



**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

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

CHARTER TRUSTEES FOR THE CITY OF DURHAM

At the **Meeting** of the **Charter Trustees for the City of Durham** held in the Council Chamber on Monday 29 April 2024 at 2.00 pm

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

1 **Apologies for Absence**

Apologies for absence were received from Councillors J Blakey, O Gunn, D Hall and M Wilson.

2 **Minutes**

The minutes of the meeting held on 6 December 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 2024/25 prior to their formal appointment at the Annual Meeting.

Moved by Councillor E Scott and seconded by Councillor C Fletcher, that Councillor Liz Brown be nominated Mayor of Durham for the ensuring Municipal Year 2024/25.

Moved by Councillor A Hopgood and seconded by Councillor E Mavin, that Councillor Gary Hutchinson be nominated Deputy Mayor of Durham for the ensuring Municipal Year 2024/25.

Resolved:

- (i) That Councillor Liz Brown be nominated Mayor of Durham for Municipal Year 2024/25 and be formally appointed at the Annual meeting;
- (ii) That Councillor Gary Hutchinson be nominated Deputy Mayor of Durham for Municipal Year 2024/25 and be formally appointed at the Annual meeting.

5 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, it was considered that the document needed some revision to bring it into line with best practice and to remove references to obsolete bodies such as the Audit Commission. It was also considered that Charter Trustees should be given the opportunity to consider the Risk Assessment at an earlier point in the financial year, rather than at the end. With that in mind, it was recommended that a further report be considered to the first meeting after the AGM.

Resolved:

- (i) That the Risk Assessment for governance arrangements for year end March 2024 be approved;
- (ii) That Charter Trustees receive a further report in June.

6 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.

7 Appointment of the Pant Master

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

Resolved:

That Mr James Lee be appointed as Pant Master.

Charter Trustees for the City of Durham

5 June 2024

Meetings of the Charter Trustees for the City of Durham



City of Durham

Report of James Etherington, 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 2024/25.

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 26 June 2024
Wednesday 23 October 2024
Wednesday 11 December 2024
Wednesday 22 January 2025

Recommendation

3. That the report be noted.

Contact: James Etherington

Tel: 03000 2696727

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.