



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

Ref: JM

15 October 2024

To: The Mayor and Members of the  
**CHARTER TRUSTEES FOR THE CITY OF DURHAM**  
(Councillors L Brown, G Hutchinson, J Blakey, J Chaplow, J Elmer,  
C Fletcher, D Freeman, O Gunn, D Hall, A Hopgood, L Hovvels,  
B Kellett, E Mavin, L Mavin, 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 23 October 2024 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 5 June 2024 and 26 June 2024 (Pages 3 - 8)
- 3 Declarations of interest, if any

County Hall, Durham, DH1 5UL  
Tel: 03000 267202  
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- 4 Forecast of Revenue Outturn for 2024/25 as at 30 September 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 **Annual Meeting** of the **Charter Trustees for the City of Durham** held in the Main Hall, Town Hall, Durham, on Wednesday 5 June 2024 at 12.00 pm

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

The Mayor formally reported the death of Mr Peter Bates Honorary Member of the Mayor's Bodyguard. Trustees and guests stood for a moments silence as a mark of respect.

### **1 Prayers**

Prayers were said by the Very Reverend Philip Plyming, The Dean of Durham.

### **2 Apologies for Absence**

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

### **3 Recording of Proceedings**

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

### **4 Presentation of Mayoral Service Medals**

The Mayor presented long service awards to members of the Mayor's Bodyguard, Mr D Baker (30 years) and Mr T Dixon (10 years) in recognition of the loyal and voluntary service they had given to the Mayors of Durham.

### **5 Election of Mayor**

The Mayor asked for nominations for the election of Mayor.

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

#### **Resolved:**

That Councillor L Brown be duly appointed as Mayor of Durham for the ensuring municipal year 2024/25.

## **6 Appointment of Deputy Mayor**

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

Councillor J Blakey moved and Councillor E Mavin seconded that Councillor G Hutchinson, be appointed Deputy Mayor of Durham for the ensuing municipal year.

### **Resolved:**

That Councillor G Hutchinson be duly appointed as Deputy Mayor of Durham for the ensuing municipal year 2024/25.

**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 Brown in the Chair

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

The newly elected Mayor, Councillor L Brown received the Seal and read the Declaration of Acceptance of Office as Mayor of Durham which she then signed.

## **8 Mayor's Acceptance Speech**

The Mayor was honoured to be elected the 421<sup>st</sup> Mayor of Durham and she would do her best to live up to her predecessors standards. She thanked Councillors E Scott and A Hopgood for her nomination and Councillor C Fletcher who seconded her initial nomination in April 2024.

The Mayor announced that her chosen charities for the forthcoming year were Feeding Families and Stray Aid, both with whom she had very strong connections with. She indicated that the Mayor's Rosette for 2024/25 would be blue and silver which represented the County Durham flag.

She expressed her appreciation to friends and family and thanked Officers, Town Hall staff, the Mayor's Bodyguard, the Mayor's Secretary and gave special thanks to her Consort, Jonathan for his support and looked forward to her term in office.

## **9 Mayor to call on Retiring Mayor/Consort to receive the Past Mayor/Consort Jewels**

The Mayor presented Councillor L Mavin and Mrs T Sutcliffe with the past Mayor and Mayoress Jewels as souvenirs to commemorate their year of office.

## **10 Address by the Retiring Mayor**

Councillor L Mavin and Mrs T Sutcliffe read poems highlighting memorable moments during their term in office.

## **11 Vote of thanks to Retiring Mayor/Mayoress**

Councillor J Blakey offered the vote of thanks to the retiring Mayor/Mayoress Councillor L Mavin and Mrs T Sutcliffe who carried out their roles with great distinction. She highlighted many events that provided special memories for the retiring Mayor/Mayoress including the inaugurations of the new Chancellor and the new Dean of Durham, engagements with the Lord Lieutenant, Royal visits, Armed Forces events, school visits, welcoming international visitors, Freemans Guild and Rotary Club events, Cathedral services and Durham University events, all of which they would treasure for a lifetime.

She congratulated the retiring Mayor/Mayoress for the money raised for St Cuthberts Hospice and on behalf of Charter Trustees, she thanked them for their service which had enhanced the Civic Office.

## **12 Minutes**

The Minutes of the meeting held on 29 April 2024 were confirmed as a correct record and signed by the Mayor.

## **13 Declarations of interest**

There were no declarations of interest.

## **14 Mayor's Announcements**

There were no Mayor's announcements.

## **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 (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**

The Clerk advised Trustees of dates for future meetings of the Charter Trustees for the City of Durham for the municipal year 2024/25 (for copy see file of minutes).

**Resolved:**

That the report be noted

## **17 Any Other Business**

### **Resignation**

The Mayor announced the resignation of Mr R Clarkson from the Mayor's Bodyguard after 18 years of service. She thanked him for his loyal and valued service and best wishes for the future.

## **CHARTER TRUSTEES FOR THE CITY OF DURHAM**

At the **Meeting** of the **Charter Trustees for the City of Durham** held in the Council Chamber, County Hall, Durham, on Wednesday 26 June 2024 at 11.30 am

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

### **1 Apologies for Absence**

Apologies for absence were received from Councillors O Gunn, D Hall, A Hopgood, R Ormerod and E Scott.

### **2 Declarations of Interest**

There were no declarations of interest.

### **3 Annual Governance Statement 2023/24**

Charter Trustees received a report of the Treasurer that provided details of the Annual Governance Statement (AGS) for the year April 2023 to March 2024. The Annual Governance Statement needed to be formally approved as part of the consideration of the Annual Governance and Accountability Return 2023/24 (for copy of report, see file of minutes).

#### **Resolved:**

- (i) That the content of the 2023/24 Annual Governance Statement be noted.
- (ii) That the Chair and Treasurer approve and sign the 2023/24 Annual Governance Statement as part of the consideration of the Annual Governance and Accountability Return 2023/24.

### **4 Revenue Outturn for the year ending 31 March 2024**

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 2024 (for copy of report, see file of minutes).

The actual net expenditure for 2023/24 was £70,412, an underspend of £5,546 against a budget of £75,958. The original budget agreed a contribution

from reserves of £15,477. Based upon the final underspend there would be a transfer from reserves of £9,931. In 2024/25 there was a commitment to draw £19,085 from the reserve that would result in a reserve balance of £48,802 as at 31 March 2025.

The Treasurer indicated that the budgeted use of reserves was not an infinite budget solution, and they would need to consider how they reduce their reliance on reserves. Trustees were also asked to note that there would be a reduction in the Local Council Tax Reduction Scheme by 50% phased over the next three years. He stated that Trustees would need to consider in due course how they budgeted for the change in income source.

**Resolved:** That the outturn position for the year ended 31 March 2024 be noted.

## **5 Annual Return for the year ended 31 March 2024**

Charter Trustees received a report of the Treasurer that sought approval of the Annual Governance and Accountability Return 2023/24 (for copy of report, see file of minutes).

**Resolved:** That the Annual Return (Sections 1 and 2) for the financial year ended 31 March 2024 be approved.



**Charter Trustees for the City of  
Durham**

**23 October 2024**

**Forecast of Revenue Outturn for  
2024/25 as at 30 September 2024**



City of Durham

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**Report of Rob Davisworth, Treasurer**

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**Purpose of the Report**

- 1 The purpose of this report is to provide information on the forecast of expenditure to 31 March 2025 in comparison to the 2024/25 original budget.

**Background**

- 2 The Charter Trustees for the City of Durham approved the Revenue budget for 2024/25 at its meeting on 6 December 2023.

**Comparison of Revenue Outturn with Budget**

- 3 The projected net expenditure of £68,285 at 31 March 2025 will be lower than the original budget of £78,425 by £10,140 (or 12.9%). The sum required to be drawn from reserves to balance the budget is expected to reduce from £19,085 to £8,947.
- 4 The above forecast of outturn position is mainly due to the projected underspend on the Mayor's hospitality budget, an underspend on the administration budget and additional bank interest, offset slightly by a projected overspend in relation to civic transport.
- 5 An analysis over subjective budget headings is set out in Appendix 2.
- 6 Explanations regarding the main variances between the budget and the projected outturn are provided below:

## **Transport**

- 7 It is anticipated that expenditure on transport will be £16,250 at the financial year end which is £1,428 (10%) more than the annual budget. This is mainly due to a projected overspend in respect of the use of the civic car hire.

## **Supplies and Services**

- 8 The supplies and services outturn figure at 31 March 2025 is projected to be £11,904; an underspend of £4,235 (26%) in comparison to the annual budget. The projected underspend is mainly in respect of the Mayor's hospitality budget.

## **Income**

- 9 Income is projected to be £4,152 against a budget of £500; an overachievement of income of £3,652. This is due to the civic dinner income being unbudgeted. A budget line for this income stream will be included within the 2025/26 budget.

## **Forecast of Outturn**

- 10 The latest forecast of net expenditure to 31 March 2025 is £68,285, an underspend of £10,140 (or 13%) against the net expenditure budget of £78,425.

## **General Reserve**

- 11 The general reserve balance at 1 April 2024 was £67,887. With a projected underspend of £10,140, the amount required to be drawn from reserves would be £8,947, rather than the original budget figure of £19,085. Consequently, the reserve balance would decrease to £58,941 as at 31 March 2025.

## **Budget Setting 2025/26**

- 12 A report will be presented to the meeting on the 11 December 2024 to provide information to enable the Charter Trustees to determine the budget requirement for 2025/26 and the basic level of council tax for the financial years 2025/26 to 2028/29.
- 13 This meeting will also agree the precept for 2025/26 in order to meet the Council's deadline.

## **Recommendation**

14 It is recommended that the City of Durham Charter Trustees:

a) note the forecast of outturn position to 31 March 2025;

b) note the 2025/26 Budget report will be presented to the meeting on 11 December 2024.

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**Contact: Ed Thompson, Tel. 03000 263481**

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## **Appendix 1: Implications**

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### **Legal Implications**

None.

### **Finance**

The report provides information on the forecast of expenditure to 31 March 2025 in comparison to the 2024/25 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: Projected Outturn to 31 March 2025 as at 30 September 2024

Annual Budget 2024/25	Budget Head	Year to date Actual	Projected Outturn	Variance (Outturn v Budget)
£		£	£	£
	<b><u>Employees</u></b>			
3,500	Mayor's Allowances	3,500	3,500	0
1,500	Deputy Mayor's Allowances	1,500	1,500	0
	<b><u>Premises</u></b>			
4,098	Town Hall	0	4,098	0
	<b><u>Transport</u></b>			
10,500	Civic Car	3,160	12,000	1,500
1,364	Bus Hire	0	1,350	(14)
2,958	Sergeants at Mace/Bodyguard	2,900	2,900	(58)
	<b><u>Supplies and Services</u></b>			
14,000	Mayor's Hospitality	6,984	9,691	(4,309)
910	General Office Expenses	294	1,044	134
908	Insurance	848	848	(60)
321	External Audit	0	321	0
	<b><u>Support Services</u></b>			
24,500	Administration	20,135	20,538	(3,962)
14,366	Finance/ Legal / CT/ HR	14,647	14,647	281
	<b><u>Income</u></b>			
0	Mayor's Civic Dinner	(3,160)	(3,160)	(3,160)
(500)	Bank Interest	(567)	(992)	(492)
<b>78,425</b>	<b>Net Expenditure</b>	<b>50,242</b>	<b>68,285</b>	<b>(10,140)</b>
(5,534)	<b>Council Tax Support Grant</b>	(5,532)	(5,532)	2
(19,085)	<b>Transfer to / -from Reserves</b>	0	(8,947)	10,138
<b>53,806</b>	<b>Net Budget</b>	<b>44,710</b>	<b>53,806</b>	<b>0</b>

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