

CHARTER TRUSTEES FOR THE CITY OF DURHAM

At the **Meeting** of the **Charter Trustees for the City of Durham** held remotely via Microsoft Teams, on Friday 27 November 2020 at 10.00 am

Present: The Right Worshipful the Mayor of Durham, Councillor K Corrigan (in the Chair) and Councillors D Bell, L Brown, J Chaplow, S Dunn, A Hopgood, B Kellett, J Lethbridge, M McKeon, R Ormerod, E Scott, M Simmons, P Taylor and M Wilson

1 Minute silence

The Mayor formally reported the death of former Mayor of the City of Durham and Honorary Alderman John Lightley and former Mayoress of the City of Durham Margaret Lightley. Trustees had a moments silence as a mark of respect.

2 Apologies for Absence

Apologies for absence were received from Councillors L Hovvels, C Marshall, E Mavin, A Simpson, F Tinsley and J Turnbull.

3 Minutes

Minutes of the meeting held on 22 January 2020 were confirmed as a correct record and would be signed by the Mayor.

4 Declarations of interest

There were no declarations of interest.

5 Yearly Approval of Risk Assessment of Governance Arrangements

Charter Trustees considered a report of the Clerk that requested approval of the risk assessment for governance arrangements (for copy see file of minutes).

It was noted that the report would have normally been considered at the meeting scheduled for March 2020, however due to the COVID-19 pandemic the meeting had been cancelled.

The Clerk advised that external auditors had carried out a risk assessment to review the effectiveness of internal controls that was to be reviewed annually before the end of each financial year. The Clerk and the Risk, Insurance and Governance Manager, both reviewed the risk assessment matrix and reported that there were no recommended changes to the risk profile.

The Clerk did not anticipate any changes to the risk assessment for 2021 and suggested that Charter Trustees consider approving the risk assessment of governance arrangements for years end March 2020 and March 2021.

Charter Trustees agreed to approve the recommendation for year end March 2020 and to include approval for year end March 2021.

Resolved:

That the risk assessment for governance arrangements for years end March 2020 and March 2021 be approved.

6 2021/22 Budget

Charter Trustees considered a report of the Treasurer that provided information to enable Charter Trustees to determine the appropriate budget requirement for the Charter Trust for 2021/22 and the basic level of council tax required for 2021/2022 (for copy see file of minutes).

The Treasurer reported that due to the COVID-19 pandemic the forecast for total expenditure is £24,955 under the agreed budget. This would result in an addition to reserves of £11,065 rather than the budgeted utilisation of reserves of £13,890.

The level of council tax precept had been set at £1.90 since 2014/15 and Charter Trustees agreed in 2017 to maintain that level until 2021/22. He advised that the council tax base for 2021/22 would reduce from £26,073.1 for 2020/21 to £25,963.2 for 2021/22. Consequently, the council tax receivable would reduce from £49,538.89 to £49,330.08 at the current Band D Council Tax rate of £1.90.

Charter Trustees formally agreed the council tax requirement of £49,330 and a £1.90 precept for 2021/22 and that discussions regarding budget setting and precept for 2022/23 and future years be considered after the election in May 2021.

Resolved:

- i) That the forecast of outturn position for 2020/21 be noted;
- ii) That the council tax requirement of £49,330 and a £1.90 precept for 2021/22 be agreed;
- iii) That the requirement to receive future reports to consider the projected budget and reserve balance for the period 2022/23 to 2024/25 in order to agree the level of council tax precept be noted.

7 Annual Return for the year ended 31 March 2020

The Treasurer advised Charter Trustees that due to the COVID-19 pandemic there had been a delay in completing the annual return for year ended 31 March 2020. He reported that the audit would be finalised in the next couple of weeks which would then enable the annual return to be completed. The return would include the annual governance statement and the accounting statement as well as internal and external audit financial assurances for the Charter Trust.

The Treasurer sought agreement from Charter Trustees to delegate responsibility to the Mayor, Clerk and Treasurer to sign-off the Annual Return for the year ended 31 March 2020.

Resolved:

That the Annual Return for the year ended 31 March 2020 be delegated to the Mayor, Clerk and Treasurer for sign-off.