

## **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 25 January 2017 at 12.00 pm

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

Prior to the commencement of the meeting, the Mayor formally reported the deaths of Alderman, former Durham City Councillor Irene Lupton and former member of the Mayor's Bodyguard and past Captain Major Roy Gazzard.

Trustees stood for a moments silence as a mark of respect.

### **1 Apologies for Absence**

Apologies for absence were received from Councillor O Gunn.

### **2 Minutes**

Minutes of the meeting held on 7 December 2016 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 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 31 December 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 31 December 2016 actual net expenditure was £46,236; an underspend of £9,298 against a profiled budget of £55,534. It was anticipated that actual expenditure at 31 March 2017 would be slightly lower than the original budget of £65,567 by £5,377. The sum required to be drawn from reserves to balance the budget was therefore expected to reduce from £10,550 to £5,173.

#### **Resolved:**

- (i) That the outturn position for the period ended 31 December 2016 be noted;
- (ii) That the forecast outturn to 31 March 2017 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 Clerk advised that external auditors had carried out a risk assessment process to review effectiveness of internal controls that was to be reviewed annually before the end of each financial year.

The Clerk and Risk, Insurance and Governance Manager both reviewed and slightly updated the Risk Assessment matrix and reported that there were no significant changes to the risk profile.

### **Resolved:**

That the Risk Assessment for governance arrangements be approved and accepted for year end March 2017.

## **6           Potential Costs of Display Cabinets for Mayoral Robes**

Charter Trustees considered a report of the Clerk detailing potential costs for display cabinets for Mayoral Robes (for copy see file of minutes).

The Clerk advised that the Town Hall manager had researched and provided information for purchasing cabinets as detailed in Appendix A which shows varying potential prices according to the standard of cabinet, glass or acrylic and whether providing light and temperature protection.

Charter Trustees discussed the options presented taking into account environmental conditions, the surroundings and any additional costs for delivery, electrical wiring and installation.

Councillor Foster recommended that advice be sought from the DLI Museum regarding the long-term preservation of materials.

Councillor Hopgood proposed Option 3 be agreed in principal and asked that a timescale be set. Further details received from DLI experts to be reported to the next Charter Trustees meeting in March 2017.

Responding to a query from Councillor J Armstrong, the Treasurer confirmed that VAT would be reclaimable.

Councillor Turnbull questioned the cabinet colour and suggested that the Mayor or Deputy Mayor be designated to consider the finer details if there were more options available.

Referring to potential additional costs, Councillor Martin proposed that a decision be made in principal with a limit of £6,000 following advice from museum experts. If the total costs were to exceed that amount, then further recommendations be reported back to Charter Trustees for consideration.

**Resolved:**

That Option 3 be agreed in principle with a £6,000 limit, following advice from DLI Museum experts regarding long term preservation.

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

**7            Gift for the Mayor's Bodyguard**

Each year the retiring Mayor presented the Bodyguard with a gift in appreciation of service during their time in office. Previously this gift would be purchased from the Mayors allowance, which at present, was not being claimed. It was proposed that Trustees help purchase a gift to be presented to the Mayors Bodyguard.

**Resolved:**

That Charter Trustees help purchase a gift to be presented to the Mayors Bodyguard.