



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

Ref: JM

30 May 2023

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

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 Wednesday 7 June 2023 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 29 March 2023 (Pages 5 - 6)
11. Declarations of Interest, if any
12. Mayor's Announcements
13. Presentation of Mayoral Service Medals
14. Appointment of the following Officers:
  - Pant Master  
(Vacant)
  - Billet Master  
(Superintendent Catherine Clarke, Durham Constabulary)
  - Macebearer  
(Mr David Baker)
  - Swordbearer  
(Mr Stan Lincoln)
  - Honorary Judicial Recorder  
(His Honour Judge James Adkin)
  - Recorder  
(Mr Mac Williams JP)
  - Mayor's Chaplain  
(The Dean of Durham)
15. Meetings of the Charter Trustees for the City of Durham (Pages 7 - 8)
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.

## CHARTER TRUSTEES FOR THE CITY OF DURHAM

At the **Meeting** of the **Charter Trustees for the City of Durham** held in the Committee Room 1A , County Hall, Durham, on Wednesday 29 March 2023 at 11.30 am.

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

Prior to the commencement of the meeting, the Mayor paid tribute to Councillor Beaty Bainbridge who would be sadly missed.

### **1 Apologies for Absence**

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

### **2 Minutes**

The Minutes of the meeting held on 25 January 2023 were confirmed as a correct record and signed by the Mayor.

### **3 Declarations of interest**

There were no declarations of interest.

### **4 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 2023/24 prior to their formal appointment at the Annual Meeting.

Moved by Councillor L Brown and seconded by Councillor J Blakey, that Councillor Lesley Mavin be nominated Mayor of Durham for the ensuring Municipal Year 2023/24.

Moved by Councillor E Scott and seconded by Councillor M Simmons, that Councillor Liz Brown be nominated Deputy Mayor of Durham for the ensuring Municipal Year 2023/24.

**Resolved:**

- (i) That Councillor Lesley Mavin be nominated Mayor of Durham for Municipal Year 2023/24 and be formally appointed at the Annual meeting;
- (ii) That Councillor Liz Brown be nominated Deputy Mayor of Durham for Municipal Year 2023/24 and be formally appointed at the Annual meeting.

**5 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.

**6 Appointment of Recorder**

Charter Trustees considered a report of the Clerk to the Charter Trustees that provided details of expressions of interest received for the appointment of Recorder (for copy see file of minutes).

Upon a poll being taken it was **Resolved** that Mr Mac Williams be appointed as Recorder.

## Charter Trustees for the City of Durham

7 June 2023

### Meetings of the Charter Trustees for the City of Durham



City of Durham

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## Report of James Etherington, 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 2023/24.

### 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 21 June 2023  
Wednesday 18 October 2023  
Wednesday 6 December 2023  
Wednesday 24 January 2024  
Wednesday 27 March 2024

### Recommendation

3. That the report be noted.

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Contact: **James Etherington**

Tel: **03000 2696727**

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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.