



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

Ref: JM

24 March 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 Chaplow, K Corrigan,
N Foster, D Freeman, 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 1 April 2015 at 1.00 pm.

BUSINESS

1. Apologies for Absence
2. Minutes of the meeting held on 21 January 2015 (Pages 1 - 4)
3. Declarations of interest, if any
4. To receive nominations for the Deputy Mayor
5. Revenue Outturn for the period ending 28 February 2015 and
Projected Outturn to 31 March 2015 - Report of the Treasurer
(Pages 5 - 10)
6. Role of Past Mayors - Councillor G Holland

County Hall, Durham, DH1 5UL
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Web Site: www.durham.gov.uk

7. 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)

8. Update Report on Asset Register and Risk Assessment -
Report of the Clerk to the Charter Trustees (Pages 11 - 30)

Yours faithfully

Clerk

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 21 January 2015 at 1.00 pm

Present: The Right Worshipful the Mayor of Durham, Councillor J Robinson (in the Chair) and Councillors P Conway, J Armstrong, D Bell, J Blakey, A Bonner, J Chaplow, K Corrigan, D Freeman, G Holland, A Hopgood, N Martin, B Moir, M Nicholls, R Ormerod, M Plews, M Simmons, P Taylor, J Turnbull and M Wilkes

1 Apologies for Absence

Apologies for absence were received from Councillors J Buckham, N Foster, S Guy, D Hall and M Williams.

2 Minutes

Minutes of the meeting held on the 3 December 2014 were confirmed as a correct record and signed by the Mayor.

3 Declarations of interest

There were no declarations of interest.

4 Asset Register

Charter Trustees considered a report of the Clerk which informed Trustees of the meeting of the working group to review the need for a register of assets and the recommendations arising therefrom (for copy see file of minutes).

The working group discussed the need for a register of assets held by the Charter Trustees which arose from recommendations following an external audit for year ending 31 March 2014.

The Clerk advised that the working group reviewed the previous history of communications between Durham County Council and the Charter Trustees in 2010 and also reviewed the written opinion of His Honour Judge Richard Lowden QC, the Honorary Recorder at the time and the schedule of inventory of assets with colour coding (copy of the schedule of assets was available to members on request).

In response to a query regarding valuation of items, the Clerk advised that he was currently liaising with the Insurance Team and Internal Audit.

Resolved:

- (i) That 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.
- (ii) That the County Council's offer be accepted 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.
- (iii) That the County Council be requested to carry out a valuation process of all items on the Schedule in conjunction with the internal auditor for the purposes of insurance arrangements.
- (iv) That the County Council be requested 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.
- (v) That 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 be noted. The Clerk to the Charter Trustees will consult with those organisations on their future wishes.

5 Revenue Outturn for the period ending 31 December 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 31 December 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 31 December 2014 actual net expenditure was £38,096; an underspend of £3,444 against a profiled budget of £41,540. It was anticipated that actual expenditure at 31 March 2015 would be lower than the original budget of £59,417 by £5,596. There would no longer be a requirement to draw from reserves to balance the budget; instead a contribution to reserves of £901 is expected.

The Treasurer responded to a query regarding categorization of expenditure and advised that he would look into how other bodies categorize and report back to Trustees.

Resolved:

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

6 Any other business

Councillor G Holland asked that the Role of Past Mayors be added to the agenda for the next meeting.

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**Charter Trustees for the City of
Durham**

1 April 2015

**Revenue Outturn for the period
ending 28 February 2015 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 28 February 2015;
 - forecast of expenditure to 31 March 2015 in comparison to the 2014/15 original budget.

COMPARISON OF REVENUE OUTTURN WITH BUDGET

- 2 At 28 February 2015 actual net expenditure was £46,389; an underspend of £5,383 (or 10.4%) against a profiled budget of £51,772.
- 3 It is anticipated that actual expenditure at 31 March 2015 will be lower than the original budget of £59,417 by £6,000 (or 10.1%). There would no longer be a requirement to draw from reserves to balance the budget; instead a contribution to reserves of £1,305 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:

TRANSPORT

- 6 Following discussions at the last meeting of the Charter Trustees on 29 October 2014, the coding of the bodyguards allowances has been reviewed. These allowances mainly provide for the bodyguards travelling costs and therefore it was deemed more appropriate to

record the allowances within transport related expenditure. These allowances are included in this report and will be included in future reports within the transport budget head.

- 7 It is anticipated that the actual expenditure on the bodyguards allowances 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.
- 8 Based upon the current activity levels, it is anticipated that actual expenditure on chauffeuring and bus services will be £8,431 at the financial year end which is £1,201 (or 16.61%) more than the original budget.

SUPPLIES AND SERVICES

- 9 The total expenditure on supplies and services is £6,711 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 £11,058; an underspend of £7,374 (or 40.01%) in comparison to the budget. This is mainly due to a significant underspend on hospitality and a lower number of functions attended to date.

FORECAST OF OUTTURN

- 10 The latest forecast of expenditure to 31 March 2015 is £53,417, an underspend of £6,000 (or 10.1%) against the net expenditure budget of £59,417.

GENERAL RESERVE

- 11 The general reserve balance at 1 April 2014 was £67,905. With an underspend of £6,000 as projected, there will no longer be a requirement to draw from reserves to balance the net expenditure. It is now anticipated that £1,305 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 £69,210 as at 31 March 2015.

VAT

- 12 As at 28 February 2015 the total VAT paid and reclaimed was £2,945.35.

RECOMMENDATIONS

- 13 It is **RECOMMENDED** that the City of Durham Charter Trustees:
- note the outturn position for the period ended 28 February 2015;
 - 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 28 February 2015
- 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 Discrimination Issues - None

Legal Implications - None

**ACTUAL OUTTURN COMPARED TO THE PROFILED BUDGET TO
28 FEBRUARY 2015 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)
£		£	£	£	£
0	Employees Mayor and Deputy Mayor's Allowances	0	0	0	0
3,348	Premises Town Hall	0	0	3,348	0
7,230	Transport Chauffeur and Coach Services	6,628	7,800	8,431	1,201
2,750	Sergeants at Mace/ Bodyguard	2,750	2,910	2,900	150
15,525	Supplies and Services Mayor's hospitality	14,231	7,529	8,220	-7,305
400	General office expenses	367	358	400	0
2,057	Insurance	2,008	2,008	2,008	-49
450	External Audit	430	430	430	-20
15,697	Support Services Administration	14,389	14,412	15,757	60
12,000	Support Services	11,000	11,000	12,000	0
-40	Income Investment income	-30	-58	-77	-37
59,417	Net Expenditure	51,772	46,389	53,417	-6,000
-9,488	Council Tax Support Grant	-9,488	-9,488	-9,488	0
-4,695	Transfer to/ -from Reserves	0	0	1,305	6,000
45,234	Net budget	42,284	36,901	45,234	0

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of the Local Government Act 1972.

Agenda Item 8

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