



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

Ref: PN

11 October 2022

To: The Mayor and Members of the  
**CHARTER TRUSTEES FOR THE CITY OF DURHAM**  
(Councillors D Freeman, L Mavin, J Blakey, L Brown, J Chaplow,  
J Elmer, C Fletcher, O Gunn, D Hall, A Hopgood, L Hovvels,  
G Hutchinson, B Kellett, E Mavin, M McKeon, D Nicholls,  
R Ormerod, E Scott, M Simmons, A Simpson, 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 1A, County Hall, Durham, on Wednesday 19 October 2022 at 11.30 am.

**Please Note:** In the event that Full Council runs beyond 11.30 am, 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. Recording of Proceedings
3. Minutes of the meetings held on 9 June 2022 and 22 June 2022 (Pages 3 - 8)

4. Declarations of interest, if any
5. Presentation of Past Mayoral Jewels to Councillor A Simpson and Mrs J Simpson
6. Revenue Outturn for the period ending 30 September 2022 and Projected Outturn to 31 March 2023 (Pages 9 - 14)
7. Such other business as, in the opinion of the Chair of the meeting, is of sufficient urgency to warrant consideration
8. 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)**

9. 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 Main Hall, Town Hall, Durham, on Thursday 9 June 2022 at 12.00 Noon

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

### 1 Prayers

Prayers were said by Canon Michael Everitt.

The Clerk to the Charter Trustees formally reported the death of former Mayoress Mrs E Crathorne and Admiral Rory McLean Honorary Member of the Mayor's Bodyguard. Trustees stood for a moments silence as a mark of respect.

### 2 Apologies for Absence

Apologies for absence were received from Councillors J Elmer, D Hall, L Hovvels and M Wilson.

### 3 Recording of Proceedings

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

### 4 Election of Mayor

The Mayor asked for nominations for the election of Mayor.

Councillor R Ormerod moved and Councillor M Simmons seconded that Councillor D Freeman, be appointed Mayor of Durham for the ensuring municipal year.

**Resolved:** That Councillor D Freeman be duly appointed as Mayor of Durham for the ensuring municipal year 2022/23.

### 5 Appointment of Deputy Mayor

The Mayor asked for nominations for the appointment of the Deputy Mayor.

Councillor L Brown moved and Councillor J Blakey seconded that Councillor L Mavin, be appointed Deputy Mayor of Durham for the ensuring municipal year.

**Resolved:** That Councillor L Mavin be duly appointed as Deputy Mayor of Durham for the ensuring municipal year 2022/23.

**The meeting adjourned for 5 minutes in order for the newly elected Mayor and Deputy Mayor to receive chains of office and be robed.**

**The Right Worshipful the Mayor of Durham,  
Councillor D Freeman in the Chair**

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

Councillor D Freeman 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 thanked Councillors R Ormerod and M Simmons and fellow Trustees for their support and that he was honoured to be Mayor. He then thanked those who had made it possible, in particular those who were no longer with us.

He talked about one of the Mayor's bodyguard who lived near him when he was as a child and that he was told he was an important person who you would see at mayoral events all dressed up.

He went on to thank the former Mayor and Mayoress and looked forward to working with the Deputy Mayor and her Consort.

He would be supported by his wife Laura and was looking forward to attending events such as the Durham Regatta, Miner's Gala and the Proms in the Park Freedom Event next month.

**8 Address by the Retiring Mayor**

Councillor A Simpson thanked Charter Trustees for the opportunity to be Mayor, in particular Councillors M Wilkes and A Hopgood for the nomination. He also wished to thank Councillor Coult, the Mayor's Bodyguard, Town Hall staff and the Deputy Mayor for his support and advised the Mayor that he should attend as many events as possible and wished him well.

He then thanked the Dean of Durham, Lord Lieutenant, High Sheriff, Mayors PA, Member Support and the Chauffer's. He thanked the Clerk to the Charter Trustees who was leaving the authority and wished her well in her new venture.

He recalled some of his many highlights during his time as Mayor of Durham and thanked his Mayoress and family for all their help and support.

## **9 Vote of thanks to Retiring Mayor**

Councillor A Hopgood congratulated and offered her best wishes to the new Mayor and Deputy Mayor. She then offered the vote of thanks to the retiring Mayor/Mayoress Councillor A Simpson and Mrs J Simpson who took on the role without the experience of being Deputy Mayor and carried out the role with pride and dignity and embraced the role.

Councillor A Simpson was one of the first members she met who was very kind and supportive. He carried out his duties superbly and represented the City of Durham. On behalf of Charter Trustees, she thanked the Retiring Mayor and Mayoress for their service.

The Mayor advised Trustees that the past Mayor Jewels would be presented at a future meeting of the Trust.

## **10 Minutes**

Minutes of the meeting held on 23 March 2022 were confirmed as a correct record and signed by the Mayor.

## **11 Declarations of Interest**

There were no declarations of interest.

## **12 Mayor's Announcements**

The Mayor announced that his chosen charity during his term of office would be Durham Samaritans and the Mayor's Rosette for 2022/23 were Platinum for the Queens's Jubilee.

## **13 Presentation of Mayoral Service Medals**

The Mayor presented a long service award to Mr C Lidster in recognition of the loyal and voluntary service he had given to the Mayors of Durham for the last 10 years.

The Mayor announced that Mr A Ribchester also qualified for a long service award. Unfortunately he was unable to attend the meeting, therefore he would receive his medal at a future meeting of the Trust.

#### **14 Appointment of Officers**

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

**Resolved:** That the following Officer be appointed:

- Pant Master (Mr M Williams JP)
- Billet Master (Superintendent C Clarke, Durham Constabulary)
- Macebearer (Mr D Baker)
- Swordbearer (Mr S Lincoln)
- Honorary Judicial Recorder (His Honour Judge Adkin)
- Recorder (Vacant)
- Mayor's Chaplain (The Dean of Durham)

#### **15 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 2022/23 (for copy see file of minutes).

**Resolved:** That the report be noted.

## **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 22 June 2022 at 11.30 am

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

### **1 Apologies for Absence**

Apologies for absence were received from Councillors J Blakey, L Brown, D Hall, B Kellett and M Simmons.

### **2 Declarations of interest**

There were no declarations of interest.

### **3 Revenue Outturn for the year ending 31 March 2022 - Report of the Treasurer to Charter Trustees**

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 2022 (for copy see file of minutes).

The Treasurer reported that the actual net expenditure for 2021/22 was £50,825, an underspend of £20,376 against a budget of £71,201 with £5,214 being transferred to the reserves, increasing the reserve balance to £80,358 as of 31 March 2022.

#### **Resolved:-**

That the outturn position for the year ended 31 March 2022 be noted.

### **4 Annual Return for the year ended 31 March 2022 - Report of the Treasurer to Charter Trustees**

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 2022, 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 2022 be approved.

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

**5 Appointment of the Recorder**

The Clerk to Charter Trustees confirmed that expressions of interest for the honorary position of Recorder are to be sought and that an update on the expressions of interest will be reported at a future meeting.

**6 Freedom of the City**

The Clerk to Charter Trustees confirmed that Miss Megan Borthwick has accepted the honour to be bestowed of Freedom of the City of Durham. Owing to outside commitments a request has been made for the Freedom Ceremony to take place after 5pm on a weekday or on a weekend. Further information on the proposed dates would be shared with Trustees.



**Charter Trustees for the City of  
Durham**

**19 October 2022**

**Revenue Outturn for the period  
ending 30 September 2022 and  
Projected Outturn to 31 March 2023**



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 2022;
  - b) forecast of expenditure to 31 March 2023 in comparison to the 2022/23 original budget.

**Background**

- 2 The Charter Trustees for the City of Durham approved the Revenue budget for 2022/23 at its meeting on 08 December 2021.

**Comparison of Revenue Outturn with Budget**

- 3 At 30 September 2022 actual net expenditure was £45,023; an underspend of £5,523 (or 10.93%) against a profiled budget of £50,546.
- 4 It is anticipated that actual net expenditure at 31 March 2023 will be lower than the original budget of £72,763 by £6,431 (or 8.84%). The sum required to be drawn from reserves to balance the budget is expected to reduce from £15,780 to £9,349.
- 5 The above forecast of outturn position is mainly due to the projected underspend on the Mayor's Hospitality. If the actual expenditure increases during the remainder of the financial year,

it will simply increase the transfer from the General Reserve to be more in line with the agreed budget.

- 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 £11,700 at the financial year end which is £780 (or 13.33%) more than the original budget. This is mainly due to a projected overspend in respect of the use of the Civic Car.

### **Supplies and Services**

- 10 The total expenditure on supplies and services is £4,699 less than the profiled budget to date. Based on an estimate of future spending, the supplies and services outturn figure at 31 March 2023 is expected to be £13,998; an underspend of £5,881 (or 29.58%) in comparison to the annual budget. The projected underspend is mainly in respect of the Mayor's Hospitality budget and reflects the fact that only £4,184 has been spent to date.

### **Forecast of Outturn**

- 11 The latest forecast of net expenditure to 31 March 2023 is £66,332, an underspend of £6,431 (or 8.84%) against the net expenditure budget of £72,763.

### **General Reserve**

- 12 The general reserve balance at 1 April 2022 was £80,358. With a projected underspend of £6,431, the amount required to be drawn from reserves would be £9,349, rather than the original budget figure of £15,780. Consequently, the reserve balance would decrease to £71,009 as at 31 March 2023.

## **VAT**

- 13 As at 30 September 2022 the total VAT paid and reclaimed was £899.18.

## **Budget Setting 2023/24**

- 14 A report will be presented to the meeting on the 7 December 2022 to provide information to enable the Charter Trustees to determine the budget requirement for 2023/24 and the basic level of council tax for the financial years 2023/24 to 2026/27.
- 15 There is also a meeting scheduled for the 25 January 2023 which may be required to agree the precept for 2023/24 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 2022;
  - b) note the forecast of outturn to 31 March 2023;
  - c) note the 2023/24 Budget report will be presented to the meeting on 7 December 2022.

---

**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 2022
- forecast of expenditure to 31 March 2023 in comparison to the 2022/23 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 2022 and Projected Outturn to 31 March 2023**

<b>Annual Budget 2022/23</b>	<b>Budget Head</b>	<b>Profiled budget to date</b>	<b>Year to date Actual</b>	<b>Projected Outturn</b>	<b>Variance (Projected Outturn v Annual Budget)</b>
<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b><u>Employees</u></b>				
3,500	Mayor's Allowance	0	0	3,500	0
1,500	Deputy Mayor's Allowance	0	0	1,500	0
	<b><u>Premises</u></b>				
3,827	Town Hall	0	0	3,827	0
	<b><u>Transport</u></b>				
6,897	Civic Car	3,449	4,016	7,800	903
1,273	Bus Hire	636	410	1,000	-273
2,750	Sergeants at Mace/ Bodyguard	2,750	2,900	2,900	150
	<b><u>Supplies and Services</u></b>				
18,112	Mayor's Hospitality	9,056	4,184	12,000	-6,112
527	General Office Expenses	263	528	850	323
884	Insurance	884	848	848	-36
356	External Audit	356	300	300	-56
	<b><u>Support Services</u></b>				
19,326	Administration	19,326	18,424	18,424	-902
13,841	Finance/Legal/ICT/HR	13,841	13,413	13,413	-428
	<b><u>Income</u></b>				
0	Mayor's Civic Dinner	0	0	0	0
-30	Bank Interest	-15	0	-30	0
<b>72,763</b>	<b>Net Expenditure</b>	<b>50,546</b>	<b>45,023</b>	<b>66,332</b>	<b>-6,431</b>
-6,787	<b>Council Tax Support Grant</b>	-6,787	-6,787	-6,787	0
-15,780	<b>Transfer to / -from Reserves</b>	0	0	-9,349	6,431
<b>50,196</b>	<b>Net budget</b>	<b>43,759</b>	<b>38,236</b>	<b>50,196</b>	<b>0</b>

This page is intentionally left blank