



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

Ref: JM

30 May 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

I Hereby Summon you to attend the **ANNUAL MEETING** of the **CHARTER TRUSTEES FOR THE CITY OF DURHAM** to be held in Main Hall, Town Hall, Durham, on Thursday 9 June 2022 at 12.00 noon.

BUSINESS

1. Prayers
2. Apologies for Absence
3. Recording of Proceedings
4. Election of Mayor
5. Appointment of Deputy Mayor

Note: The newly elected Mayor and Deputy Mayor will retire to the Robing Room and the meeting will adjourn for 5 minutes

6. The newly elected Mayor to receive the Seal and make the Declaration of Acceptance of Office of Mayor
7. Mayor's Acceptance Speech
8. Address by the Retiring Mayor
9. Vote of thanks to Retiring Mayor
10. Minutes of the meeting held on 23 March 2022 (Pages 5 - 8)
11. Declarations of interest, if any
12. Mayor's Announcements
13. Presentation of Mayoral Service Medals
14. Appointment of the following Officers:
 - Pant Master
(Mr Mac Williams JP)
 - Billet Master
(Superintendent Catherine Clarke, Durham Constabulary)
 - Macebearer
(Mr David Baker)
 - Swordbearer
(Mr Stan Lincoln)
 - Honorary Judicial Recorder
(His Honour Judge James Adkin)
 - Recorder
(Vacant)
 - Mayor's Chaplain
(The Dean of Durham, The Very Reverend Andrew Tremlett)
15. Meetings of the Charter Trustees for the City of Durham - Report of the Clerk to the Charter Trustees (Pages 9 - 10)
16. Such other business as, in the opinion of the Chair of the meeting, is of sufficient urgency to warrant consideration

Yours faithfully

Clerk

- Note:**
- (i) Members are requested to be seated by 11.50 am.
 - (ii) At the end of the Meeting and following photographs, lunch will be served in the Lantern Room and Burlison Gallery.
 - (iii) Robes are available at the bottom of Burlison Gallery steps.

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CHARTER TRUSTEES FOR THE CITY OF DURHAM

At the **Meeting** of the **Charter Trustees for the City of Durham** held in the Committee Room 2, County Hall, Durham, on Wednesday 23 March 2022 at 11.30 am

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, O Gunn, A Hopgood, L Hovvells, G Hutchinson, E Mavin, L Mavin, M McKeon, D Nicholls, R Ormerod, E Scott, M Wilkes and M Wilson

Prior to the commencement of the meeting, the Mayor formally reported the death of Archbishop Desmond Tutu who was awarded Freedom of the City in 1987 and former Mayoress Mrs Nora Fisher.

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

1 Apologies for Absence

Apologies for absence were received from Councillors D Hall, D Stoker and P Taylor.

2 Minutes

The minutes of the meeting held on 8 December 2021 were agreed as a correct record and signed by the Mayor.

3 Declarations of interest

There were no declarations of interest.

4 To Receive Nominations for the Mayor and Deputy Mayor

The Mayor asked Trustees for nominations for the Mayor and Deputy Mayor of Durham for the Municipal Year 2022/23 prior to their formal appointment at the Annual Meeting.

Moved by Councillor R Ormerod and seconded by Councillor E Mavin, that Councillor David Freeman be nominated Mayor of Durham for the ensuring Municipal Year 2022/23.

Moved by Councillor L Brown and seconded by Councillor J Blakey, that Councillor Lesley Mavin be nominated Deputy Mayor of Durham for the ensuring Municipal Year 2022/23.

Resolved:

- (i) That Councillor David Freeman be nominated Mayor of Durham for Municipal Year 2022/23 and be formally appointed at the Annual meeting;
- (ii) That Councillor Lesley Mavin be nominated Deputy Mayor of Durham for Municipal Year 2022/23 and be formally appointed at the Annual meeting.

5 Review of Future Council Tax Levels

Charter Trustees considered a report of the Treasurer that provided an update on the work and recommendations of the working group that was created to consider the future precept setting policy for the period to 2025/26 (for copy see file of minutes).

Resolved:

- (i) That a strategy of £2.00 precept for 2023/24, 2024/25 and 2025/26 be agreed;
- (ii) That the position be kept under review on an annual basis.

6 Yearly Approval of Risk Assessment of Governance Arrangements

Charter Trustees considered a report of the Clerk to the Charter Trustees that requested approval of the Risk Assessment governance arrangements for the Charter Trustees for the City of Durham (for copy see file of minutes).

The Clerk advised that following the yearly review, there were no significant changes in the finance and management processes and no changes have been identified to the risk profile, therefore there were no proposed changes to the Risk Assessment matrix which was last approved on 27 November 2020.

Resolved:

- (i) That the review of the Risk Assessment matrix be noted;
- (ii) That the Risk Assessment for governance arrangements for year end 2021/22 be approved.

7 Honorary Position - Recorder

Charter Trustees considered a report of the Clerk to the Charter Trustees that sought approval to invite expressions of interest for the vacancy of Recorder (for copy see file of minutes).

Charter Trustees discussed various options for seeking expressions of interest from suitable qualified people via professional organisations, voluntary sector, Town and Parish Councils and Area Action Partnerships that cover the Charter Trust area. The Clerk advised that she would notify professional networks and voluntary organisations of the vacancy to generate interest.

Resolved:

- (i) That the Clerk contact professional bodies and voluntary organisations to seek expressions of interest for the vacancy of Recorder;
- (ii) 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;
- (iii) That the Clerk present a further report at the next meeting detailing the proposed appointment and voting arrangements.

8 Honorary Aldermen - Recognition

Charter Trustees considered a report of the Clerk to the Charter Trustees that provided details of the appointments of the Honorary Aldermen following the appointment of Alderman by Durham County Council on 26 January 2022 (for copy see file of minutes).

The Clerk reported from the eligible criteria which was agreed on 20 June 2018, two former Councillors fulfil the criteria and would be invited to ceremonial events and wear red robes.

Responding to queries in relation to the number of years' service and definition of criteria, the Clerk clarified that a variation from 15 to 14 years' service was agreed following Local Government Reorganisation. The definition of criteria in relation to 'otherwise sufficiently connected' had not been detailed previously, however the proposed Councillors fall within the other two categories. It was suggested that the definition in relation to 'currently living within or otherwise sufficiently connected to the old Durham City Council boundaries' maybe a topic a Working Group could look at in the future.

Resolved:

- (i) That the eligibility of those proposed as Honorary Aldermen be noted;
- (ii) That the recognition of Honorary Alderman to those recorded in the report at paragraph 8 be agreed;
- (iii) 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.

9 Any Other Business

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

Annual Meeting - Mayor Making

The Clerk confirmed that the Annual meeting would be held on Wednesday 8 June 2022 at Durham Town Hall and arrangements would be circulated following the meeting.

Durham City Guild

The Clerk advised Charter Trustees that a request had been made to include Durham's Mayoral Crest to the Guild certificates.

Resolved:

That Durham's Mayoral Crest be added to the Guild certificates.

10 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.

11 British Army 8th Rifles - Freedom Event

Charter Trustees considered a report of the Clerk to the Charter Trustees that provided an update on the Proms in the Park Freedom Event of the British Army 8th Rifles and seek approval to work in collaboration with Durham County Council (for copy see file of minutes).

Following discussions, the Clerk advised that Charter Trustees would be invited to the event and the programme would be circulated in due course.

Resolved:

That the recommendations in the report be agreed.

Charter Trustees for the City of Durham

9 June 2022

Meetings of the Charter Trustees for the City of Durham



City of Durham

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

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 2022/23.

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 22 June 2022
Wednesday 19 October 2022
Wednesday 7 December 2022
Wednesday 25 January 2023
Wednesday 29 March 2023

Recommendation

3. That the report be noted.

Contact: **Kamila Coulson-Patel**

Tel: **03000 269674**

Appendix 1: Implications

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.