

## **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 therefore 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 21<sup>st</sup> 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.