

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 23 October 2019 at 11.30 am.

Present: The Right Worshipful the Mayor of Durham, K Corrigan (in the Chair) and Councillors D Bell, L Brown, J Chaplow, S Dunn, D Freeman, D Hall, A Hopgood, L Hovvels, J Lethbridge, E Mavin, L Mavin, R Ormerod, E Scott, M Simmons, A Simpson, F Tinsley, J Turnbull, M Wilkes and M Wilson.

Also Present: Councillor O Johnson

Prior to the commencement of the meeting, the Mayor formally reported the death of Mr Frank Bilton who was a member of the Mayor's Bodyguard.

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

1 Apologies

Apologies for absence were received from Councillors J Blakey, B Kellett, M McKeon and P Taylor.

2 Minutes

The minutes of the meeting held on 25 July 2019 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 30 September 2019 and Projected Outturn to 31 March 2020

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 2019 and the forecast of expenditure to 31 March 2020 in comparison to the 2019/20 original budget (for copy see file of minutes).

The Finance Manager reported that at 30 September 2019 actual net expenditure was £45,468, an underspend of £7,127 against the profiled budget of £52,595.

It was anticipated that actual expenditure at 31 March 2020 would be lower than the original budget, therefore the sum required to be drawn from reserves to balance the budget would be expected to reduce from £13,543 to £6,294.

The Finance Manager added that the Charter Trustees bank account had now changed to Lloyds Bank in line with the Local Authority and advised that previous bank charges had been recovered corporately. He was in the process of checking if the bank required a formal declaration from Trustees to open up the bank account, if so, this would be reported to the meeting in December.

A report detailing a number of precept options and the impact they would have on reserves would be reported to the meeting on the 4 December 2019 for Trustees to consider.

Councillor Hopgood recalled that the precept was set at £1.90 at a previous meeting for the full 4 year term and felt it was not necessary to consider further options at this time when the precept up to 2021/22 had already been agreed.

Resolved:

- i) That the outturn position for the period ended 30 September 2019 be noted.
- ii) That the forecast outturn to 31 March 2020 be noted.

5 Appointment of Pant Master - Officer of Dignity Appointments

Charter Trustees considered a report of the Clerk to the Charter Trustees in relation to the appointment of Pant Master (for copy see file of minutes).

The Clerk reported that at the Special Charter Trustee meeting of 25 July 2019, expressions of interest had been received from two candidates and Charter Trustees resolved to appoint both candidates as Primary and Secondary Pant Master on an alternating basis. It was further resolved to adjourn to the next ordinary meeting to consider a variation to the Standing Orders to allow for a paper vote as to which candidate would begin as Primary Pant Master.

In the interim period one of the candidates had since withdrawn therefore leaving Mr Mac Williams as the sole candidate.

Resolved:

That the appointment of Mr Mac Williams as Pant Master be approved.

6 Variation of Standing Orders - Voting Procedures - Officers of Dignity Appointments

Charter Trustees considered a report of the Clerk to the Charter Trustees to vary the Standing Orders relating to voting on appointments of Officers of Dignity (for copy see file of minutes).

In relation to a vacancy of Pant Master, the Clerk reported that there were expressions of interest from two candidates and following the working group to consider the selection criteria, it may be necessary to consider a variation to the voting procedures in the Standing Orders to allow for a paper vote.

Charter Trustees were informed that one candidate had since withdrawn his name from consideration and therefore a paper vote would not be required on this occasion, however, Charter Trustees may still consider it appropriate to consider a variation of voting procedures for future occasions should the need arise.

Resolved:

That a variation to the Standing Orders detailed in Appendix 2 of the report for voting by paper ballot for honorary appointments be approved.

7 Clerks Update

Charter Trustees considered a report of the Clerk to the Charter Trustees that advised of administrative arrangements (for copy see file of minutes).

The Clerk updated Charter Trustees on the following matters:-

- Members of the Bodyguard sadly reported the death of Mr Frank Bilton on 2nd August 2019;
- Resignation of Member of the Bodyguard Mr Bill Gray;
- Three new Members of the Bodyguard to be sworn in at the Charter Trustee meeting on 22 January 2020. It was proposed to move the meeting to the Town Hall, Durham at 5.00pm to allow for swearing in and the ordinary business of the meeting;
- The Cathedral Service for the Courts was to be moved from July 2020 to 15 March 2020 to allow for the installation of the new High Sheriff;
- The proposed date for the Annual meeting 2020 was 3 June 2020 at the Town Hall Durham.

Referring to the working group to discuss arrangements for Deputy Mayor, the Clerk advised that he would be contacting the proposed members to arrange a meeting date.

Cllr Lethbridge added that Frank Bilton gave him considerable support during his term of office and advised that he attended the funeral and wrote a letter of condolence to his widow.

Resolved:

That the report be noted.