



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

Ref: JM

21 May 2014

To: The Mayor and Members of the  
**CHARTER TRUSTEES FOR THE CITY OF DURHAM**  
(Councillors J Robinson, 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

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 Wednesday 28 May 2014 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

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8. Mayor to call on retiring Mayor/Consort to receive the Past Mayor/Consort Jewels
9. Vote of thanks to Retiring Mayor and Deputy Mayor
10. Minutes of the meeting held on 2 April 2014 (Pages 1 - 2)
11. Mayor's Announcements
12. Appointment of the following Officers:-
  - Pant Master  
(Miss S Spence)
  - 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)
13. Meetings of the Charter Trustees for the City of Durham - Report of the Clerk to the Charter Trustees (Pages 3 - 4)
14. Presentation of Mayoral Service Medals to Mr R G Dixon, Mr S Lincoln, Mr W Gray, Mr D Baker and Mr F Grant

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 1B, County Hall, Durham, on Wednesday 2 April 2014 at 1.00 pm

**Present:** The Right Worshipful the Mayor of Durham, Councillor P Chartlon (in the Chair) and Councillors J Blakey, J Armstrong, J Chaplow, P Conway, N Foster, K Corrigan, D Freeman, S Guy, G Holland, N Martin, B Moir, M Nicholls, R Ormerod, M Plews, M Simmons, J Turnbull, M Wilkes and M Williams

**1 Apologies for Absence**

Apologies for absence were received from Councillors D Bell, A Hoggood, P Taylor and D Stoker.

**2 Minutes**

Minutes of the meeting held on the 18 March 2014 were confirmed as a correct record and signed by the Mayor.

**3 Declarations of Interest**

Councillor J Blakey, Deputy Mayor declared an interest in relation to item 4 on the agenda.

**4 Past Deputy Mayor or Mayoress and Consort Jewels**

Traditionally each year at Mayor Making the retiring Mayor or Mayoress and Consort are presented with "Jewels" in the form of Medals, in recognition of their service to the City of Durham. At the last meeting, Trustees raised the question of awarding additional medals to the past Deputy Mayor and Consort and whether to backdate this in view of the conjoining of Mayor and Chairman of Durham County Council.

Charter Trustees considered a report of the Clerk to the Charter Trustees which detailed potential costs of additional awards (for copy see file of minutes).

In response to a question from Councillor M Wilkes regarding the number of quotations that had been obtained, the Mayor's Secretary replied that the prices quoted were from the company that had supplied the Mayor's medals for many years. This utilised an existing dye which would have to be replicated by any new provider with increased costs. Members agreed that the quality of previous medals was good and there was no other reason to change supplier.

Councillor N Martin commented that there were sufficient funds in the reserves to accommodate the costs of the additional awards.

Seconded by Councillor Armstrong, Councillor N Martin moved that the past Deputy Mayor/Consorts be awarded silver gilt medals in recognition of service to the City of Durham when they did not ordinarily succeed to Mayor/Consort.

**Resolved:**

That silver gilt medals be awarded to past Deputy Mayor/Consorts when they would not ordinarily succeed to Mayor/Consort in recognition of service to the City of Durham.

**5 To receive nominations for the Deputy Mayor**

The Mayor asked Trustees for nominations for the Deputy Mayor for the Municipal Year 2014/15 prior to their formal appointment at the Annual Meeting.

Seconded by Councillor B Moir, Councillor J Armstrong moved that Councillor P Conway be nominated Deputy Mayor.

**Resolved:**

- (i) That Councillor P Conway be nominated Deputy Mayor for the Municipal Year 2014/15.
- (ii) That the appointment be formally nominated and resolved at the Annual Meeting.

**6 Any Other Business**

Councillor M Nicholls thanked the Mayor for the service she had provided to the City of Durham and requested that appreciation be recorded.

**Charter Trustees for the City of Durham**

**28 May 2014**

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



City of Durham

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**Report of Bryan Smith, Clerk to the Charter Trustees**

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**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 2014/15.

**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 18 June 2014  
Wednesday 29 October 2014  
Wednesday 3 December 2014  
Wednesday 21 January 2015  
Wednesday 1 April 2015

**Recommendation**

3. That the report be noted.

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**Contact: Bryan Smith**

**Tel: 03000 269717**

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## **Appendix 1: Implications**

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### **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.