



City of Durham Parish Council

The City of Durham Parish Council. c/o The Enginemens Secretary's Office
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Date of summons: 20th May 2026

SUMMONS

To all Members of the City of Durham Parish Council: Councillors V Ashfield, L Brown, T Cleaver, R Cornwell, D Freeman, R Handy, G Holland, E Hopgood, C Lattin, P Layton, F Robinson, E Scott, S Walker, M Wilkes and L Wilson.

You are hereby summoned to attend the **Annual Meeting of the Council** to be held in the **Main Hall of the Merryoaks Community Hall, Park House Rd, Durham DH1 3QF** on **Wednesday 27th May 2026 at 7:00pm** for the purpose of transacting the following Agenda business as shown.

Members of the public and press are also cordially invited to attend. Members of the public may address Council, Committee or Sub-Committee meetings for up to three minutes, with the agreement of the Chair of the meeting, provided that the statement is related to an item on the agenda. The speaker should approach the Clerk before the meeting commences to request to speak during the meeting.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Health & Safety, Civility and Respect and Human Rights plus Social, Economic and Environmental matters.

Yours faithfully,

A. Shanley

Mr Adam Shanley

Clerk to the City of Durham Parish Council

AGENDA

1. ELECTION OF CHAIR

To elect the Chair of the Parish Council for the ensuing year. The Parish Council Chair will read and sign the Declaration of Acceptance of this Office.

2. ELECTION OF VICE-CHAIR

To elect the Vice Chair of the Parish Council for the ensuing year. No Declaration of Acceptance of this office is required.

3. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES FOR ABSENCE FROM TODAY'S MEETING

4. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

5. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 22ND APRIL 2026

6. PUBLIC PARTICIPATION

7. COMMITTEE UPDATES

- **Planning and Licensing Committee minutes from the meetings held on 2nd April and 1st May 2026.**

Copies of all approved minutes from these meetings can be found here:
<https://cityofdurham-pc.gov.uk/meetings/planning-and-licensing-committee/>

- **Environment Committee minutes from the meeting held on 14th April 2026**

Copies of all approved minutes from these meetings can be found here:
<http://cityofdurham-pc.gov.uk/agendas-minutes/environment-committee/>

- Proposal to create a new Heritage Blue Plaque walking trail leaflet

- **Business Committee minutes from the meeting held on 17th March 2026**

Copies of all approved minutes from these meetings can be found here:
<http://cityofdurham-pc.gov.uk/agendas-minutes/business-committee/>

- **Finance Committee minutes from the meeting held on 16th March 2026**

Copies of all approved minutes from these meetings can be found here:
<http://cityofdurham-pc.gov.uk/agendas-minutes/finance-committee/>

8. CHAIR'S UPDATE

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 22nd April 2026

9. ANNUAL REVIEW OF PARISH COUNCIL STANDING ORDERS, FINANCIAL REGULATIONS, COMMITTEE TERMS OF REFERENCE AND COUNCIL POLICIES - to include the adoption of a sickness absence policy

10. TO DECIDE ON APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS

11. TO DECIDE ON PARISH COUNCIL COMMITTEE MEMBERSHIP

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2025/26

- (i) to consider and agree any actions arising from the report of the internal auditor 2025-26 (copy attached)
- (ii) to approve the annual governance statement 2025-26 (copy attached)
- (iii) to approve the draft annual accounts for 2025-26 (copy attached)
- (iv) to approve the register of assets 2025-26 (copy attached)
- (v) to approve the accounting statement and explanation of variances 2025-26 (copies attached)

13. TERMS OF REFERENCE AND APPOINTMENT OF THE PARISH COUNCIL'S CLIMATE LEAD

14. TERMS OF REFERENCE AND APPOINTMENT OF THE PARISH COUNCIL'S ARMED FORCES CHAMPION

15. CYCLE OF FULL COUNCIL MEETINGS

Suggested Cycle of Meetings

2026

Wednesday 24th June 2026 at 7pm
Wednesday 22nd July 2026 at 7pm
Wednesday 22nd September 2026 at 7pm
Wednesday 28th October 2026 at 7pm
Wednesday 24th November 2026 at 7pm

2027

Wednesday 27th January 2027 at 7pm
Wednesday 24th February 2027 at 7pm
Wednesday 24th March 2027 at 7pm
Wednesday 28th April 2027 at 7pm

Minutes of the meeting of the City of Durham Parish Council held on Wednesday 22nd April 2026 at 7:00pm in the Main Hall of the Merryoaks Community Hall, Park House Rd, Durham DH1 3QF.

Present: Councillors S Walker (in the **Chair**), V Ashfield, L Brown, T Cleaver, R Cornwell, D Freeman, G Holland, R Handy, E Hopgood, C Lattin, P Layton, F Robinson, E Scott and L Wilson.

Also present: Parish Clerk Adam Shanley, 3 members of the public and Mr Simon Day, Mr Matthew Phillips, Mr Isaac Short, Mr Mark Wilkes and Ms Elizabeth Williams (co-option candidates).

1. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES FOR ABSENCE FROM TODAY'S MEETING

None received.

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received.

Due to the confidential nature of the following items, in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and the public were excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in 3 paragraph 3 of Part 1 of Schedule 12A of the LGA 1972 Act and section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point in time the press and the public were asked to leave the room.

3. TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT A CANDIDATE TO FILL THE EXISTING VACANCY

The Clerk opened this item and outlined the procedure that would be followed during the process. Members were advised that each candidate would be invited to speak for up to five minutes in order to introduce themselves, outline their background and experience, and explain why they wished to become a Parish Councillor.

The Clerk confirmed that no questions would be taken from Members during the candidate presentations and that this part of the meeting would take place with the press and public excluded.

The Council was advised that, following the presentations, candidates would be required to be formally proposed and seconded by Members present in order to proceed to the ballot stage. The Clerk explained that only candidates who were both proposed and seconded would be included in the vote and confirmed that applicants had been notified of this requirement in advance.

Members heard that voting would take place by secret ballot and that an absolute majority of votes cast would be required in order for a candidate to be successfully co-opted.

The Clerk also reminded Members that the Parish Council was not obliged to fill the vacancy and was under no obligation to appoint any of the candidates should Members not wish to do so. Members were advised that, following the conclusion of voting, the Chair would declare the successful candidate, who would then sign the formal declaration of acceptance of office and become a full Member of the Parish Council.

Each candidate was invited to speak in alphabetical order and the Clerk read out a statement on behalf of Professor Gary Black, another co-option candidate, who was unable to attend the meeting in person.

Each candidate provided a brief presentation about themselves accordingly. Following consideration of each candidate's experience and presentation, a vote was held and the Chair declared that Mr Mark Wilkes had been co-opted as the new Parish Councillor for the Neville's Cross parish ward, having been proposed by Councillor E Hopgood and seconded by Councillor E Scott.

The Chair congratulated Mark Wilkes on his co-option and thanked all other candidates for their interest in becoming a Parish Councillor on the City of Durham Parish Council.

Mark signed the declaration of acceptance of office form and took his seat as a Parish Councillor.

The meeting was re-opened to the press and public for items 4-9.

4. APPROVAL OF THE DRAFT MINUTES OF THE MEETING OF THE COUNCIL HELD ON 25TH MARCH 2026

The minutes of the meeting held on 25th March 2026 were unanimously **agreed** as a true and accurate record of proceedings.

5. PUBLIC PARTICIPATION

None received.

6. COMMITTEE UPDATES

• Planning and Licensing Committee

Councillor L Brown presented the Planning and Licensing Committee minutes from the meetings held on 6th and 20th February 2026. There being no queries from Members, Councillor L Brown moved on to Committee reports.

Consultation response to Durham County Council's proposed Houses in Multiple Occupation (HMO) Interim Policy

Councillor L. Brown presented a report on Durham County Council's consultation regarding a proposed Interim Policy for Houses in Multiple Occupation (HMOs) outside the existing Durham City Article 4 areas. Members heard that the policy aimed to address increasing numbers of HMOs across the wider county and provide interim planning guidance while the County Durham Plan review was ongoing.

Councillor L. Brown explained that the proposed policy would introduce new planning controls across areas not currently covered by Article 4 restrictions, including part of the City of Durham parish area at Aykley Woods. Members noted that from August 2026, most HMO conversions across the county would require planning permission.

The Council heard that the proposed policy included thresholds intended to prevent over-concentration of HMOs, including restrictions where three or more of the ten nearest neighbouring properties were already HMOs and measures to prevent "sandwiching" of residential properties between HMOs or commercial uses. Applicants would also be required to provide management plans demonstrating how impacts on neighbouring residents would be addressed.

Councillor L. Brown advised that the consultation remained open until 5 May 2026 and that the Planning and Licensing Committee had prepared a draft response for Full Council's consideration and approval.

Members unanimously **approved** the City of Durham Parish Council's response to this consultation as follows:

Response to Interim HMO policy consultation

1. The City of Durham Parish Council welcomes the opportunity to comment on this proposal. Since we were established in April 2018 we have seen over 100 full planning applications in our Parish for the conversion of homes, shops and offices into HMOs, both use class C4 and *sui generis*. This gives us an insight into the issues that arise and to the tactics deployed by developers to get planning permission.
2. Although the majority of our Parish is included in the existing Article 4 areas, the new Aykley Woods development on the site of the former Police HQ was not designated and so will be covered by the proposed new Policy.
3. Our response falls into three areas: the criteria whereby an application for an HMO should be granted or refused; the standards to be applied to any new HMOs; and the interaction between the proposed new Policy and the existing County Durham Plan and SPDs.

The criteria

4. We consider that identifying existing HMOs only through mandatory and selective licensing data means that many HMOs will be missed.
5. Crucially, properties that have obtained planning permission for conversion to an HMO but have not been registered must be counted. If this is not done, a

landlord could buy a number of properties and get planning permission for them to be converted to HMOs, but only register them once all of the permissions had been granted. Clause 16.3(b) of the County Durham Plan addresses this issue. It says that applications for student HMOs will not be permitted if

there are existing unimplemented permissions for Houses in Multiple Occupation within 100 metres of the application site, which in combination with the existing number of Class N Student exempt units would exceed 10% of the total properties within the 100 metres area;

6. This clause has been used successfully in the City to block further HMOs when a landlord has left a property empty to reduce the number of HMOs counted. It should provide a model for the new interim Policy.
7. Much of the County is not subject to selective licensing so, while applications for HMOs will no doubt still come forward, the assessment will be compromised by a lack of information. We consider that the Interim Policy should be open to further sources of information as and when they become readily available.
8. Specifically, it is also probable that the register of landlords being drawn up under the Renters Rights Act will indicate whether a property is an HMO. The Government's Roadmap¹ says it will include "The property details including the full address, type of property (flat/ house), number of bedrooms, number of households/ residents and confirming whether the property is occupied and furnished, etc." The Interim Policy should be open to using this register as it will then extend coverage to the entire County. As the data will have been collected anyway it should not impose a large administrative burden. It will be a public register of property, not people, so data protection issues would not arise.
9. Properties can also be identified as HMOs if they have a Class N exemption from Council Tax due to them being occupied solely by students. This measure should also be used. We note that the Council's map of student exempt properties shows a percentage of 14.29% for Shiell Heights DH1 5TN, in the Aykley Woods development. This is in our Parish but is not currently covered by an Article 4 Direction.
10. We welcome the proposals in part (b) of the proposed policy to prevent sandwiching. We are aware that a number of local planning authorities have adopted policy approaches to prevent the "sandwiching" of residential properties between Houses in Multiple Occupation (HMOs), and that such approaches have been successfully tested at appeal. In particular, Oxford City Council (Policy H6 of the Oxford Local Plan), Bath and North East Somerset Council (Policy H2 and its adopted HMO Supplementary Planning Document), and Birmingham City Council (Policy DM11 and associated SPD) all incorporate

¹<https://www.gov.uk/government/publications/renters-rights-act-2025-implementation-roadmap/implementing-the-renters-rights-act-2025-our-roadmap-for-reforming-the-private-rented-sector>

measures to control concentrations of HMOs, including explicit or implicit sandwiching provisions alongside threshold-based assessments.

11. The effectiveness of these approaches are demonstrated through appeal decisions in Oxford, including APP/G3110/W/22/3307194, APP/G3110/W/22/3311053, APP/G3110/W/22/3296432 and APP/G3110/W/21/3280343, where Inspectors upheld refusals of HMO proposals on the basis of overconcentration and associated harm to residential amenity, and accepted the use of a broad evidence base (including licensing data) in identifying HMOs. These examples show that policies which address both concentration and sandwiching effects provide a sound and defensible basis for decision-making, and we therefore consider that the inclusion of such provisions within the Interim Policy is justified and necessary.
12. The proposals in part (a) of the proposed policy are also welcome. Again, there have been cases in our Parish where a cluster of HMOs close to a family home has caused hardship, but the HMO percentage within 100 metres has not crossed the threshold set out in Policy 16.3 of the County Durham Plan, and the planning application for a further HMO has therefore been allowed.
13. However, we consider that there is a broader “tipping point” that is passed when the percentage of HMOs within 100 metres of an application site exceeds 10%, or would exceed it if permission were given. This percentage originates in the report *Balanced Communities and Studentification Problems and Solutions*² (National HMO Lobby, 2008). Its use was endorsed in the Inspector’s report into the County Durham Plan at paragraphs 255 and 256. He described it as “a proportionate approach which can be consistently and efficiently applied in response to how any area changes over time”.
14. This is reflected in paragraphs 5.157 and 5.158 of the supporting text for the County Durham Plan. The result was clause 16.3(a) of the County Durham Plan.
15. On the basis of this evidence, we consider that an application for an HMO should also be refused if (to borrow wording from the County Durham Plan) including the proposed development, more than 10% of the total number of residential units within 100 metres of the application site are HMOs.
16. Disappointingly, the additional safeguards are not proposed to apply within the existing Durham City, Framwellgate, Newton Hall and Pity Me, or Mount Oswald, Carrville and Belmont Article 4 areas. This creates a situation where different tests are used to manage HMO concentration in different parts of the County. In practice, similar properties could be treated differently depending solely on whether they fall inside or outside an Article 4 boundary, even within the same Parish or electoral division.

²<https://hmolobby.org.uk/39articles.pdf>

17. This policy effectively recognises that Policy 16 alone is not sufficient to manage clustering and its impacts on residential amenity. That recognition should be applied consistently. There is no clear planning rationale for limiting these additional safeguards to areas outside Durham City, particularly given the well-documented impacts in and around the City. A consistent approach across the County would provide greater clarity for both applicants and residents, and avoid any perception of unequal treatment between communities.
18. There are also concerns regarding the robustness of the Interim Policy at appeal. Applying different concentration tests in different parts of the County risks decisions being seen as inconsistent and therefore unreasonable. Inspectors place significant weight on consistency, particularly where similar forms of development arise in comparable contexts. Within Durham City and its surroundings, decisions would rely solely on Policy 16 as part of the adopted plan, whereas elsewhere these additional, lower-weight tests would apply. This selective approach could be challenged, which would weaken the Council's position at appeal. Extending the Interim Policy to the Article 4 areas around Durham City would support a consistent approach and strengthen decision-making.
19. Policy 16 will continue to apply across the County as part of the development plan, with the Interim Policy acting as an additional material consideration. There is therefore no conflict in applying these additional tests within the Durham City area as complementary safeguards.
20. There is therefore a clear case for extending the Interim Policy to include the Article 4 areas around Durham City. This would ensure a consistent approach, strengthen the policy at appeal, and provide more effective control of HMO concentrations across the County.

Standards to be applied to any new HMOs

21. We welcome the proposal in part (c) of the draft policy to require a management plan.
22. The tables in paragraph 1.13 of the explanatory text are labelled *Table 1a. Minimum space standards for HMOs*, *Table 2b. Minimum space standards for HMOs* and *Table 3. Other Amenity Requirements*. These should be renumbered as *Table 1a*, *Table 1b* and *Table 2* in order to match the Policy wording.
23. Paragraph 1.13 says that the standards are consistent with licensing requirements and Nationally Described Space Standards (NDSS). It should also state that it is consistent with Policies 29 (Sustainable Design) and 31 (Amenity and Pollution) of the County Durham Plan. This will make the Interim Policy more robust if challenged.
24. The space standards set out in Table 1 are higher than those appertaining in the existing Article 4 area. This we welcome. However, Policy 16.3 of the County Durham Plan applies county-wide. Applications for student HMOs could

come forward in areas such as Aykley Woods in our Parish, and also in surrounding villages such as Langley Moor, Meadowfield, High Shincliffe and Bowburn, once the County-wide Article 4 Direction comes into force on 17 August 2026. The consequence would be that different space standards would apply to HMOs in different parts of the County. This is not acceptable. No justification is offered for having lower standards of accommodation for Durham students, nor can there be one. The space standards in the existing Article 4 area should be raised to match the improved standards proposed for the rest of the County.

25. It might be argued that different standards should apply to student HMOs and those intended for other classes of tenant. This was considered by Inspector J Somers in Appeal Decision APP/G3110/W/18/3219520³, a case in Oxford which has a policy similar to Durham's restricting HMOs based on the number in the vicinity. The relevant paragraph in the decision reads:

10 Moreover, whilst I note comments from the Appellant that Policy HP7 is 'crude' and aimed at student housing and that working professional housing should be treated differently; it would not be possible in planning terms to control the type of tenant given there is no distinction between professional and student accommodation in the planning regulations.

Interactions with other policies

26. When the Interim Policy comes into force, planning officers will have to navigate its requirements with those of the existing County Durham Plan and the Housing Needs SPD.
27. Since County Durham Plan Policy 16 applies throughout the County, it could in theory be relevant to HMO applications anywhere, and certainly will be in the villages adjacent to Durham City. There might also be student HMOs near the County's FE Colleges: Bishop Auckland, Derwentside, East Durham and New College Durham. The proposals we have made should minimise any conflict between Policy 16 and the Interim Policy.
28. In 2024/25 there were 208 students living in rented accommodation outside the DH1 postcode sector. 120 of these were in DH7 (Langley Moor / Meadowfield / Brandon and surrounding towns/villages), 76 in DH6 (Bowbrun / Coxhoe) and 12 in other DH postcodes.
29. The Interim Policy sets out a minimum floor area for a single bedroom of 9.5m². The Housing Needs SPD has different requirements depending on whether or not there would be a net increase in the number of residential units. If there was an increase then the NDSS would apply (7.5m²), otherwise the

³<https://acp.planninginspectorate.gov.uk/ViewDocument.aspx?fileid=32463131>

NDSS would be a guide to best practice. Presumably the Interim Policy would supersede this, which we welcome.

30. The proposed Interim Policy differs from the requirements of the Parking and Accessibility SPD. We suggest that the Policy simply refers to the SPD.

End of response

• Environment Committee

Councillor C Lattin presented the Environment Committee minutes from the meeting held on 10th February 2026. There were no queries from Members.

7. CHAIR'S UPDATES

The Chair provided a verbal update on matters arising since the Full Parish Council meeting on 25th March 2026 as follows:

- The Chair began by thanking everyone who had put themselves forward for the recent co-option vacancy on the Parish Council and commented positively on the manner in which the process had been conducted. The Chair stated that the exercise had represented an excellent example of local democracy in action and formally welcomed Mark Wilkes as the newest member of the Parish Council.
- The Chair reminded Members and residents that the Annual Meeting of Electors would take place on Wednesday 20 May at 6:30pm at the Durham University Business School building. The Chair advised that invitations would shortly be distributed to residents across the parish and encouraged attendance in order that residents could hear more about the work of the Parish Council over the previous year. It was also noted that the meeting would include the presentation of the Council's Citizen of the Year awards together with wider community recognition.
- The Chair further reported that the organisers of Durham Pride were arranging a special launch event at the Radisson Blu Hotel on 14 May. Members heard that tickets were priced at £30, including a welcome drink, food and entertainment. The Chair encouraged anyone interested in supporting the event and demonstrating the Parish Council's support for Pride within the city to contact The Clerk.
- The Chair also expressed delight at the recent announcement that the Durham Castle and Cathedral World Heritage Site had been named the leading UNESCO site in the United Kingdom, surpassing other nationally significant heritage locations including Edinburgh, the City of Bath, Blenheim Palace and the Palace of Westminster. The Chair remarked that the recognition served as an important reminder of the unique heritage of Durham and the responsibility shared by residents and civic leaders alike in safeguarding and promoting the city.
- Members were reminded by the Chair that the Mo Mowlam blue plaque unveiling ceremony would take place on 15 June at 1:30pm at Trevelyan College. The Chair noted that full event details had already been circulated

by The Clerk and requested that all invitations and RSVPs be returned no later than 1 May. The Chair reported that the Council was particularly pleased to be welcoming Baroness Hilary Armstrong and former Northern Ireland Minister Sir Adam Ingram to Durham for the unveiling ceremony and commented that the occasion was expected to be a significant and prestigious civic event.

- The Chair also formally thanked the Parish Council's Planning and Licensing Committee for the detailed work undertaken in relation to the Prince Bishops redevelopment application. Members heard that the Committee had carried out extensive analysis before submitting its letter of support. While acknowledging that redevelopment of the site would inevitably involve a further period of disruption within the city centre, the Chair commented that the proposals represented a potentially once-in-a-generation opportunity to reimagine and secure the future of an important city centre site within an increasingly difficult national retail environment.
- The Chair expressed significant concern and disappointment regarding the recent announcement that approximately 600 jobs were expected to be lost from the County Durham and Darlington Healthcare Trust over the next two years. The Chair further advised that the Parish Council was still awaiting a response to its correspondence regarding the now seemingly delayed expansion of Accident and Emergency services at University Hospital of North Durham. Members heard that the developments would come as a considerable blow to Durham residents and the Chair emphasised that the Parish Council would continue to lobby strongly on these issues given the importance of healthcare provision and the wellbeing of residents.
- Finally, the Chair informed Members that The Clerk would be taking annual leave during the following week, with the exception of attendance at the Planning and Licensing Committee meeting on Friday. Members and residents were therefore requested to direct any urgent matters to the Chair during that period.

8. PROPOSAL TO ESTABLISH A WORKING GROUP TO REVIEW THE PARISH COUNCIL'S STANDING ORDERS, FINANCIAL REGULATIONS, COMMITTEE TERMS OF REFERENCE AND COUNCIL POLICIES

Members were asked to consider the formation of a dedicated, time-limited Working Group to undertake the annual review of the Parish Council's core governance documents.

The Clerk highlighted that this included the Council's Standing Orders, Financial Regulations, Committee Terms of Reference, and various Council Policies.

The Chair explained that the purpose of the review was to ensure that all governance documents remained current, legally compliant, and reflective of best practice in Parish Council operations. Although not a statutory requirement, the Council had a well-established practice of reviewing these documents annually to maintain high standards of governance, transparency, and accountability.

The Clerk advised that the Working Group would be tasked with reviewing each document in detail; taking advice from the Clerk on any relevant legislative changes since the last review in 2025; identifying any sections requiring amendment or clarification; and bringing forward recommended revisions to a future meeting of the Parish Council for formal adoption.

The Chair noted that, following approval of the updated documents in May, the next review would be scheduled for April 2027 with adoption in May.

Members unanimously **agreed** to the formation of this time-limited Governance Review Working Group and also **agreed** the Councillors S Walker, V Ashfield, E Hopgood and R Cornwell should form the membership of this Working Group, dividing the work appropriately and presenting any amendments to the May annual meeting of the Council for adoption.

9. REPORT ON THE LATEST UPDATES IN RELATION TO THE OVE ARUP MOBILE POLICE MAST

Councillor R. Handy presented a report regarding the latest position relating to the Grade II listed Ove Arup police telecommunications mast at Aykley Heads. Members heard that the mast had originally formed part of the approved redevelopment proposals for the former Durham Constabulary headquarters site, with planning permission requiring the dismantling, relocation and re-erection of the structure alongside the new police headquarters.

The Council was advised that, although the mast had been dismantled in 2017, it had never been re-erected and had instead remained in storage on site, where concerns had been raised regarding deterioration and damage to the structure. Councillor R. Handy further reported that subsequent applications seeking permission to demolish the mast entirely had been refused and that no appeal against that refusal had been submitted. Members therefore noted that the original planning requirement to re-erect the mast remained in force.

Members discussed the wider planning and heritage concerns associated with the prolonged failure to restore the structure, including objections raised by heritage organisations and concerns regarding compliance with the original planning obligations connected to the redevelopment of the site. Following discussion, Members unanimously **agreed** that the Parish Council should write to the key stakeholders involved in the matter and seek a meeting to discuss possible options to address the proposed demolition and future restoration of the mast.

Due to the confidential nature of the following items, in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and the public were excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in 3 paragraph 3 of Part 1 of Schedule 12A of the LGA 1972 Act and section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point in time the press and the public were asked to leave the room.

10. PARTNER OF THE YEAR AWARD NOMINATIONS

Members **agreed** that the Partner of the Year Award should be limited to one organisation only. Following careful consideration of nominations, Member **agreed** to award The Durham City Riverscape Community Group this year's Partner of the Year Award.

There being no further business, the Chair thanked Members for their attendance and contributions and closed the meeting.

Signed,

**Chair of the City of Durham Parish Council
(27th May 2026)**

ITEM 7: PROPOSAL TO CREATE A NEW HERITAGE BLUE PLAQUE WALKING TRAIL LEAFLET

As Members are aware, the City of Durham Parish Council has agreed an additional £5,000 budget for financial year 2026-27 on promoting the City's heritage.

This report is to seek Members' approval for the design, production and printing of a Heritage Blue Plaques Trail map highlighting the locations and significance of the Parish Council's heritage blue plaques initiative.

The City of Durham Parish Council launched its Heritage Blue Plaques initiative within the first few years of the Council's establishment. The purpose of the initiative is to recognise and celebrate people, places and events of significance to the history and development of Durham City. Since its inception, the scheme has become an important aspect of the Parish Council's heritage work and has been positively received by residents and visitors alike.

Later this year, the Parish Council will install its thirteenth heritage blue plaque dedicated to Durham alumni and former Secretary of State for Northern Ireland Dr Mo Mowlam, and, as agreed earlier this year, this will represent the final plaque installation for at least the foreseeable future. As the initiative reaches this milestone, the Environment Committee has been working with David Miller on a proposal for the creation of a heritage blue plaques trail map which will provide a lasting legacy for the scheme.

The intention of the project is to design and print 5,000 copies of a high-quality walking map showcasing all thirteen heritage blue plaques in their respective locations across the Parish area. The map will provide residents and visitors with an accessible heritage trail linking the plaques together whilst also providing historical context regarding the individuals and places commemorated through the scheme. The publication will further promote local heritage, support civic pride and encourage walking and tourism within the city.

A copy of the existing trail has been produced by Roger Cornwell and can be found here: [Map of plaques in Durham – The City of Durham Trust](#)

Existing plaques include:

- Daisy Edis – 142 Gilesgate
- Mary Gibson, Dora Heslop and Winifred Hindmarch – Chapel, St. Hild and St. Bede's College
- Harrison House, Hawthorn Terrace
- The Market Hall – outside the Market Hall
- The Railway Cottages – Green Lane
- Neville House – Ustinov College
- 20 Allergate – oldest residential property in Durham
- Fenwick Lawson – Bow Cottage, Bow lane
- Professor Dame Rosemary Cramp – 12 Church Street

- 33 Claypath. The site of Durham University's Women's Hostel established on 22nd April 1899 as the first residential accommodation for women students.
- Sam Green – 40 The Avenue
- Durham Ice Rink at the passport office.

A recurring and important theme throughout the blue plaques initiative has been the recognition and promotion of the women's history of Durham. Members will be aware that these commemorations have been particularly welcomed by the local community and have contributed positively towards improving awareness of women's historic contribution to the city. The proposed trail map will further strengthen and promote this important aspect of the initiative.

The map will be designed and produced by the same company responsible for the well-received *7 Hills of Durham* map and the *Durham Heritage Map*. Using the same supplier provides significant advantages in terms of continuity, quality and cost efficiency. As the existing mapping framework and design base are already established, only relatively minor editorial and design amendments are required for the new publication. Content for the map will be developed collaboratively by David Miller, the Environment Committee and the appointed design and print company.

Design and Artwork

To prepare artwork from supplied images, logos, maps and text for the creation of an A2 leaflet folded to 1/3A4 (DL). Folded map style. Allowing for three iterations presented in PDF format for client approval.

Printing - 5000

Printing 5000 leaflets: Flat: 420 x 420mm Full Colour Double Sided. Material: 115g/sm Novatech Gloss. Four Colour Process + Seal. Finishing: Trim and Fold to Finished size 105 x 210mm (Half Long Edge, 2x Half Short Edge)

Provision for this project was included within the Parish Council's approved budget-setting process in November 2025. As the project utilises an existing map design framework, production costs are significantly reduced compared to commissioning a completely new publication and the project can therefore be delivered within the approved allocated budget.

The maps themselves will be distributed through the Town Hall, Palace Green library, Gala Theatre, Durham Pointers, Community centres and any other applicable locations.

Members are therefore requested to approve the design, production and printing of 5,000 Heritage Blue Plaques Trail Maps and to approve the appointment of the same company responsible for the *7 Hills of Durham* map and the *Durham Heritage Map* to undertake the work.

DECISIONS REQUIRED	1) For Members to approve the costs associated with the production of the new heritage blue plaque trail map as set out in the above report. 2) If 1) is agreed, for Members to agree to delegate responsibility for the production and distribution of the new map to the Environment Committee.
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ITEM 10: TO DECIDE ON APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS

The Parish Council has historically appointed representatives to serve as its representative(s) on outside local organisations, where the aims of these are aligned with the strategic objectives of the Parish Council in the exercise of its functions.

These roles provide valuable channels of communication and offer Parish Councillors the opportunity to contribute to the strategic direction of key community partners.

Moreover, having representatives on these organisations supports collaborative working, promotes strong relationships with community groups and ensures the Parish Council remains informed and engaged with wider local initiatives.

The below table shows the current list of organisations the Parish Council agreed to be represented on along with their current representatives.

Members should be aware that, as per the terms of reference of the CDALC Larger Councils Forum, the City of Durham Parish Council may have up to a maximum of three representatives, which may include either three Parish Councillors or two Parish Councillors and the Clerk.

Members should also note that, as per the terms of reference of the City Safety Group, this group is an officer only group and therefore the representative of the Parish Council on this group must be the Clerk. The same applies to the Durham BID board.

Members are also reminded that there is a need for all Parish Council representatives to provide a report to Full Council on the work of these organisations/ bodies following each meeting they attend.

There is also a need for the Parish Council to review its membership of these organisations on an annual basis.

Local organisation/ body	City of Durham Parish Council representative
Community Engagement Task Force	Victoria Ashfield
Community Engagement Task Force sub group - Economic	Elizabeth Scott
Community Engagement Task Force sub group - Lived Environment	Carole Lattin
CDALC Larger Councils Forum	Susan Walker, Fred Robinson and Adam Shanley
City Safety Group	Adam Shanley
Durham BID board	Adam Shanley
Durham University Housing Group	Roger Cornwell

DECISIONS REQUIRED	1) For Members to agree which of these local organisations they wish for the Parish Council to remain represented on. 2) With 1) being agreed, for Members to agree who the Parish Council representatives should be on these organisations.
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ITEM 11: TO DECIDE ON PARISH COUNCIL COMMITTEE MEMBERSHIP

There is a need for the Parish Council to agree its committee membership for this year of the Parish Council.

At present, the Parish Council has five Committees as well as Full Council. Each of these Committees carries out a specific function of the Parish Council, as summarised below:

Planning and Licensing Committee

- Reviews all planning applications and appeals and responds accordingly.
- Reviews licensing applications (mainly alcohol licensing) and ensures they comply with the licensing act and local licensing policy.
- Engages in policy reviews, appeals and traffic regulation consultations.
- **Meets once every two weeks**

Business Committee

- Plans events throughout the year to increase footfall to our local businesses.
- Promotes Durham as a business hub, focusing on filling empty retail spaces, and addressing issues affecting businesses.
- Facilitates communication between businesses and residents.
- Engages with stakeholders like Durham BID, Durham County Council and Visit County Durham to promote business and tourism.
- **Meets once every two months**

Environment Committee

- Oversees the Parish Council's bulb/ tree/ plants planting schemes.
- Oversees our allotments on Larches Road.
- Lobbies on issues such as footways, street lighting, litter bins, bus shelters, and road safety.
- Advises on climate change and environmental issues, including traffic and air quality.
- Promotes recycling and maintaining a clean and green parish area.
- **Meets once per month**

Finance Committee

- Develops and recommends the annual budget and financial plans.
- Monitors Council accounts, insurance and financial procedures.
- Considers and makes recommendations on the small grants scheme.
- Provides financial oversight and advice to other Committees and the Council.
- Considers all Section 106 applications within the parish area.
- **Meets four times per year and as and when required.**

Personnel Committee

- Manages staffing matters: recruitment, appointments, pay, conditions, and health and safety.
- Handles grievance and disciplinary procedures.
- Oversees the hiring process, ensuring compliance with employment and equality standards.
- **Meets once per year and as and when required.**

In some cases, a committee has delegated authority to act on behalf of Full Council (for example the Planning and Licensing Committee responds on behalf of Full Council to planning applications, the Business Committee organises events on behalf of Full Council, etc.) however all decisions on expenditure (where delegated authority does not exist) and/or of a strategic nature, are taken by Full Council.

In all cases, the quorum (the minimum number of Members in attendance necessary to conduct the business of the Committee) for the Parish Council's Committees is three or one third of the total Committee membership (whichever is the greater) but not less than three.

In all cases, the (at present) maximum number of Members per committee is set out within the Terms of Reference for each Committee and is included in the grid below. In addition, to support the creation of an annual timetable of meetings, a proposed provisional date and time for each committee is included here also. In all cases, a special meeting of each Committee may be called at any time.

No Committees sit in August or December.

Following a review of our Governance documents in 2025, it was further agreed that Full Council should elect the Chair and Vice-Chair of each Committee at this meeting.

Planning and Licensing Committee (6 Members)	Environment Committee (6 Members)
Grenville Holland Liz Brown Carole Lattin Roger Cornwell Philip Layton Rory Handy	Carole Lattin Victoria Ashfield Tony Cleaver Grenville Holland Fred Robinson Vacancy
Planning and Licensing Committee (10:00am – 12:00pm) Meeting every two weeks on Fridays (except August and December) at 10:00am starting from 29th May 2026	Environment Committee (10:30am – 12:30pm) Meeting every second Tuesday of the month (except August and December) starting from Tuesday 12th May 2026 at 10:30am

Personnel Committee (6 Members) Susan Walker David Freeman Roger Cornwell Victoria Ashfield Tony Cleaver Vacancy Personnel Committee (11:00am – 13:00pm) Meeting on Wednesday 4th November 2026 at 11:00am	Business Committee (6 Members) Philip Layton David Freeman Elizabeth Scott Ellie Hopgood Rory Handy Les Wilson Business Committee (11:00am – 13:00pm) • Tuesday 19th May 2026 at 11:00am • Tuesday 21st July 2026 at 11:00am • Tuesday 15th September 2026 at 11:00am • Tuesday 17th November 2026 at 11:00am • Tuesday 19th January 2027 at 11:00am • Tuesday 16th March 2027 at 11:00am
Finance Committee (6 Members) Susan Walker Liz Brown Ellie Hopgood Elizabeth Scott Victoria Ashfield Les Wilson Finance Committee (11:00am – 13:00pm) • Wednesday 17th June 2026 at 11:00am • Wednesday 9th September 2026 at 11:00am • Wednesday 13th January 2027 at 11:00am • Wednesday 10th March 2027 at 11:00am	

DECISIONS REQUIRED	1) For Members to agree the membership of each Committee for this year of the Parish Council. 2) For Members to elect the Chair and Vice-Chair of each Committee for this year of the Parish Council. 3) For Members to approve the meeting dates and times for each Committee to support the creation of an annual meetings timetable.
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INTERNAL AUDIT ANNUAL REPORT – 2025/2026 CITY OF DURHAM PARISH COUNCIL

1. Background

- 1.1. Following the abolition of the Audit Commission a new organisation has been established which is responsible for issuing proper practices in relation to the accounts of smaller authorities. It is called the Smaller Authorities Proper Practices Board (SAPPB), and is made up of members of the SLCC, NALC, CIPFA, the Ministry of Housing, Communities and Local Government (MHCLG), the Department of Environment, Food and Rural Affairs (DEFRA), the National Audit Office and a representative of the external audit firms appointed to smaller authorities.
- 1.2. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year. The AGAR is made up of 3 sections along with an annual internal audit report. which is to be completed by the Parish Council's independent internal auditor, who is to give an opinion of the Parish Council's internal controls.
- 1.3. CDALC have provided Councils with a checklist to be used, this annual audit uses this list as the minimum of the tests to be carried out.

2. Objectives of the Audit

- 2.1. To examine the system of internal controls to ensure that the Council may obtain an adequate level of assurance for its activities during the year.

3. Scope of the Work and the areas of Audit Work examined.

- 3.1 The Scope of Work covers the key control tests identified in the AGAR.
- 3.2. To properly complete the audit the following areas of activity have been examined and tested by the Internal Auditor:
 - Payroll
 - Creditors
 - Risk Management
 - Income collection and Banking arrangements
 - Petty cash (none held)
 - Assets
 - Debtors
 - Budgetary Control (including year-end procedures)
 - Exercise of public rights

- 3.3. City of Durham Parish Council was formed 1st April 2018 with its first Council meeting on 10th May 2018. These accounts examined are for the year 2025/26.

4. Findings

4.1. Payroll

- 4.1.1 The City of Durham Parish Council currently has 1 employee a Parish Clerk.
- 4.1.2. Durham County Council administered the salary and payroll deductions of the Clerk for the 2025/26, and produce payroll control reports, which is a

good independent internal control for the Council, and payments are made for his salary by BACS from the Council's bank account. These were found to be correct.

4.2. Creditors (Accounts Payable)

4.2.1. City of Durham uses Rialto's finance system (used by most Town and Parish Councils). All payments and receipts are input into this system with adequate reports produced throughout the year and at the year end.

4.2.2. All payments made are reported to the Finance Committee each month, and meet every quarter where it is reported under Financial Position.

The Parish Council makes all payments via electronic banking. Two Members of the Council from the current list of five authorised signatories (excluding the Clerk who acts as administrator) must authorise every payment against invoices before authorising the payment using their own login details provided by the bank. There is a facility for making urgent payments out of meeting if necessary. Such payments are also reported to the Parish Council's Finance Committee meeting and all decisions to spend funds as urgent action are ratified at the next Full Council meetings and minuted as such.

4.2.3. The Clerk sends details in emails to Councilors with the attached invoices ready for payment. After logging in the approval is returned by email by the Councilors to the Clerk as evidence of seeing the invoice. All payments are then detailed in the next Committee.

4.2.4 The Cash book 1 payments report for 2025/26 was used to identify all payments and this was checked to the invoices and the bank statements. All invoices had payment date recorded on them.

4.3. Risk Management

4.3.1. The Council carries out regular risk assessments in respect of actions with the Clerk making an annual risk management report to the Council, which is agreed with the statement of accounts.

4.4. Income collection and Banking arrangements

4.4.1. Income for the Council is for the precept, VAT claim and any grant monies. The Council does not collect any income. VAT claim for 2025/26 was received in the Councils bank account on 16th September 2025.

4.4.2. Bank reconciliations are properly carried out to the bank reconciliation reports and bank statements.

4.5. Accounting Records

4.5.1. The Accounting records for 2025/26 produced reports from the Rialtus finance systems and the completed statement of accounts as shown on the AGAR was confirmed to these reports.

4.6. Assets

4.6.1. The Council has completed an asset register which is approved with the statement of accounts.

4.7. Debtors

4.7.1. There are no accounts raised for debts.

4.8. Budgetary Control

4.8.1. Preparing for budget setting for the financial year 2025/26. - All of the Parish Council's Committees meet to consider their own budget request to go forward for the Finance Committee to consider. A recommended budget and precept request is then agreed at the Parish Council's Full Council meeting in January,

4.8.2. The 2026/27 budget and precept were initially discussed at the 19th November 2025 Finance meeting after the Committees had submitted their proposals along with the Councils medium term priorities and agree approved at Full Council on 26th November 2025.

4.8.3 Throughout the year the Finance Committee reports on the financial position of the Council.

4.9. Governance arrangements

4.9.1. The Council has agreed its Standing Orders and Financial Regulations, which is the backbone of good governance arrangements. The Annual Governance Report as part of the AGAR will highlight if any improvement in governance arrangements is needed along with any audit recommendations.

4.9.2. A review of Standing Orders, Financial Regulations, and some policies were reviewed by Working Group and these were agreed and adopted at Council's Annual General Meeting on 23rd July 2025

4.9.3. The Council has a responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of: The Full Council The Clerk to the Council who has responsibility for the development and maintenance of the internal control environment and managing risks The independent Internal Auditor who reviews the Council's systems of internal control Mazars, the Council's external auditors, who make the final check using the AGAR, which is completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor. A report on the Parish Council's Internal Controls was agreed by the Full Council on 28th January 2026.

4.9.4. The announcement of the public rights for 2024/25 was announced 26th June 2025 with the inspection of the accounts available between 27th June 2025 and 7th August 2025 and was placed on the Council's website.

4.9.5. The Council has good Policies in place to meet the criteria for digital and data compliance (Assertion 10) and have set up .gov.uk email addresses.

5. Conclusions/Recommendations

5.1. The Council has good Standing orders and Financial Regulations in place and there are good governance arrangements in place.



Gordon Fletcher (C.M.I.I.A.),
Internal Auditor for the Town Council
Date: 6th May 2026

ITEM 13: TERMS OF REFERENCE AND APPOINTMENT OF THE PARISH COUNCIL'S CLIMATE LEAD

In May 2023, in recognition of the importance of activities to address climate change at a local level, the Parish Council agreed to appoint a Member of the Parish Council as its chosen Climate Lead. In doing so, the following Terms of Reference for this position were also established.

This role and these Terms of Reference must be reviewed on an annual basis at the Council's annual meeting of the Council.

Climate Lead Terms of Reference

1. The Nomination

The Parish Council shall nominate one councillor of the Environment Committee at its annual meeting in May to undertake various roles consequential on the Parish Council's declaration of a climate emergency in March 2019. The councillor will be termed 'City of Durham Climate Lead' and will act to strengthen the Council's climate-related work in the short and long term. Strong climate action is strategic; it integrates the various parts of the Council, and covers mitigation as well as adaptation.

2. The Nomination process

Any councillor may nominate themselves for the role. Any nomination should be submitted in writing to the Clerk 7 clear working days before the meeting. Any nomination should be seconded by another councillor whose name should be recorded on the written submission. The nomination will be subject to a majority vote of the full Council. In the event of two or more nominations, there will be an election whereby the successful nomination will have a majority of votes cast; in the event of a tie, the Chair will have the casting vote.

3. The Length of Nomination

The period of nomination shall be for one calendar year; it may be renewed annually.

4. The Roles

The Climate Lead's roles are as follows:

- to support the Chair and Vice-Chair on climate-related discussions and decisions relating to the Full Council;
- to advise on and support coordination of climate action across the Committees of the Council through the Committees' Chairs and Vice-Chairs;
- to provide guidance on, and - where tasked to do so - coordinating, the actions of the Parish Council as a whole and its committees;
- to provide guidance on those areas of Parish Council where there is a climate aspect, including:

- procurement and commissioning;
 - place shaping (planning, development, transport);
 - showcasing;
 - partnerships;
 - involving, engaging, communicating (see Local Government Association (2021; point 3.2) A councillor's workbook on the local pathway to net zero).
- to support the development of external relationships when tasked to do so by the Parish Council and its Committees;
 - to attend meetings of external partners to provide guidance on, and - where tasked to do so – coordinating, the actions of the Parish Council as a whole and its committees;
 - to support learning and development regarding climate policy;
 - to access technical expertise to inform the Parish Council's climate action.

5. Reporting

The Climate Lead reports to the Chair and Vice Chair of the Environment Committee and to the Chair and Vice-Chair of the Full Council, as appropriate.

6. Standing Orders and Financial Regulations

The nomination should act at all times within the Parish Council's Standing Orders, with particular reference to SO18 (Financial Controls and Procurement), SO22 (Relations with Press/Media), SO24 (Communicating with District and County or Unitary Councillors), SO25 (Restrictions On Councillor Activities), FR 10 (Orders for work, goods and services), FR11 (Contracts), FR15 (Insurance) and FR17 (Risk management). The nomination should also act in accordance with City of Durham Parish Council policies on Communications, Environment and Sustainability, Equality and Diversity, Health and Safety, Safeguarding and Social Media.

The current Climate Lead for the City of Durham Parish Council is Councillor Victoria Ashfield.

DECISIONS REQUIRED	1) For Members to agree the Terms of Reference for the Climate Lead role. 2) If 1) is agreed, for the Council to appoint a City of Durham Climate Lead for this year of the Parish Council.
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ITEM 14: TERMS OF REFERENCE AND APPOINTMENT OF THE PARISH COUNCIL'S ARMED FORCES CHAMPION

As Members are aware, the Parish Council has taken a lead at a local level on events such as the Battle of Britain, VE and VJ Day anniversaries, D-Day commemorations, Remembrance Day and many more.

In order to promote the role of the Parish Council in its support for our Armed Forces personnel, in June 2023, the Parish Council agreed to establish a new Armed Forces Champion role from within its membership and agreed that one Member be asked to assume this role.

The agreed primary aim of the Armed Forces champion is to maintain the Parish Council's commitment to support the Armed Forces and their families and veterans, and raise the profile of the support provided by the Council and the community as a whole.

To help define this role, the following Terms of Reference were also agreed:

Armed Forces Champion Terms of Reference

1. The Nomination

The Parish Council shall nominate one Member at its annual meeting in May to undertake various roles consequential on the Parish Council's activities to honour our Armed Forces and continued links with the DLI. The councillor will be termed 'City of Durham Parish Council Armed Forces Champion' and will act to strengthen the Council's work on events such as D-Day, the Battle of Britain, Armistice Day, Remembrance Day, etc.

2. The Nomination process

Any councillor may nominate themselves for the role. Any nomination should be submitted in writing to the Clerk 7 clear working days before the meeting. Any nomination should be seconded by another councillor whose name should be recorded on the written submission. The nomination will be subject to a majority vote of the Full Council. In the event of two or more nominations, there will be an election whereby the successful nomination will have a majority of votes cast; in the event of a tie, the Chair will have the casting vote.

3. The Length of Nomination

The period of nomination shall be for one calendar year; it may be renewed annually.

4. The Roles

The Armed Forces Champion's roles are as follows:

- Principal objective - raise the profile and needs of the Armed Forces community, within the Council and the parish area.

- Foster and maintain good working relationships with the Armed Forces community.
- Represent the Parish Council at key events centred around honouring the Armed Forces community both past and present, e.g., Durham City Remembrance Day.
- To act as the cultural link between the Parish Council and the DLI, County Council, Armed Forces and other stakeholders on the redevelopment of the DLI museum.
- Understand the aims of the Armed Forces Covenant (AFC) and the needs of the Armed Forces Community in relation to Council policies and service delivery. Ensure awareness is cascaded to staff who have daily contact with the public through engagement.
- Actively communicate the AFC and the work in promoting it within the Council and the community, ensuring that Armed Forces Champion names and contact details are publicised and known both internally and externally through various communication channels.
- Act as the first point of contact for local Armed Forces Units and other key stakeholders, such as Service charities and other service providers.
- Ensure all areas of Council services recognise the needs of the Armed Forces community
- Understand Armed Forces activities and events within the parish area

5. Reporting

The Armed Forces Champion reports to the Chair and Vice Chair of the Full Council, as appropriate.

6. Standing Orders and Financial Regulations

The nomination should act at all times within the Parish Council's Standing Orders, with particular reference to SO18 (Financial Controls and Procurement), SO22 (Relations with Press/Media), SO24 (Communicating with District and County or Unitary Councillors), SO25 (Restrictions On Councillor Activities), FR 10 (Orders for work, goods and services), FR11 (Contracts), FR15 (Insurance) and FR17 (Risk management). The nomination should also act in accordance with City of Durham Parish Council policies on Communications, Environment and Sustainability, Equality and Diversity, Health and Safety, Safeguarding and Social Media.

This current Armed Forces Champion for the City of Durham is Councillor Elizabeth Scott.

DECISIONS REQUIRED	1) For Members to agree the Terms of Reference for the Armed Forces Champion. 2) If 1) is agreed, for the Council to appoint an Armed Forces Champion for this year of the Parish Council.
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