

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 20 January 2016 at 1.00 pm

Present: The Right Worshipful the Mayor of Durham, Councillor J Blakey (in the Chair) and Councillors B Moir, J Armstrong, D Bell, A Bonner, P Conway, K Corrigan, D Freeman, O Gunn, A Hopgood, B Kellett, N Martin, M Plews, P Taylor, J Turnbull and M Wilkes.

1 Apologies for Absence

Apologies for absence were received from Councillors G Holland, R Ormerod, M Simmons, D Stoker and M Williams.

2 Minutes

Minutes of the meeting held on the 9 December 2015 were confirmed as a correct record and signed by the Mayor.

3 Declarations of interest

There were no declarations of interest.

4 Revenue Outturn for the period ending 31 December 2015 and Projected Outturn to 31 March 2016

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 2015; and the forecast of expenditure to 31 March 2016 in comparison to the 2015/16 original budget (for copy see file of minutes).

The Treasurer reported that at 31 December 2015 actual net expenditure was £41,553; an underspend of £5,319 against a profiled budget of £46,872. It was anticipated that actual expenditure at 31 March 2016 would be slightly lower than the original budget of £60,896 by £4,478. The sum required to be drawn from reserves to balance the budget was therefore expected to reduce from £6,883 to £2,405.

Resolved:

- (i) That the outturn position for the period ended 31 December 2015 be noted;
- (ii) That the forecast outturn to 31 March 2016 be noted.

5 Yearly approval of Risk Assessment of Governance Arrangements

Charter Trustees considered a report of the Clerk that requested approval of Risk assessment for governance arrangements (for copy see file of minutes).

The Legal Manager, Governance and Elections advised that external auditors had carried out a risk assessment process to review effectiveness of internal controls that was to be reviewed before the end of the financial year. There were no significant changes to the risk profile. The risk assessment matrix had been slightly updated from last year in that two risks identified last year had reduced from a medium risk to low risk.

Resolved:

That the Risk Assessment for governance arrangements be approved and accepted for year end March 2016.

The Mayor agreed that in order to keep members informed, the next item of business could be reported.

6 Chairman of Durham County Council and Mayor of Durham Protocol

Councillor Hopgood referred to the Chairman of Durham County Council and Mayor of Durham Protocol and raised concerns regarding an overlap of duties. She highlighted that the Mayor's bodyguard had attended a Chairman's event and that previous Mayors had also visited schools in electoral areas outside of the area covered by the Charter Trust. She added that the Mayor should not operate outside the Charter Trust area and suggested that schools be encouraged to visit the Town Hall. The Mayor explained that the bodyguard were asked if they would like to attend as the event was taking place in the Town Hall and assured Trustees that the protocol would be adhered to.

7 Mayoral Robes

The Mayor informed Trustees that a meeting had been arranged with the supplier on the 21 January 2016 to look at ways of securing the Mayors chains to the new robes. Details regarding the costings for displaying the original robes in the Town Hall would be emailed to Trustees when the information is received.