



**City of Durham
Charter Trust for the City of Durham**

Ref: PN

15 May 2012

To: The Mayor and Members of the
CHARTER TRUST FOR THE CITY OF DURHAM
(Councillors L Thomson, J Blakey, J Chaplow,
J Cordon, R Crooks, N Foster, D Freeman, G Holland,
K Holroyd, A Hopgood, N Martin, E Mavin, D Morgan,
B Myers, M Plews, M Simmons, D J Southwell,
D Stoker, P Taylor, J Turnbull, M Wilkes, J Wilkinson,
M Williams, M Wood and C Woods).

Dear Sir/Madam

I hereby summon you to attend the **ANNUAL MEETING** of the **CHARTER TRUST FOR THE CITY OF DURHAM** to be held in the Main Hall - Town Hall, Durham, on Wednesday 23 May 2012 at twelve o'clock noon.

BUSINESS

1. Prayers.
 2. Apologies for Absence.
 3. Recording of Proceedings.
 4. Election of Mayor.
"That Councillor John Wilkinson, 10 Priestburn Close, Esh Winning, Durham, DH7 9NF, be and is hereby appointed Mayor of the City for the ensuing Municipal Year".
 5. Appointment of Deputy Mayor.
"That Councillor Hopgood, 3 Carlisle Road, Newton Hall, Durham, DH1 5XE, be and is hereby appointed Deputy Mayor for the City for the ensuing Municipal Year".
- 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.

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7. Mayor's Address.
8. Mayor to call on retiring Mayor and Mayoress to receive the Past Mayor and Mayoress Jewels.
9. Vote of thanks to Retiring Mayor.
10. Address by the Retiring Mayor.
11. Minutes of the Meeting held on 26 April 2012. (Pages 1 - 4)
12. Mayor's Announcements (if any).
13. Appointment of the following Officers:-
 - Pant Master
(Mr D Marrs)
 - Billet Master
(Assistant Chief Superintendent Ivan Wood, Durham Constabulary)
 - Macebearer
(Mr Petre)
 - Swordbearer
(Mr Baker)
 - Deputy Bearer
(Mr Bilton)
 - Assistant Deputy Bearer
(Vacant)
 - Honorary Judicial Recorder
(His Honour Judge Christopher Prince)
 - Recorder
(Mrs C Greenlay)
 - Chaplain
(Dean of Durham)
14. Meetings of the Charter Trust for the City of Durham. (Pages 5 - 6)
15. To swear in Mr Alan Ribchester and Mr Harvey Evans as Members of the Mayor's Bodyguard.
16. Presentation of Mayoral Service Medals to Mr Patience, Mr Petre and Mr Fleetham.

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.

CHARTER TRUST FOR THE CITY OF DURHAM

At the **Meeting** of the **Charter Trust for the City of Durham** held in the Council Chamber, County Hall, Durham, on Thursday 26 April 2012 at 4.30 pm

Present: The Right Worshipful the Mayor of Durham, Councillor Les Thomson (in the Chair) and Councillors N Foster, D Freeman, G Holland, K Holroyd, A Hopgood, N Martin, E Mavin, D Morgan, M Simmons, D J Southwell, D Stoker, J Wilkinson, M Wood and C Woods

1 Apologies for Absence.

Apologies for absence had been received from Councillors Blakey, Chaplow, Cordon, Plews, Turnbull and Wilkes.

2 Minutes.

The Minutes of the Meeting held on 18 January 2012 were confirmed as a correct record and signed by the Mayor.

3 Nominations for the Mayor and Deputy Mayor.

The Mayor asked Trustees for nomination for the Mayor and Deputy Mayor for the Municipal Year 2012/13 prior to their formal appointment at the Annual Meeting.

Councillor Southwell moved and Councillor Martin seconded that Councillor Wilkinson be nominated Mayor.

Councillor Simmons moved and Councillor Stoker seconded that Councillor Hopgood be nominated Deputy Mayor.

Resolved: (i) That Councillor Wilkinson be nominated Mayor for the Municipal Year 2012/13.

(ii) That the appointment be formally nominated and resolved at the Annual Meeting.

(iii) That Councillor Hopgood be nominated Deputy Mayor for the Municipal Year 2012/13.

(iv) That the appointment be formally nominated and resolved at the Annual Meeting.

4 Mayor - Travelling and Subsistence.

The Clerk to the Charter Trustees submitted a comprehensive report on the introduction of an expenses form for use by the Mayor, as suggested by the Auditors.

A copy of the draft form was circulated together with a copy of the proposed travelling and expenses subsistence allowances for the Mayor which were in line with those available to Members of Durham County Council.

The Clerk advised Trustees that the Mayor and Deputy Mayor had received an invitation to attend Staffordshire Arboretum War Memorial Unveiling and authority was sought for the Mayor and Deputy Mayor to attend.

The Clerk advised Trustees that the event commenced at 10.15 am, so overnight accommodation may be required. A cost effective form of travel would be used.

Trustees sought clarification if the Travelling and Subsistence Scheme was for Trustees or just the Mayor and Deputy Mayor. The Clerk advised Trustees that the scheme was only for the Mayor or the Deputy Mayor (when deputising for the Mayor).

Resolved: (i) That the form and scheme be introduced to ensure that Charter Trustees operate a clear and transparent system for the payment of travelling and subsistence.

(ii) That authorisation be given for the Mayor and Deputy Mayor to attend the event in Staffordshire.

5 Renewal of Insurance Policy.

The Clerk to the Charter Trustees submitted a comprehensive report to inform Trustees that the insurance renewal premium for 1 April 2012 to 31 March 2013 was £1881.56, which had been passed for payment.

Resolved: That the action taken be noted.

6 Royal Marine Band Service.

The Clerk to the Charter Trustees submitted a report providing Trustees details of the Mayor's suggestion of offering the Freedom of the City to the Royal Marine Band Service in the Queens Jubilee Year.

Councillor Southwell moved that the Freedom of the City be offered to the Royal Marine Band Service. Councillor Foster Seconded.

Councillor Woods moved an amendment that the Charter Trustees receive a further report setting out the criteria and the links between the Royal Marine Band Service and the City prior to a decision being made. Councillor Mavin Seconded.

Trustees voted on the amendment which was approved.

Resolved: That consideration of the item be deferred until the meeting to be held on 28 June 2012 for a further report detailing the criteria for granting the Freedom of the City and the links between the Royal Marine Band Service and the City.

Councillors Foster and Holland left the Meeting at 5.10 pm.

7 Audit for the year ended 31 March 2011.

The Treasurer to the Trustees submitted a comprehensive report to advise Trustees that the external auditor to the Charter Trust had completed their audit of the annual return for the financial year ending 31 March 2011 and to report the audit opinion and findings in order to approve the final, audited annual return.

A copy of their full report and a copy of the annual return was circulated.

Resolved: That the audited annual return for 2010/11 be approved.

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Charter Trust for the City of Durham

23 May 2012

**Meetings of the Charter Trust for the
City of Durham**



City of Durham
Charter Trust for the City of Durham

Report of Sharon Spence, Clerk to the Charter Trustees

Purpose of the Report

1. To advise members of the dates of future meetings of the Charter Trust for the City of Durham for the municipal year 2012/13.

Background

2. At the Charter Trust meeting held on 28 January 2011, it was agreed that the Treasurer submit quarterly financial reports to the Trust.
3. Arrangements have therefore been made for meetings of the Charter Trust for the City of Durham to be held on the following dates commencing at 4.30 pm at County Hall, Durham:-

Thursday 28 June 2012
Tuesday 24 July 2012
Monday 29 October 2012
Monday 21 January 2013

Recommendation

1. That the report be noted.

Contact: Sharon Spence

Tel: 0191 383 3507

Appendix 1: Implications

Finance

None.

Staffing

None.

Equality and Diversity

None.

Accommodation

None.

Crime and Disorder

None.

Human Rights

None.

Consultation

None.

Procurement

None.

Disability Discrimination Act

None.

Legal Implications

None.