



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

Ref: JM

25 May 2016

To: The Mayor and Members of the  
**CHARTER TRUSTEES FOR THE CITY OF DURHAM**  
(Councillors J Blakey, B Moir, J Armstrong, D Bell,  
E 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, 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 1 June 2016 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

County Hall, Durham, DH1 5UL  
Tel: 03000 267202  
Web Site: [www.durham.gov.uk](http://www.durham.gov.uk)

9. Vote of thanks to Retiring Mayor
10. Address by the Retiring Mayor
11. Address by the Deputy Mayor
12. Minutes of the meeting held on 13 April 2016 (Pages 1 - 2)
13. Declarations of interest, if any
14. Mayor's Announcements
15. To swear in a Member of the Mayor's Bodyguard
16. Presentation of Mayoral Service Medal
17. Appointment of the following Officers:-
  - Pant Master  
(Miss S Spence)
  - Billet Master  
(Chief Superintendent Kerrin Smith, 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 Pattinson)
  - Mayor's Chaplain  
(The Dean of Durham)
18. Meetings of the Charter Trustees for the City of Durham -  
Report of the Clerk to the Charter Trustees (Pages 3 - 4)
19. 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 13 April 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, N Foster, O Gunn, G Holland, A Hopgood, B Kellett, N Martin, M Nicholls, P Taylor, J Turnbull and M Wilkes

**1 Apologies for Absence**

Apologies for Absence were received from Councillors D Freeman, D Hall, R Ormerod, M Simmons, D Stoker and M Williams.

**2 Minutes**

Minutes of the meeting held on 20 January 2016 were confirmed as a correct record and signed by the Mayor.

**3 Declarations of interest**

There were no declarations of interest.

**4 Nominations for the Deputy Mayor**

The Mayor asked Trustees for nominations for the Deputy Mayor for the Municipal Year 2016/17 prior to their formal appointment at the Annual Meeting.

Councillor N Foster moved and Councillor K Corrigan seconded that Councillor B Moir be nominated for Deputy Mayor of the City of Durham for the ensuring Municipal Year.

Seconded by Councillor G Holland, Councillor A Hopgood moved that Councillor N Martin be nominated for Deputy Mayor of the City of Durham for the ensuring Municipal Year.

Upon a vote being taken, it was **Resolved:**

- i) That Councillor Bill Moir be nominated Deputy Mayor of the City of Durham for Municipal Year 2016/17;
- ii) That the appointment be formally nominated and resolved at the Annual Meeting.

## **5 Revenue Outturn for the period ending 29 February 2016 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 29 February 2016; and the forecast of expenditure to 31 March 2016 in comparison to the 2015/16 original budget (for copy see file of minutes).

The Head of Corporate Finance highlighted a typing error under the heading General Reserve and clarified that the amount required to be drawn from reserves would be £1,006, not £1,270 as stated in paragraph 10 of the report.

The Head of Corporate Finance reported that at 29 February 2016 actual net expenditure was £46,642; an underspend of £8,891 against a profiled budget of £55,533. It was anticipated that actual expenditure at 31 March 2016 would be slightly lower than the original budget of £60,896 by £5,877 and sum required to be drawn from reserves to balance the budget was therefore expected to reduce from £6,883 to £1,006.

### **Resolved:**

- i) That the outturn position for the period ended 29 February 2016 be noted.
- ii) That the forecast outturn to 31 March 2016 be noted.

**Charter Trustees for the City of Durham**

**1 June 2016**

**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 2016/17.

**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 22 June 2016  
Wednesday 26 October 2016  
Wednesday 7 December 2016  
Wednesday 25 January 2017  
Wednesday 22 March 2017

**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.