



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

Ref: JM

25 November 2014

To: The Mayor and Members of the
CHARTER TRUSTEES FOR THE CITY OF DURHAM
(Councillors J Robinson, P Conway, J Armstrong,
D Bell, J Blakey, A Bonner, J Buckham, J Chaplow,
N Foster, K Corrigan, D Freeman, S Guy, D Hall,
G Holland, A Hoggood, 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 1B, County Hall, Durham, on Wednesday 3 December 2014 at 1.00 pm.

BUSINESS

1. Apologies for Absence
2. Minutes of the meeting held on the 29 October 2014 (Pages 1 - 6)
3. Declarations of interest, if any
4. 2015/16 Budget Setting Process - Report of the Treasurer (Pages 7 - 12)
5. Award of Past Mayor and Consort Jewels - Report of the Clerk to the
Charter Trustees (Pages 13 - 14)
6. Any other business

Part B

**Items during which it is considered the meeting will not be open to the public
(consideration of exempt or confidential information)**

7. Secretarial Support to the Mayor - Report of the Clerk to the Charter Trustees (Pages 15 - 18)

Yours faithfully

Clerk

CHARTER TRUSTEES FOR THE CITY OF DURHAM

At the **Meeting** of the **Charter Trustees for the City of Durham** held in Committee Room 1B, County Hall, Durham, on Wednesday 29 October 2014 at 1.00 pm

Present: Councillor P Conway, (in the Chair) and Councillors J Armstrong, J Blakey, A Bonner, J Buckham, N Foster, K Corrigan, D Freeman, G Holland, A Hopgood, N Martin, B Moir, M Plews, M Simmons, P Taylor, J Turnbull, M Wilkes and M Williams

1 Apologies for Absence

Apologies for absence were received from the Right Worshipful Mayor of Durham, Councillor J Robinson and Councillors D Bell, J Chaplow, S Guy, D Hall, M Nicholls, R Ormerod and D Stoker.

2 Minutes

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

3 Declarations of interest

There were no declarations of interest.

4 Revenue Outturn for the period ending 30 September 2014 and Projected Outturn to 31 March 2015

Charter Trustees considered a report of the Treasurer that provided information on the actual expenditure compared to the profiled budget for the period ending 30 September 2014; and the forecast of expenditure to 31 March 2015 in comparison to the 2014/15 original budget (for copy see file of minutes).

The Treasurer reported that at 30 September 2014 actual net expenditure was £26,331; an underspend of £2,463 against a profiled budget of £28,794. It was anticipated that actual expenditure at 31 March 2015 would be slightly lower than the original budget, therefore the sum required to be drawn from reserves to balance the budget would therefore be expected to reduce from £4,695 to £808.

Resolved:

- (i) That the outturn position for the period ended 30 September 2014 be noted.
- (ii) That the forecast outturn to 31 March 2015 be noted.

5 Conclusion of Audit for the year ended 31 March 2014

Charter Trustees considered a report of the Treasurer that advised of the completion of the audit of the annual return for the financial year ending 31 March 2014, which was carried out by BDO LLP (the external auditor of the Charter Trustees) (for copy see file of minutes).

The Treasurer reported the audit findings and advised on the actions that were required in order to satisfy the external auditor in the future.

Resolved:

- (i) That the audited annual return for 2013/14 be approved;
- (ii) That a risk assessment review of internal controls be reported to a future meeting during 2014/15, and annually thereafter;
- (iii) That a compilation of an asset register for 2014/15 be verified by internal audit.

6 Register of Assets - Agreement for transfer of historic property

Charter Trustees considered a report of the Clerk to the Charter Trustees that advised of a requirement following last year's Internal Audit report to complete a register of assets (for copy see file of minutes).

The Clerk to the Charter Trustees referred to the outcome of previous meetings from 2010 and 2011 with Durham County Council regarding suitable division of ownership and retention of various assets which were listed on a colour coded schedule.

Charter Trustees discussed the background and referred to previous reports culminating in that to the meeting of 19 July 2011 with schedule of assets and also to a written opinion of Judge Richard Lowdon's upon interpretation of The Charter Trust Regulations 2009.

Councillor J Blakey suggested that a working group be established to revisit the Register of Assets and progress an agreement upon the transfer of historic property.

Resolved:

That a cross party working group be established comprising of the Mayor, Deputy Mayor and two other Trustees to be decided outside the meeting to seek agreement upon transfer of historic property and to revisit the Register of Assets.

7 Conservation of Photographs

Charter Trustees considered a report of Clerk to the Charter Trustees regarding a proposal to conserve original photographs of past royal visits which were on display in the Mayor's parlour in the Town Hall, Durham and were vulnerable to risks of theft, fire, damage, vandalism, and decay (for copy see file of minutes).

The Clerk to the Charter Trustees suggested that the framed photographs be removed and replaced with high quality copies for a minimal cost.

Charter Trustees welcomed the report and were of the opinion to conserve the original photographs in the County Records Office as they were more fragile.

Councillor A Hopgood commented that although the original photographs would be held in the County Records Office at County Hall, they would belong to the Mayoralty of the City of Durham and not owned by the County Council. The Clerk to the Charter Trustees added that photographs in the Mayor's parlour were identified on the asset list to be transferred to the Charter Trustees for the City of Durham.

Councillor J Blakey asked that the high quality copies be replaced in the original frames to be displayed in the Mayor's parlour.

Resolved:

That conservation of the royal visit photographs in the Mayor's parlour by way of high quality copies and the originals stored in archives be agreed.

8 Protocol and Procedures for Civic Occasions

Charter Trustees considered a report of the Clerk to the Charter Trustees that advised of the protocol arrangements and seek approval for the Mayor to determine matters of precedence and to agree in principle the extent of the invitation list for civic occasions (for copy see file of minutes).

Councillor A Hopgood raised concern regarding vesting power in the Mayor of the day to be able to alter the time honoured protocol and procedure as set out in the report and suggested that the Clerk to the Charter Trustees be responsible for the procedures.

Councillor N Foster was confident that the Mayor of the day would not seek to alter the protocol and procedure on anything other than an exceptional circumstance and Trustees should accept that the protocol and procedure would generally apply.

Councillor J Buckham added that if it is accepted that protocol and procedure set out in the report would normally apply then it should only be an exceptional event when a decision should be taken to vary those procedures and the Mayor would be the most appropriate person to make such a decision.

After general discussions it was agreed to vary the wording of Recommendation 1 as follows:

That Charter Trustees note and agree the protocols in the report for attending civic occasions and that the Mayor of the day will decide any changes to orders of precedence in consultation with the Clerk to the Charter Trustees.

Charter Trustees discussed the extent of the invitation list for civic occasions taking into consideration the financial and logistical implications and individuals who had a direct connection with the City of Durham.

Councillor J Armstrong **Moved** that invitees to civic occasions include Past Chairman of Durham Unitary Council, Past Charter Trustees and Past Mayors of the City of Durham which was **Seconded** by Councillor J Buckham.

An amendment was **Moved** by Councillor A Hopgood, **Seconded** by Councillor N Martin as follows:

That Charter Trustees agreed to extend the list of invitees to civic occasions to include Past Charter Trustees and Past Mayors of the City of Durham.

After a vote was taken, the amendment was **Lost**.

A vote was then taken on Councillor J Armstrong's original Motion as follows:

That Charter Trustees agree to extend the list of invitees to civic occasions to include Past Chairman of Durham Unitary Council, Past Charter Trustees and Past Mayors of the City of Durham.

The motion was **Carried**.

Resolved:

- That Charter Trustees noted and agreed the protocols in the report for attending civic occasions and that the Mayor of the day would decide any changes to orders of precedence in consultation with the Clerk to the Charter Trustees.
- That Charter Trustees agreed to extend the list of invitees to civic occasions to include Past Chairman of Durham Unitary Council, Past Charter Trustees and Past Mayors of the City of Durham.

9 Any Other Business

The Treasurer informed Charter Trustees that work on the 2015/16 budget would start shortly and that a working group would be arranged comprising of the Mayor plus one person from each political group to be decided outside the meeting.

The Clerk reminded Trustees of future meeting dates:

- 3 December 2014
- 21 January 2015
- 1 April 2015
- 27 May 2015 - Annual Meeting

Councillor A Hopgood pointed out that the Annual Meeting had been arranged during half term when many people are away, she asked that half term week be avoided in the future.

The Clerk to Charter Trustees advised that a report relating to Civic Office support would be presented at the next meeting.

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Charter Trustees for the City of Durham

3 December 2014

2015/16 Budget Setting Process



City of Durham

Report of Jeff Garfoot, Treasurer

INTRODUCTION

- 1 The purpose of this report is to agree a timetable and process for setting the budget and council tax requirement for the Charter Trust for 2015/16.

BACKGROUND

- 2 A council tax requirement of £45,234 was agreed for 2014/15 which, after applying the Council Tax Support Grant and a transfer from reserves, allowed for a net expenditure budget of £59,417. The Band D Council Tax levied on the residents of the former City of Durham was £1.90 in 2014/15, which was half of the levy raised in 2013/14 (i.e. £3.80).
- 3 At the meeting held on 8 January 2014, Charter Trustees agreed to the utilisation of reserves to maintain the Band D equivalent Council Tax at £1.90 in each financial year from 2014/15 to 2018/19.

BUDGET ASSUMPTIONS

- 4 The following budget assumptions have been made and applied to the proposed budget for 2015/16:
 - annual inflation of 1.5%;
 - annual pay award of 2.2%;
 - reduction in the Council Tax Support Grant in line with advice received from Durham County Council; from £9,488 to £8,064;
 - a slight increase in the council tax base of 1.58% (from 23,807.6 to 24,183.4).

BUDGET 2015/16

- 5 In order to set a robust and accurate budget Trustees ought to take into account the:
 - forecast outturn position for the current year;
 - anticipated price increases;
 - future level of service provision required.
- 6 Durham County Council has advised that the council tax base for 2015/16 will increase by 375.8 (from 23,807.6 to 24,183.4). Consequently the council tax receivable will increase by £714 (from £45,234.44 to £45,948.46) at the current Band D Council Tax rate of £1.90.
- 7 The latest forecasts suggest that Government funding for Durham County Council in 2015/16 and beyond will significantly reduce. Assuming the same level of grant reduction is passed on to Town and Parish Councils and the Charter Trust, it is anticipated that the Local Council Tax Support Grant payable to the Charter Trust for 2015/16 will reduce to £8,064 (by £1,424 from £9,488 in 2014/15).
- 8 Trustees should also bear in mind there is a possibility for Government to extend the Council Tax capping controls to Town and Parish Councils from 2015/16.

PROPOSED BUDGET 2015/16

- 9 A proposed budget is attached at Appendix B. It has been calculated by applying the budget assumptions, as set out in paragraph 4, to the indicative budget for 2015/16 which was agreed in principle by the Charter Trustees at the 8 January 2014 meeting. The approved 2014/15 budget is also shown for comparison purposes.
- 10 In order to maintain Band D Council Tax at £1.90, a transfer from reserves of £6,883 would be required in order to balance the budget for 2015/16.
- 11 Taking into account the latest projected outturn position for 2014/15 and the proposed transfer from reserves of £6,883 to balance the 2015/16 budget, the total level of reserves is estimated to reduce to £60,214 as at 31 March 2016.

PROPOSED TIMETABLE

- 12 The deadline for approving the precept for 2015/16 is no later than 30 January 2015. There is a meeting of the Charter Trustees arranged for 21 January 2015 and it is recommended that this meeting be used to agree the budget and council tax requirement.

RECOMMENDATIONS

13 It is **RECOMMENDED** that the City of Durham Charter Trustees:

- establish a working group to consider options on the level of budget and council tax required for 2015/16 and report their recommendations to Charter Trustees at the meeting on 21 January 2014;
- utilise the meeting arranged on 21 January 2015 to agree the precept;
- note the deadline for agreeing the precept for 2015/16 of 30 January 2015.

Contact: Beverley White, Tel. 03000 261900

Risks and Implications

Finance

The report provides information to enable Charter Trustees to consider the level of council tax and revenue budget requirement for 2015/16.

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

Charter Trustees for the City of Durham

Proposed Budget 2015/16

Budget 2014/15 £		Budget as agreed on 8 Jan 2014 2015/16 £	Proposed Budget 2015/16 £	Inflation applied
	Employees			
0	Mayor's Allowance		0	
0	Deputy Mayor's Allowance		0	
0	NI contributions		0	
2,750	Sergeants at Mace/ Bodyguard	2,791	2,964	2.20%
	Premises			
3,348	Town Hall	3,398	3,398	1.50%
	Transport			
6,030	Civic Car	6,120	6,120	1.50%
1,200	Bus Hire	1,218	1,218	1.50%
	Supplies & Services			
15,525	Mayor's hospitality	15,758	15,758	1.50%
400	General office expenses	406	406	1.50%
2,057	Insurance	2,088	2,088	1.50%
450	External Audit	457	457	1.50%
	Support Services			
15,697	Administration	15,932	16,263	2.20%
12,000	Finance, Clerk, legal, HR, IT	12,180	12,264	2.20%
-40	Income - bank interest	-40	-40	
59,417	Total Expenditure	60,308	60,896	
-4,695	Transfer from Reserves	-6,969	-6,883	
-9,488	Council Tax Support Grant	-8,105	-8,064	
45,234	Council Tax Requirement	45,234	45,949	
23,807.60	Tax base		24,183.40	
1.90	Band D Council Tax		1.90	
45,234.44	Council Tax Receivable		45,948.46	

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CHARTER TRUSTEES FOR THE CITY OF DURHAM

3 December 2014

Award of Past Mayor and Consort Jewels



City of Durham

Report of Bryan Smith, Clerk to the Charter Trustees

Purpose of the Report

To inform Charter Trustees of the posthumous award of past Mayor's jewels

Background

In accordance with tradition and as a mark of recognition of past service the Past Mayor and consort are to be awarded and presented with Mayoral Jewels. Unfortunately due to the illness and untimely death of Councillor Pauline Charlton on 26 August 2014 it was not possible to arrange a suitable presentation. The Mayor's office has kept in touch with Councillor Charlton's daughter Susan Charlton who decided to personally collect the Jewels for herself as consort and the Past Mayor on 18 November 2014. It was her wish not to have a presentation ceremony.

Recommendation

That the report be noted.

Contact: Bryan Smith Tel: 03000 269717

Appendix 1: Implications

Finance – none specific within the report.

Staffing - None specific within the report.

Risk - None specific within the report.

Equality and Diversity / Public Sector Equality Duty - None specific within the report.

Accommodation - None specific within the report.

Crime and Disorder - None specific within the report.

Human Rights - None specific within the report.

Consultation - None specific within the report.

Procurement - None specific within the report.

Disability Issues - None specific within the report.

Legal Implications - None specific within the report.

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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