



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

Ref: JM

13 January 2015

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,
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

A Meeting of the **CHARTER TRUSTEES FOR THE CITY OF DURHAM** will be held in the Committee Room 1B, County Hall, Durham, on Wednesday 21 January 2015 at 1.00 pm.

BUSINESS

1. Apologies for Absence
2. Minutes of the meeting held on 3 December 2014 (Pages 1 - 2)
3. Declarations of interest, if any
4. Asset Register - Report of Working Group (Pages 3 - 6)
5. Revenue Outturn for the period ending 31 December 2014 and Projected Outturn to 31 March 2015 - Report of the Treasurer (Pages 7 - 10)
6. Any other business

Yours faithfully

Clerk

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

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 3 December 2014 at 1.00 pm

Present: The Right Worshipful the Mayor of Durham, Councillor J Robinson (in the Chair) and Councillors P Conway, J Armstrong, J Blakey, J Buckham, J Chaplow, N Foster, D Freeman, G Holland, A Hopgood, N Martin, M Nicholls, M Plews, J Turnbull and M Wilkes

1 **Apologies for Absence**

Apologies for absence were received from Councillors D Bell, K Corrigan, D Hall, B Moir, R Ormerod, M Simmons, D Stoker, P Taylor and M Williams.

2 **Minutes**

Minutes of the meeting held on the 29 October 2014 were confirmed as a correct record and signed by the Mayor.

3 **Declarations of interest**

There were no declarations of interest.

4 **2015/16 Budget Setting Process**

Charter Trustees considered a report of the Treasurer which sought agreement on the timetable and process for setting the budget and council tax requirement for the Charter Trustees for 2015/16 (for copy see file of minutes).

The Treasurer informed Trustees that a pay award for employees had been agreed at 2.2% with effect from 1 January 2015 to 31 March 2016 which would be reported to Cabinet in December 2014.

Due to no major changes to the budget, Trustees decided that a working group would not be necessary as Trustees agreed at the meeting held on the 8 January 2014 to utilise the reserves to maintain Band D Council Tax at £1.90 for a five year period (2014/15 to 2018/19).

Resolved:

- (i) That the budget requirement for 2015/16 be approved.
- (ii) That the basic level of council tax of £1.90 be approved.

5 Award of Past Mayor and Consort Jewels

Charter Trustees considered a report of the Clerk informing of the posthumous award of past Mayor's Jewels as a mark of recognition of past service to the Past Mayor and consort (for copy see file of minutes).

Unfortunately due to the illness and untimely death of Councillor Pauline Charlton, her daughter Susan decided to personally collect the Jewels and it was her wish not to have a presentation ceremony.

Resolved:

That the report be noted.

6 Any other business

The Clerk informed Charter Trustees that the working group had met on the 27 November 2014 to seek agreement on transfer of historic property and to revisit the Register of Assets. A draft report had been produced which would be presented at the meeting in January after the wording had been agreed.

7 Exclusion of the public

Resolved:

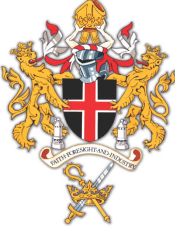
That under Section 100 A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Schedule 12A to the said Act

8 Secretarial Support to the Mayor

Charter Trustees considered a report of the Clerk advising of the arrangements for secretarial support to be provided to the Mayor of the City of Durham (for copy see file of minutes).

Resolved:

That the report be noted.

<p>CHARTER TRUSTEES FOR THE CITY OF DURHAM</p> <p>21 January 2014</p> <p>Asset Register – Report of Working group</p>	 <p>City of Durham</p>
<p>Report of Bryan Smith, Clerk to the Charter Trustees</p>	

Purpose of the Report

To inform Charter Trustees of the meeting of the working group to review the need for a register of assets and the recommendations arising therefrom.

Background

1. On 27 November 2014 the working group comprising Mayor Councillor John Robinson, Deputy Mayor Councillor Patrick Conway, Councillor Grenville Holland and Councillor Joe Buckham and advised by the Clerk met at County Hall.

2. The group discussed the need for a register of assets held by the Charter Trustees. This arose from a recommendation contained in the Issues Arising Report of BDO LLP following the external audit of the Charter Trustees for the City of Durham year ending 31.3.14 whose recommendation was:

“The body must compile an asset register as soon as possible or in any event before the end of the current financial year. This register should be verified by the Internal Auditor in their annual review of the internal controls of the body. An asset register should be in existence to help ensure that the recorded value of assets and investments is, as far as possible, accurate and to ensure the body is safeguarding its assets.”

3. The group reviewed the previous history of communications between Durham County Council and the Charter Trustees in 2010 and culminating in the Report of the Clerk to and the Minutes of the meeting of the Charter Trustees on 19.7.11. In particular the group reviewed the written opinion of His Honour Judge Richard Lowden QC, the Honorary Recorder at the time, and the Schedule or inventory of assets with colour coding referred to in the earlier correspondence.

4. The Clerk outlined that the Charter Trustees Regulations 2009 sets out that any “historic property” which relates to the Charter Trustee area would, on the reorganisation date, vest in those Charter Trustees.

“Historic property” is defined in the Regulations to mean “...any charter, insignia, plate or other property which is of an historic and ceremonial nature, held by a predecessor council, other than -

- (a) *land and buildings, and*
- (b) *any property held for the purposes of any statutory function.”*

5. The County Council had previously proposed that all items coloured blue on the Schedule were historic and ceremonial and should vest in the Charter Trustees whereas all items coloured red would vest in the County Council but be subject to an agreement with the Charter Trustees that they would be preserved at the Town Hall.

6. The Charter Trustees had previously not agreed the proposal about the red items and had requested the Council to vest all items in the Charter Trustees under Regulation 3(2) and Regulation 5 of the 2009 Regulations relating to all historic and/or ceremonial property.

7. However, as there had been no agreement within the first twelve months after reorganisation all items had remained vested in the County Council.

Following discussion the group agreed the following recommendations be returned to the Charter Trustees at their next meeting.

Recommendations

1. The Schedule of assets be agreed subject to amending items numbered 27 to 30 inclusive on page 5 to be blue. All items coloured blue be accepted as historic and ceremonial and vest in the Charter Trustees.

2. Accept the County Council's offer to agree written terms whereby all property identified as red in the schedule be preserved at the Town Hall in trust and in perpetuity for the benefit of the community and the people of Durham City.

3. Request the County Council to carry out a valuation process of all items on the Schedule in conjunction with the internal auditor for the purposes of insurance arrangements.

4. Request the County Council to arrange block insurance cover for all items held at the Town Hall for appropriate risks and at suitable valuation and to recharge the Charter Trustees for their contribution towards its share of the premium.

5. Note items coloured green are in the ownership of the Freeman of Durham and those coloured yellow are in the ownership of the DLI Trustees, successors to the regiment (the Light Infantry and Rifles) and the MOD. The Clerk to the Charter Trustees will consult with those organisations on their future wishes.

Contact: Bryan Smith Tel: 03000 269717

Appendix 1: Implications

Finance – Potential insurance costs detailed 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 – Detailed within the report.

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Charter Trustees for the City of Durham

21 January 2015

Revenue Outturn for the period ending 31 December 2014 and Projected Outturn to 31 March 2015



City of Durham

Report of Jeff Garfoot, Treasurer

INTRODUCTION

- 1 The purpose of this report is to provide information on the:
 - actual expenditure compared to the profiled budget for the period ending 31 December 2014;
 - forecast of expenditure to 31 March 2015 in comparison to the 2014/15 original budget.

COMPARISON OF REVENUE OUTTURN WITH BUDGET

- 2 At 31 December 2014 actual net expenditure was £38,096; an underspend of £3,444 (or 8.29%) against a profiled budget of £41,540.
- 3 It is anticipated that actual expenditure at 31 March 2015 will be lower than the original budget of £59,417 by £5,596 (or 9.42%). There would no longer be a requirement to draw from reserves to balance the budget; instead a contribution to reserves of £901 is expected.
- 4 An analysis of the expenditure over subjective budget headings is set out in Appendix 2.
- 5 Explanations regarding the main variances between actual expenditure and the budget are provided below:

EMPLOYEES

- 6 It is anticipated that actual expenditure on employing the bodyguards will be £150 (or 5.45%) over budget at the financial year end. The original budget was based upon last year's actual expenditure however one less bodyguard was paid last year compared to this. The budget in future years therefore ought to be increased by £150 to allow for the full complement of staff.

TRANSPORT

- 7 Based upon the current activity levels, it is anticipated that actual expenditure on transport will be £8,080 at the financial year end which is £850 (or 11.76%) more than the original budget. This budget head will need to be closely monitored up to the end of the year.

SUPPLIES AND SERVICES

- 8 The total expenditure on supplies and services is £4,384 less than the profiled budget to date. Based upon the activity levels to date, the supplies and services outturn figure at 31 March 2015 is expected to be £11,813; an underspend of £6,619 (or 35.91%) in comparison to the budget. This is mainly due to a significant underspend on hospitality and a lower number of functions attended to date. This budget head will be closely monitored for the remainder of this financial year.

FORECAST OF OUTTURN

- 9 The latest forecast of expenditure to 31 March 2015 is £53,821, an underspend of £5,596 (or 9.42%) against the net expenditure budget of £59,417.

GENERAL RESERVE

- 10 The general reserve balance at 1 April 2014 was £67,905. With an underspend of £5,596 as projected, there will no longer be a requirement to draw from reserves to balance the net expenditure. It is now anticipated that £901 will be available as at 31 March 2015 to be transferred to reserves. The original budget allowed for a transfer from reserves of £4,695. Consequently the reserve balance would increase to £68,806 as at 31 March 2015.

VAT

- 11 As at 31 December 2014 the total VAT paid and reclaimed was £2,861.59.

RECOMMENDATIONS

- 12 It is **RECOMMENDED** that the City of Durham Charter Trustees:
- note the outturn position for the period ended 31 December 2014;
 - note the forecast of outturn to 31 March 2015;

Contact: Beverley White, Tel. 03000 261900

RISKS AND IMPLICATIONS

Finance

The report provides information on the:

- actual expenditure compared to the profiled budget to 31 December 2014
- forecast of expenditure to 31 March 2015 in comparison to the 2014/15 original budget

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

**ACTUAL OUTTURN COMPARED TO THE PROFILED BUDGET TO
31 DECEMBER 2014 AND PROJECTED OUTTURN TO 31 MARCH 2015**

Annual Budget 2014/15	Budget Head	Profiled budget to date	Year to date Actual	Projected Outturn	Variance (Projected Outturn v Annual Budget)
£		£	£	£	£
	Employees				
0	Mayor's Allowance	0	0	0	0
0	Deputy Mayor's Allowance	0	0	0	0
2,750	Sergeants at Mace/ Bodyguard	2,750	2,900	2,900	150
	Premises				
3,348	Town Hall	0	0	3,348	0
7,230	Transport	5,423	6,060	8,080	850
	Supplies and Services				
15,525	Mayor's hospitality	10,350	6,118	9,180	-6,345
400	General office expenses	267	114	175	-225
2,057	Insurance	2,008	2,008	2,008	-49
450	External Audit	0	0	450	0
	Support Services				
15,697	Administration	11,773	11,954	15,757	60
12,000	Support Services	9,000	9,000	12,000	0
	Income				
-40	Investment income	-30	-58	-77	-37
59,417	Net Expenditure	41,540	38,096	53,821	-5,596
-9,488	Council Tax Support Grant	-9,488	-9,488	-9,488	0
-4,695	Transfer to/ -from Reserves	0	0	901	5,596
45,234	Net budget	32,052	28,608	45,234	0