



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

Ref: JM

20 May 2015

To: The Mayor and Members of the
CHARTER TRUSTEES FOR THE CITY OF DURHAM
(Councillors J Blakey, J Armstrong, D Bell, A Bonner,
J Chaplow, P Conway, K Corrigan, N Foster,
D Freeman, O Gunn, D Hall, G Holland, A Hopgood,
B Kellett, N Martin, B Moir, M Nicholls, R Ormerod,
M Plews, J Robinson, 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 27 May 2015 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
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. Address by the Retiring Mayor
11. Minutes of the meeting held on 1 April 2015 (Pages 1 - 4)
12. Declarations of interest, if any
13. Mayor's Announcements
14. To swear in a Member of the Mayor's Bodyguard
15. 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)
16. Meetings of the Charter Trustees for the City of Durham -
Report of the Clerk to the Charter Trustees (Pages 5 - 6)
17. Presentation of Mayoral Service Medal
18. Any other business

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 1 April 2015 at 1.00 pm

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

Prior to the commencement of business, the Mayor formally reported the death of former Deputy Mayor of the City of Durham and Honorary Alderman Ron Dickie. Trustees stood for a moments silence as a mark of respect.

1 Apologies for Absence

Apologies for absence were received from Councillors J Armstrong, D Hall, G Holland, A Hopgood, M Nicholls, M Simmons and M Wilkes.

2 Minutes

Minutes of the meeting held on the 21 January 2015 were confirmed as a correct record and signed by the Mayor.

3 Declarations of interest

There were no declarations of interest.

4 To receive nominations for the Deputy Mayor

The Mayor asked Trustees for nominations for the Deputy Mayor for the Municipal Year 2015/16 prior to their formal appointment at the Annual Meeting.

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

Resolved:

- (i) That Councillor B Moir be nominated Deputy Mayor for the Municipal Year 2015/16.
- (ii) That the appointment be formally nominated and resolved at the Annual Meeting.

5 Revenue Outturn for the period ending 28 February 2015 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 28 February 2015; and the forecast of expenditure to 31 March 2015 in comparison to the 2014/15 original budget (for copy see file of minutes).

The Assistant Finance Manager reported that at 28 February 2015 actual net expenditure was £46,389; an underspend of £5,383 against a profiled budget of £51,772. It was anticipated that actual expenditure at 31 March 2015 would be lower than the original budget of £59,417 by £6,000 and 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.

In response to a query at the meeting on the 21 January 2015 regarding categorization of expenditure, the Assistant Finance Manager advised that the Sergeants at Mace / Bodyguard expenditure had been moved to the Transport category under a separate heading.

Resolved:

- (i) That the outturn position for the period ended 28 February 2015 be noted.
- (ii) That the forecast outturn to 31 March 2015 be noted.

6 Role of Past Mayors - Councillor G Holland

The Mayor informed Trustees that he received an email from Councillor Holland as he was unable to attend the meeting.

Trustees felt that it would be inappropriate to discuss the matter in Councillor Holland's absence and suggested that the item be deferred to a later meeting.

Resolved:

That the item be deferred to a meeting following the Annual Charter Trustees in May.

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 3 of Schedule 12A to the said Act

8 Update Report on Asset Register and Risk Assessment

Charter Trustees considered a report of the Clerk that updated Trustees following recommendations of the last meeting regarding compilation of an Asset register and the required Risk assessment for governance (for copy see file of minutes).

The Clerk informed Trustees that auctioneers had recently undertaken a valuation and discovered a number of items that did not appear on the schedule at present, he advised that the items were yet to be determined which would then be added to the schedule.

Resolved:

- (i) That the Asset Register be approved and accepted;
- (ii) That the Risk Assessment for governance arrangements be approved and accepted for year end March 2015;
- (iii) To delegate final approval of a written agreement with Durham County Council for retention of assets at Town Hall Durham to the Clerk in consultation with the Mayor and Deputy Mayor.

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Charter Trustees for the City of Durham

27 May 2015

Meetings of the Charter Trustees for the City of Durham



City of Durham

Report of Bryan Smith, Clerk to the Charter Trustees

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 2015/16.

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 at 1.00pm after County Council:-

Wednesday 17 June 2015
Wednesday 28 October 2015
Wednesday 9 December 2015
Wednesday 20 January 2016
Wednesday 13 April 2016

Recommendation

3. That the report be noted.

Contact: Bryan Smith

Tel: 03000 269717

Appendix 1: Implications

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.