



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

Ref: JM

18 October 2016

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

A Meeting of the **CHARTER TRUSTEES FOR THE CITY OF DURHAM** will be held in the Committee Room 1B, County Hall, Durham, on Wednesday 26 October 2016 at 12.00 pm.

**Please Note:** In the event that Full Council runs beyond 12.00pm, the Charter Trustee meeting will commence immediately following County Council business.

**BUSINESS**

1. Apologies for Absence
2. Minutes of the meeting held on 22 June 2016 (Pages 1 - 2)
3. Declarations of interest, if any
4. Date for Mayor Making AGM 2017 and Display of past Mayoral and Deputy Mayoral robes - Report of the Clerk to Charter Trustees (Pages 3 - 4)

5. Contribution to costs of covers for Halberds and Mayoral Mace - Report of the Clerk to the Charter Trustees (Pages 5 - 6)
6. Conclusion of Audit for 2017 - Report of the Clerk to the Charter Trustees (Pages 7 - 8)
7. Revenue Outturn for the period ending 30 September 2016 and Projected Outturn to 31 March 2017 - Report of the Treasurer (Pages 9 - 12)
8. Such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration.

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 Council Chamber, County Hall, Durham, on Wednesday 22 June 2016 at 1.00 pm

**Present:** The Right Worshipful the Mayor of Durham, Councillor E Bell (in the Chair) and Councillors B Moir, J Armstrong, D Bell, J Blakey, J Chaplow, P Conway, K Corrigan, N Foster, D Freeman, O Gunn, B Kellett, N Martin, R Ormerod, M Plews and J Turnbull

**1 Apologies for Absence**

Apologies for absence were received from Councillors A Bonner, G Holland, A Hopgood, M Simmons and M Williams.

**2 Declarations of interest**

There were no declarations of interest.

**3 Minutes**

The minutes of the meeting held on the 1 June 2016 were confirmed as a correct record and signed by the Mayor, subject to the correction of a typographical error in paragraph 3 of minute number 16.

**4 Revenue Outturn for the year ended 31 March 2016**

Charter Trustees considered a report of the Treasurer that provided information on the 2015/16 final revenue outturn compared to the original budget (for copy see file of minutes).

The Treasurer reported that the total net revenue expenditure for 2015/16 was £52,437, an underspend of £8,459 against the original budget of £60,896.

**Resolved:-**

That the final outturn position for the financial year ended 31 March 2016 be noted.

**5 Annual Return for the year ended 31 March 2016**

Charter Trustees considered a report of the Treasurer seeking approval of the Accounting Statements and Annual Governance Statement for the financial year ended 31 March 2016, which were included in the Annual Return (for copy see file of minutes).

**Resolved:-**

That the Annual Return (Sections 1 and 2) for the financial year ended 31 March 2016 be approved.

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

## **6 Charter Trustee Meeting Times**

Charter Trustees discussed changing the time of Charter Trustee meetings allowing for 30 minutes following the conclusion of County Council meetings.

The Clerk advised that a fixed time would have to be stipulated as meetings were open to the public and papers were published on the Councils website detailing the time and venue.

It was suggested that meetings start at 12.00pm and a note be added to the agendas stating in the event that County Council business runs beyond 12.00pm, the meeting would commence immediately following County Council business.

### **Resolved:-**

That Charter Trustee meetings commence at 12.00pm and a note be added to Charter Trustee agendas stating in the event that County Council business runs beyond 12.00pm, the Charter Trustee meeting would commence immediately following County Council business.

## **CHARTER TRUST FOR THE CITY OF DURHAM**

**26 October 2016**

**Date for Mayor making and AGM 2017  
Display of past Mayoral and Deputy Mayoral  
robes**



**City of Durham**

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### **Report of Bryan Smith, Clerk to the Charter Trustees**

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#### **Purpose of the Report**

1. To inform Trustees of the date of Mayor making in 2017 and to report on exhibition the past Mayoral robes.

#### **Background**

2. In accordance with usual practice Mayor making and the Trustees AGM will fall to be arranged to follow shortly after the Durham County Council AGM which is on 24 May 2017.
3. Therefore the Town Hall has been provisionally booked for Mayor making and the AGM on 31 May 2017.
4. The past Mayor and Deputy Mayoral robes are currently held on mannequins in the Mayors parlour and are ready for display at public events or exhibitions within the Town Hall. It has not yet been possible to find any glass cabinets for display purposes but this should not detract from future displays.

#### **Recommendation**

5. That Trustees note and accept this report.

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**Contact: Bryan Smith Tel: 03000 269717**

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## **Appendix 1: Implications**

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**Finance** – Detailed within the report.

**Staffing** - None specific within the report.

**Risk** - None specific within the report.

**Equality and Diversity / Public Sector Equality Duty** - None specific within the report.

**Accommodation** - None specific within the report.

**Crime and Disorder** - None specific within the report.

**Human Rights** - None specific within the report.

**Consultation** - None specific within the report.

**Procurement** - None specific within the report.

**Disability Issues** - None specific within the report.

**Legal Implications** - None specific within the report.

## **CHARTER TRUST FOR THE CITY OF DURHAM**

**26 October 2016**

### **Contribution to costs of covers for Halberds and Mayoral Mace**



**City of Durham**

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### **Report of Bryan Smith, Clerk to the Charter Trustees**

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#### **Purpose of the Report**

1. To inform Trustees of a request by the Mayor's Bodyguard for contribution to cost of supply of covers for Halberds and a case for the Mayoral Mace.

#### **Background**

2. Following recent events at the Cathedral and the Miners' Gala day there has been some concern expressed about accidental damage to the Halberds and the Mayoral Mace whilst in transit from Town Hall to the venues. The Mayor's Bodyguard have organised for a case/ box to be constructed by Ron Clarkson of the Bodyguard to carry the Mace and separately for covers for the heads of the nineteen Halberds by Station Upholstery of Chester Moor.
3. The Secretary to the Bodyguard wrote on 26 September 2016 to confirm completion of the works at a cost of £490.00 for the covers. The Bodyguard sought a contribution to this cost from the Trustees and as the matter seemed urgent the Mayor was approached and confirmed that as the work was to the benefit of the protection the Mayoral Regalia approved a contribution of the full price at £490.00. Arrangements are being made for suitable payment shortly.

#### **Recommendation**

4. That Trustees note and accept this report.

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**Contact: Bryan Smith      Tel: 03000 269717**

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**Legal Implications** - None specific within the report.



## **CHARTER TRUST FOR THE CITY OF DURHAM**

**26 October 2016**

### **Conclusion of Audit for 2017**



**City of Durham**

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### **Report of Bryan Smith, Clerk to the Charter Trustees**

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#### **Purpose of the Report**

1. To inform Trustees of the conclusion of the Audit for year ended 31 March 2016.

#### **Background**

2. Each year BDO carry out an external audit of the Trustees as a small authority. Trustees will recall submitting an annual return in May 2016 in the usual format. Such Return contained checks on annual financial and governance practices, accounting statements, and an internal audit cross check.
3. I am pleased to report that BDO concluded that, on the basis of the report, in their opinion the information contained therein was in accordance with proper practices and no matters have arisen to give concern that relevant legislation and regulatory requirements have not been met. Notice of conclusion of the audit on 19 September 2016 has been duly published.

#### **Recommendation**

4. That Trustees note and accept this report.

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**Contact: Bryan Smith      Tel: 03000 269717**

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## **Appendix 1: Implications**

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**Finance** – Detailed within the report.

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**Procurement** - None specific within the report.

**Disability Issues** - None specific within the report.

**Legal Implications** - None specific within the report.

**Charter Trustees for the City of Durham**

**26 October 2016**

**Revenue Outturn for the period ending 30  
September 2016 and Projected Outturn to  
31 March 2017**



**City of Durham**

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**Report of Jeff Garfoot, Treasurer**

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**INTRODUCTION**

- 1 The purpose of this report is to provide information on the:
  - actual expenditure compared to the profiled budget for the period ending 30 September 2016;
  - forecast of expenditure to 31 March 2017 in comparison to the 2016/17 original budget.

**COMPARISON OF REVENUE OUTTURN WITH BUDGET**

- 2 At 30 September 2016 actual net expenditure was £38,171; an underspend of £5,158 (or 11.90%) against a profiled budget of £40,829.
- 3 It is anticipated that actual expenditure at 31 March 2017 will be slightly lower than the original budget of £65,567 by £5,000 (or 7.63%). The sum required to be drawn from reserves to balance the budget is therefore expected to reduce from £10,550 to £5,550.
- 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 £10,292 at the financial year end which is £100 (or 0.96%) less than the original budget.

## SUPPLIES AND SERVICES

- 7 The total expenditure on supplies and services is £2,321 less than the profiled budget to date. Based upon the activity levels to date, the supplies and services outturn figure at 31 March 2017 is expected to be £17,935; a small underspend of £107 (or 0.59%) in comparison to the annual budget.

## INCOME

- 8 It is anticipated that actual income will be £5,050 at the financial year end which is £5,050 more than the original budget. This is due to the fact the original budget was nil and the Mayor's civic dinner held in April 2016 generated income of £2,550, plus a second civic dinner is being planned for March 2017 for which it has been estimated to generate a similar amount of income.

## FORECAST OF OUTTURN

- 9 The latest forecast of expenditure to 31 March 2017 is £60,566, an underspend of £5,000 (or 7.63%) against the net expenditure budget of £65,567.

## GENERAL RESERVE

- 10 The general reserve balance at 1 April 2016 was £68,673. With a projected underspend of £5,000, the amount required to be drawn from reserves would be £5,550, rather than the original budget figure of £10,550. Consequently the reserve balance would decrease to £63,123 as at 31 March 2017.

## VAT

- 11 As at 30 September 2016 the total VAT paid and reclaimed was £1,464.79.

## RECOMMENDATIONS

- 12 It is **RECOMMENDED** that the City of Durham Charter Trustees:
- note the outturn position for the period ended 30 September 2016;
  - note the forecast of outturn to 31 March 2017;

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**Contact: Beverley White, Tel. 03000 261900**

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**RISKS AND IMPLICATIONS**

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**Finance**

The report provides information on the:

- actual expenditure compared to the profiled budget to 30 September 2016
- forecast of expenditure to 31 March 2017 in comparison to the 2016/17 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  
30 SEPTEMBER 2016 AND PROJECTED OUTTURN TO 31 MARCH 2017**

<b>Annual Budget 2016/17</b>	<b>Budget Head</b>	<b>Profiled budget to date</b>	<b>Year to date Actual</b>	<b>Projected Outturn</b>	<b>Variance (Projected Outturn v Annual Budget)</b>
<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Employees</b>				
3,500	Mayor's Allowance	3,500	0	3,500	0
1,500	Deputy Mayor's Allowance	1,500	0	1,500	0
	<b>Premises</b>				
3,449	Town Hall	3,449	3,449	3,449	0
	<b>Transport</b>				
6,212	Civic Car	3,106	3,215	6,212	0
1,236	Bus Hire	618	480	1,180	-56
2,944	Sergeants at Mace/ Bodyguard	2,944	2,900	2,900	-43
	<b>Supplies and Services</b>				
15,994	Mayor's Hospitality	6,475	8,479	16,394	400
412	General Office Expenses	206	380	412	0
1,301	Insurance	651	829	829	-472
335	External Audit	335	300	300	-35
	<b>Support Services</b>				
16,275	Administration	8,138	8,266	16,533	257
12,448	Support Services	12,448	12,448	12,448	0
	<b>Income</b>				
0	Mayor's Civic Dinner	0	-2,550	-5,050	-5,050
-40	Investment income	-40	-25	-40	0
<b>65,567</b>	<b>Net Expenditure</b>	<b>43,329</b>	<b>38,171</b>	<b>60,566</b>	<b>-5,000</b>
-8,229	<b>Council Tax Support Grant</b>	-8,229	-8,229	-8,229	0
-10,550	<b>Transfer to / -from Reserves</b>	0	0	-5,550	5,000
<b>46,788</b>	<b>Net budget</b>	<b>35,100</b>	<b>29,942</b>	<b>46,788</b>	<b>0</b>