



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

Ref: JM

29 November 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 7 December 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 the County Council meeting.

BUSINESS

1. Apologies for Absence
2. Declarations of interest, if any
3. Minutes of the meeting held on 26 October 2016 (Pages 3 - 6)
4. Date for Mayor making and AGM 2017 - Report of the Clerk to Charter Trustees (Pages 7 - 8)
5. 2017/18 Budget - Report of the Treasurer (Pages 9 - 14)
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 26 October 2016 at 12.00 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, G Holland, A Hopgood, B Kellett, N Martin, R Ormerod, M Plews, M Simmons, P Taylor, J Turnbull, M Wilkes and M Williams

1 Apologies for Absence

Apologies for absence were received from Councillor A Bonner.

2 Minutes

Minutes of the meeting held on the 22 June 2016 were confirmed as a correct record and signed by the Mayor.

3 Declarations of interest

There were no declarations of interest.

4 Date for Mayor Making AGM 2017 and Display of past Mayoral and Deputy Mayoral robes

Charter Trustees considered a report of the Clerk to Charter Trustees that informed Trustees of the provisional date for Mayor making 2017 and provided an update on the exhibition of past Mayoral robes (for copy see file of minutes).

Councillor Hopgood raised concerns regarding the suggested date for Mayor making as it was during half term and would present a problem for members with school age children who can only go away during school holidays. She advised that the requirement was to hold the Annual Charter Trustees meeting within 21 days following Annual County Council therefor would be more practical to avoid having the meeting during half term. Councillor Gunn agreed and highlighted that there was also an issue for grandparents who have child care responsibilities during school holidays.

Seconded by Councillor Gunn, Councillor Hopgood proposed that the Charter Trustees Annual meeting be held after the school holidays and closer to the 21st day following Annual County Council which was then agreed.

The Clerk advised that it had not been possible to locate any glass cabinets to display past Mayoral robes and were currently stored on mannequins in the Mayor's parlour ready for display at public events and exhibitions.

Councillor Blakey suggested that protective covers be obtained to protect Mayoral robes while being stored on mannequins.

As display cabinets had not been located from vacant County Council buildings, Councillor Hopgood suggested that quotations be obtained to commission purpose built display cabinets to store the Mayoral robes.

Resolved:

- i) That Town Hall availability be sought for the Charter Trustees Annual meeting to be held after the school holidays and closer to the 21st day following Annual County Council;
- ii) That quotations for display cabinets for past Mayoral robes be obtained.

5 Contribution to costs of covers for Halberds and Mayoral Mace

Charter Trustees considered a report of the Clerk to Charter Trustees that informed Trustees of a request from the Mayor's Bodyguard for contribution to costs for the supply of covers for Halberds and a case for the Mayoral Mace (for copy see file of minutes).

The Clerk to Charter Trustees advised that concerns had been expressed regarding accidental damage to Halberds and the Mayoral Mace whilst in transit from Durham Town Hall to venues. The Mayor confirmed that as the work was to the benefit of the protection of the Mayoral Regalia, approved a contribution of the full amount of £490.00. The Clerk added that he was waiting for confirmation that the work had been completed in order to arrange payment.

It was Councillor Holland's understanding that damage to the Halberds occurred during transportation by taxi and felt that the issue was the result of having no security and trusting items of significant value with taxi drivers. Councillor Blakey added that to her knowledge, items always had security and were transported by County Council chauffeur.

Councillor Holland had been asked by the Bodyguard to raise an issue regarding the longstanding tradition of members of the bodyguard processing to the cathedral with halberds which had been restricted following a risk assessment that highlighted health and safety concerns. He requested that the pretence of health and safety not prevent a tradition that has existed for generations.

The Clerk advised that he had consulted with the secretary of the Bodyguard and that the significant health and safety concerns arose from individuals walking to the cathedral in full regalia when not in ceremony. He added that it was important to be mindful of the insurance aspect and the personal safety of individuals. Councillor Holland felt that a centuries old tradition had been taken away and added that to his

recollection, there had never been an incident. He advised that the Bodyguard would be prepared to cover insurance costs themselves.

Councillor Conway commented that the key issue was regarding individuals who were not part of a formal procession walking to events on their own, which could detract from the overall image, he requested assurance that the Bodyguard, when moving in their traditional role of protecting the Mayor, would continue to process with their halberds as a group.

The Clerk clarified that the Bodyguard would continue to walk in a formal procession and that the issue was with individuals carrying their halberds when walking separately, which could attract unwanted attention with a risk of theft or personal injury.

The Mayor suggested that a protocol be drawn up following discussions with the Mayor's Bodyguard.

Resolved:

- i) That the information contained in the report be noted;
- ii) That the clerk review and if possible draft a protocol that would cover the issue of Bodyguard members carrying equipment from Town Hall to the cathedral.

6 Conclusion of Audit for 2017

Charter Trustees considered a report of the Clerk to Charter Trustees that provided details of the conclusion of the Audit for year ended 31 March 2016 (for copy see file of minutes).

The Clerk to Charter Trustees advised that the annual return was submitted in May 2016 and the external auditors had concluded that the information contained in the report was in accordance with proper practices. No matters had arisen to give concern that relevant legislation and regulatory requirements had not been met.

Resolved:

That the information contained in the report be noted.

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

Charter Trustees considered a report of the Treasurer that provided information on the actual expenditure compared to the profiled budget for the period ending 30 September 2016; and the forecast of expenditure to 31 March 2017 in comparison to the 2016/17 original budget (for copy see file of minutes).

The Treasurer reported that at 30 September 2016 actual net expenditure was £38,171; an underspend of £5,158 against a profiled budget of £40,829. It was anticipated that actual expenditure at 31 March 2017 would be slightly lower than the

original budget, therefore the sum required to be drawn from reserves to balance the budget would therefore be expected to reduce from £10,550 to £5,550.

Councillor Martin referred to the hospitality expenditure and asked for clarification on why the actual hospitality to service Durham City was down from previous years. The Mayor explained that recent changes to the Chairman of Durham County Council and The Mayor of Durham protocol may have had a knock on effect on hospitality expenditure and noted there had been fewer functions. He advised that the hospitality expenditure would be investigated.

Resolved:

- i) That the outturn position for the period ended 30 September 2016 be noted;
- ii) That the forecast outturn to 31 March 2017 be noted.

**CHARTER TRUSTEES FOR THE CITY OF
DURHAM**

7 December 2016

Date for Mayor making and AGM 2017



City of Durham

Report of Bryan Smith, Clerk to the Charter Trustees

Purpose of the Report

1. To inform Trustees of the date of Mayor making in 2017

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. At the last meeting a request was made to consider a later date to allow for greater attendance.
4. The Mayor has now agreed and the Town Hall has been provisionally booked for Mayor making and the AGM on 7 June 2017.

Recommendation

5. That Trustees note and accept this report.

Contact: Bryan Smith Tel: 03000 269717

Appendix 1: Implications

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 Trustees for the City of Durham

7 December 2016

2017/18 Budget



City of Durham

Report of Jeff Garfoot, Treasurer

INTRODUCTION

- 1 The purpose of this report is to provide information to enable Charter Trustees to determine the:
 - i. appropriate budget requirement for the Charter Trust for 2017/18;
 - ii. basic level of council tax required for 2017/18.

BACKGROUND

- 2 A council tax requirement of £46,788 was agreed for 2016/17 which, after applying the Local Council Tax Support Scheme Grant and a transfer from reserves, allowed for a net expenditure budget of £65,567. The Band D Council Tax levied on the residents of the former City of Durham was £1.90 in 2016/17, which was the same levy raised in 2014/15 and 2015/16.
- 3 At the meeting held on 8 January 2014, Charter Trustees agreed to the utilisation of reserves to maintain the Band D equivalent Council Tax at £1.90 in each financial year from 2014/15 to 2018/19.

BUDGET ASSUMPTIONS

- 4 The following budget assumptions have been made and applied to the proposed budget for 2016/17:
 - i. annual inflation of 1.5%;
 - ii. annual pay award of 1.0%;
 - iii. a decrease in the Local Council Tax Support Scheme Grant of 15.66%; from £8,229 to £6,940;
 - iv. a slight increase in the council tax base of 1.59%; from 24,625.2 to 25,017.7.

BUDGET 2017/18

- 5 In order to set a robust and accurate budget Trustees ought to take into account the:
 - i. forecast outturn position for the current year;
 - ii. anticipated price increases;
 - iii. future level of service provision required.
- 6 Durham County Council has advised that the council tax base for 2017/18 will increase slightly by 392.5 (from 24,625.2 for 2016/17 to 25,017.7 for 2017/18). Consequently the council tax receivable will increase by £745.75 (from £46,787.88 to £47,533.63) at the current Band D Council Tax rate of £1.90.
- 7 The Local Council Tax Support Scheme Grant payable to the Charter Trust for 2017/18 has decreased by £1,289 (from £8,229 to £6,940). The grant is likely to continue to be reduced year on year from 2018/19 to 2019/20.

PROPOSED BUDGET 2017/18

- 8 A proposed budget is attached at Appendix B. It has been calculated by applying the budget assumptions, as set out in paragraph 4, to the 2016/17 forecast of outturn. The approved 2016/17 budget and forecast of outturn for 2016/17 are shown for comparison and information purposes.
- 9 The cost of insurance provision decreased significantly during 2015/16 and therefore the insurance budget for 2016/17 was reduced accordingly. The budget has been reduced even further for 2017/18.
- 10 In order to maintain Band D Council Tax at £1.90, a transfer from reserves of £11,962 would be required in order to balance the budget for 2017/18.
- 11 Taking into account the latest projected outturn position for 2016/17 and the proposed transfer from reserves of £11,962 to balance the 2017/18 budget, the total level of reserves is estimated to reduce to £56,161 as at 31 March 2018.

PROPOSED TIMETABLE

- 12 The deadline for approving the precept for 2017/18 is no later than 27 January 2017. There is a meeting of the Charter Trustees arranged for 25 January 2017 and it is recommended that this meeting be used to agree the budget and council tax requirement, if required.

RECOMMENDATIONS

- 13 It is **RECOMMENDED** that the City of Durham Charter Trustees:
- i. determine whether the Charter Trustees are able to agree the council tax requirement of £47,534 and a £1.90 precept for 2017/18;
 - ii. determine whether further information is required before agreeing the budget and precept;
 - iii. note the possibility of utilising the meeting arranged on 25 January 2017 to agree the precept if required;
 - iv. note the deadline for agreeing the precept for 2017/18 of 27 January 2017.

Contact: Beverley White, Tel. 03000 261900

Appendix A: Implications

Finance - The report provides information to enable Charter Trustees to consider the level of council tax and revenue budget requirement for 2017/18.

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

Appendix B: Charter Trustees for the City of Durham Proposed Budget 2017/2018

Budget	Forecast of Outturn		Proposed Budget	Inflation
2016/17	2016/17		2017/18	
£	£		£	%
		Employees		
3,500	0	Mayor's Allowance	3,500	
1,500	0	Deputy Mayor's Allowance	1,500	
		Premises		
3,449	3,449	Town Hall	3,501	1.50%
		Transport		
6,212	6,212	Civic Car	6,305	1.50%
1,236	1,180	Bus Hire	1,198	1.50%
2,944	2,900	Sergeants at Mace/ Bodyguard	2,944	1.50%
		Supplies & Services		
15,994	16,394	Mayor's hospitality	16,640	1.50%
412	412	General office expenses	418	1.50%
1,301	829	Insurance	841	1.50%
335	300	External Audit	305	1.50%
		Support Services		
16,275	16,533	Administration	16,690	1.50%
12,448	12,448	Finance, Clerk, legal, HR, IT	12,635	1.50%
		Income		
-40	-40	Bank interest	-40	
0	-5,050	Mayor's Civic Dinner	0	
65,566	55,567	Total Expenditure	66,436	
-10,550	-550	Transfer from Reserves	-11,962	
-8,229	-8,229	Council Tax Support Grant	-6,940	
46,787	46,788	Council Tax Requirement	47,534	
24,625.20	24,625.20	Tax base	25,017.70	
1.90	1.90	Band D Council Tax	1.90	
46,787.88	46,787.88	Council Tax Receivable	47,533.63	

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