

12 Mayor's Announcements

There were no announcements.

13 Presentation of Mayoral Service Medals

The Mayor presented long service awards to members of the Mayor's Bodyguard, Mr Robert W Clarkson (25 years), Mr Ronald Clarkson (15 years), Mr Chris Fenwick (15 years), Mr Peter Chadwick (10 years), Mr James Cowan MBE (10 years), Mr Peter Bates (5 years) and Mr Tom Walker (5 years) in recognition of the loyal and voluntary service they had given to the Mayors of Durham.

The Mayor announced that there was no other business and thanked everyone for attending.

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**Charter Trustees for the City of
Durham**

20 October 2021

**Revenue Outturn for the period
ending 30 September 2021 and
Projected Outturn to 31 March 2022**



City of Durham

Report of Jeff Garfoot, Treasurer

Purpose of the Report

- 1 The purpose of this report is to provide information on the:
 - a) actual expenditure compared to the profiled budget for the period ending 30 September 2021;
 - b) forecast of expenditure to 31 March 2022 in comparison to the 2021/22 original budget.

Background

- 2 The Charter Trustees for the City of Durham approved the Revenue budget for 2021/22 at its meeting on 27 November 2020.

Comparison of Revenue Outturn with Budget

- 3 At 30 September 2021 actual net expenditure was £34,225; an underspend of £6,883 (or 16.74%) against a profiled budget of £41,108.
- 4 It is anticipated that actual net expenditure at 31 March 22 will be lower than the original budget of £71,201 by £13,521 (or 18.99%). The sum required to be drawn from reserves to balance the budget is expected to reduce from £15,162 to £1,641.
- 5 The above forecast of outturn position is mainly due to the ongoing impact of the Covid-19 pandemic on the work of the Charter Trustees. I have been prudent with my forecast of the

projected outturn as it is still difficult to project accurately the year-end position.

- 6 An analysis of the expenditure over subjective budget headings is set out in Appendix 2.
- 7 Explanations regarding the main variances between actual expenditure and the budget are provided below:

Employees

- 8 The forecast expenditure matches the budget set for the Mayor and Deputy Mayor's Allowance.

Transport

- 9 It is anticipated that actual expenditure on transport will be £5,750 at the financial year end which is £5,114 (or 47.87%) less than the original budget. This is mainly due to the underspend in respect of the use of the Civic Car.

Supplies and Services

- 10 The total expenditure on supplies and services is £9,299 less than the profiled budget to date. Based on an estimate of future spending, the supplies and services outturn figure at 31 March 2022 is expected to be £11,723; an underspend of £7,670 (or 39.55%) in comparison to the annual budget. The projected underspend is in respect of the Mayor's Hospitality budget and reflects the fact that only £298 has been spent to date due to the pandemic.

Forecast of Outturn

- 11 The latest forecast of net expenditure to 31 March 2022 is £57,680, an underspend of £13,521 (or 18.99%) against the net expenditure budget of £71,201.

General Reserve

- 12 The general reserve balance at 1 April 2021 was £75,114. With a projected underspend of £13,521, the amount required to be drawn from reserves would be £1,641, rather than the original budget figure of £15,162. Consequently, the reserve balance would decrease to £73,473 as at 31 March 2022.

VAT

- 13 As at 30 September 2021 the total VAT paid and reclaimed was £6,174.84.

Budget Setting 2022/23

- 14 A report will be presented to the meeting on the 8 December 2021 to provide information to enable the Charter Trustees to determine the budget requirement for 2022/23 and the basic level of council tax for the financial years 2022/23 to 2025/26.
- 15 There is also a meeting scheduled for the 26 January 2022 which may be required to agree the precept for 2022/23 in order to meet the Council's deadline.

Recommendation

- 16 It is recommended that the City of Durham Charter Trustees:
- a) note the outturn position for the period ended 30 September 2021;
 - b) note the forecast of outturn to 31 March 2022;
 - c) note the 2022/23 Budget report will be presented to the meeting on 8 December 2021.

Contact: Ian Herberson, Tel. 03000 261861

Appendix 1: Implications

Legal Implications

None.

Finance

The report provides information on the:

- actual expenditure compared to the profiled budget to 30 September 2021
- forecast of expenditure to 31 March 2022 in comparison to the 2021/22 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.

Appendix 2: Actual Outturn Compared to the Profiled Budget to 30 September 2021 and Projected Outturn to 31 March 2022

Annual Budget 2021/22	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	0	0	3,500	0
1,500	Deputy Mayor's Allowance	0	0	1,500	0
	<u>Premises</u>				
3,734	Town Hall	0	0	3,734	0
	<u>Transport</u>				
6,729	Civic Car	3,365	5	2,500	-4,229
1,242	Bus Hire	621	0	500	-742
2,893	Sergeants at Mace/ Bodyguard	2,893	2,750	2,750	-143
	<u>Supplies and Services</u>				
17,670	Mayor's Hospitality	8,835	298	10,000	-7,670
514	General Office Expenses	257	357	514	0
862	Insurance	862	0	862	0
347	External Audit	0	0	347	0
	<u>Support Services</u>				
18,763	Administration	18,763	17,312	18,000	-763
13,477	Support Services	13,477	13,503	13,503	26
	<u>Income</u>				
0	Mayor's Civic Dinner	0	0	0	0
-30	Bank Interest	-15	0	-30	0
71,201	Net Expenditure	41,108	34,225	57,680	-13,521
-6,709	Council Tax Support Grant	-6,709	-6,709	-6,709	0
-15,162	Transfer to / -from Reserves	0	0	-1,641	13,521
49,330	Net budget	34,399	27,516	49,330	0

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