



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

Ref: JM

16 July 2013

To: The Mayor and Members of the
CHARTER TRUSTEES FOR THE CITY OF DURHAM
(Councillors P Charlton, J Blakey, J Armstrong, D Bell,
A Bonner, J Buckham, J Chaplow, P Conway,
N Foster, K Corrigan, 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

A Meeting of the **CHARTER TRUSTEES FOR THE CITY OF DURHAM** will be held in the
Committee Room 1A, County Hall, Durham, on Wednesday 24 July 2013 at 1.00 pm.

BUSINESS

1. Apologies for Absence
2. Minutes of the meetings held on 11 and 19 June 2013 (Pages
1 - 6)
3. Declarations of interest, if any
4. Financial Arrangements for the Shared Mayor of Durham and Chairman
of the County Council - Report of the Treasurer (Pages 7 - 10)

Yours faithfully

Clerk

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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 Tuesday 11 June 2013 at 12.00 pm

Present: The Right Worshipful the Deputy Mayor of Durham, Councillor Amanda Hopgood (in the Chair) and Councillors J Armstrong, D Bell, J Blakey, A Bonner, J Buckham, J Chaplow, P Charlton, P Conway, K Corrigan, N Foster, S Guy, D Hall, G Holland, N Martin, B Moir, M Nicholls, R Ormerod, M Plews, P Taylor, J Turnbull, M Wilkes and M Williams

1 Prayers

Prayers were said by Canon David Kennedy, Vice Dean of Durham.

2 Apologies for Absence

Apologies for absence were received from Councillors Freeman, Simmons and Stoker.

3 Recording of Proceedings

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

4 Election of Mayor

The Deputy Mayor declared an interest as a nominee and asked for nominations to Chair this item on the agenda.

Councillor N Foster nominated and Councillor J Blakey seconded that Councillor D Bell Chair the item.

Councillor D Bell in the Chair

Councillor D Bell asked for nominations for the election of Mayor.

Councillor J Armstrong moved and Councillor M Williams seconded:-

“That Councillor Pauline Charlton, Oakwood Hall, Esperley, Bishop Auckland, County Durham DL13 5AL, be appointed Mayor of the City of Durham for the ensuing Municipal Year”.

Councillor G Holland moved and Councillor N Martin seconded:-

“That Councillor Amanda Hopgood, 3 Carlisle Road, Newton Hall, County Durham, DH1 5XE, be appointed Mayor of the City of Durham for the ensuing Municipal Year”.

Resolved:

That upon a vote being taken, Councillor Pauline Charlton was declared duly appointed as Mayor of the City of Durham for the ensuing Municipal Year 2013/14.

Councillor D Bell vacated the Chair.

Councillor A Hopgood, Deputy Mayor returned to the Chair

5 Appointment of Deputy Mayor

Councillor Plews moved and Councillor Nicholls seconded:-

“That Councillor Jan Blakey, 13 Philip Avenue, Bowburn, County Durham, DH6 5EQ, be and is hereby appointed Deputy Mayor for the City of Durham for the ensuing Municipal Year”.

Resolved:

That Councillor Jan Blakey be duly appointed as Deputy Mayor of the City of Durham for the ensuing Municipal Year 2013/14.

The meeting adjourned for 5 minutes in order for the newly elected Mayor and Deputy Mayor to be robed.

6 Declaration of Acceptance of Office of Mayor

Councillor Pauline Charlton received the Seal and delivered the Declaration of Acceptance of Office as Mayor of the City of Durham.

7 Mayor's Acceptance Speech

The Mayor thanked everyone for their support and was honoured to accept the Office of Mayor for the City of Durham.

She looked forward to an interesting year and was delighted to have her daughter Susan as her consort.

8 Vote of thanks to Retiring Mayor

The Mayor thanked John and Cynthia Wilkinson for being excellent ambassadors for the City. Appreciation was also given to past Trustees for their hard work since the creation of the Charter Trustees.

9 Minutes

Minutes of the meeting held on 20 March 2013 were confirmed as a correct record and signed by the Mayor.

10 Mayor's Announcements

The Mayor announced that her Charity for the coming year would be Treetops Children's Ward at Durham University Hospital.

11 Resignations

The Mayor announced two resignations from Mr Petre, Macebearer and Mr Lincoln, member of the Bodyguard. The former Deputy Mayor had written to Mr Petre thanking him for his services to the Mayoralty and the Mayor asked for it to be placed on record the Trustees sincere thanks and best wishes for the future.

Due to the resignations, Mr Baker, the present Swordbearer, would move to the position of Macebearer and Mr Lincoln, previously a member of the Bodyguard, moved to the position of Swordbearer.

12 To swear in a Member of the Mayor's Bodyguard

Mr Duggan was duly sworn in as a member of the Mayor's Bodyguard and signed the Oath.

13 Appointment of Officers

Consideration was give to the appointment of Officers as listed on the agenda for the meeting.

Resolved:

That the following Officers be appointed:-

- 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

The Clerk advised Trustees of the dates for future meetings of the Charter Trustees for the City of Durham for the municipal year 2013/14.

Resolved:

That the report be noted.

15 Presentation of Mayoral Service Medals

The Mayor presented long service awards to Mr David Watson and Mr Frank Bilton, members of the Guard, in recognition of the loyal and voluntary service they have given to the City of Durham.

CHARTER TRUSTEES FOR THE CITY OF DURHAM

At the **Meeting** of the **Charter Trustees for the City of Durham** held in the Committee Room 1A, County Hall, Durham, on Wednesday 19 June 2013 at 1.00 pm

Present: The Right Worshipful the Mayor of Durham, Pauline Charlton (in the Chair) and Councillors J Armstrong, D Bell, J Blakey, A Bonner, J Chaplow, P Conway, N Foster, K Corrigan, D Freeman, S Guy, D Hall, A Hopgood, B Moir, M Nicholls, R Ormerod, M Plews, P Taylor, J Turnbull and M Wilkes

1 Apologies for Absence

Apologies for absence were received from Councillors J Buckham, G Holland, N Martin, M Simmons, D Stoker and M Williams.

2 Declarations of Interest

There were no declarations of interest.

3 Revenue Outturn for the year ended 31 March 2013

Charter Trustees for the City of Durham considered a report from the Treasurer which provided information on the 2012/13 revenue outturn compared with the original budget (for copy see file of minutes).

Councillor Hopgood sought clarification as to why there was £120.00 in bank charges on the Analysis of Variable Costs if the account was in credit. The Treasurer would look into the matter and respond to Councillor Hopgood.

Resolved:

That the outturn position for the financial year ended 31 March 2013 be noted.

4 Annual Return for the year ended 31 March 2013

Charter Trustees for the City of Durham considered a report from the Treasurer seeking approval of the Accounting Statements and Annual Governance Statement for the financial year ended 31 March 2013, which included the Annual Return.

Resolved:

That the Annual Return (Sections 1 and 2) for the financial year ended 31 March 2013 be approved.

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Charter Trustees

24 July 2013



Financial Arrangements for the Shared Mayor of Durham and Chairman of the County Council

Report of Jeff Garfoot, Treasurer of Charter Trust

Purpose of the Report

- 1 To provide an update on the forecast impact upon the budget of the Charter Trustees due both to the Mayor of Durham and Chairman of the County Council being carried out by Councillor Pauline Charlton.

Background

- 2 Following the election of the Chairman of the Council as Mayor, officers at the Council have been exploring where savings can be made within the Council as a result of one person undertaking the two separate roles. A number of issues need to be resolved but this report will provide an update on each line of the Charter Trust budget on where savings could be made due to both roles now being carried out by Councillor Pauline Charlton and what the arrangements are expected to be in the future.

Charter Trust Budget

- 3 Each budget line is detailed below with a summary of the current understanding of the future arrangements.

Mayor/Deputy Mayors Allowance including National Insurance (£5,574)

- 4 It is understood that neither the Mayor nor Deputy Mayor intend to accept the Mayors or deputy Mayors allowance. This will save £5,574 in 2013/14. The same sum will be saved if this policy is continued in the future.

Sergeant at Mace/Bodyguards (£2,809)

- 5 It is expected that these costs will continue in the future.

Town Hall (£18,796)

- 6 Negotiations will need to be held with Facilities Management staff within the County Council to determine the charge under the revised arrangements. It may be that the Charter Trust agree to a hire charge for the times when the Town Hall facilities are to be used rather than a flat fee for the year. This will need to be the subject of a future report to the Charter Trust.

Car/Bus Hire (£16,271)

- 7 An analysis is required on the optimum arrangement for transport in the future. It would be practical for the council's transport arrangements to be utilised with a corresponding recharge to the Charter Trust at probably less costs than would have been the case, but a value for money assessment will be required in this regard. Again this will be subject to a future report to the Charter Trust.

Hospitality/Functions Budget (£24,135)

- 8 It is understood that costs will only be charged to this budget where the Mayor is acting only as Mayor rather than in the joint role. This will need to be monitored carefully throughout the year to assess what the annual budget should be for 2014/15. It is expected that there will be savings achieved against this budget.

Office Expenses (£1,020)

- 9 Some office expenses budget will be required but again this will be assessed throughout the year to assess what the ongoing budget should be. It is expected there will be savings in this budget.

Insurance (£2,034)

- 10 The insurance costs for items such as the Mayoral chains will need to continue.

Audit (£624)

- 11 The accounts of the trust will still need to be audited so these costs are expected to continue.

Administration (£30,674)

- 12 The secretarial support for the Mayor is going to be based part time at County Hall in the short term and will provide some cover for maternity leave in the Democratic Services team at County Hall. A proportion of the costs will therefore need to be picked up by the County Council. This will generate savings to the Trust in 2013/14. Additional work will be required in the coming months to determine the optimum method for providing secretarial support to the Mayor and Chairman. Once these arrangements are agreed an apportionment of costs will be required to enable this to be included in the Charter Trust 2014/15 budget.

Support Services (£17,442)

- 13 There will still be a need for support services with detailed work required over the coming months to agree the revised arrangements for 2013/14 and beyond. It is expected however that reduced support should be required in 2014/15 enabling a reduction in the support service cost.

Summary

- 14 In a number of areas the costs to the Trust will reduce in 2013/14 which will result in an underspend. Similarly the costs will reduce in 2014/15 which will need to be assessed by the Trustees in setting the budget and precept for 2014/15.
- 15 A further report will need to be presented to Trustees after the summer which provides clarity on what the arrangements will be for areas such as transport and the town hall in the future.

Recommendations

- 16 The Charter Trustees are asked to note the content of the report and to agree to receive a further report which will provide additional clarity on costs and savings in the Autumn.

Contact: Jeff Garfoot Tel: 03000 261946

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