

# Notice of The Charter Trustees of Poole

Date: Wednesday, 26 August 2020 at 5.00 pm

Venue: Virtual Meeting



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## 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 K Rampton  
Cllr Dr F Rice  
Cllr M Robson  
Cllr V Slade  
Cllr A M Stribley  
Cllr T Trent  
Cllr M White

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All Members of 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 view the live stream of this meeting at the following link:

<https://democracy.bcpccouncil.gov.uk/ieListDocuments.aspx?MIId=4573>

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

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

This notice and all the papers mentioned within it are available at [democracy.bcpccouncil.gov.uk](https://democracy.bcpccouncil.gov.uk)

GRAHAM FARRANT  
HONORARY CLERK TO THE CHARTER TRUSTEES

18 August 2020



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

Do any matters being discussed at the meeting relate to your registered interests?

Disclosable Pecuniary Interest

Yes

Declare the nature of the interest

Do NOT participate in the item at the meeting. Do NOT speak or vote on the item EXCEPT where you hold a dispensation

You are advised to leave the room during the debate

Local Interest

Yes

Declare the nature of the interest

Applying the bias and pre-determination tests means you may need to refrain from speaking and voting

You may also need to leave the meeting. Please seek advice from the Monitoring Officer

No

Do you have a personal interest in the matter?

Yes

Consider the bias and pre-determination tests

You may need to refrain from speaking & voting

You may also need to leave the meeting. Please seek advice

No

You can take part in the meeting speak and vote

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  
(anne.brown@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

- 1. Apologies**  
To receive any apologies for absence from Charter Trustees.
- 2. Declarations of Interest**  
Charter Trustees are requested to declare any interests on items included in this agenda. Please refer to the workflow on the preceding page for guidance.  
Declarations received will be reported at the meeting.
- 3. Confirmation of minutes and matters arising** 5 - 14  
To receive the minutes of the meetings held on 29 January and 22 July 2020 and to consider any matters arising
- 4. Charter Mayor's Report**  
The Charter Mayor will report on her recent activities.
- 5. Charter Trustees 2019-20 Internal Audit Report** 15 - 26  
To consider and approve the outcome of the internal audit report and the management responses to the recommendations.
- 6. Development of Risk Register** 27 - 28  
The Charter Trustees are asked to consider and comment on the draft risk register.
- 7. Annual Governance Statement 2019/20** 29 - 36  
The Charter Trustees are asked to consider and approve the Annual Governance Statement 2019/20.  
Please note that the paper attached for this item also relates to item 8 below.
- 8. Statement of Accounts for 2019/20**  
The Charter Trustees are asked to approve the statement of accounts for 2019/20.
- 9. Charter Trustees - VAT Position**  
The Responsible Financial Officer will update the Charter Trustees on the VAT position.