



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

Ref: JM

3 June 2013

To: The Mayor and Members of the
CHARTER TRUSTEES FOR THE CITY OF DURHAM
(Councillors J Armstrong, D Bell, J Blakey, A Bonner,
J Buckham, J Chaplow, P Charlton, P Conway,
K Corrigan, N Foster, D Freeman, S Guy, D Hall,
G Holland, A Hopgood, N Martin, B Moir, M Nicholls,
R Ormerod, M Plews, M Simmons, D Stoker, P Taylor,
J Turnbull, M Wilkes and M Williams).

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 the Main Hall, Town Hall, Durham, on Tuesday 11 June 2013 at 12.00 pm.

BUSINESS

1. Prayers
2. Apologies for Absence
3. Recording of Proceedings
4. Election of Mayor
5. Appointment of Deputy Mayor

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
7. Mayor's Acceptance Speech

County Hall, Durham, DH1 5UL
Tel: 03000 269731 Fax: (0191) 3834206
Web Site: www.durham.gov.uk

8. Vote of thanks to Retiring Mayor
9. Minutes of the Meeting held on 20 March 2013 (Pages 1 - 2)
10. Mayor's Announcements
11. Resignations:-
 - Macebearer
(Mr B Petre)
 - Guard
(Mr S Lincoln)
12. To swear in Mr M Duggan as a Member of the Mayor's Bodyguard
13. Appointment of the following Officers:-
 - Pant Master
(Mr D Marrs)
 - Billet Master
(Chief Superintendent Ivan Wood, Durham Constabulary)
 - Macebearer
(Mr D Baker)
 - Swordbearer
(Mr S Lincoln)
 - Deputy Bearer
(Mr F Bilton)
 - Assistant Deputy Bearer
(Mr W Gray)
 - Honorary Judicial Recorder
(His Honour Judge Christopher Prince)
 - Recorder
(Mrs C Greenlay)
 - Mayor's Chaplain
(The Dean of Durham)
14. Meetings of the Charter Trustees for the City of Durham (Pages 3 - 4)
15. Presentation of Mayoral Service Medals to Mr D Watson and Mr F Bilton

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 in the Council Chamber.

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

Charter Trustees for the City of Durham

11 June 2013

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



City of Durham
Charter Trustees 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 Trustees for the City of Durham for the municipal year 2013/14.

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 after County Council:-

Wednesday 19 June 2013
Wednesday 30 October 2013
Wednesday 4 December 2013
Wednesday 8 January 2014

Recommendation

1. That the report be noted.

Contact: Sharon Spence

Tel: 03000 269731

Appendix 1: Implications

Finance

None.

Staffing

None.

Risk

None.

Equality and Diversity / Public Sector Equality Duty

None.

Accommodation

None.

Crime and Disorder

None.

Human Rights

None.

Consultation

None.

Procurement

None.

Disability Issues

None.

Legal Implications

None.