

Notice of The Charter Trustees of Bournemouth



Date: Tuesday, 12 November 2019 at 6.30 pm

Venue: Council Chamber, Town Hall, Bournemouth BH2 6DY

Membership:

Mayor:

Cllr S Phillips

Deputy Mayor:

Cllr D Borthwick

Cllr H Allen
Cllr L Allison
Cllr M Anderson
Cllr S C Anderson
Cllr M Andrews
Cllr S Bartlett
Cllr J Beesley
Cllr P Broadhead
Cllr D Brown
Cllr S Bull
Cllr R Burton
Cllr E Coope
Cllr M Davies
Cllr N Decent

Cllr B Dove
Cllr B Dunlop
Cllr J Edwards
Cllr G Farquhar
Cllr D Farr
Cllr L Fear
Cllr A Filer
Cllr M Greene
Cllr N Greene
Cllr M Haines
Cllr N Hedges
Cllr M Iyengar
Cllr C Johnson
Cllr T Johnson

Cllr A Jones
Cllr J Kelly
Cllr D Kelsey
Cllr R Lawton
Cllr L Lewis
Cllr R Maidment
Cllr D Mellor
Cllr L Northover
Cllr K Rampton
Cllr C Rigby
Cllr R Rocca
Cllr T Trent
Cllr L Williams
Cllr K Wilson

All Members of The Charter Trustees of 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 attend.

If you would like any further information on the items to be considered at the meeting please contact: Karen Tompkins - 01202 451255 or email karen.tompkins@bournemouth.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.bcpcouncil.gov.uk

Graham Farrant
Honorary Clerk to the Charter Trustees

4 November 2019



Available online and
on the Mod.gov app



AGENDA

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

1. Apologies

To receive any apologies for absence from Members.

2. Declarations of Interests

Charter Trustees are required to comply with the requirements of the Localism Act 2011 in respect of the declarations of Disclosable Pecuniary Interests. Declarations received will be reported to the meeting.

3. Confirmation of minutes and matters arising

To receive the minutes of the following meetings and to consider any matters arising.

a) **30 April 2019**

5 - 6

b) **31 May 2019**

7 - 8

4. Charter Mayor's Report

The Charter Mayor will report on her engagements for the period from May – November 2019.

5. Charter Trustees Budget 2019/2020

9 - 10

The Charter Trustees are asked to consider and approve the budget for 2019/20. The approved budget will then form the basis of the budget for 2020/21 plus inflationary increases. Charter Trustees are asked to advise of any areas of the existing budget that need to be altered/reviewed for 2020/21.

6. Appointment of External Auditors

The Charter Trustees are advised that all smaller authorities, those with income/expenditure under £6.5 million, require an external auditor to be appointed to undertake a 'limited assurance review' at the conclusion of the financial year and in case an objection is received from a local elector. Smaller authorities mainly comprise of Town and Parish Councils although Charter Trustees are also included within the definition of a smaller authority.

The Smaller Authorities' Audit Appointments (SAAA) was formally appointed in January 2016 by the Minister for Local Government as "a person specified to appoint local auditors". It is proposed that the Charter Trustees use this central procurement and appointment regime. If newly created authorities opted out of this regime they would be required to procure and appoint their own external auditors.

7. Dates for meetings of the Charter Trustees

The Charter Trustees will need to meet in January 2020 when the Council Tax Base is known to approve the budget for 2020/21 and any potential precept for submission to the Council. The Charter Trustees are asked to agree a date.

The Charter Trustees at the Annual General Meeting on 31 May 2019 agreed that the Annual General meeting for 2020 would be held on 29 May.

8. Any other business deemed necessary by the Clerk to the Charter Trustees

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THE CHARTER TRUSTEES OF BOURNEMOUTH

Minutes of the Meeting held on 30 April 2019 at 10.30 am

Present:-

Cllr D Borthwick – Mayor

Cllr L Williams – Deputy Mayor

Present: Cllr J Adams, Cllr M Anderson, Cllr S Anderson, Cllr S Bartlett, Cllr J Beesley, Cllr P Broadhead, Cllr R Chapman, Cllr I Clark, Cllr E Coope, Cllr D d'Orton-Gibson, Cllr M Davies, Cllr N Decent, Cllr B Dunlop, Cllr J Edwards, Cllr A Filer, Cllr M Filer, Cllr N Greene, Cllr N Hedges, Cllr C Johnson, Cllr J Kelly, Cllr D Kelsey, Cllr R Lawton, Cllr G Mackin, Cllr R Marley, Cllr C Mayne, Cllr A Morgan, Cllr P Oakley, Cllr S Phillips, Cllr A Russell, Cllr P Stanley-Watts, Cllr R Stollard, Cllr J Trickett and Cllr M Weinhonig

1. Apologies

Apologies were received from Councillor B Crawford, M Greene, A Jones, L Price, N Rose and C Wakefield.

2. Charter Trustees - Standing Orders, Handbook and Mayor-Making Arrangements

The Charter Trustees were advised that this was the first meeting of the Bournemouth Charter Trust which became effective from 1 April 2019. The report considered by the Shadow Executive Committee and the Civic Working Party Task & Finish Group had recommended the need for the Charter Trustees in Bournemouth to meet in April to ensure that the formal arrangements and framework for the future working of the Charter Trust were approved.

The Charter Trustees were asked to consider the following:

- the Standing Orders,
- the Bournemouth Charter Trustee Handbook,
- the arrangements for the Annual General Meeting including the appointment of a Mayor and Deputy Mayor.

It was acknowledged that the Charter Trustees had been put in this position due to the late approval of the date for the Statutory Meeting. The Trustees were informed that there were currently no formal procedural rules which applied to Charter Trustee meetings so Trustees could seek clarification from Officers during the debate. Officers reported that the costings and financial information for the various options for the Mayor-Making ceremony were available if Trustees wanted to view the detail.

In respect of the Standing Orders clarification was sought on whether the Charter Trustee Mayor had to be politically neutral or whether he/she could sit on any BCP Council Committees. Officers advised that it was

permissible for the Charter Trustee Mayor to do both but they would need to be mindful of the workload.

The Charter Trustees discussed in detail the Mayor-Making arrangements and options, including the location for 2019 and future years, refreshments, costs and the guest list.

RESOLVED that:

- (a) the Standing Orders as detailed at Appendix 1 to the report be approved.**
- (b) the Handbook as detailed at Appendix 2 to the report be approved.**
- (c) the first Annual General Meeting of the Charter Trustees, for the election of the Mayor and Deputy Mayor, be held on 31 May 2019 at 11.15 am**
- (d) Option 2 as amended to read "Use the Pavilion Ballroom and Lucullus Room for the Ceremony with a Lunch only afterwards in the Ballroom, and all guests pre-pay for their own meals" be agreed as the preferred option.**
- (e) the guest list as detailed in paragraph 6 be reviewed.**

Voting: Unanimous

The meeting ended at 11.20 am

MAYOR

THE CHARTER TRUSTEES OF BOURNEMOUTH

Minutes of the Meeting held on 31 May 2019 at 11.15 am

Present:-

Cllr D Borthwick – Mayor

Present: Cllr H Allen, Cllr L Allison, Cllr M Anderson, Cllr S C Anderson, Cllr S Bartlett, Cllr P Broadhead, Cllr S Bull, Cllr R Burton, Cllr E Coope, Cllr M Davies, Cllr N Decent, Cllr B Dunlop, Cllr J Edwards, Cllr G Farquhar, Cllr D Farr, Cllr M Greene, Cllr N Greene, Cllr N Hedges, Cllr C Johnson, Cllr D Kelsey, Cllr R Lawton, Cllr L Northover, Cllr S Phillips, Cllr K Rampton, Cllr T Trent and Cllr K Wilson

1. Apologies

Apologies were received from Councillors L Williams, M Andrews, J Beesley, D Brown, B Dove, L Fear, A Filer, M Haines, M Iyengar, T Johnson, A Jones, J Kelly, L Lewis, R Maidment, D Mellor, C Rigby, R Rocca.

2. Election of Charter Mayor, and appointment of Mayoress/Escort

RESOLVED that Councillor Susan Phillips be elected Charter Mayor for the ensuing Municipal year 2019/20.

The Mayor made and signed the Declaration of Acceptance of Office and took the Chair.

The Mayor reported that she had appointed Rae Stollard as her escort and Rabbi Maurice Michaels as her Chaplain.

Voting: Unanimous

3. Election of Deputy Charter Mayor, and appointment of Deputy Charter Mayoress/Escort

RESOLVED that Councillor Derek Borthwick be elected Charter Deputy Mayor for the ensuing Municipal year 2019/20.

The Deputy Mayor made and signed the Declaration of Acceptance of Office. The Deputy Mayor reported that he had appointed his wife Dorothy as his Deputy Mayoress.

Voting: Unanimous

4. Appointment of one representative and a substitute to the Association of Charter Trustees

RESOLVED that Councillor David Kelsey be appointed as a representative to the Association of Charter Trustees with Councillor

Lawrence Williams as his substitute for the ensuing Municipal Year 2019/20.

Voting: Unanimous

5. Appointment of budget signatories

RESOLVED that Councillors Lawrence Williams and Bob Lawton be appointed as budget signatories for the ensuing Municipal Year 2019/20.

Voting: Unanimous

6. Calendar of meetings

RESOLVED that the following meetings of the Charter Trustees be agreed.

Budget Meeting early October 2019

Annual General Meeting 29 May 2020

Voting: Unanimous

7. Any other business deemed necessary by the Clerk to the Charter Trustees

There was no any other business.

The meeting ended at 12.30 pm

MAYOR

Agenda Item 5

Proposed Budget for the Charter Trustees of Bournemouth

	Proposed Budget £
	2019/20
Civic Budget	
Hospitality	12,000
Civic Regalia	4,500
Travel and Subsistence	100
Training and Conferences	200
Out of Pocket Expenses	2,000
Photography	500
Flowers	250
Civic Events	
Mayor Making	3,500
Remembrance	8,000
Civic Service	2,000
Civic Awards	200
War Commemoration	1,500
Special Anniversarial Events	500
Other Events Contingency	500
Premises	
Room & Premises	19,350
Salaries and Pensions	
Salaries	52,500
LGPS Pensions	8,200
National Insurance	4,800
Administration and Running Costs	
Postages	400
Printing & Photocopying	50
Stationery	500
Subscriptions - Organisations	250
Supplies and Services	
Clothing & Uniforms	500
Insurance	600
External Audit	2,000
Accountancy	500
ICT Provision	1,000
Telephony	500
Laundry	200
Transport	
Fuel	2,000
Vehicle Hire - General Use	250
Vehicle Maintenance & Repairs - Workshop	250
Vehicle Garage	-
Total Expenditure	129,600
Contingency & Reserves	
Reserve	4,400
Total Budget	134,000

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