

## **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 18 June 2014 at 1.00 pm

**Present:** The Right Worshipful the Mayor of Durham, Councillor J Robinson (in the Chair) and Councillors J Blakey, A Bonner, N Foster, D Freeman, A Hopgood, N Martin, M Plews, M Simmons, P Taylor, J Turnbull, M Wilkes and M Williams

### **1 Apologies for Absence**

Apologies for absence were received from Councillors P Conway, J Armstrong, D Bell, J Buckham, J Chaplow, K Corrigan, S Guy, B Moir, M Nicholls, R Ormerod and D Stoker.

### **2 Minutes**

Minutes of the meeting held on 28 May 2014 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 year ended 31 March 2014**

Charter Trustees considered a report of the Treasurer that provided information on the 2013/14 revenue outturn compared with the original budget (for copy see file of minutes).

In response to a question from Councillor M Williams regarding the Mayors allowance, the Treasurer clarified that although the Mayor and Deputy Mayor had not accepted their allowances in 2013/14, it would not prevent the allowance being awarded in future years as the reserve could be utilised.

Councillor M Wilkes asked if the extra reserve money due to the underspend could be used to set up a fund for local people to utilise. Councillor Hopgood commented that the issue had been raised previously and the response was that the Charter Trustees were not an organisation therefore do not have the powers to fund local events or groups.

### **Resolved:**

That the outturn position for the financial year ended 31 March 2014 be noted.

## **5 Annual Return for the year ended 31 March 2014**

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 2014, 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 2014 be approved.

## **6 Mayor's Bodyguard - Attendance at Funerals**

The Mayor reported the death of Mr R G Dixon who had been a member of the Mayor's Bodyguard for 10 years and asked Trustees to stand for a moments silence as a mark of respect.

Charter Trustees considered a report of the Clerk to the Charter Trustees that advised of the Bodyguard's proposal to attend funerals of past and serving members of the Bodyguard and Honorary members (for copy see file of minutes).

Councillor J Blakey commented that the Bodyguard attends the funeral of past Mayors and suggested that past Deputy Mayors be included as they may not ordinarily succeed to Mayor.

### **Resolved:**

- That the proposal to allow the Bodyguards attendance at funerals for serving, retired or resigned members of the Bodyguard of at least 6 years' service and Honorary members be approved.
- That the Bodyguards attendance at funerals of past Deputy Mayors be approved.

## **7 Internal Audit Report Review - Risk Assessment**

Charter Trustees considered a report of the Clerk to the Charter Trustees that advised of a requirement following last year's Internal Audit Report to demonstrate a process for the assessment and management of significant risks in achieving the Charter Trustees objectives (for copy see file of minutes).

The Clerk to the Charter Trustees referred to Section 4 of the Annual Internal Audit report 2013/14 and highlighted that petty cash payments and asset and investment registers were shown as not covered, however this was due to not being applicable rather than not compliant.

Councillor Martin commented that civic regalia should be identified as an asset and sought clarification. The Mayor suggested that a report regarding the asset register be reported to a future meeting.

**Resolved:**

- That risk assessment be placed on the agenda for a future meeting at least once a year
- That the asset register be reported to a future meeting.

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

## **8 Invitations to Mayoralty Events and Functions**

Councillor M Williams requested that past Chairmen of Durham County Council and County Aldermen be invited to the annual meeting of the Charter Trustees and also be invited to events and functions to support the Mayoralty.

Trustees discussed the issue and it was suggested that a report be added to the agenda for a future meeting.

**Resolved:**

That invitations to Mayoralty events and functions be reported to a future meeting.