

Notice of The Charter Trustees for Bournemouth

Date: Tuesday, 25 June 2024 at 5.30 pm

Venue: HMS Phoebe, BCP Civic Centre, Bournemouth BH2 6DY



Membership:

Mayor:

Cllr G Farquhar

Deputy Mayor:

Cllr A Filer

Cllr C Adams

Cllr H Allen

Cllr M Andrews

Cllr S Armstrong

Cllr S Bartlett

Cllr J Beesley

Cllr P Broadhead

Cllr D Brown

Cllr O Brown

Cllr S Bull

Cllr R Burton

Cllr P Canavan

Cllr S Carr-Brown

Cllr B Castle

Cllr J Challinor

Cllr A Chapmanlaw

Cllr B Chick

Cllr E Connolly

Cllr D d'Orton-Gibson

Cllr B Dove

Cllr M Dower

Cllr J Edwards

Cllr D Farr

Cllr M Gillett

Cllr J Hanna

Cllr R Herrett

Cllr A Keddie

Cllr R Maidment

Cllr G Martin

Cllr J Martin

Cllr A-M Moriarty

Cllr B Nanovo

Cllr L Northover

Cllr K Rampton

Cllr J Richardson

Cllr C Rigby

Cllr J Salmon

Cllr K Salmon

Cllr T Trent

Cllr L Williams

Cllr K Wilson

Cllr G Wright

All Members of the The Charter Trustees for Bournemouth are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to view the live stream of this meeting at the following link:

<https://democracy.bcpccouncil.gov.uk/ieListDocuments.aspx?CId=304&MId=6181&Ver=4>

If you would like any further information on the items to be considered at the meeting please contact: Democratic Services or email democratic.services@bcpcouncil.gov.uk

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or email press.office@bcpcouncil.gov.uk

This notice and all the papers mentioned within it are available at democracy.bcpccouncil.gov.uk

GRAHAM FARRANT
HONORARY CLERK TO THE
CHARTER TRUSTEES

25 June 2024

**DEBATE
NOT HATE**



Available online and on
the Mod.gov app

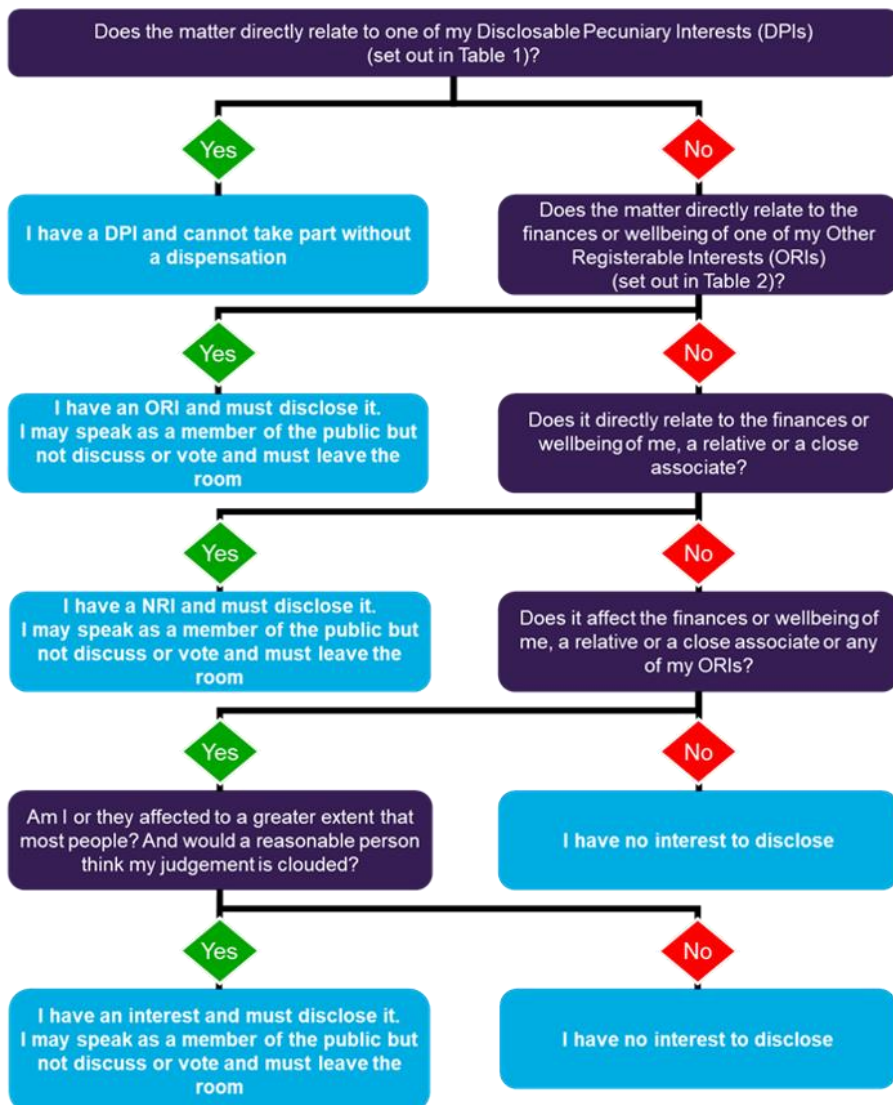


Maintaining and promoting high standards of conduct

Declaring interests at meetings

Familiarise yourself with the Councillor Code of Conduct which can be found in Part 6 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests



What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item.

Bias Test

In all the circumstances, would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased?

Predetermination Test

At the time of making the decision, did the decision maker have a closed mind?

If a councillor appears to be biased or to have predetermined their decision, they must NOT participate in the meeting.

For more information or advice please contact the Monitoring Officer
(janie.berry@bcpcouncil.gov.uk)

Selflessness

Councillors should act solely in terms of the public interest

Integrity

Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

Objectivity

Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

Accountability

Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

Openness

Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

Honesty & Integrity

Councillors should act with honesty and integrity and should not place themselves in situations where their honesty and integrity may be questioned

Leadership

Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

AGENDA

Items to be considered while the meeting is open to the public

5. Budget Outturn Report 2023-24

5 - 10

The above agenda item has been added with the permission of the Mayor, to provide context to agenda item 4.

THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Budget Outturn Report 2023-24
Meeting date	25 June 2024
Status	Public Report
Executive summary	The Charter Trustees of Bournemouth have underspent against their budget by £18,706. The underspend has been added to the opening reserves position of £90,938 to give total reserves carried forward of £103,577 as at March 2024.
Recommendations	It is RECOMMENDED that: The Charter Trustees note the budget outturn position for 2023/24.
Reason for recommendations	To inform the Charter Trustees of the budget outturn position for 2023/24 financial year.
Report Authors	Matthew Filmer, Responsible Finance Officer
Wards	Not applicable
Classification	For Recommendation

Background

1. In accordance with the Accounts and Audit Regulations 2015, the Charter Trustees are required to approve the Annual Governance and Accountability Return (AGAR) 2023/24 by 30 June 2024. The AGAR contains a summarised accounting statement that complies with statutory requirements. This report provides the Charter Trustees with a detailed analysis of the budget outturn position in order to facilitate the approval of the AGAR that is on the agenda elsewhere today.

Budget Outturn Position 2023/24

2. The Charter Trustees of Bournemouth approved the 2023/24 budget at their meeting of 23 January 2023. Total expenditure of £158,341 was approved.

3. Budget monitoring reports during the 2023/24 financial year informed the Charter Trustees that the budget would be underspent across civic budget headings due to the planned spend being lower than originally envisaged in the budget. The position reported in 16 October 2024 was a forecast underspend of £6,450. The final outturn position for the financial year is an underspend of £18,706.
4. Appendix A provides the detail of the expenditure incurred during 2023/24 against the detailed budget headings. The total spend of £139,635 shown in this detailed expenditure analysis reconciles to the statutory summary accounting statements that the Charter Trustees are asked to approve elsewhere on the agenda today. The summary accounting statements form part of the Annual Governance and Accountability Return 2023/24.
5. In the main the Charter Trustees expenditure is fixed recharges from BCP Council such as staff and premises costs. The underspend is on budgets where there are variables such as the decision from the mayor to hold a civic service. The budget for the 2024/25 was reduced to avoid the continued rise in reserves and make more use of reserves to support events.

Reserves

6. As a result of the in-year underspend, the Charter Trustees will carry forward reserves of £103,577 into the 2024/25 financial year. The reserves position is summarised in Figure 1 below:

Figure 1: Reserves Position 31 March 2024

	2023/24 Actual	2024/25 Budget
Opening Balance 1 April	(90,938)	(103,577)
Movement in Year	(12,639)	23,645
Closing Balance 31 March	(103,577)	(79,932)

7. The Charter Trustees reserves in comparison to the 2024/25 precept of £148,091 is forecast to be 54% of the precept by 31 March 2025.
8. The 2024/25 budget report recommended reserve levels of 20% of the precept, which would equate to circa £30,000. This level is thought prudent to cover unforeseen expenditure because of the nature of the Charter Trustee budget where 79% of expenditure is on an agreed recharge basis with BCP Council and so not subject to volatility (for example salary costs and premises costs).

Summary of financial implications

9. As detailed in this report.

Summary of legal implications

10. None

Summary of human resources implications

11. None

Summary of sustainability impact

12. None

Summary of public health implications

13. None

Summary of risk assessment

14. This report set out the level of reserve at the disposal of the Charter Trustees and defines the minimum prudent balance to cover unforeseen expenditure.

Appendices

Appendix A – Budget Outturn 2023/24

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The Charter Trustees of Bournemouth - 2023/24 Outturn



Description of expenditure and income	2023/24 Budget	2023/24 Actual
Expenditure		
Civic Budget		
Hospitality	10,000	3,199
Civic Regalia	4,500	4,135
Travel and Subsistence	100	0
Training & Conferences	200	0
Out of Pocket Expenses	2,000	36
Photography	500	100
Flowers	300	205
Civic Events		
Mayor-Making	3,500	1,190
Remembrance Sunday Parade & Service	10,000	9,078
Civic Service	2,000	1,880
Civic Awards	200	0
War Commemorations	1,500	0
Special Anniversarial Events	1,000	0
Other Events - Contingency	800	0
Coronation	10,000	8,750
Premises		
Room & Premises rental	17,350	17,350
Staffing Recharges		
Salaries, LGPS Pensions & National Insurance	81,997	82,267
Administration and Running Costs		
Postage	200	15
Printing & Photocopying	50	284
Stationery	300	0
Subscriptions - Organisations	250	150
Supplies and Services		
Uniform and Clothing	200	153
Insurance	600	712
External Auditors	400	500
Internal audit	1,500	1,500
Accountancy	3,644	3,644
IT Provision	1,500	1,500
Telephone	50	50
Laundry (dry-cleaning of Parlour laundry, uniforms, robes)	200	97
Transport		
Use of Vehicles	2,000	2,000
Fuel and Maintenance	1,000	490
Vehicle Hire	500	350
Total Expenditure	158,341	139,635
Income & Reserves		
Council Tax Precept	(147,091)	(147,091)
Investment Income	(1,250)	(4,592)
Event Contributions	0	(591)
Contribution to / (from) Reserves	(10,000)	12,639
Total Income & Reserves	(158,341)	(139,635)
Net Position	0	0
Opening Balance	(90,938)	(90,938)
In year movement	10,000	(12,639)
Closing Balance	(80,938)	(103,577)

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