



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

Ref: JM

5 April 2016

To: The Mayor and Members of the
CHARTER TRUSTEES FOR THE CITY OF DURHAM
(Councillors J Blakey, B Moir, 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, M Nicholls, R Ormerod, M Plews,
J Robinson, 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 13 April 2016 at 1.00 pm.

BUSINESS

1. Apologies for Absence
2. Minutes of the meeting held on 20 January 2016 (Pages 1 - 2)
3. Declarations of interest, if any
4. To receive nominations for the Deputy Mayor
5. Revenue Outturn for the period ending 29 February 2016 and Projected Outturn to 31 March 2016 - Report of the Treasurer (Pages 3 - 6)
6. Such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration.

Yours faithfully

Clerk

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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.

Signed:
Chairman of the Meeting held on 13 April 2016

**Charter Trustees for the City of
Durham**

13 April 2016

**Revenue Outturn for the period
ending 29 February 2016 and
Projected Outturn to 31 March 2016**



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 29 February 2016;
 - forecast of expenditure to 31 March 2016 in comparison to the 2015/16 original budget.

COMPARISON OF REVENUE OUTTURN WITH BUDGET

- 2 At 29 February 2016 actual net expenditure was £46,642; an underspend of £8,891 (or 16.01%) against a profiled budget of £55,533.
- 3 It is anticipated that actual expenditure at 31 March 2016 will be slightly lower than the original budget of £60,896 by £5,877 (or 9.65%). The sum required to be drawn from reserves to balance the budget is therefore expected to reduce from £6,883 to £1,006.
- 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 Based upon the current activity levels, it is anticipated that actual expenditure on transport will be £7,400 at the financial year end which is £62 (or 0.84%) more than the original budget.

SUPPLIES AND SERVICES

- 7 The total expenditure on supplies and services is £1,893 less than the profiled budget to date. Based upon the activity levels to date, the supplies and services outturn figure at 31 March 2016 is expected to be £16,802; an underspend of £1,907 (or 10.19%) in comparison to the annual budget. This is mainly due to a saving on the cost of insurance and an underspend on hospitality due to a lower number of functions attended to date.

INCOME

- 8 It is anticipated that actual income will be £3,448 at the financial year end which is £3,408 more than the original budget. This is mainly due to the fact the Mayor's civic dinner generated income of £3,390, which had not been included in the original budget.

FORECAST OF OUTTURN

- 9 The latest forecast of expenditure to 31 March 2016 is £55,283, an underspend of £5,613 (or 9.65%) against the net expenditure budget of £60,896.

GENERAL RESERVE

- 10 The general reserve balance at 1 April 2015 was £67,097. With a projected underspend of £5,613, the amount required to be drawn from reserves would be £1,270, rather than the original budget figure of £6,883. Consequently the reserve balance would decrease to £66,091 as at 31 March 2016.

VAT

- 11 As at 29 February 2016 the total VAT paid and reclaimed was £2,251.96

RECOMMENDATIONS

- 12 It is **RECOMMENDED** that the City of Durham Charter Trustees:
- note the outturn position for the period ended 29 February 2016;
 - note the forecast of outturn to 31 March 2016;

Contact: Beverley White, Tel. 03000 261900

RISKS AND IMPLICATIONS

Finance

The report provides information on the:

- actual expenditure compared to the profiled budget to 29 February 2016
- forecast of expenditure to 31 March 2016 in comparison to the 2015/16 original budget

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

**ACTUAL OUTTURN COMPARED TO THE PROFILED BUDGET TO
29 FEBRUARY 2016 AND PROJECTED OUTTURN TO 31 MARCH 2016**

Annual Budget 2015/16	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
	Premises				
3,398	Town Hall	3,398	3,398	3,398	0
	Transport				
7,338	General transport	6,727	5,650	7,400	62
2,964	Sergeants at Mace/ Bodyguard	2,900	2,900	2,900	-64
	Supplies and Services				
15,758	Mayor's hospitality	14,445	12,645	14,900	-858
406	General office expenses	372	279	320	-86
2,088	Insurance	1,282	1,282	1,282	-806
457	External Audit	300	300	300	-157
	Support Services				
16,263	Administration	14,908	14,636	15,967	-296
12,264	Support Services	11,242	9,000	12,000	-264
	Income				
0	Mayor's Civic Dinner	0	-3,390	-3,390	-3,390
-40	Investment income	-40	-58	-58	-18
60,896	Net Expenditure	55,533	46,642	55,019	-5,877
-8,064	Council Tax Support Grant	-8,064	-8,064	-8,064	0
-6,883	Transfer to/ -from Reserves	0	0	-1,006	5,877
45,949	Net budget	47,469	38,578	45,949	0