

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.bcpccouncil.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@bcpccouncil.gov.uk

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

This notice and all the papers mentioned within it are available at democracy.bcpccouncil.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.

THE CHARTER TRUSTEES FOR POOLE

Minutes of the Meeting held on 23 June 2021 at 5.00 pm

Present:-

Cllr J Bagwell – Mayor

Present: Cllr M Andrews, Cllr J Beesley, Cllr M F Brooke, Cllr D Brown, Cllr R Burton, Cllr D Butler, Cllr M Earl, Cllr M Haines, Cllr M Iyengar, Cllr S Moore, Cllr T O'Neill, Cllr Dr F Rice, Cllr V Slade, Cllr A M Stribley and Cllr M White

10. Apologies

Apologies were received from Cllrs P Broadhead, D Butt, J Butt, B Dion, L-J Evans, S Gabriel, M Howell, M Le Poidevin (Deputy Mayor), C Matthews, K Rampton and T Trent.

Councillor L-J Evans wished to be recorded as not being able to attend due to Covid legislation.

11. Declarations of Interest

The Honorary Clerk reported that no declarations of interests had been received for this meeting.

12. Confirmation of minutes and matters arising

The minutes of the meetings held on 27 January 2021 and 21 May 2021 were confirmed as a correct record.

Councillor Butler advised the Charter Trustees that the Poole Civic Workshop was formed at the meeting in January and had met on 12 March 2021.

13. Charter Mayor's Report

The Mayor reported on her activities since her election as Charter Mayor for Poole on 21 May 2021.

She advised the Charter Trustees that she had attended the following engagements:

- Opening the play area at Poole Park which was her first event – she welcomed the event and thanked the volunteers that had helped.
- Royal Visit on 9 June 2021 by Prince Charles to the RNLI which she was honoured to attend.
- Visit to Millennium House on 11 June - she congratulated BCHA on the work they do in helping the residents move forward with their lives and in particular their life skills.
- Surgery at Sainsbury's Alder Hills on 12 June where she had the opportunity to thank the staff and volunteers doing the work to vaccinate everyone.
- Armed Forces Day on 21 June 2021.

14. Charter Trustees 2020-21 Internal Audit Report

The Responsible Financial Officer - RFO, Dan Povey presented the Internal Audit Report, a copy of which had been circulated to each Trustee and a copy which appears as Appendix 'A' to these minutes in the Minute Book.

The RFO explained that the report was a summary of the review undertaken by internal audit on the internal controls and governance of the Charter Trustees. He explained that the report would aid the Charter Trustees when considering agenda item 7 which sought approval of the Accountability and Governance Return which included the Annual Governance Statement which was an assessment built on the internal audit's review of the governance arrangements of the Charter Trustees.

The Charter Trustees were referred to the internal control objectives. The RFO reported that the list of applicable controls that audit were asked to assess had resulted in either a substantial or reasonable audit assurance which means that in the main the Charter Trustees was operating well. He explained that the only control that provided a partial assurance was risk management. The Charter Trustees were reminded that the risk register was approved at the January meeting and the reason it was a partial assurance was because it was not in place for the entire 2020/21 financial year.

Councillor Brooke asked for clarification relating to the issue raised concerning credit cards and the submission of evidence and the potential risk. The Deputy Head of Democratic Services reported that operational arrangements were subject to continual review and in respect of that particular recommendation it was a general reminder to staff to ensure that when they were using the credit card for transactions that all relevant receipts and paperwork was completed and submitted.

RESOLVED – that the 2020-21 Internal Audit Report be received and adopted.

Voting - Unanimous

15. Budget Outturn Report 2020/21

The Responsible Financial Officer presented a report on the budget outturn for 2020/21, a copy of which had been circulated to each Trustee and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book. The RFO explained that this report provided the detail of the budget before the Charter Trustees were asked to approve the Governance Return. He reported that throughout the year there was a significant underspend forecast due to the pandemic with the activities of the Charter Trustees seriously curtailed. The Charter Trustees were informed that the year-end outturn position was £28,647 underspent which was mainly savings against supplies and services, hospitality and civic budgets with Appendix A providing the full detail of the spend against the budget which shows expenditure of £77,303 which was reflected in the annual governance return. The RFO referred to the table at the bottom of page 24 of the report and explained that there was a total contribution to reserves of just less

than £48,000 which means at the end of March 2021 the Charter Trustees had just over £85,000 of reserves at their disposal which has been carried forward into the 2021/22 financial year.

The Charter Trustees were advised that there would be approximately 70% of the annual precept in reserves. The RFO reported that when the budget was set for the current financial year, he advised that a prudent level of reserves would be approximately 20% of the precept which was about £25,000 explaining that 2/3rds of the budget was allocated to recharges to BCP Council which may not be subject to fluctuation. The Charter Trustees were advised that there was a significant amount of reserves at their disposal which they could take the opportunity to consider how they wish to utilise.

Councillor Slade sought clarification on the latest position relating to reclaiming VAT and asked if the situation had been resolved. She also asked about the provision of transport explaining that at the BCP Council O&S Scrutiny Board the previous week it had been reported that it was ok to purchase the new mayoral cars proposed for 2022/23 because the Charter Trustees would pay to use the vehicles being purchased by the Council. Councillor Slade referred to the budget for vehicle hire of £750 for this year which was not the amount that she would have expected in the budget as a recharge for the use of Council vehicles and highlighted that this would not be the expectation in a normal year of mayoral activity. Councillor Slade asked about the timeline if the Charter Trustees wanted to undertake a one-off spend from reserves for a memorial for Covid or the Queen's Platinum Jubilee and the governance arrangements to make that decision including appropriate consultation. The Honorary Clerk suggested that a report be submitted to the next meeting of the Charter Trustees which set out the procedures and governance arrangements. He reported that Charter Trustees would not want to see the reserve being used for general spend if there was an opportunity to spend on a particular project. A report to the next meeting would give options on how projects could be progressed. The RFO reported on the VAT position and explained that the outturn figures set out in Appendix A included VAT that the Charter Trustees would be incurring up to November 2020 which was when the section 33 status for the Charter Trustees was achieved. He confirmed that none of the reserves needed to be set aside for VAT. The RFO reported on the use of cars by the Charter Trustees. He explained that this had not been a normal year for car usage. The budget for the current financial year in total for transport was £2,500. The Charter Trustees would not own the car and vehicle maintenance could be vired into the vehicle hire budget head. The RFO reported that the budget can be rebalanced going forward for next year if the current budget provision was not enough.

Councillor Slade indicated that if the car was going to be used at the same level that was reported at the O&S Board the public purse should expect that BCP Council would get a reasonable hire rate from the Charter Trustees. She highlighted that the budget provision does not represent a reasonable hire arrangement. The RFO in response reported that in 2019-20 £2,174.00 was spent on fuel and vehicle hire. He highlighted that the Charter Trustees was a new organisation and the budgets can be adjusted to ensure that there was provision to pay an equitable charge.

Councillor Andrews referred to the establishment of a working group to consider reserves and how they may be allocated. The Deputy Head of Democratic Services reported that the working group had not yet met, and arrangements can be made to set up the group to ensure that the options for the use of the reserves can be considered.

Councillor Stribley referred to the disposal of the previous Poole Mayoral Car and also sought clarification about the registration plate APR 1. The Head of Democratic Services reported that in terms of the vehicle it had been scrapped and the number plate was held unregistered to a vehicle so had not been disposed of. He explained that in 2019 all assets were transferred to BCP Council and Officers were trying to clarify the history of APR 1 which was still being investigated. The Mayor indicated that she did not believe that the number plate or any funds from its disposal should be held by BCP Council.

Councillor Brooke referred to the printing and photocopying for the Charter Trustees and the associated costs under that budget head. The RFO reported that these costs related to the purchase of receipt and order books in light of the approval of its Financial Regulations and bank mandate in January 2021 which was one-off expenditure at this stage.

RESOLVED that the Charter Trustees note the budget outturn position for 2020/21.

Voting: Agreed

16. Annual Governance Statement 2020/21

The Charter Trustees considered the Annual Governance Statement and Accountability Return, which had been circulated to each Trustee and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book which included the Annual Governance Statement for 2020/21.

The RFO report referred to page 29 of the agenda pack which set out the Annual Governance Statement. He explained that this was a set format and any organisation who spends more than £25k and less than £6.5m was subject to external audit. The Charter Trustees were asked to approve the submission as set out on page 31 of the agenda pack which included the internal audit report signed off by the internal auditor which fed into the formal Annual Governance Statement that confirmed to the external auditors that the internal auditors view was that controls were operating.

Clarification was sought regarding the documents made available on modern.gov in comparison to the information published on the website.

RESOLVED that the Charter Trustees approve the Annual Governance Statement for 2020/21.

Voting: Agreed

17. Statement of Accounts for 2020/21

The RFO presented the Statement of Accounts for 2021/22 as set out in the Annual Governance and Accountability Return which showed expenditure

of £77,000 and reserves of £85,577.00 with comparatives from the previous year. The RFO reported that he had signed the statement of accounts to certify that it represented a true and fair view of the financial position. Once approved the Mayor and Honorary Clerk would be asked to sign it.

Charter Trustees referred to versions of the documents in modern.gov compared to the website. The Head of Democratic Services reported that he had provided a link to the document on the website as it appeared that the modern.gov app version did not include the detail but the version on the website did. The Charter Trustees adjourned to read the relevant document from 17:43 – 17:46.

Councillor Brooke referred to section 3 and the certificate which was not complete. The RFO reported that the AGS and Statement of Accounts once agreed would be sent to the external auditors. The external auditors would then review the documents along with the supporting evidence and they would only fill in section 3 and the certificate once they had completed their audit. The RFO confirmed that the certificate should be blank at this stage.

The RFO, in response to a question, confirmed the vehicle number plate APR 1 was not included in the value of assets. He explained that with regard to the value of this asset on the balance sheet Officers would undertake further checks and provide a written response.

RESOLVED that the Statement of Accounts for 2020/21 be approved.

Voting: Agreed

18. Responsible Financial Officer

The Charter Trustees were advised that in accordance with the Standing Orders the Responsible Financial Officer from 1 July 2021 following the resignation of Daniel Povey, would be Nicola Webb in a temporary capacity.

The Mayor took the opportunity to thank Mr Povey for his support to the Charter Trustees and wished him well in the future. In particular she thanked him for his advice and guidance in supporting the Charter Trustees as a new organisation.

Councillor Iyengar referred to Nicola Webb taking over the role of RFO in a temporary capacity and asked if the intention was to have an officer on a permanent basis and dedicated to the role. Mr Povey reported that the intention was to have an officer who was responsible for this role on a permanent basis. However, the temporary arrangements would be in place while a replacement for Mr Povey was recruited.

19. Remembrance Day Events - Poole

The Head of Democratic Services presented a report, a copy of which had been circulated to each Trustee and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

The Charter Trustees were asked to determine whether to allocate the sum of £2,000 in the 2022/23 base budget and from the 2021/22 in-year unallocated reserves to provide financial support towards the Remembrance activities in Broadstone.

The Head of Democratic Services reported that the report was before the Charter Trustees at their request which outlined the current activities supported by the Charter Trustees and asked Members to consider whether to support financially the activities in relation to Broadstone. He explained that the current activities included financial support for the civic events in Poole Park, the two-minute silence at the civic offices and the laying of wreaths in Broadstone and Hamworthy. The Head of Democratic Services reported in respect of the supply of wreaths that there could be activities throughout the Charter Trustee area therefore it would be right and proper to have representation at such events. Therefore, it was suggested to reduce wreaths to one per ward upon request.

Charter Trustees were advised that the report set out the history relating to road closures which in the past had been relatively informal and undertaken by volunteers. However, there had been changes for a number of reasons including compliance with regulations and increased traffic volumes and the arrangements have had to be formalised with formal road closures, marshalling by professionals and liability insurances which involved costs for organisers creating an impact on community and charitable events. He referenced the position in Broadstone. The Head of Democratic Services set out the option for the Charter Trustees to consider providing financial support to Broadstone as detailed in the report. The Charter Trustees were advised that there was guidance from the national Royal British Legion suggesting that RBL branches cannot organise remembrance events and it should be up to the local authority to organise. The Head of Democratic Services reported that having checked with the events team and the road traffic team that any organisation could organise and make an application for a road closure for any event. However, a local community group could be formed working with the RBL Branch to undertake that activity. The Head of Democratic Services reported that the Civic Team do not have the capacity to organise remembrance services in local areas. He confirmed that if the Charter Trustees supported the recommendations it would be to fund the work of others to formalise the road closures and for that particular event to take place.

Councillor Mike White proposed an amendment to recommendation (b) which was supported by the three Hamworthy councillors. He explained that for 10 years the ward councillors had supported the Remembrance Service at St Michael's and the laying of two wreaths in a major public ceremony at the war memorial. The amendment proposed was as follows moved by Councillor White and seconded by Councillor Slade:

Recommendation (b) replace a single wreath with up to two wreaths

The Charter Trustees discussed the proposals and the implications of providing financial support for the Broadstone Remembrance Service event.

Councillor Slade reported on the proposal before the Charter Trustees to provide financial support for Broadstone Remembrance activities which included a full Remembrance Parade which had been a long established event including servicemen, key dignitaries and many hundreds of local residents which was followed by a church service. Councillors expressed their views on utilising Charter Trustee funds for road closures which included suggesting that the proposals should be looked at again particularly in light of long-term budget implications. Councillor Slade clarified the cumulative costs of staff time for the road closures to be manned. She explained that the report indicated that it would pay on invoiced costs and highlighted the opportunity to use volunteers referring to the forthcoming BCP Council Volunteers Strategy.

Councillor Andrews proposed the recommendations as set out in the report incorporating Councillor White's amendment as set out above which was seconded by Councillor Brooke. The Head of Democratic Services clarified that in respect of recommendation (c) the Charter Trustees were being asked to determine whether they wished to support the proposal so the words "determine whether to" would need to be deleted. Councillor Andrews confirmed his approval for the advice as detailed above.

Charter Trustees considered each of the recommendations separately

- (a) The Charter Trustees continue to organise and fund the Remembrance and Armistice Day events at the Mayoral Office and Poole Park.

The above recommendation was agreed by the Charter Trustees

- (b) Up to two wreaths be supplied upon request to ward trustee members to lay at local events on behalf of the Charter Trustees.

The above recommendation as amended was agreed by the Charter Trustees.

- (c) The Charter Trustees allocate the sum of £2,000 in the 2022/23 base budget and from the 2021/22 in-year unallocated reserves to provide financial support towards the Remembrance activities in Broadstone.

Councillors then debated recommendation (c) as detailed above. Councillor Brown in supporting the proposal did not have an issue with the allocation of funds. He referred to paragraph 13 of the report and proposed an amendment to the above recommendation as follows which was seconded by Councillor Moore:

- (c) The Charter Trustees allocate the sum of £2,000 in the 2022/23 base budget and from the 2021/22 in-year unallocated reserves to provide financial support towards Remembrance activities in Broadstone organised by an established branch of the Royal British Legion for example Broadstone RBL.

The Charter Trustees considered the above amendment which included commenting on the role and purpose of the Charter Trustees and the legality of the request. The Head of Democratic Services reported that the Charter Trustees for the purpose of this issue was the equivalent of a Town or Parish Council and the support given to Remembrance Services fell on

the lowest level of local authority which in this case would be the Charter Trustees. He explained further that where there was no Charter Trustees, Town or Parish Council it falls on the District or Unitary Authority. Councillor Earl indicated that this raises an issue in the longer term on how funds were allocated to Remembrance Day events, explaining that Poole was a large town of diverse communities explaining that there was scope now for the creating of branches so that such events could be held in communities. The Mayor reported that the Poole Branch of the British Legion do attend the ceremony in Poole Park and therefore in her opinion it was necessary to look at the whole of Poole and all Councillors have a right for a wreath to be laid as every ward lost people through the war. She asked the Charter Trustees to come up with solutions for the long term that were beneficial to everyone. Councillor Butler suggested that as BCP Council had signed the Armed Forces Covenant this approach should be supported across the whole of the town and she highlighted her support for funding the Broadstone event as it was a significant parade as well as the ceremony in Poole Park. Councillor Brooke made a couple of comments relating to the parade, including the impact for youth groups, the residents of Broadstone and attendance at the event by BCP council officers. He highlighted the contribution that the Broadstone residents make to the precept and the potential serious risk and damage referenced in the report not only to BCP Council but also to the Charter Trustees if the response to the proposal was not positive. Councillor Haines indicated that she would be unable to support the amendment. She referred to the reserves whilst highlighting the Charter Trustees have had an unusual year in 2020 due to the pandemic including the inability to attend events and offer hospitality. She emphasised the need for sustainability whilst offering help it should be undertaken in such a way that eventually the event would be self-sustaining. Councillor Iyengar felt that the merits of the case were there but the issue of concern was the precedent for other events so what should be understood was that the Charter Trustees should retain complete flexibility in future years and even if such funding was in the base budget have the right to reduce the budget or cut the funding. Councillor Slade in acknowledging the point made by Councillor Iyengar emphasised that every line of the budget was subject to review each year. Councillor Brown in summing up highlighted that the amendment he had proposed addressed the concerns that had been raised.

The Head of Democratic Services confirmed the amended wording as follows:

- (c) The Charter Trustees allocate the sum of £2,000 in the 2022/23 base budget and from the 2021/22 in-year unallocated reserves to provide financial support towards Remembrance activities in Broadstone organised by an established branch of the Royal British Legion for example Broadstone RBL.

In response to a question the Head of Democratic Services reported that this request related to the Broadstone event and any further requests would need to be considered by the Charter Trustees.

Voting: For – 12, Against - 1, Abstentions – 2

Substantive motion – Voting: For – 13, Against – 0, Abstentions – 2

RESOLVED that:-

- (a) The Charter Trustees continue to organise and fund the Remembrance and Armistice Day events at the Mayoral Office and Poole Park.**
- (b) Up to two wreaths be supplied upon request to ward trustees' members to lay at local events on behalf of the Charter Trustees.**
- (c) The Charter Trustees allocate the sum of £2,000 in the 2022/23 base budget and from the 2021/22 in-year unallocated reserves to provide financial support towards Remembrance activities in Broadstone organised by an established branch of the Royal British Legion for example Broadstone RBL.**

20. Flag Flying Arrangements for the Charter Trustees for Poole

The Deputy Head of Democratic Services reported on the opportunity for the Charter Trustees to consider the adoption of its own flag. She highlighted the Borough of Poole Coat of Arms that was in the ownership of the Charter Trustees and could be an option. The Charter Trustees were also asked to consider its own flag flying arrangements as a separate organisation which could include identifying specific events when a flag would be raised together with the provision of a flagpole for use by the Charter Trustees.

A question was raised on recognising former Borough of Poole Councillors who had passed away but were not Charter Trustees. The Deputy Head of Democratic Services reported that recognition for former Councillors was reflected in the BCP Flag Flying Protocol agreed by Cabinet earlier in the day and there was an opportunity to recognise former Charter Trustees in the same way.

Councillor Haines referred to the approval of the BCP Flag Flying Protocol at the Cabinet meeting earlier in the day. She emphasised the need for synergy between the Council and the Charter Trustees arrangements. The Deputy Head of Democratic Services confirmed that the aim was for the BCP Council Flag Flying Protocol and any arrangements put in place by the Charter Trustees to be complimentary and work together. Councillor Slade referred to a potential conflict of interest between the Coat of Arms and the Poole Flag highlighting that the Poole residents feel strongly that Charter Trustees should be flying the Poole flag, but it has no official status. She emphasised that she would be uncomfortable if the Charter Trustees adopted its own flag that was then in conflict with the historic people of Poole. She highlighted the need for discussions on any proposals including the reasons for pursuing a particular option and requested that Charter Day be included in the list of events when the adopted flag was flown. Councillor Stribley suggested that it was necessary to determine what we were referring to by the Poole Flag and to agree what we adopt as the Charter Trustees flag. She explained the use of the coat of arms and potential changes since 1996 and in doing so expressed her preference for the coat of arms as the Charter Trustees flag. The Deputy Head of Democratic

Services referred to the suggestion of a small working group to look at this issue and report back to the Charter Trustees.

RESOLVED that a working group be established to consider the flag flying arrangements for the Charter Trustees for Poole and the adoption of a flag.

Voting: Agreed

21. Twinning Association

The Charter Trustees were asked to consider the allocation of funding under the Twinning budget head in 2021/22 to the Twinning Association taking account of 5.8 of the Financial Regulations.

Councillor Iyengar reported on the role and history of the Twinning Association and the request for £1,500 for grant funding in the base budget subject to annual scrutiny by the Charter Trustees. He reported that he had been the Chairman of the Cherbourg Twinning Association since December 2019. He referred to a trip to Cherbourg taken in February 2020, which he financed and the reception that he received which he described as magnificent. He reported that nothing had diminished in respect of the warmth of the relationship and the engagement between the two towns which included sport, cultural activities, a celebration of what the two towns have in common, the farmers market and relationships with the health service. He reported that the funds that have been requested would be to develop the online content to enable more information to be shared together with regular contact and the second option was for events.

Councillor Slade indicated that she was delighted to support the proposal which she highlighted was really important to maintain cultural, business and leisure links. She reported that Poole only had one place that it was linked with but suggested that the Charter Trustees could build on the relationships with places that have historic and cultural links.

Councillor Haines seconded the proposal from Councillor Iyengar for the request for £1,500 to be allocated to the twinning association and welcomed the potential for other contributions from partner organisations.

Councillor Stribley reported on previous proposals by the Borough of Poole to twin with St Johns in Newfoundland due to the potential close links but it was deemed to be too far for a twinning visit. Councillor Stribley referred to the active Wessex Newfoundland Society. Councillor Brooke supported the request from Councillor Iyengar. He also updated the Charter Trustees on the Wessex Newfoundland Society. Charter Trustees were advised that the Society had now been disbanded and was part of another organisation. Councillor Brooke reported that it would be a real tribute if a twinning relationship could be established with St John's Newfoundland and made a move on that basis which was seconded by Councillor Stribley. The Head of Democratic Services reported that creating and establishing twinning towns was actually a BCP Council function. He explained that there would be nothing to prevent the Charter Trustees from starting that dialogue and establishing some communications and making a recommendation.

Councillor Brooke in light of this advice suggested that a recommendation was submitted to BCP Council.

The Head of Democratic Services reported that ordinarily the Twinning budget would cover other incidentals of the Charter Trustees. He sought clarification on the funding of travel and accommodation costs for future events and asked if the grant was made to the Association there would be no further costs to Charter Trustees. Councillor Iyengar confirmed that if the £1,500 was granted to the Association there was no intention for them to come back to request additional funds. The RFO referred to paragraph 5.8 of the Financial Regulations on the allocation of grant funding confirming that if the £1,500 in the base budget for twinning becomes a grant to the Twinning Association paid on an annual basis subject to review that would be the only cost that the Charter Trustees incur on twinning.

RESOLVED that:-

- (a) £1,500 in the base budget under the Twinning budget head be allocated to the Twinning Association as a grant in accordance with Paragraph 5.8 of the Financial Regulations for the purposes detailed above subject to annual review by the Charter Trustees.**
- (b) The Charter Trustees recommend to BCP Council that consideration be given to establishing a twinning relationship between Poole and St John's, Newfoundland**

Voting: Unanimous

The meeting ended at 7.16 pm

MAYOR

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THE CHARTER TRUSTEES FOR POOLE



Report subject	Budget Monitoring Update Report
Meeting date	27 October 2021
Status	Public Report
Executive summary	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.
Recommendations	It is RECOMMENDED that: The Charter Trustees note the in-year budget position for 2021/22
Reason for recommendations	To inform the Charter Trustees of the budget position for the current financial year
Report Authors	Matthew Filmer, Acting Assistant Chief Financial Officer BCP Council
Classification	For Information

Budget forecast position 2021/22

1. The Charter Trustees of Poole approved the 2021/22 budget at their meeting of 27 January 2021. Agreed total expenditure was £120,600 alongside a reserve contribution of £1,420 which will be funded from the council tax precept of £121,920.
2. Appendix A of this report provides a detailed breakdown of the agreed budgets and the latest financial forecast for 2021/22 against budget headings. The current forecast is that budgets will be underspent at the year-end because of reduced activity due to Covid-19 restrictions and ongoing caution as restrictions are lifted. This will create a net surplus of £22,656 which will be contributed to reserves at year end.
3. The reserves of the Charter Trustee of Poole are forecasted to increase to a closing position of £108,233.

Budget workshop

4. In January 2022 the Charter Trustees will meet to set the 2022/23 budget and agree the council tax precept to fund it.

5. To facilitate the budget setting process for next year it is recommended that, like last year, a budget workshop is held in November 2021. The workshop will look to provide clarity and direction for the following budget areas:
- a) Update on the in-year budget position to inform the levels of budget required for 2022/23;
 - b) The Charter Trustee's ambitions with regards to precept levels and therefore implications for council tax;
 - c) Review of the tax base for the Charter Trustees of Poole
 - d) Review of recharges made to the Charter Trustees. This would include agreeing a charge for the use of the vehicles from BCP Council.
 - e) An appropriate level of reserves for the Charter Trustees to maintain.

Summary of financial implications

6. As detailed in the report

Summary of legal implications

7. None

Summary of human resources implications

8. None

Summary of sustainability impact

9. None

Summary of public health implications

10. None

Summary of equality implications

11. None

Summary of risk assessment

12. The monitoring of the in-year budget position and early engagement on the 2021/22 budget setting process minimise the risks that budgets are insufficient to meet expenditure, or that in-year overspends occur.

Background papers

Budget and Precept 2021/22 – Published Works, Charter Trustees of Poole meeting 27 January 2021

Budget Outturn Report 2020/21 – Published works, Charter Trustees of Poole meeting 23 June 2021

Appendices

Appendix A - The Charter Trustees of Poole - September 2021 Monitoring

The Charter Trustees of Poole - September 2021 Monitoring



2020/21 Outturn	Description of expenditure and income	2021/22 Budget	2021/22 Forecast
Expenditure			
Civic Budget			
936	Hospitality	12,000	1,000
1,627	Civic Regalia	3,000	2,500
0	Travel and Subsistence	100	0
0	Training & Conferences	1,000	0
393	Out of Pocket Expenses	3,000	0
0	Photography	500	0
0	Flowers	1,000	500
Civic Events			
0	Mayor-Making	1,500	1,000
0	Remembrance Sunday Parade & Service	4,500	4,500
0	Broadstone Remembrance Parade & Service	0	2,000
0	Civic Service	2,000	0
1,574	Civic Awards	1,500	1,500
0	War Commemorations	1,500	100
0	Special Anniverserial Events	500	500
0	Other Events - Contingency	500	500
0	Twinning	1,500	1,500
Premises			
17,450	Room & Premises rental	15,450	15,450
Staffing Recharges			
50,600	Salaries, LGPS Pensions & National Insurance	59,400	59,400
Administration and Running Costs			
0	Postage	200	100
508	Printing & Photocopying	50	50
0	Stationery	300	100
150	Subscriptions - Organisations	250	150
Supplies and Services			
0	Uniform and Clothing	500	250
600	Insurance	600	600
400	External Auditors	400	400
1,250	Internal audit	1,250	1,250
600	Accountancy	3,400	3,400
1,200	IT Provision	1,500	1,500
0	Telephone	500	0
0	Laundry (dry-cleaning of Parlour laundry, uniforms, robes)	200	100
Transport			
16	Fuel	1,250	500
0	Vehicle Hire	750	500
0	Vehicle Maintenance & Repairs	500	0
77,303	Total Expenditure	120,600	99,350
Income & Reserves			
(125,222)	Council Tax Precept	(121,920)	(121,920)
0	Investment Income	(100)	(86)
47,919	Contribution to / (from) Reserves	1,420	22,656
(77,303)	Total Income & Reserves	(120,600)	(99,350)
0	Net Position	0	0
The Charter Trustee of Poole Reserves			
(37,658)	Opening Balance	(85,577)	(85,577)
(47,919)	In year movement	(1,420)	(22,656)
(85,577)	Closing Balance	(86,997)	(108,233)

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THE CHARTER TRUSTEES FOR POOLE



Report subject	Use of Reserves - Procedures and Governance Arrangements
Meeting date	27 October 2021
Status	Public
Executive summary	<p>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.</p> <p>This report provides the opportunity to consider procedures and governance arrangements on how one-off projects are considered and approved.</p>
Recommendations	<p>It is RECOMMENDED that</p> <p>(a) the proposed procedure and governance arrangements as detailed in paragraph 3 of the report be considered and approved as appropriate.</p> <p>(b) subject to the outcome of (a) above a form be developed for submission of one-off projects to be considered in accordance with the agreed process.</p>
Reason for recommendations	To consider and agree the procedure and governance arrangements for the approval of one-off projects for the use of reserves.
Honorary Clerk:	Graham Farrant
Report Authors	Karen Tompkins, Deputy Head of Democratic Services
Wards	Not applicable
Classification	For Decision

Background

1. The Charter Trustees at its meeting on 23 June 2021 was advised that reserves of £85,577 were available as at 31 March 2021. The Charter Trustees had previously

agreed to establish a Working Group to consider the use of reserves. In addition, the Charter Trustees had acknowledged that appropriate procedures and governance arrangements needed to be put in place to consider one off projects.

2. All Poole Charter Trustees were asked to express an interest if they wished to serve as a Member of the Working Group. The Working Group, comprising Cllrs Bagwell, Le Poidevin, Andrews, Baron, Butler, Dion, O'Neill and Stribley, met on 11 October 2021 and was asked to consider and recommend the process for the submission and approval of projects via the Charter Trustees.
3. The Working Group commented on the use of the reserves and in principle felt that the reserves should be retained. The discussions focussed on establishing a procedure and governance arrangements for considering one-off projects. Set out below is a suggested approach:
 - Initial proposals submitted to the Working Group – pro forma to be completed, to include details of the project, how it fits with the role of the Charter Trustees, financial implications, is it a one-off cost, are there ongoing legacy costs, timescale etc
 - Projects submitted should demonstrate the benefit for the residents of Poole and or be connected to the civic function of the Charter Trustees
 - The Responsible Financial Officer to review the project and the budget implications
 - If time is limited in considering and approving a project consultation be undertaken via email with all Charter Trustees to seek views as appropriate.
 - Working Group to review and make recommendations to the Charter Trustees on projects submitted for determination at a formal meeting of the Charter Trustees.

Summary of financial implications

4. It is acknowledged that mayoral activity in the last two years has been limited due to Covid 19 and therefore as restrictions have been lifted activity will increase. It is suggested that a percentage of reserves should be maintained to protect the Charter Trustees financial position.

Summary of legal implications

5. The purpose of the report is to ensure a consistent, transparent process is adopted for considering one-off projects that can be funded from reserves and is compliant with the Charter Trustees Financial Regulations.

Summary of human resources implications

6. There are no direct human resource implications arising from the report.

Summary of sustainability impact

7. There are no direct sustainability or environmental implications arising from this report.

Summary of public health implications

8. There are no direct public health implications arising from this report.

Summary of equality implications

9. There are no direct equality implications arising from this report. Equality implications will be considered in respect of each project.

Background papers

None

Appendices

There are no appendices to this report.

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Poole Coat of Arms



The design of the coat of arms originated in a seal from the late 14th century and were recorded by Clarenceux King of Arms during the heraldic visitation of Dorset in 1563. The wavy bars of black and gold represent the sea and the dolphin is a sign of Poole's maritime interests. The scallop shells are the emblem of Saint James and are associated with his shrine at Santiago de Compostela – a popular destination for Christian pilgrims departing from Poole Harbour in the Middle Ages.

The arms were confirmed by the College of Arms on 19 June 1948, and at the same time, the crest (a mermaid supporting an anchor and holding a cannonball) was granted. Following local government reorganisation in 1974, the 1948 arms were transferred to Poole Borough Council. In 1976, the council received the grant of supporters for the coat of arms. The supporters refer to important charters given to the town; to the left is a gold lion holding a long sword representing William Longespee who in 1248 granted the town's first charter; on the right is a dragon holding the Silver Oar Mace representing the Admiral of the Port, derived from the Royal Arms of Elizabeth I who granted Poole county corporate status in 1568. The Latin motto – *Ad Morem Villae De Poole*, means: *According to the Custom of the Town of Poole*, and derives from the Great Charter of 1568.

Historic Poole Arms

The original Poole Arms are based on the 14th Century seal. In Elizabethan times, the College of Arms confirmed that it could be used by the residents of Poole.

The following Arms element of the coat of arms relates back to circa 1563. This image is recognisable throughout the borough but has only been reproduced on a flag since 2011.



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