

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

Ref: JM

15 March 2022

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 Committee Room 2, County Hall, Durham, on Wednesday 23 March 2022 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 8 December 2021 (Pages 3 - 6)
3. Declarations of interest, if any
4. To Receive Nominations for the Mayor and Deputy Mayor

5. Review of Future Council Tax Levels - Report of the Treasurer (Pages 7 - 16)
6. Yearly Approval of Risk Assessment of Governance Arrangements - Report of the Clerk to the Charter Trustees (Pages 17 - 22)
7. Honorary Position - Recorder - Report of the Clerk to the Charter Trustees (Pages 23 - 26)
8. Honorary Aldermen - Recognition - Report of the Clerk to the Charter Trustees (Pages 27 - 30)
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. British Army 8th Rifles - Freedom Event - Report of the Clerk to the Charter Trustees (Pages 31 - 34)
12. 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 Main Hall - Spennymoor Leisure Centre, on Wednesday 8 December 2021 at 12.30 pm

**Present:** The Right Worshipful the Mayor of Durham, Councillor A Simpson (in the Chair) and Councillors D Freeman, J Blakey, L Brown, J Elmer, C Fletcher, A Hopgood, L Hovvells, B Kellett, M McKeon, D Nicholls, R Ormerod, E Scott, M Simmons, D Stoker, P Taylor, M Wilkes and M Wilson

### **1 Apologies for Absence**

Apologies for absence were received from Councillors J Chaplow, D Hall and G Hutchinson.

### **2 Minutes**

The Minutes of the meeting held on 20 October 2021 were agreed as a correct record and signed by the Mayor.

### **3 Declarations of Interest**

There were no declarations of interest.

### **4 2022/23 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 2022/23; basic level of council tax required for 2022/23 and consider the council tax levels for the period up to 2026/27 (for copy of report, see file of minutes).

The Treasurer was in attendance to present the report and advised Trustees of the budget options and the deadline for the 2022/23 precept was 26 January 2022.

In response to a question, the Treasurer indicated that he would recommend a minimum of around £20,000 for reserves. The Trust currently had £73,000 in reserves which was significantly healthy.

Trustees discussed postponing the decision on the council tax base until the next meeting of the Trust.

It was indicated that in previous years a working group had been set up to look at the council tax base, but this would be difficult before the January 2022 meeting.

It was suggested that the council tax precept remain at £1.90 for 2022/23 and a working group be established to look at the precept for future years and report back to the Charter Trustees for the City of Durham.

**Resolved:** (i) That the forecast of outturn position for 2021/22 be noted.

(ii) That the Band D equivalent Council Tax at £1.90 for 2022/23 continue and a working group be established to look at the precept for future years and report back to the Charter Trustees for the City of Durham.

## **5 Any Other Business**

The Clerk to the Charter Trustees advised Trustees that correspondence had been received from Durham Constabulary confirming the new Billet Master as Superintendent Catherine Clarke. A letter of thanks would be sent to Chief Superintendent Chris Curtis for his service to the Charter Trustees for the City of Durham.

The Clerk to the Charter Trustees for the City of Durham then advised Trustees that he had raised the vacancy of Honorary Recorder for the Trust with the Head of Legal and Democratic Services and consideration of his replacement due to his imminent retirement. He advised Trustees that the appointments would be considered as part of the restructure of Legal Services and in the interim Kamila Coulson-Patel would be Clerk until a formal appointment was made.

The Mayor and Councillor Hopgood on behalf of Trustees thanked the Clerk for his service to the Charter Trustees for the City of Durham and wished him well in his retirement, Trustees applauded.

The Mayor then personally thanked Councillors J Blakey and L Brown for their assistance at his Mayoral function held on Saturday.

## **CHARTER TRUSTEES FOR THE CITY OF DURHAM**

At the **Special Meeting** of the **Charter Trustees for the City of Durham** held in the Main Hall - Spennymoor Leisure Centre, on Wednesday 8 December 2021 at 12.50 pm

**Present:** The Right Worshipful the Mayor of Durham, Councillor A Simpson (in the Chair) and Councillors D Freeman, J Blakey, L Brown, J Elmer, C Fletcher, A Hopgood, L Hovvells, B Kellett, M McKeon, D Nicholls, R Ormerod, E Scott, M Simmons, D Stoker, P Taylor, M Wilkes and M Wilson

### **1 Apologies for Absence**

Apologies for absence were received from Councillors J Chaplow, D Hall and G Hutchinson.

### **2 Declarations of Interest**

There were no declarations of interest.

### **3 Exclusion of the Public**

**Resolved:**

That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act.

### **4 Honorary Freewoman of the City of Durham**

Charter Trustees considered the report of the Clerk to the Charter Trustees to allow Trustees to consider granting the honorary title of Freewoman of the City of Durham to Megan Borthwick, which is the highest honour in the gift of the Charter Trustees to recognise.

Councillor Ormerod proposed the title and paid tribute as to why Megan Borthwick should be granted the honorary title of Freewoman of the City of Durham.

Councillor Taylor seconded the proposal and indicated that Megan Borthwick was worthy of the title.

**Resolved:** That the Honorary Freewoman of the City of Durham be conferred to Megan Borthwick.

**Charter Trustees for the City of  
Durham**

**23 March 2022**

**Review of Future Council Tax Levels**



City of Durham

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**Report of Jeff Garfoot, Treasurer**

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**Purpose of the Report**

- 1 It was agreed at the Charter Trustee meeting on 8 December 2021 that a working group would be created to consider the future precept setting policy for the period to 2025/26. This report provides an update on the work of the working group alongside a recommendation for precept levels for the period to 2025/26.

**Background**

- 2 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 2018/19 to 2021/22.
- 3 At the meeting on 8 December 2021 the Charter Trustees agreed a continuation of the £1.90 precept for 2022/23 which resulted in a council tax requirement of £50,196 for the 2022/23 budget, which, after applying the Local Council Tax Support Scheme Grant and a forecast transfer of £15,780 from reserves, allowed for an expenditure budget of £72,763.
- 4 In addition at the meeting of 8 December 2021 the Charter Trustees requested that a working group be set up to consider future options for precept setting to enable a recommendation to be brought to a future meeting.
- 5 The following members were agreed as being part of the working group

Cllr Simpson  
Cllr Freeman  
Cllr Wilson  
Cllr Blakey

## **Budget Assumptions**

- 6 To enable options to be developed for consideration the following assumptions have been included in financial modelling:
- (a) annual inflation of 2% in 2023/24 and 1.5% thereafter. It is difficult at this stage to be clear on the ongoing inflationary impacts upon the Charter Trust budget especially during 2022/23. This position will be monitored closely and reported to the Charter Trustees in quarterly forecast of outturn reports
  - (b) annual pay award of 3.0% in 2022/23, 2.5% in 2023/24 and 2% thereafter;
  - (c) no change to the Local Council Tax Support Scheme Grant;
  - (d) no change in the council tax base.

## **Budget Options**

- 7 The initial meeting of the working group agreed that the preference would be to recommend the same precept for the period 2023/24 to 2025/26. On that basis the following precept levels were modelled and presented at a second meeting of the working group.
- a) £1.90
  - b) £2.00
  - c) £2.10
- 8 The 2022/23 budget is attached at Appendix 2 with the detailed budget options in Appendices 3 to 5 of this report. The appendices illustrate the effect of utilising different levels of reserves on the council tax requirement over the three year period 2023/24 to 2025/26.
- 9 The table overleaf demonstrates the impact on the reserve balance at the end of the year for each of the options.

Option		Forecast Reserve Balance at end of year			
		2022/23 £	2023/24 £	2024/25 £	2025/26 £
1	Council Tax at £1.90 2023/24 to 2025/26	57,693	40,523	22,253	2,853
2	Council Tax at £2.00 2023/24 to 2025/26	57,693	43,151	27,509	10,767
3	Council Tax at £2.10 2023/24 to 2025/26	57,693	45,793	32,793	18,693

- 10 The working group considered the three options above and determined the following;
- (a) £1.90 – the group were uncomfortable that reserves could reduce to £2,853 in this option
  - (b) £2.00 – the group felt this approach was balanced with a forecast reserve balance of £10,767 in 2025/26 which would be a balance of circa 15% of the annual expenditure budget. It was also recognised that likely annual increases in tax base could supplement the financial position
  - (c) £2.10 – the group felt a reserve balance of £18,693 at the end of the period representing circa 25% of annual expenditure was overly prudent.
- 11 After taking the above into account the working group determined that a strategy of a £2.00 precept for 2023/24, 2024/25 and 2025/26 should be recommended to the Charter Trustees. This would require an increase of £0.10 (5.26%) in 2023/24.
- 12 The Charter Trustees should note that it is possible that the Charter Trust’s financial position could change. For example, the full budget may not be expended thus increasing reserves, the Charter Trustees may decide to increase or decrease budgets, or the Council Tax Support Grant may vary. It is important therefore that budgets are kept under constant review.

## **Recommendations**

- 13 It is recommended that the City of Durham Charter Trustees:
- (a) agree to a strategy of a £2.00 precept for 2023/24, 2024/25 and 2025/26;
  - (b) agree that this position will be kept under review on an annual basis:

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**Contact: Jeff Garfoot Tel. 03000 261946**

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## **Appendix 1: Implications**

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### **Legal Implications**

None.

### **Finance**

The report provides information to enable Charter Trustees to consider the level of council tax and revenue budget requirement for 2023/24 to 2025/26.

### **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: Charter Trustees for the City of Durham Budget 2022/23**

<b>Budget</b>	<b>Forecast of Outturn</b>		<b>Proposed Budget</b>	<b>Inflation</b>
<b>2021/22</b>	<b>2021/22</b>		<b>2022/23</b>	
<b>£</b>	<b>£</b>		<b>£</b>	<b>%</b>
		<b>Employees</b>		
3,500	3,500	Mayor's Allowance	3,500	
1,500	1,500	Deputy Mayor's Allowance	1,500	
		<b>Premises</b>		
3,734	3,734	Town Hall	3,827	2.50%
		<b>Transport</b>		
6,729	2,500	Civic Car	6,897	2.50%
1,242	500	Bus Hire	1,273	2.50%
2,893	2,750	Sergeants at Mace/ Bodyguard	2,750	
		<b>Supplies &amp; Services</b>		
17,670	10,000	Mayor's hospitality	18,112	2.50%
514	514	General office expenses	527	2.50%
862	862	Insurance	884	2.50%
347	347	External Audit	356	2.50%
		<b>Support Services</b>		
18,763	18,000	Administration	19,326	3.00%
13,477	13,503	Finance, Clerk, legal, HR, IT	13,841	2.50%
		<b>Income</b>		
-30	-30	Bank interest	-30	
0	0	Mayor's Civic Dinner	0	
<b>71,201</b>	<b>57,680</b>	<b>Total Expenditure</b>	<b>72,763</b>	
-15,162	-1,641	<b>Transfer to/from Reserves</b>	-15,780	
-6,709	-6,709	<b>Council Tax Support Grant</b>	-6,787	
<b>49,330</b>	<b>49,330</b>	<b>Council Tax Requirement</b>	<b>50,196</b>	
25,963.20	25,963.20	<b>Tax base</b>	26,417.80	
1.90	1.90	<b>Band D Council Tax</b>	1.90	
<b>49,330.08</b>	<b>49,330.08</b>	<b>Council Tax Receivable</b>	<b>50,193.82</b>	

## Appendix 3: Proposed Budget – Option (a)

	Proposed Budget			
	2022/23	2023/24	2024/25	2025/26
<b>Basis of Budget preparation</b>	<b>Maintain Band D Council Tax at £1.90 in each year</b>			
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Employees</b>				
Mayor's Allowance	3,500	3,500	3,500	3,500
Deputy Mayor's Allowance	1,500	1,500	1,500	1,500
<b>Premises</b>				
Town Hall	3,827	3,904	3,962	4,022
<b>Transport</b>				
Civic Car	6,897	7,035	7,140	7,248
Bus Hire	1,273	1,298	1,318	1,338
Sergeants at Mace/ Body Guard	2,750	2,750	2,750	2,750
<b>Supplies &amp; Services</b>				
Mayor's hospitality	18,112	18,474	18,751	19,033
General office expenses	527	538	546	554
Insurance	884	902	915	929
External Audit	356	363	369	374
<b>Support Services</b>				
Administration	19,326	19,809	20,205	20,609
Finance/ Legal/ ICT/ HR	13,841	14,118	14,330	14,545
<b>Income - bank interest</b>	-30	-30	-31	-31
<b>Total Expenditure</b>	<b>72,763</b>	<b>74,160</b>	<b>75,255</b>	<b>76,369</b>
<b>Transfer from Reserves</b>	-15,780	-17,170	-18,270	-19,400
<b>Council Tax Support Grant</b>	-6,787	-6,787	-6,787	-6,787
<b>Council Tax Requirement</b>	<b>50,196</b>	<b>50,203</b>	<b>50,198</b>	<b>50,182</b>
<b>Forecast Reserves</b>	<b>57,693</b>	<b>40,523</b>	<b>22,253</b>	<b>2,853</b>
<b>Band D Council Tax</b>	<b>1.90</b>	<b>1.90</b>	<b>1.90</b>	<b>1.90</b>
<b>Council Tax Base</b>	26,417.80	26,417.80	26,417.80	26,417.80

## Appendix 4: Proposed Budget – Option (b)

Basis of Budget preparation	Maintain Band D Council Tax at £2.00 in each year 2023/24 to 2025/26			
	£	£	£	£
<b>Employees</b>				
Mayor's Allowance	3,500	3,500	3,500	3,500
Deputy Mayor's Allowance	1,500	1,500	1,500	1,500
<b>Premises</b>				
Town Hall	3,827	3,904	3,962	4,022
<b>Transport</b>				
Civic Car	6,897	7,035	7,140	7,248
Bus Hire	1,273	1,298	1,318	1,338
Sergeants at Mace/ Body Guard	2,750	2,750	2,750	2,750
<b>Supplies &amp; Services</b>				
Mayor's hospitality	18,112	18,474	18,751	19,033
General office expenses	527	538	546	554
Insurance	884	902	915	929
External Audit	356	363	369	374
<b>Support Services</b>				
Administration	19,326	19,809	20,205	20,609
Finance/ Legal/ ICT/ HR	13,841	14,118	14,330	14,545
<b>Income - bank interest</b>	-30	-30	-31	-31
<b>Total Expenditure</b>	<b>72,763</b>	<b>74,160</b>	<b>75,255</b>	<b>76,369</b>
<b>Transfer from Reserves</b>	-15,780	-14,542	-15,642	-16,742
<b>Council Tax Support Grant</b>	-6,787	-6,787	-6,787	-6,787
<b>Council Tax Requirement</b>	<b>50,196</b>	<b>52,831</b>	<b>52,826</b>	<b>52,840</b>
<b>Forecast Reserves</b>	<b>57,693</b>	<b>43,151</b>	<b>27,509</b>	<b>10,767</b>
<b>Band D Council Tax</b>	<b>1.90</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Council Tax Base</b>	26,417.80	26,417.80	26,417.80	26,417.80

## **Appendix 5: Proposed Budget – Option (c)**

	Proposed Budget			
	2022/23	2023/24	2024/25	2025/26
<b>Maintain Band D Council Tax at £2.10 in each year 2023/24 to 2025/26</b>				
<b>Basis of Budget preparation</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Employees</b>				
Mayor's Allowance	3,500	3,500	3,500	3,500
Deputy Mayor's Allowance	1,500	1,500	1,500	1,500
<b>Premises</b>				
Town Hall	3,827	3,904	3,962	4,022
<b>Transport</b>				
Civic Car	6,897	7,035	7,140	7,248
Bus Hire	1,273	1,298	1,318	1,338
Sergeants at Mace/ Body Guard	2,750	2,750	2,750	2,750
<b>Supplies &amp; Services</b>				
Mayor's hospitality	18,112	18,474	18,751	19,033
General office expenses	527	538	546	554
Insurance	884	902	915	929
External Audit	356	363	369	374
<b>Support Services</b>				
Administration	19,326	19,809	20,205	20,609
Finance/ Legal/ ICT/ HR	13,841	14,118	14,330	14,545
<b>Income - bank interest</b>	-30	-30	-31	-31
<b>Total Expenditure</b>	<b>72,763</b>	<b>74,160</b>	<b>75,255</b>	<b>76,369</b>
<b>Transfer from Reserves</b>	-15,780	-11,900	-13,000	-14,100
<b>Council Tax Support Grant</b>	-6,787	-6,787	-6,787	-6,787
<b>Council Tax Requirement</b>	<b>50,196</b>	<b>55,473</b>	<b>55,468</b>	<b>55,482</b>
<b>Forecast Reserves</b>	<b>57,693</b>	<b>45,793</b>	<b>32,793</b>	<b>18,693</b>
<b>Band D Council Tax</b>	<b>1.90</b>	<b>2.10</b>	<b>2.10</b>	<b>2.10</b>
<b>Council Tax Base</b>	26,417.80	26,417.80	26,417.80	26,417.80

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**Charter Trustees for the City of Durham**

**23 March 2022**

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



**City of Durham**

**Report of Kamila Coulson-Patel, Clerk to the Charter Trustees**

**Purpose of the Report**

1. To request approval of the Risk Assessment governance arrangements for the Charter Trustees for the City of Durham.

**Background**

2. As part of the external audit recommendations, the Charter Trustees are annually asked to review before the end of each financial year the risk assessment process to ensure effectiveness of internal controls.
3. A copy of the Risk Assessment matrix is shown at Appendix 2 for the Charter Trustees for review and approval prior to end of March 2022.
4. The Clerk and Risk, Insurance and Governance Manager at Durham County Council have together reviewed the Risk Assessment matrix and there are no significant changes in the finance and management processes which might have required risk mitigation.
5. On review of the Risk Assessment matrix, no changes have been identified to the risk profile and therefore there are no changes proposed to the Risk Assessment matrix which was last approved on 27 November 2020.

**Recommendation**

6. The Charter Trustees are asked to:
  - a. Note the review of the Risk Assessment matrix.
  - b. Approve and accept the Risk Assessment for governance arrangements for year end 2021/22.

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**Contact: Kamila Coulson-Patel Tel: 03000 269674**

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## **Appendix 1: Implications**

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**Legal Implications** – Audit requirement to make annual review of risk in governance arrangements.

**Finance** – Detailed within the report.

**Consultation** - None specific within the report.

**Equality and Diversity / Public Sector Equality Duty** - None specific within the report.

**Climate Change** – None specific within the report.

**Human Rights** - None specific within the report.

**Crime and Disorder** - None specific within the report.

**Staffing** - None specific within the report.

**Accommodation** - None specific within the report.

**Risk** – The Risk assessment matrix is designed to monitor and keep under yearly review the governance arrangements for Charter Trustees business.

**Procurement** - None specific within the report.

RISK ASSESSMENT AND MANAGEMENT

Aim	Risk Identified	Existing Controls	Impact of Risk	Likelihood of Risk	Any Further Actions to required to Mitigate risk (include date and responsible person to implement action)
To ensure compliance with the statutory requirements, the Trust's financial regulations, code of conduct and Standing Orders (1,2,3,4,7)	Lack of knowledge of regulations and codes.	Ensure that all trustees have copies of relative acts, Code of Conduct and Standing orders. Highlight essential parts and provide training where possible.	L	L	
	Absence of Standing Orders	Ensure Standing Orders are produced, understood by trustees and reviewed at least once per year.	L	L	
	Actions by the Trust outside its powers	Ensure that all trustees have copies of relative acts. Highlight essential parts of Acts or summarise and provide training. Monitored by the legally qualified Clerk who attends each meeting.	H	L	
	Items purchased without proper tendering procedures resulting in accusations of commercial favouritism	Ensure all trustees are aware of regulations re estimates and full tender procedures. Introduce practice of estimates for all purchases over an approved figure. Scheme of Delegated Authorisations in place.	L	L	
	Payments made without prior approval and adequate control.	Ensure all payments are approved in Trust Meetings and recorded in minutes. Keep cash payments to a limit.	L	L	
	Lack of control of signatories to cheques	Keep authorised signatories to a practical minimum	L	L	
	Lack of knowledge of budgetary process and council regulations	Include regulations in Standing orders and issue to all Trustees. Place agenda item early in year to remind trustees of budget process and actions required. Delegate responsibility for Managing budgetary process to one trustee or to one trustee appointed as RFO.	M	L	
	VAT not properly accounted for, resulting in overclaims and large demands from Customs and Excise	Ensure appropriate publications held and that the Clerk/accountant has access to good knowledge of regulations. All items in cash book list. Agreement of any submitted returns	M	L	
To engage with stakeholders (8,10,11,13,15)	Lack of effective lines of communication with other stakeholders	Note all communication lines which are essential or beneficial and make information available to all Trustees. Establish contacts by name and where possible face to face. Transparency of meetings and discussions	M	L	

Page 20 Aim	Risk Identified	Existing Controls	Impact of Risk	Likelihood of Risk	Any Further Actions to required to Mitigate risk (include date and responsible person to implement action)
To ensure that all trustees are aware of their responsibilities, possible liabilities and to provide adequate insurance cover for all possible risks. (4, 12, 14)	Lack of Knowledge of possible culpability of Trustees	Create Standing Orders and familiarisation with those where greatest risk occurs.	L	L	
	Lack of education of trustees regarding culpability	As above plus delegate responsibility to one or two Trustees to assist newcomers to understand culpability. Attend any training courses available.	L	L	
	Inadequate insurance cover taken out - property, personal liability, employers liability.	Review risk assessment by including on agenda of Trust meetings at least yearly - Delegate responsibility for keeping up to date with insurance requirements to an individual trustee/ officer.	H	L	
To keep appropriate books of account accurately and up to date throughout the financial year (7)	VAT claims not made promptly or made incorrectly	Ensure Clerk/Accountant has up to date VAT official publications. Regular checks by Trustee appointed RFO Internal audit checks	M	L	
	Lack of knowledge of accounting requirements	Ensure all trustees are familiar with current financial regulations and include them in standing orders. Regularly review standing orders. RFO in place.	M	L	
	Lack of commitment to accounting requirements	As above plus RFO to produce financial reports to all meetings. Internal audit reports to be made available to all trustees and any recommendations to be acted upon.	M	L	
	Bank Charges unnecessarily incurred	RFO to carry out regular inspection of books of account. Internal audit to be undertaken periodically during financial year.	L	L	
	Inaccuracies in recording accounts, totals in books of account and bank reconciliations	RFO to ensure that books of account are formatted in such a way that internal controls are included and activated. Regular internal audits to advise on internal controls required.	M	L	
	Inaccuracies and interest losses caused by account transfers	Keep numbers of accounts to a minimum but ensure that any large balances are deposited into an interest bearing account	L	L	
	The most beneficial interest terms not being employed	Ensure that favourable interest rates are obtained/review against alternatives, but bear in mind any risks in changing accounts.	L	L	

Aim	Risk Identified	Existing Controls	Impact of Risk	Likelihood of Risk	Any Further Actions to required to Mitigate risk (include date and responsible person to implement action)
	Inadequate control of cash receipts	Avoid cash payments and receipts if possible. Provide insurance cover. If cash payments/receipts are unavoidable, always check to bank, use a properly controlled petty cash account and segregate duties wherever possible. No petty cash float and all transactions are put through relevant accountancy procedures via the council's accountancy team.	H	L	
	Books of account not kept up to date/invoices not posted properly	Regular checks by RFO and internal auditor with financial reports to all Trust meetings	M	L	
	Payments missed or delayed due to inadequate filing of invoices	As above	M	L	
To ensure that salaries paid to employees and amounts paid to contractors are paid in accordance with council regulations and adequately monitored.	Inappropriate rate of pay to employees (salary & hours paid etc) False employees	Ensure employee regulations are available and understood by Clerk. Check to payroll minutes and contracts by trustee appointed as RFO. Internal audit checks.	M	L	
	Tax an NI arrangements not in accordance with regulations	As above Check payroll records to PAYE/NI tables	M	L	
	Amounts paid to contractors not in accordance with contract and inadequately monitored	Internal checks on goods supplied/invoice calculations/payee details Checks by trustee appointed as RFO Appoint trustee to monitor contract work carried out.	M	L	
To ensure that year end accounts are prepared on the correct accounting basis, on time and supported by an adequate audit trail.	Lack of knowledge of Trust regulations and procedures	Include financial regulations in Standing Orders. Attend training seminars where available	M	L	
	Late or non submission of annual accounts	Include timetable in Standing Orders. Monitor progress against timetable and report to Trust meetings	M	L	
	Year end accounts not prepared, inaccurate or not in accordance with Trust requirements	Checks by RFO Internal audit checks	M	L	

Page 22 <b>Aim</b>	<b>Risk Identified</b>	<b>Existing Controls</b>	<b>Impact of Risk</b>	<b>Likelihood of Risk</b>	<b>Any Further Actions to required to Mitigate risk (include date and responsible person to implement action)</b>
	Inadequate audit trail from records to final accounts	Checks by RFO Internal audit checks	M	L	
To identify, value and maintain all Trust assets and ensure that asset and investment registers are complete, accurate and properly maintained (5,6)	Lack of knowledge of assets of Trust	Ascertain and record all Trust assets in a permanent register	L	L	
	Assets lost or misappropriated Risk or damage to third party property or individuals	Establish who is responsible for security and maintainance of each asset. Public Liability Insurance in place. Maintain and update Register of assets Regular monitoring of location and use of assets- annual inspection.	M	L	
	Inadequate or inaccurate valuation of the Trust's assets	Periodic review of valuations and arrange professional valuations where appropriate. Maintain Register of assets.	M	L	
	Asset register not established or inadequately maintained	Maintain Register of assets to comply with Audit Commission requirements.	M	L	
To comply with appropriate Government legislation regarding disability, racial, equality, safeguarding children etc.	Lack of knowledge of applicable legislation	Check to have all appropriate legislation available. Review liabilities and responsibilities periodically at Trust meetings	M	L	
	Lack of public awareness of applicable legislation	Include details of legislation in any public consultations	L	L	
	Failure to comply with applicable legislation	Check to have all appropriate legislation available. Review liabilities and responsibilities periodically at Trust meetings	M	L	
To comply with appropriate Government legislation regarding Health and safety	Lack of information on properties, buildings and equipment	Ensure all current legislation and advice is held by Clerk. Include in asset register all properties for which Trust is responsible	M	L	
	Lack of knowledge of safety requirements	Ensure all current legislation and advice is held by Clerk. Report to Trust meeting as and when legislation produced	M	L	
	Lack of commitment to carrying out safety checks	As above plus Delegate responsibility for particular properties to individual trustees. Health and Safety Policy, procedures and training in place.	M	L	

**CHARTER TRUST FOR THE CITY OF DURHAM**

**23 March 2022**

**Honorary position - Recorder**



City of Durham

**Report of Kamila Coulson-Patel, Clerk to the Charter Trustees**

**Purpose of the Report**

1. To seek approval from the Charter Trustees to invite expressions of interest for the vacancy of Recorder.

**Background**

2. It was reported to the Charter Trustees on 15 June 2021 that Clare Greenlay had resigned from the honorary position of Recorder. Clare had held the position since 2007 and had been the former Head of Legal Services at Durham City Council.
3. The role of Recorder is an honorary position. Honorary positions do not receive a remuneration and there are no job or personal specifications. The main duties are to support the office of Mayor by attending ceremonial occasions.
4. On 25 July 2019 following recommendations of a working group, the Charter Trustees agreed the general criteria which would be desirable in a nomination for the honorary roles as follows:
  - (i) Close links to Durham City.
  - (ii) Contribution to Durham City.
  - (iii) Support for charitable and/or good causes.
5. In addition, as each honorary role has historic origins and traditional links to certain professions, it was agreed that individual special criteria are desirable and in respect of the Recorder this would be links to the legal profession.
6. As these are not formal appointments in the form of paid employment it was agreed that it would not be appropriate to advertise at large but rather invite expressions of interest. The expressions of interest were agreed to take the form of a CV, short statement or similar document produced by the candidate to the

Clerk demonstrating the desirable criteria as outlined at paragraphs 4 and 5 above which would assist the Charter Trustees in determining suitability for the candidate to hold an honorary role.

7. The proposal to fill the vacancy is set out in the recommendation at paragraph 8 below.

**Recommendation**

8 The Charter Trustees are recommended to:

- (a) Seek expressions of interest for the vacancy of Recorder;
- (b) Expressions of interest to be presented in the form of a CV or short statement from the prospective applicant to be presented to the Clerk no later than 14 days before the next meeting of the Trustees
- (c) Request the Clerk present a further report at the next meeting detailing the proposed appointment and voting arrangements.

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**Contact: Kamila Coulson-Patel Tel: 03000 269674**

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## **Appendix 1: Implications**

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**Legal Implications** – The position is an honorary position without any employment or remuneration. .

**Finance** – None as this is an honorary position without remuneration.

**Consultation** - None specific within the report.

**Equality and Diversity / Public Sector Equality Duty** - None specific within the report.

**Climate Change** – None specific within the report.

**Human Rights** - None specific within the report.

**Crime and Disorder** - None specific within the report.

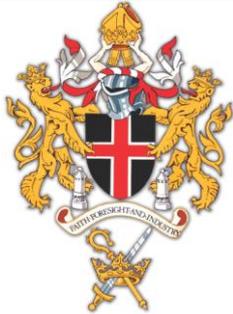
**Staffing** – To fill a honorary civic position.

**Accommodation** - None specific within the report.

**Risk** – None specific within the report.

**Procurement** - None specific within the report.

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<p><b>CHARTER TRUST FOR THE CITY OF DURHAM</b></p> <p><b>23 March 2022</b></p> <p><b>Honorary Aldermen - Recognition</b></p>	 <p><b>City of Durham</b></p>
<p><b>Report of Kamila Coulson-Patel, Clerk to the Charter Trustees</b></p>	

**Purpose of the Report**

1. To consider the appointment of the Honorary Aldermen following the appointment of Alderman by Durham County Council on 26 January 2022.

**Background**

2. Charter Trustees will be aware that Durham County Council is the Principal Council, under the Local Government Act 1972, able to confer the title of Honorary Alderman since Local Government Re-Organisation in 2009.
3. Whilst the Charter Trust is not able to confer such title itself, it is open for it to consider acknowledging newly appointed Honorary Aldermen if it considers the individuals concerned have sufficient connection via past and present service with the old Durham City Council area. In doing so the Charter Trust will be ensuring some continuity of recognition for those individuals and strengthen the numbers entitled to attend future ceremonial events.
4. At a meeting of the Charter Trustees on 20 June 2018, the eligibility criteria for new and existing Honorary Alderman to attend ceremonial events was agreed as well as the robes which would be worn.
5. The earlier decisions of the Charter Trustees on 17 June 2015 and 28 October 2015 were noted which were to allow Past Mayors to attend ceremonial events and wear black/silver trim robes.
6. The eligibility criteria for recognition as Honorary Alderman was agreed as:

- (a) Previous Charter Trustee (having been elected to be County Councillor in a Ward of the old Durham City Council area) and/or
  - (b) Previous Charter Trustee (having been appointed by the Leader of Durham County Council to serve as a Charter Trustee of the wider area ) and/or
  - (c) Currently living within or otherwise sufficiently connected to the old Durham City Council boundaries.
7. It was agreed at the meeting on 20 June 2018 that Honorary Alderman who had served 14 years representing an old Durham City area (as it was defined at cessation in 2009) would be eligible to take part in ceremonial events at wear red robes.
8. On 26 January 2022, Durham County Council conferred the honorary appointments of Alderman. Of those, the following individuals became eligible to be recognised by the Charter Trust as Honorary Aldermen:
- David Bell – former Mayor – lives in Brandon – was made an Alderman by former Durham City Council had 22 years with former Durham City and 8 years with Durham County Council.
  - Edward Bell former Trustee /Mayor – lives in Seaham.
  - John Lethbridge former Trustee /Mayor – lives in Bishop Auckland.
  - John Robinson former Trustee/ Mayor – lives in Sedgefield.
  - John Turnbull - former Trustee lives in Brandon who had 6 years as a Durham City Councillor and 11 years as a County Councillor.
9. From the criteria previously agreed David Bell can now take up his role as an Alderman and wear a red robe. John Turnbull fulfils the criteria to be invited to the events and wear red robe due to 14 years service.

### **Recommendation**

10. The Charter Trustees are recommended to:
- (a) Note the eligibility of those proposed as Honorary Aldermen;
  - (b) Agree the recognition of Honorary Alderman to those recorded in the report at paragraph 8; and
  - (c) Agree that David Bell and John Turnbull as Honorary Alderman have the requisite link to the City of Durham and year's service to wear a red robe at Mayoral ceremonial events.

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**Contact: Kamila Coulson-Patel Tel: 03000 269674**

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## **Appendix 1: Implications**

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**Legal Implications** – Durham County Council is the Principal Council, under the Local Government Act 1972 and is able to confer the title of Honorary Alderman since Local Government Re-Organisation in 2009.

**Finance** – there are no additional costs for the robes as these are already in supply.

**Consultation** - None specific within the report.

**Equality and Diversity / Public Sector Equality Duty** - None specific within the report.

**Climate Change** – None specific within the report.

**Human Rights** - None specific within the report.

**Crime and Disorder** - None specific within the report.

**Staffing** – This is an honorary position.

**Accommodation** - None specific within the report.

**Risk** – None specific within the report.

**Procurement** - None specific within the report.

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By virtue of paragraph(s) 2, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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