

Notice of The Charter Trustees of Poole



Date: Wednesday, 29 January 2020 at 6.00 pm

Venue: Council Chamber Poole, Civic Centre, Poole BH15 2RU

Membership:

Mayor:

Cllr M Le Poidevin

Deputy Mayor:

Cllr B Dion

Sheriff:

Cllr J Bagwell

Cllr M Andrews
Cllr S Baron
Cllr J Beesley
Cllr P Broadhead
Cllr M F Brooke
Cllr D Brown
Cllr R Burton
Cllr D Butler
Cllr D Butt
Cllr J J Butt
Cllr M Earl

Cllr L-J Evans
Cllr N Greene
Cllr A Hadley
Cllr M Haines
Cllr M Howell
Cllr M Iyengar
Cllr T Johnson
Cllr R Maidment
Cllr C Matthews
Cllr D Mellor
Cllr P Miles

Cllr S Moore
Cllr T O'Neill
Cllr P Parrish
Cllr K Rampton
Cllr Dr F Rice
Cllr M Robson
Cllr V Slade
Cllr A M Stribley
Cllr T Trent
Cllr M White

All Members of the The Charter Trustees of Poole 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 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.bcpcouncil.gov.uk

Graham Farrant
Honorary Clerk to the Charter Trustees

21 January 2020



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 Charter Trustees.
- 2. Declarations of Interest**
Charter Trustees are required to comply with the requirements of the Localism Act 2011 in respect of the declaration of Disclosable Pecuniary Interests. Declarations received will be reported at the meeting.
- 3. Confirmation of minutes and matters arising** 3 - 6
To receive the minutes of the meeting held on 9 October 2019 and to consider any matters arising.
- 4. Charter Mayor's Report**
The Charter Mayor will report on her engagements since the last Charter Trustees meeting on 9 October 2019.
- 5. Budget and Precept 2020/21** 7 - 12
The Charter Trustees are required to set the budget for 2020/21 and any subsequent precept for submission to BCP Council by 31 January 2020.
- 6. Order of Precedence for Civic Events** 13 - 14
The Charter Trustees are asked to consider the order of precedence for Civic Events.
- 7. Civic Roles for 2020/21**
The outcome of the ballot for the role of Sheriff for 2020/21 will be reported at the meeting.
- 8. Any other business deemed necessary by the Clerk to the Charter Trustees**

THE CHARTER TRUSTEES OF POOLE

Minutes of the Meeting held on 09 October 2019 at 5.00 pm

Present:-

Cllr M Le Poidevin – Mayor

Cllr B Dion – Deputy Mayor

Present: Cllr M Andrews, Cllr S Baron, Cllr M F Brooke, Cllr D Brown, Cllr R Burton, Cllr D Butler, Cllr D Butt, Cllr N Greene, Cllr M Iyengar, Cllr S Moore, Cllr T O'Neill, Cllr P Parrish, Cllr A M Stribley and Cllr T Trent

9. Apologies

Apologies were received from Councillors J Bagwell, J Beesley, J Butt, L-J Evans, A Hadley, M Haines, M Howell, T Johnson, R Maidment, C Matthews, K Rampton, M Robson, V Slade and M White.

10. Declarations of Interest

There were no declarations of interest made on this occasion.

11. Confirmation of minutes and matters arising

The following minutes were presented to the Charter Trustees.

(a) 30 April 2019

The Minutes of the meeting held on 30 April 2019 were confirmed as a correct record and signed.

(b) 7 June 2019

The Minutes of the meeting held on 7 June 2019 were confirmed as a correct record and signed.

12. Charter Mayor's Report

The Charter Mayor updated the Trustees on her activity since becoming Mayor in June 2019. She explained the differences in her role as the first Charter Mayor of Poole and the number of engagements attended by her, the Deputy Mayor and the Chairman and Vice-Chairman of the BCP Council which totalled nearly 80. She reported that for some engagements the hosts had assumed that she was the Mayor of BCP Council. She had explained that she was the Mayor of Poole and that there were Mayors in Bournemouth and Christchurch with the primary role of maintaining the civic heritage of each Borough.

The Charter Mayor reported on the type of engagements that she had attended including life milestones, graduations at the University and primary schools and citizenship ceremonies. The Trustees were advised of key

events including the annual visit by Chernobyl Children to Poole who during their visit were offered free medical treatment which added five years to their life. The Mayor reported that she had the honour of attending the farewell party when the children performed. The Mayor also touched on other engagements including community events such as fetes, and invitations to the Proms in the Park. She reported that she felt very privileged and had much pleasure in fulfilling the role as the Charter Mayor.

RESOLVED that the Charter Mayor's report be received and noted.

13. Charter Trustees Budget 2019/2020

The Charter Trustees considered the proposed budget for 2019/20, a copy of which had been circulated to each Trustee and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Trustees in considering the proposed budget raised questions on the following:

- the costs for room and premises – Officers confirmed that this recharge was for use of accommodation owned by BCP Council and would be reviewed and refined overtime as the budget was developed.
- the expected level of precept for the Charter Trustees and whether it was dealt with separately or incorporated within the Council's budget. Officers reported that the Regulations which were the same for Parish and Town Councils established and identified the Charter Trustees as a separate body. When the Charter Trustees set the budget for 2020/21 Officers reported that the Charter Trustees may not have any flexibility in setting a separate precept.
- requested that budget monitoring reports be provided. Officers reported that in future the Charter Trustees would receive the full breakdown of transactions.

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

Officers reported that 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 was 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.

The Charter Trustees were informed of the fee structure for the above process.

The Charter Trustees were advised that they would need to meet in January 2020 when the Council Tax base was known to approve the budget for 2020/21 and any potential precept for submission to the Council.

RESOLVED that:-

- (a) the proposed 2019/20 budget as presented be approved;**
- (b) the arrangements for the appointment of external auditors via the SAAA as detailed above be approved; and**
- (c) the next meeting of the Charter Trustees be held on 29 January 2020 at 6 pm in the Council Chamber at the Civic Centre, Poole.**

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

There were no items of any other business raised at the meeting.

The meeting ended at 5.31 pm

MAYOR

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CHARTER TRUSTEE MEETING

Report subject	Budget and Precept for 2020/21
Meeting date	29 January 2020
Status	Public Report
Executive summary	The Charter Trustees are required to set the budget for 2020/21 and any subsequent precept for submission to BCP Council by 31 January 2020.
Recommendations	<p>It is RECOMMENDED that:</p> <p>(a) the draft budget for 2020-21 as set out in the appendix attached to the report be considered and subject to consideration of the budget issues detailed in paragraph 2 be amended and approved.</p> <p>(b) subject to (a) above a precept of £125,222 be submitted to BCP Council.</p> <p>(c) the VAT position be noted and the Mayor and Budget Signatories be updated on the implications for the budget.</p>
Reason for recommendations	To approve the budget for 2020/21 and any subsequent precept for submission to the Council.
Honorary Clerk	Graham Farrant
Report Authors	Karen Tompkins, Deputy Head of Democratic Services
Wards	All relevant Wards
Classification	For Decision

Background

1. The 2019/20 Budget was approved at the meeting of the Charter Trustees on 9 October 2019. At that meeting it was agreed that the Charter Trustees would meet on 29 January 2020 to approve the budget for 2020/21 and consider any potential precept for submission to the Council.

Budget 2020/21

2. Set out in the appendix attached to the report is the proposed budget for 2020/21. Charter Trustees are asked to consider the following issues, the budget implications and the impact on any subsequent precept (we have rounded the figures):
 - (a) The budget head for staffing has been uplifted to take account of any additional salary, pension and national insurance costs.
 - (b) Hospitality - whilst the outturn figure shows a variance to the base budget it is proposed that the budget will be maintained at £12,000 to enable Charter Trustees to review and monitor the hospitality requirements of the Mayor.
 - (c) VE/VJ and D-Day Commemorations in 2020 – it is anticipated that BCP Council will identify funding to enable the National Events to be undertaken across Bournemouth, Poole and Christchurch.
 - (d) Mayor Making for 2020 – the Charter Trustees are asked to consider any specific arrangements that need to be put in place.
 - (e) Any underspend on budget heads will be included in reserves.
 - (f) Certain events and other internal recharges have not yet taken place and therefore the projected outturn has been set at the base budget level.

Council Tax Base

3. The BCP Council has advised that the tax base applicable to the Charter Trustees of Poole is 58,609 for 2020/21 which was agreed by the BCP Council Cabinet on 15 January 2020. The Charter Trustees must advise the Council of the amount to be raised from Council Tax (the precept) by 31 January 2020.
4. Set out below is the proposed precept and cost per household for a Band D property.

2019/20			2020/21		
Tax Base	Precept	Band D	Tax Base	Precept	Band D*
57,555	£124,000	£2.15	58,609	£125,222	£2.14

* this is per annum per household for a Band D property and equates to 18p per month or 4p per week

VAT Position

5. Following discussions with HM Revenues and Customs advice has been received that Charter Trustees are not automatically treated as section 33 bodies as defined within para 33(3) of the VAT Act 1994 which allows full VAT recovery on activities carried out under the statute. However, they may be added into the official list under the Treasury Order if the following criteria is met:
 - (a) they undertake a function ordinarily carried on by local government, and
 - (b) have the power to draw funding directly from local taxation.

6. Subject to the outcome of the above there may be implications for the budget in respect of the activity of the Charter Trustees that fall outside of their normal statutory function.

Summary of financial implications

7. The financial implications are set out above.

Summary of legal implications

8. The Charter Trustees are required to set a budget for 2020/21 and to advise the Council of any subsequent precept.

Summary of human resources implications

9. There are no human resources implications associated with this report.

Summary of environmental impact

10. There are no environmental implications associated with this report.

Summary of public health implications

11. There are no public health implications associated with this report.

Summary of equality implications

12. There are no equality implications associated with this report.

Summary of risk assessment

13. There are no risk implications associated with the this report.

Background papers

None

Appendices

Proposed Budget for Charter Trustees of Poole

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Proposed Budget for the Charter Trustees of Poole

Base Budget £		Projected Outturn £	Proposed Budget £
2019/20		2019/20	2020/21
	Civic Budget		
12,000	Hospitality	4,000	12,000
3,000	Civic Regalia	2,000	3,000
100	Travel and Subsistence	100	100
1,000	Training and Conferences	600	1,000
3,000	Out of Pocket Expenses	500	3,000
500	Photography	150	500
1,000	Flowers	250	1,000
	Civic Events		
1,500	Mayor Making	1,000	1,500
4,500	Remembrance	3,500	4,500
2,000	Civic Service	2,000	2,000
1,500	Civic Awards	1,500	1,500
1,500	War Commemoration	1,500	1,500
500	Special Anniversarial Events	-	500
500	Other Events Contingency	50	500
	Premises		
17,450	Room & Premises	17,450	17,450
	Salaries and Pensions		
36,800	Salaries	36,800	37,600
5,800	LGPS Pensions	5,800	5,850
3,400	National Insurance	3,400	3,450
	Administration and Running Costs		
400	Postages	400	400
50	Printing & Photocopying	50	50
500	Stationery	500	500
250	Subscriptions - Organisations	250	250
	Supplies and Services		
500	Clothing & Uniforms	150	500
600	Insurance	600	600
2,000	External Audit	2,000	2,000
500	Accountancy	500	500
1,000	ICT Provision	1,000	1,000
500	Telephony	500	500
200	Laundry	100	200
	Transport		
1,250	Fuel	1,250	1,250
750	Vehicle Hire - General Use	250	750
500	Vehicle Maintenance & Repairs - Workshop	250	500
-	Vehicle Garage	-	-
105,050	Total Expenditure	88,400	105,950
	Contingency & Reserves		
18,950	Reserve Contribution	35,600	19,272
124,000	Total Budget	124,000	125,222

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CHARTER TRUSTEE MEETING

Report subject	Order of Precedence for Civic Events
Meeting date	29 January 2020
Status	Public Report
Executive summary	The Charter Trustees are asked to consider the order of precedence for Charter Trustee civic events.
Recommendations	It is RECOMMENDED that the Charter Trustees consider the order of precedence and agree the arrangements for future civic events.
Reason for recommendations	To agree the order of precedence for civic events.
Honorary Clerk	Graham Farrant
Report Authors	Karen Tompkins, Deputy Head of Democratic Services
Wards	All relevant Wards
Classification	For Decision

Background

1. The Charter Trustees became effective in Poole on 1 April 2019. The Trustees are the BCP Councillors representing the Wards falling wholly or partly within the historic boundary of the former Borough Council.
2. During the Mayoral year there are a number of civic ceremonies/events that are arranged eg Annual General Meeting (Mayor Making), Civic Service, Remembrance Day. At these events the Charter Trustees will normally be required to robe and formally process.
3. Since 1 April 2019 the order of precedence, other than the Civic Party, has been in alphabetical order with all Charter Trustees wearing blue robes. The Charter Trustees are asked to consider what arrangements that they would like to put in place for future events.

Summary of financial implications

4. There are no financial implications associated with this report.

Summary of legal implications

5. There are no legal implications associated with this report

Summary of human resources implications

6. There are no human resources implications associated with this report.

Summary of environmental impact

7. There are no environmental implications associated with this report.

Summary of public health implications

8. There are no public health implications associated with this report.

Summary of equality implications

9. There are no equality implications associated with this report.

Summary of risk assessment

10. There are no risk implications associated with this report.

Background papers

None.

Appendices

None