

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

At the **Meeting** of the **Charter Trustees for the City of Durham** held in the Committee Room 2, County Hall, Durham, on Wednesday 20 March 2013 at 1.00 pm

**Present:** The Right Worshipful the Mayor of Durham, Councillor John Wilkinson (in the Chair) and Councillors J Blakey, N Foster, K Holroyd, A Hopgood, N Martin, D Morgan, D Stoker, P Taylor, L Thomson, J Turnbull, M Wilkes, M Williams and C Woods

### **1 Apologies for Absence**

Apologies for absence were received from Councillors J Cordon, G Holland, E Mavin, B Myers, M Plews, M Simmons, D J Southwell and M Wood.

### **2 Minutes**

Minutes of the meeting held on 21 January 2013 were confirmed as a correct record and signed by the Mayor.

### **3 VAT Review 2011/12**

The Treasurer submitted a comprehensive report which provided information to Trustees on the findings of an internal VAT review carried out for the financial year 2011/12 (for copy see file of minutes).

#### **Resolved:**

The Charter Trust:

- (i) Noted the VAT review for 2011/12;
- (ii) Noted that the VAT only invoices totalling £207.13 will be raised by Durham County Council and paid by the Charter Trust, and consequently a VAT claim will be made for the full amount;
- (iii) Noted that in the case of invoice number 251659751, the coding of the invoice has been corrected and VAT of £63.60 will be reclaimed;
- (iv) Agreed that for future reporting purposes, Income and Expenditure Statements will continue to exclude VAT, but reports detailing payments made will include a summary of the VAT refunded and paid to date;

- (v) Noted that officers are now conducting a review of previous financial years and the current year in order to correct any errors which may be discovered and ensure that VAT is properly accounted for.

#### **4 Mayor's Remarks**

The Mayor suggested that an informal meeting between Trustees be arranged as soon as possible after the elections to identify nominees for the positions of Mayor and Deputy Mayor. This would then enable preparations to be made for Mayor Making.

#### **Resolved:**

It was agreed that an informal meeting of the Charter Trustees be arranged as soon as possible after the elections, to informally receive nominations to the positions of Mayor and Deputy Mayor for the Municipal Year 2013/14 prior to the formal appointments at the Annual meeting. Arrangements would be made and Trustees notified in due course.

Meeting Terminated at 1.15 pm