

Notice of The Charter Trustees for Poole

Date: Wednesday, 27 October 2021 at 5.00 pm

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



Membership:

Mayor:

Cllr J Bagwell

Deputy Mayor:

Cllr M Le Poidevin

Sheriff:

Cllr T Trent

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 B Dion

Cllr M Earl
Cllr L-J Evans
Cllr S Gabriel
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 M White

All Members of The Charter Trustees for 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.bpcouncil.gov.uk/ieListDocuments.aspx?MIId=5136>

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@bpcouncil.gov.uk

Press enquiries should be directed to the Press Office at press.office@bpcouncil.gov.uk

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

GRAHAM FARRANT
HONORARY CLERK TO THE CHARTER TRUSTEES

19 October 2021



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 directly 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 must leave the room during the debate unless you hold a dispensation

Other Registerable Interest

Yes

Declare the nature of the interest

You may speak on the matter ONLY if members of the public are also allowed to speak at the meeting

Otherwise, do NOT speak or vote on the matter and leave the room during the debate unless you hold a dispensation

No

Does the matter **directly** relate to your financial interest or well-being or those of a relative or close associate?

Yes

You must disclose the interest.

Does the matter affect your financial interest or well-being:
 (a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 (b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

Yes

You may speak on the matter ONLY if members of the public are also allowed to speak at the meeting

Otherwise, do NOT speak or vote on the matter and leave the room during the debate unless you hold a dispensation

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
 (susan.zeiss@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 Interests**

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 - 16

To receive the minutes of the meeting held on 23 June 2021 and to consider any matters arising.

4. **Charter Mayor's Report**

The Charter Mayor will report on her recent activities and any associated issues.

5. **Responsible Financial Officer**

The Charter Trustees are advised that Matthew Filmer, Acting Assistant Chief Financial Officer will undertake the role of Responsible Financial Officer replacing Nicola Webb. This change will take effect from 1 July 2021.

6. **Budget Monitoring Update Report**

17 - 20

The forecast for the 2021/22 financial year is that the Charter Trustees of Poole will underspend against the budget set. This is due to reduced activity caused by Covid-19 restrictions and ongoing caution as restrictions are lifted. The forecast surplus for the year is £22,656.

7. **Appointment of Charter Trustee for Bank Statement Verification**

The Charter Trustees are advised that the Financial Regulations state:

2.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all 6 accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Charter Trustees at the next appropriate meeting.

The Charter Trustees are asked to confirm an appointment.

8. Outcome of External Audit for 2020/21

At the meeting of the 23 June the Charter Trustees approved the Annual Governance Statement and Accountability Return which includes the statement of accounts 2020/21. Following an external audit by PKF Littlejohn LLP the accounts were certified on 12 September 2021 and both the final submission and audit certificate can be found on the Charter Trustees website.

9. Future Banking Arrangements

In accordance with the Charter Trustees Financial Regulations which state:

“The Charter Trustees’ banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Charter Trustees. They shall be regularly reviewed for control and efficiency.”

Charter Trustees are advised of the future banking arrangements whereby from 1 April 2022 all 3 current suppliers to BCP have been combined into one and in accordance with the Financial Regulations are asked to approve these arrangements.

10. Use of Reserves - Procedures and Governance Arrangements

21 - 24

The Charter Trustees at its meeting on 23 June 2021 were advised that reserves of £85,577 had been carried forward into the 2021/22 financial year. A Civic Working Group has been established part of its role is to consider the options for the use of the reserves and the associated process.

This report provides the opportunity to consider procedures and governance arrangements on how one-off projects are considered and approved.

11. Feedback from Civic Working Group

25 - 26

The Charter Trustees will be updated on feedback from the Civic Working Group held on 11 October 2021 relating to flag flying. To assist with the discussion attached is a copy of the Poole Coat of Arms and the Historic Poole Arms.

12. Proposed Rifles Freedom Parades 2022

The Charter Trustees will be updated on proposed arrangements for the above.

13. Her Majesty's Platinum Jubilee Celebrations - City Status

The Charter Trustees will be updated on the above.

No other items of business can be considered unless the Mayor decides the matter is urgent for reasons that must be specified and recorded in the Minutes.