



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

Ref: JM

28 May 2024

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

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 5 June 2024 at 12.00 noon.

**BUSINESS**

- 1 Prayers
- 2 Apologies for Absence
- 3 Recording of Proceedings
- 4 Presentation of Mayoral Service Medals
- 5 Election of Mayor
- 6 Appointment of Deputy Mayor

County Hall, Durham, DH1 5UL  
Tel: 03000 267202  
Web Site: [www.durham.gov.uk](http://www.durham.gov.uk)

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

- 7 The newly elected Mayor to receive the Seal and make the Declaration of Acceptance of Office of Mayor
- 8 Mayor's Acceptance Speech
- 9 Mayor to call on Retiring Mayor/Consort to receive the Past Mayor/Consort Jewels
- 10 Address by the Retiring Mayor
- 11 Vote of thanks to Retiring Mayor
- 12 Minutes of the meeting held on 29 April 2024 (Pages 3 - 4)
- 13 Declarations of interest, if any
- 14 Mayor's Announcements
- 15 Appointment of the following Officers:
  - Pant Master (Mr James Lee)
  - Billet Master (Superintendent Andrea Arthur, 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)
- 16 Meetings of the Charter Trustees for the City of Durham - Report of the Clerk to the Charter Trustees (Pages 5 - 6)
- 17 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