



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

Ref: JM

10 October 2023

To: The Mayor and Members of the
CHARTER TRUSTEES FOR THE CITY OF DURHAM
(Councillors L Mavin, L Brown, J Blakey, J Chaplow,
J Elmer, C Fletcher, D Freeman, 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 18 October 2023 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 7 June 2023 and 21 June 2023 (Pages 3 - 8)

County Hall, Durham, DH1 5UL
Tel: 03000 267202
Web Site: www.durham.gov.uk

3. Declarations of interest, if any
4. Revenue Outturn for the period ending 30 September 2023 and Projected Outturn to 31 March 2024 (Pages 9 - 14)
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 **Meeting** of the **Charter Trustees for the City of Durham** held in the Main Hall, Town Hall, Durham, on Wednesday 7 June 2023 at 12.00 Noon

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

1 Prayers

Prayers were said by Canon Michael Everitt.

2 Apologies for Absence

Apologies for absence were received from Councillors J Chaplow, J Elmer, D Hall and D Nicholls.

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

Resolved: That Councillor L Mavin be duly appointed as Mayor of Durham for the ensuring municipal year 2023/24.

5 Appointment of Deputy Mayor

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

Councillor E Scott moved and Councillor A Hopgood seconded that Councillor L Brown, be appointed Deputy Mayor of Durham for the ensuring municipal year.

Resolved: That Councillor L Brown be duly appointed as Deputy Mayor of Durham for the ensuing municipal year 2023/24.

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 L Mavin in the Chair**

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

Councillor L Mavin received the Seal and read the Declaration of Acceptance of Office as Mayor of Durham which she then signed.

7 Mayor's Acceptance Speech

The Mayor welcomed everyone and conveyed that she was honoured and privileged and would do her utmost to perform her duties as Mayor of Durham. She indicated that her chosen charity was St. Cuthbert's Hospice and provided details of the charity, in particular that they only received 35% of the required funding from the NHS and the remainder was through fund raising.

She welcomed representatives from the Hospice who were here today and thanked fellow Trustees and Councillors L Brown and J Blakey for her nomination.

She continued by thanking Councillor D Freeman for his support over the last year and a special thank you to staff at the Town Hall, the Mayor's Bodyguard and the Mayor's Secretary.

She indicated that the Mayor's Rosette for 2023/24 would be Green and Red which were the colours of St. Cuthbert's Hospice and the colours of her primary school.

She expressed her appreciation to friends and family and her husband who had been her rock for the last 35 years.

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

The Mayor presented Councillor D Freeman and Ms L Wilson the past Mayor and Mayoress Jewels as souvenirs to commemorate their year of office.

9 Address by the Retiring Mayor

Councillor D Freeman congratulated Councillors L Mavin and L Brown on their appointment as Mayor and Deputy Mayor for Durham. He expressed his appreciation to the Mayor's Secretary for organising the event and thanked staff, the Mayor's Bodyguard, Canon M Everitt, Councillor J Blakey and volunteers who helped at the coffee morning.

He then thanked Councillor J Nicholson, Chair of Durham County Council and the late Councillor B Bainbridge, former Chair of Durham County Council who he remembered fondly. He also thanked the Lord Lieutenant and the previous High Sheriff, but his biggest thanks were to his Mayoress.

He then highlighted the best events during his term of office and indicated that he had raised £4,500 for his chosen charity, Samaritans.

10 Vote of thanks to Retiring Mayor

Councillor R Ormerod offered the vote of thanks to the retiring Mayor and Mayoress and indicated how he still managed to attend his council meetings and complete his case work and be available for his residents.

He had the support of his partner, who made a tremendous Mayoress and congratulated and thanked them both and for the money they had raised for their chosen charity, Samaritans.

He commented that his highlight of the year was the Bollywood dancing and he hoped they had enjoyed their time as Mayor and Mayoress and were taking away a great deal of special memories.

11 Minutes

Minutes of the meeting held on 29 March 2023 were confirmed as a correct record and signed by the Mayor.

12 Declarations of Interest

There were no declarations of interest.

13 Mayor's Announcements

There were no Mayor's announcements.

14 Presentation of Mayoral Service Medals

The Mayor presented long service awards to Mr D Watson (15 Years) and Mr S Lincoln (20 Years) in recognition of the loyal and voluntary service they had given to the Mayors of Durham.

15 Appointment of the following Officers:

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

Resolved: That the following Officers be appointed:

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

16 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 2023/24 (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 1A , County Hall, Durham, on Wednesday 21 June 2023 at 11.30 am

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

1 Apologies for Absence

An apology for absence was received from Councillor D Hall.

2 Declarations of interest

There were no declarations of interest.

3 Revenue Outturn for the year ending 31 March 2023

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 2023 (for copy see file of minutes).

The Treasurer reported that the actual net expenditure for 2022/23 was £59,522, an underspend of £13,241 against a budget of £72,763. The general reserve balance at 1 April 2022 was £80,358. With an underspend of £13,241 a contribution of £2,539 had been taken from the reserve, rather than the original budget draw from the reserve of £15,780. Consequently, the reserve balance had reduced to £77,819 as at 31 March 2023. In 2023/24 there was a commitment to draw £15,477 from the reserve which would result in a reserve balance of £62,342 as at 31 March 2024.

Resolved:-

That the outturn position for the year ended 31 March 2023 be noted.

4 Annual Return for the year ended 31 March 2023

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 2023, 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 2023 be approved.

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

5 Memorial Service for Alderman Mary Hawgood

The Clerk reminded Charter Trustees that the Memorial Service for Alderman Mary Hawgood would be held at Durham Cathedral on the 10 August 2023 at 2.00pm.

6 Billet Master

The Clerk advised that the Billet Master, Superintendent Catherine Clarke was taking up a new post at North Yorkshire and Durham Constabulary would provide details of the new Billet Master in due course.

Councillor A Hopgood asked that a letter of thanks be sent to the Billet Master on behalf of the Charter Trustees for the City of Durham and to wish her well for the future.

Councillor C Fletcher thanked the Town Hall staff for their hard work at Mayor Making which was a very successful event.

Charter Trustees for the City of Durham

18 October 2023

Revenue Outturn for the period ending 30 September 2023 and Projected Outturn to 31 March 2024



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 2023;
 - b) forecast of expenditure to 31 March 2024 in comparison to the 2023/24 original budget.

Background

- 2 The Charter Trustees for the City of Durham approved the Revenue budget for 2023/24 at its meeting on 25 January 2023.

Comparison of Revenue Outturn with Budget

- 3 At 30 September 2023 actual net expenditure was £10,730; an underspend of £27,249 (or 71.7%) against a profiled budget of £37,979.
- 4 It is anticipated that actual net expenditure at 31 March 2024 will be lower than the original budget of £75,958 by £6,691 (or 8.8%). The sum required to be drawn from reserves to balance the budget is expected to reduce from £15,477 to £8,786.
- 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 £13,070 at the financial year end which is £643 (or 5.2%) more than the original budget. This is mainly due to a projected overspend in respect of the use of the bus hire.

Supplies and Services

- 10 Based on an estimate of future spending, the supplies and services outturn figure at 31 March 2024 is expected to be £14,556; an underspend of £6,558 (or 31.1%) 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 £6,439 has been spent to date.

Forecast of Outturn

- 11 The latest forecast of net expenditure to 31 March 2024 is £69,267, an underspend of £6,691 (or 8.8%) against the net expenditure budget of £75,958.

General Reserve

- 12 The general reserve balance at 1 April 2023 was £77,818. With a projected underspend of £6,691, the amount required to be drawn from reserves would be £8,786, rather than the original budget figure of £15,477. Consequently, the reserve balance would decrease to £69,032 as at 31 March 2024.

VAT

- 13 As at 30 September 2023 the total VAT paid and reclaimed was £373.12.

Budget Setting 2024/25

- 14 A report will be presented to the meeting on the 6 December 2023 to provide information to enable the Charter Trustees to determine the budget requirement for 2024/25 and the basic level of council tax for the financial years 2024/25 to 2027/28.
- 15 This meeting will also agree the precept for 2024/25 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 2023;
 - b) note the forecast of outturn to 31 March 2024;
 - c) note the 2024/25 Budget report will be presented to the meeting on 6 December 2023.

Contact: Ed Thompson, Tel. 03000 263481

Appendix 1: Implications

Legal Implications

None.

Finance

The report provides information on the:

- actual expenditure compared to the profiled budget to 30 September 2023
- forecast of expenditure to 31 March 2024 in comparison to the 2023/24 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 2023 and Projected Outturn to 31 March 2024

Annual Budget 2023/24	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	1,750	0	3,500	0
1,500	Deputy Mayor's Allowance	750	0	1,500	0
	<u>Premises</u>				
4,018	Town Hall	2,009	0	4,018	0
	<u>Transport</u>				
8,190	Civic Car	4,095	0	8,190	0
1,337	Bus Hire	669	1,090	2,180	843
2,900	Sergeants at Mace/ Bodyguard	1,450	2,700	2,700	-200
	<u>Supplies and Services</u>				
19,017	Mayor's Hospitality	9,509	6,439	13,088	-5,929
892	General Office Expenses	446	125	305	-587
890	Insurance	445	848	848	-42
315	External Audit	158	0	315	0
	<u>Support Services</u>				
19,345	Administration	9,673	0	19,483	138
14,084	Finance/Legal/ICT/HR	7,042	0	14,085	1
	<u>Income</u>				
0	Mayor's Civic Dinner	0	0	0	0
-30	Bank Interest	-15	-472	-945	-915
75,958	Net Expenditure	37,979	10,730	69,267	-6,691
-6,544	Council Tax Support Grant	-3,272	-6,544	-6,544	0
-15,477	Transfer to / -from Reserves	-7,739	0	-8,786	6,691
53,937	Net budget	26,969	4,186	53,937	0

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