

Notice of The Charter Trustees of Bournemouth



Date: Thursday, 30 January 2020 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 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

22 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 Interests**
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 to the meeting.
- 3. Confirmation of minutes and matters arising** 3 - 6
To receive the minutes of the meeting held on 12 November 2019 and to consider any matters arising.
- 4. Charter Mayor's Report**
The Charter Mayor will report on her engagements since the last meeting of the Charter Trustees on 12 November 2019.
- 5. Budget and Precept for 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. Any other business deemed necessary by the Clerk to the Charter Trustees**

THE CHARTER TRUSTEES OF BOURNEMOUTH

Minutes of the Meeting held on 12 November 2019 at 6.30 pm

Present:-

Cllr S Phillips – Mayor

Cllr D Borthwick – Deputy Mayor

Present: Cllr L Allison, Cllr M Anderson, Cllr S C Anderson, Cllr S Bartlett, Cllr S Bull, Cllr E Coope, Cllr M Davies, Cllr N Decent, Cllr B Dunlop, Cllr J Edwards, Cllr G Farquhar, Cllr D Farr, Cllr L Fear, Cllr A Filer, Cllr M Greene, Cllr M Haines, Cllr N Hedges, Cllr J Kelly, Cllr D Kelsey, Cllr R Lawton, Cllr L Lewis, Cllr D Mellor, Cllr L Northover, Cllr K Rampton, Cllr C Rigby, Cllr R Rocca and Cllr L Williams

8. Apologies

Apologies were received from Councillors H Allen, M Andrews, J Beesley, D Brown, N Greene, M Iyengar, C Johnson, A Jones and K Wilson.

9. Declarations of Interests

There were no declarations of interest made on this occasion.

10. 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) 31 May 2019

The Minutes of the meeting held on 31 May 2019 were confirmed as a correct record and signed.

11. Charter Mayor's Report

The Charter Mayor updated the Trustees on her activity since becoming the Mayor in May 2019. She reported that she was proud to be the first female Mayor in Bournemouth for 10 years. The Mayor reported that the past 5 months had been exemplar and organised with precision by the team and the popularity for inviting the Mayoralty to attend “in her words – so many gigs” had been overwhelming. The Charter Trustees were informed that the Mayoralty Chains presence was as popular as ever and the diary was proof of this fact being correct. The Mayor outlined the guests who had visited the parlour and the level and type of engagements that she had attended. She explained that so many organisations and volunteers were associated

with Bournemouth and she had shared these details with the Charter Trustees in order to highlight the importance of the role. The Mayor emphasised that it was such an honour and privilege to serve the residents of Bournemouth.

A Charter Trustee acknowledged the exhaustive lists of activities that the Mayor had undertaken and the prestige she had brought to the Town and wished her well for the second half of her Mayoral year.

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

12. 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.

RESOLVED that the proposed 2019/20 budget as presented be approved.

13. Appointment of External Auditors

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 comprise 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.

RESOLVED that the arrangements for the appointment of external auditors via the SAAA as detailed above be approved.

14. Dates for meetings of the Charter Trustees

The Charter Trustees were advised that they needed 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. It was proposed that this meeting be held on 23 January 2020 at 2 pm. Charter Trustees indicated that they would prefer an evening meeting.

The Mayor reminded the Charter Trustees that they had previously agreed that the Annual General Meeting for 2020 would be held on 29 May 2020 at 11.15 am.

RESOLVED that:-

- (a) Officers review the options for an evening meeting of the Charter Trustees in late January 2020; and**
- (b) the Charter Trustees confirmed that the AGM would be held on 29 May 2020 at 11.15 am.**

15. 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 6.50 pm

MAYOR

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CHARTER TRUSTEE MEETING

Report subject	Budget and Precept for 2020/21
Meeting date	30 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 £137,250 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 12 November 2019. It was agreed that the Charter Trustees would meet in late 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) Purchase of a Past Mayor's Badge for the outgoing Mayor, funded from the Civic Budget for Regalia – cost of badge for current Mayor to be presented at the AGM on 29 May 2020 is £2,230.00. The Charter Trustees are asked if they wish to continue with this arrangement.
 - (f) Purchase of a Past Mayoress' Jewel – which has previously been presented to the outgoing Mayoress/Consort/Escort – funded from the Civic Budget for Regalia – cost of jewel to be presented at the AGM on 29 May 2020 is £1,416.00. This Charter Trustees are asked to consider if they wish to continue with this arrangement.
 - (g) Remembrance Day Event – whilst it is proposed to increase this budget head due to additional costs including road closures, health and safety requirements and staffing officers will discuss the funding implications and request that elements of the event be funded by the Council.
 - (h) Charge for photographing Regalia – a request has been received to photograph some of the Regalia for inclusion in a commercial book capturing the history of Bournemouth. Any associated costs would be recovered. The Charter Trustees are asked if they agree to establish this policy.
 - (i) Any underspend on budget heads will be included in reserves.
 - (j) 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 Bournemouth is 63,942 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*
63,723	£134,000	£2.10	63,942	£137,250	£2.15

* 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 Bournemouth

Proposed Budget for the Charter Trustees of Bournemouth

Base Budget £		Projected Outturn £	Proposed Budget £
2019/20		2019/20	2020/21
	Civic Budget		
12,000	Hospitality	4,500	12,000
4,500	Civic Regalia	3,500	4,500
100	Travel and Subsistence	-	100
200	Training and Conferences	-	200
2,000	Out of Pocket Expenses	1,500	2,000
500	Photography	500	500
250	Flowers	250	300
	Civic Events		
3,500	Mayor Making	2,500	3,500
8,000	Remembrance	7,600	10,000
2,000	Civic Service	2,000	2,000
200	Civic Awards	200	200
1,500	War Commemoration	1,500	1,500
500	Special Anniversarial Events	-	500
500	Other Events Contingency	50	500
	Premises		
19,350	Room & Premises	19,350	19,350
	Salaries and Pensions		
52,500	Salaries	52,500	53,600
8,200	LGPS Pensions	8,200	8,250
4,800	National Insurance	4,800	4,850
	Administration and Running Costs		
400	Postages	400	400
50	Printing & Photocopying	50	50
500	Stationery	150	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		
2,000	Fuel	2,000	2,000
250	Vehicle Hire - General Use	250	250
250	Vehicle Maintenance & Repairs - Workshop	250	250
-	Vehicle Garage	-	-
129,600	Total Expenditure	117,150	132,850
	Contingency & Reserves		
4,400	Reserve Contribution	16,850	4,400
134,000	Total Budget	134,000	137,250

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CHARTER TRUSTEE MEETING

Report subject	Order of Precedence for Civic Events
Meeting date	30 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 and agree the order of precedence for civic events as detailed in paragraph 3 below.
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 Bournemouth 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. The order of precedence will be based initially on continuous service and then number of registered voters falling within the historic boundaries of Bournemouth for each Trustee.

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 the this report.

Background papers

None.

Appendices

None