

Notice of The Charter Trustees for Bournemouth

Date: Monday, 24 January 2022 at 6.00 pm

Venue: Council Chamber, Town Hall, Bournemouth BH2 6DY



Membership:

Mayor:

Cllr D Kelsey

Deputy Mayor:

Cllr S Phillips

Cllr H Allen
Cllr L Allison
Cllr M Anderson
Cllr S C Anderson
Cllr M Andrews
Cllr S Bartlett
Cllr J Beesley
Cllr D Borthwick
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 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 for Bournemouth are summoned to attend this meeting to consider the items of business set out on the agenda below.

If you would like any further information on the items to be considered at the meeting please contact: Karen Tompkins by email at democratic.services@bcpcouncil.gov.uk

Press enquiries should be directed to the Press Office: by email at press.office@bcpcouncil.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

14 January 2022



Available online and on the
Mod.gov app

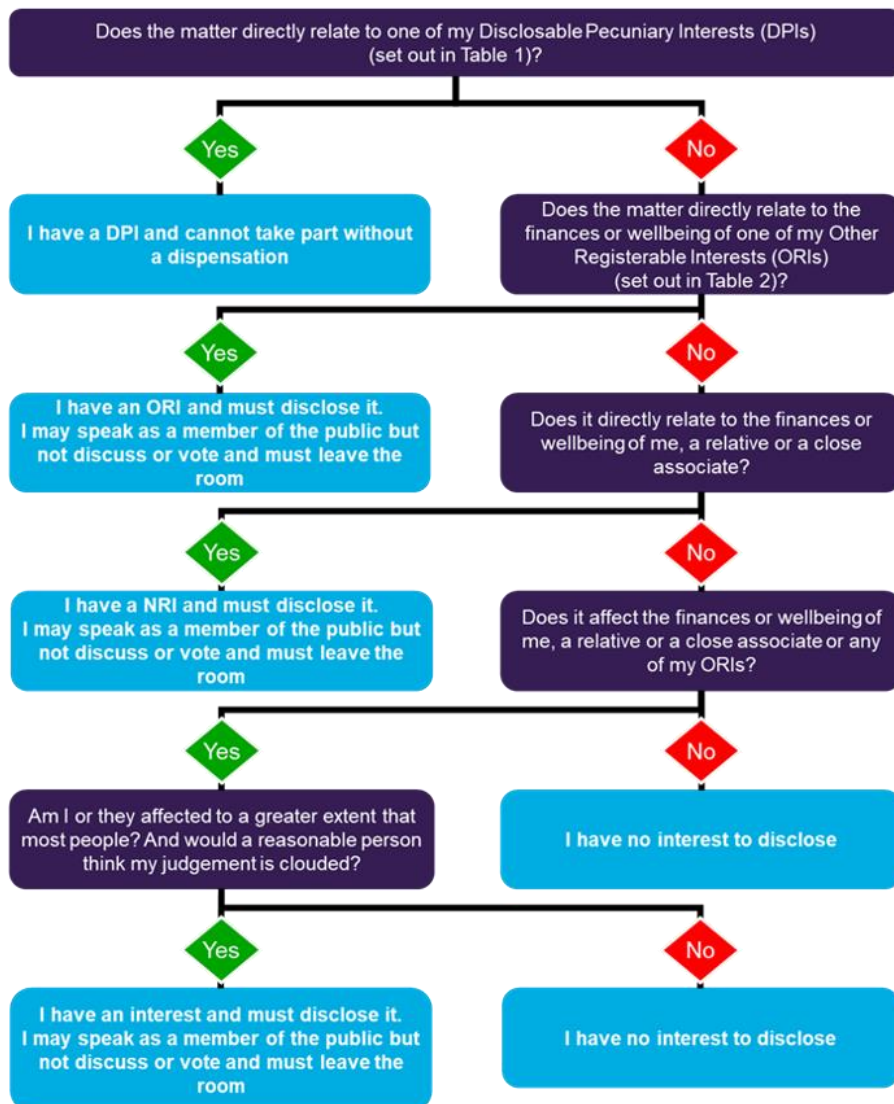


Maintaining and promoting high standards of conduct

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



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 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

5 - 8

To receive the minutes of the meeting held on 25 October 2021 and to consider any matters arising.

4. Charter Mayor's Report

The Charter Mayor will report on his engagements since the last meeting of the Charter Trustees on 25 October 2021.

5. Budget and Precept 2022/23

9 - 18

The Charter Trustees are required to set their 2022/23 budget, council tax requirement and resultant precept for submission to BCP Council by 31 January 2022.

6. Update on Assets

19 - 22

Charter Trustees are advised of the following:

- To provide an update on the ownership of chess cups used for a chess competition supported by a previous Mayor of Bournemouth in 2008/09.
- To consider a request from the Russell Cotes Art Gallery and Museum for the Mace and Badge donated by Merton and Annie Russell Cotes to be loaned to them for 'The Road to the Museum: 20 steps to the opening of Bournemouth's cultural gem exhibition' which is part of the Museum's Centenary Celebrations for 2022.
- To consider the donation of two portraits of Basil and Mabel Beckett former Mayor and Mayoress of Bournemouth Borough Council.
- To update the Charter Trustees on the annual verification of assets.

7. Review of the Risk Register

23 - 30

At its meeting on 25 January 2021 the Charter Trustees considered the development of the risk register and agreed that the register as submitted be agreed and reviewed on a regular basis as appropriate.

This report provides an opportunity to review the register attached as Appendix 1 to the report taking account of new and emerging risks.

8. Queen's Jubilee Celebrations - Beacons

31 - 34

In 2022 there will be year long Platinum Jubilee celebrations throughout the UK, the Commonwealth and around the world as communities come together to celebrate The Queen's historic reign.

There will be series of Beacon Lighting events across the country on the evening of Thursday 2 June. The Council's Corporate Management Board proposed that the option of holding a beacon lighting event be given to the charter trustees of Bournemouth.

9. Nomination for Mayor for 2022/23

The Charter Trustees will be updated on the above.

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

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.

BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
THE CHARTER TRUSTEES FOR BOURNEMOUTH

Minutes of the Meeting held on 25 October 2021 at 6.00 pm

Present:-

Cllr D Kelsey – Mayor

Cllr S Phillips – Deputy Mayor

Present: Cllr M Anderson, Cllr S C Anderson, Cllr M Andrews, Cllr S Bartlett, Cllr D Borthwick, Cllr P Broadhead, Cllr D Brown, Cllr S Bull, Cllr R Burton, Cllr E Coope, Cllr B Dove, Cllr J Edwards, Cllr D Farr, Cllr L Fear, Cllr A Filer, Cllr M Greene, Cllr N Greene, Cllr N Hedges, Cllr T Johnson, Cllr J Kelly, Cllr R Lawton, Cllr D Mellor, Cllr K Rampton, Cllr C Rigby, Cllr R Rocca and Cllr L Williams

19. Apologies

Apologies were received from Councillors H Allen, L Allison, J Beesley, N Decent, B Dunlop, G Farquhar, M Haines, M Iyengar, C Johnson, A Jones, L Lewis, L Northover, T Trent and K Wilson.

20. Declarations of Interests

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

21. Confirmation of Minutes and Matters arising

The minutes of the meeting held on 24 June 2021 were confirmed as a correct record.

22. Charter Mayor's Report

The Mayor reported on his activities since the last meeting of the Charter Trustees. Charter Trustees were advised that he had attended 69 engagements ranging from swimming events to judging competitions. In particular he referred to engagements at schools and engagement with the children.

23. Responsible Financial Officer

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

RESOLVED that the above report be noted.

24. Budget Monitoring Update Report

Matthew Filmer, Responsible Financial Officer (RFO), presented a budget monitoring report, a copy of which had been circulated to each Member and which appears as Appendix 'A' to these Minutes in the Minute Book.

The RFO reported that the forecast for the 2021/22 financial year was that the Charter Trustees of Bournemouth would underspend against the budget set. He explained that this was due to reduced activity caused by Covid-19 restrictions and ongoing caution as restrictions were lifted. The RFO reported that the forecast surplus for the year was £13,325. Charter Trustees were advised that the reserves were forecast to increase to a closing position of £53,390. The RFO reported that this represented approximately 33% of the overall budget and explained that a more prudent level would be 20%.

The RFO reported that to facilitate the budget setting process for next year it was recommended, like last year, that a budget workshop was held this would look to provide clarity and direction in respect of levels of budget required for 2022/23, the Charter Trustees ambitions with regards to precept levels and therefore implications for council tax, a review of the tax base for the Charter Trustees of Bournemouth, a review of recharges made to the Charter Trustees which would include agreeing a charge for the use of vehicles from BCP Council and an appropriate level of reserves for the Charter Trustees to maintain.

RESOLVED that the Charter Trustees note the in-year budget position for 2021/22 and the proposed arrangements for a budget workshop.

Voting: Agreed

25. Appointment of Charter Trustee for Bank Statement Verification

The Charter Trustees were advised that the Financial Regulations state as follows:

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 were asked to confirm an appointment to fulfil the above role.

RESOLVED that Councillor John Beesley be appointed to fulfil this role.

Voting: Agreed

26. Outcome of External Audit for 2020/21

The RFO reported that at the meeting on 24 June 2021 the Charter Trustees approved the Annual Governance Statement and Accountability Return which included the statement of accounts for 2020/21. Following an external audit by PKF Littlejohn LLP the accounts were certified on 28 September 2021 and both the final submission and audit certificate can be found on the Charter Trustees website.

RESOLVED that the above report be noted.

27. Future Banking Arrangements

The Charter Trustees were advised that the Financial Regulations 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.”

The RFO reported on the future banking arrangements whereby from 1 April 2022 all 3 current suppliers to BCP have been combined into one and Barclays would be the Council’s supplier. The RFO outlined the potential advantages for the Charter Trustees in using BCP Council’s banking supplier.

In accordance with the Financial Regulations the Charter Trustees were asked to approve these arrangements.

RESOLVED that the Charter Trustees approve the above arrangements.

Voting: Agreed

28. Feedback from Civic Working Group

The Mayor provided feedback from the Civic Working Group held on 24 September 2021 which included updating the Charter Trustees on the requirements of the Bournemouth mayoralty from the BCP civic centre.

RESOLVED that the update be received and noted.

29. Proposed Rifles Freedom Parades 2022

The Mayor reported that the Rifles had approached the Charter Trustees to request the opportunity to exercise their Freedom Rights and parade in Bournemouth in 2022.

He explained that this was the first opportunity to formally report this to the Charter Trustees and that the Civic Team was working with the BCP Council Events Team on the proposed arrangements and associated costs and would feedback to the Charter Trustees at the earliest opportunity.

The Mayor, at this stage, asked the Charter Trustees if they were supportive of the parade taking place if it was financially viable.

RESOLVED that the Charter Trustees were supportive of the parade taking place subject to the outcome of the issues raised above.

Voting: Agreed

30. Her Majesty's Platinum Jubilee Celebrations - City Status Bid

The Mayor reported that he had received a letter from Councillor Drew Mellor, the Leader of BCP Council, to ask him to consider at the next meeting of the Charter Trustees, whether Bournemouth as a town would like to put forward a bid for city status.

The Honorary Clerk reported that there was no funding associated with achieving city status.

The Charter Trustees discussed the implications of submitting a bid for Bournemouth, including the potential prestige for the town, the affect for Poole and Christchurch and the wider BCP area, comments on the timing for the submission of the bid, that achieving the status could be divisive, the opportunity to champion areas and highlighting if residents wanted city status.

RESOLVED that the Charter Trustees support the submission of a City Status Bid for Bournemouth.

Voting: Majority decision – For – 20, Against – 4, Abstentions – 4

Prior to concluding the meeting, the Mayor referred to the following:

- The Poppy Collection which had recently been launched
- The proposals for hanging a portrait of Councillor Susan Phillips in the parlour.
- Thanking the Democratic Services team and in particular Carolyne Suter, Hazel Randall, Gary Richards, Karl Hopton and Jeff Brown for their support to the Mayor.

The meeting ended at 6.36 pm

CHAIRMAN

THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Budget and Precept 2022/23
Meeting date	24 January 2022
Status	Public Report
Executive summary	The Charter Trustees are required to set their 2022/23 budget, council tax requirement and resultant precept for submission to BCP Council by 31 January 2022.
Recommendations	<p>It is RECOMMENDED that:</p> <p>(a) The proposed budget for 2022/23 as set out in Appendix A be approved</p> <p>(b) The council tax requirement and precept of £147,773 be approved</p>
Reason for recommendations	To set the budget, council tax requirement and precept for 2022/23.

Honorary Clerk	Graham Farrant
Report Authors	Matthew Filmer, Responsible Financial Officer
Wards	Council-wide
Classification	For Decision

Background

1. The budget for 2022/23 and resulting council tax requirement and precept must be agreed by a formal meeting of the Charter Trustees. For BCP Council, the billing authority, to produce the requisite calculations required for council tax billing under the Local Government Finance Act 1992, the precept must be agreed by 31 January 2022.

Budget 2021/22

2. It was reported at the meeting of 25 October 2021 that the 2021/22 budget would be underspent due to the effect of covid-19 and the associated restrictions on activity during the year. The current projection in Appendix A is that underspends across civic budgets will result in an in-year contribution to reserves of £17,925 compared to the budgeted drawdown of reserves of £7,994.
3. Any in-year position would be added to the reserves carried forward from 2020/21 of £40,065.

Budget 2022/23

4. The proposed budget for 2022/23 is detailed in Appendix A and results in a council tax requirement and precept of £147,773.
5. At the meeting of 25 October 2021, the Charter Trustees agreed to nominate members to form a budget workshop in order to provide guidance to officers in drafting the 2022/23 budget and so facilitate the budget setting process at today's meeting.

Review of individual budgets

6. In the main, individual budget lines have been maintained at 2021/22 levels in order to ensure that the base budget is fit for purpose once activity returns to normal after the pandemic.
7. The budget workshop discussed the need to review the staffing recharges from BCP Council to better reflect the support given to the Charter Trustees from the Democratic services team.
8. The 2021/22 time allocations for the Head and Deputy Head of Democratic services, Mayor's personal assistants and macebearers were based on the team spending 80% of their time supporting the Bournemouth and Poole Charter Trustees, of which 60% of was allocated to the Charter Trustees for Bournemouth. Following consideration by the Democratic team the split for 2022/23 will be an equal 50:50 split across the two Charter Trustees. The impact of the decision reduces the

Staffing recharge from £89,200 (2021/22) to £78,843 (2022/23). Details of the charge are provided in Appendix B to this report.

9. A £100 budget for investment income remains, based on a forecast of the average interest rate that BCP Council achieves for its investments and applied to the average level of reserves the Charter Trustees will hold for 2022/23.
10. An additional recharge from BCP Council has been included for the use of the chauffeur vehicles which has been estimated at £2,000 per annum. This is calculated based on the cost of the vehicles, its expected useful life and a proportion split based on historic usage across the two Charter Trustees and the Chairman. It should be noted that in previous financial years usage of the vehicle had not been charged to the Charter Trustees.

Reserves

11. The table below summarises the projected reserves position for the Charter Trustees for Bournemouth as of 31 March 2022, and the recommendation is to not budget for any reserve movement during 2022/23.

Figure 1: Projected Reserves

	Forecast 2021/22 £	Proposed 2022/23 £
Opening Balance 1 April	(40,065)	(57,990)
Movement in Year	(17,925)	0
Closing Balance 31 March	(57,990)	(57,990)

Percentage of Proposed Precept 2022/23	39%	39%
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12. The projected level of reserves as at 31 March 2022, taking into account the in-year underspend due to covid-19, is £57,990. This represents 39% of the proposed precept for next year. The RFO would recommend a level to be held in reserves of 20% in order to provide for unforeseen expenditure.
13. Once the financial year has ended and the precise level of reserves achieved in 2021/22 is known, the Charter Trustees could decide how they wish to utilise any reserves in excess of the minimum recommended balance, for example supporting one off expenditure.

Tax Base 2022/23

14. The council tax requirement, or precept, that funds the budget is apportioned across the tax base to arrive at a charge per property. The tax base is the number of chargeable properties in the Charter Trustee area converted into Band D equivalents.
15. Usually, the expectation would be that the tax base increases year-on-year as new homes are built. However, the tax base for 2021/22 reduced significantly due to the effects of the pandemic which increased the costs of local council tax support and affected collection rates. Since then, the tax base position has improved increasing from 61,887.0 to 63,940.9.

16. The increase in the tax base of 2,053.9 Band D equivalent properties, or 3.3% of the tax base, has the effect of reducing the charge made to residents in the Charter Trustee area because there are more properties over which to spread the precept.

Council tax requirement and precept 2022/23

17. If the draft budget as set out in Appendix A is approved, it would result in the following precept and Band D charge.

	2021/22	2022/23	Decrease	%
Precept £	147,956	147,773	(183)	-0.1%
Tax Base	61,887.0	63,940.9		
Band D Charge £	2.39	2.31		

18. The council tax decrease of 3.3% equates to a decrease of £0.08 per annum on a Band D property.
19. Consideration was given to leave the Band D charge at the 2021/22 level of £2.39 and offset by a budgeted contribution to reserves but with the material change to staffing recharges set out in paragraph 8 it is recommended that this cost reduction can be passed on to residents. Potential cost pressures in the medium term are expected in the main to be offset with the assumption of further increases in the tax base as well as the use of reserves to deal with one off cost pressures.
20. It should be noted that the Charter Trustees are not subject to council tax referendum principles for 2022/23.

Summary of financial implications

21. As detailed in the report.

Summary of legal implications

22. The Charter Trustees must set their council tax requirement in accordance with the Local Government Finance Act 1992 and subsequent legislation.

Summary of human resources implications

23. None

Summary of sustainability impact

24. None

Summary of public health implications

25. None

Summary of equality implications

26. None

Summary of risk assessment

27. None

Background papers

None

Appendices

Appendix A – Charter Trustees of Bournemouth Proposed Budget 2022/23

Appendix B – Salary Recharges 2022/23

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The Charter Trustees of Bournemouth - Budget 2022/23



2021/22 Budget	2021/22 Forecast	Description of expenditure and income	2022/23 Budget
Expenditure			
Civic Budget			
12,000	2,000	Hospitality	12,000
4,500	3,500	Civic Regalia	4,500
100	0	Travel and Subsistence	100
200	0	Training & Conferences	200
2,000	500	Out of Pocket Expenses	2,000
500	0	Photography	500
300	150	Flowers	300
Civic Events			
3,500	1,000	Mayor-Making	3,500
10,000	10,000	Remembrance Sunday Parade & Service	10,000
2,000	0	Civic Service	2,000
200	0	Civic Awards	200
1,500	100	War Commemorations	1,500
500	500	Special Anniversarial Events	1,000
500	0	Other Events - Contingency	800
Premises			
17,350	15,350	Room & Premises rental	17,350
Staffing Recharges			
89,200	89,200	Salaries, LGPS Pensions & National Insurance	78,843
Administration and Running Costs			
200	100	Postage	200
50	50	Printing & Photocopying	50
300	100	Stationery	300
250	150	Subscriptions - Organisations	250
Supplies and Services			
500	100	Uniform and Clothing	500
600	600	Insurance	600
400	400	External Auditors	400
1,250	1,250	Internal audit	1,300
3,450	3,450	Accountancy	3,580
1,500	1,500	IT Provision	1,500
500	200	Telephone	200
200	100	Laundry (dry-cleaning of Parlour laundry, uniforms, robes)	200
Transport			
0	0	Use of Vehicles	2,000
2,000	250	Fuel	1,500
250	200	Vehicle Hire	500
250	0	Vehicle Maintenance & Repairs	0
156,050	130,750	Total Expenditure	147,873
Income & Reserves			
(147,956)	(147,956)	Council Tax Precept	(147,773)
(100)	(86)	Investment Income	(100)
(7,994)	17,925	Contribution to / (from) Reserves	0
0	(433)	VAT reimbursement	0
(156,050)	(130,550)	Total Income & Reserves	(147,873)
0	200	Net Position	0

Bournemouth Charter Trustee - Reserves

(40,065)	(40,065)	Opening Balance	(57,990)
7,994	(17,925)	In year movement	0
(32,071)	(57,990)	Closing Balance	(57,990)

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Salary Recharges 2022/23

Salary Element	Budget 2021/22	Budget 2022/23	Basis of Apportionment
Head of Democratic Services	2,500	2,148	5% of cost split 50% Charter Trustee of Bournemouth
Deputy Head of Democratic Services	4,400	3,877	10% of cost split 50% Charter Trustee of Bournemouth
Mayor's PA / Team Leader	18,400	16,152	80% of cost split 50% Charter Trustee of Bournemouth
Mayor's PA / Team Leader	18,400	16,152	80% of cost split 50% Charter Trustee of Bournemouth
Mace Bearer	16,000	14,286	80% of cost split 50% Charter Trustee of Bournemouth
Mace Bearer	16,000	14,111	80% of cost split 50% Charter Trustee of Bournemouth
Deputy Mace Bearer	13,500	12,118	80% of cost split 50% Charter Trustee of Bournemouth
Total Salary Costs	89,200	78,843	

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THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Update on Assets
Meeting date	24 January 2022
Status	Public Report
Executive summary	<p>Charter Trustees are advised of the following:</p> <ul style="list-style-type: none"> • To provide an update on the ownership of chess cups used for a chess competition supported by a previous Mayor of Bournemouth in 2008/09. • To consider a request from the Russell Cotes Art Gallery and Museum for the Mace and Badge donated by Merton and Annie Russell Cotes to be loaned to them for 'The Road to the Museum: 20 steps to the opening of Bournemouth's cultural gem exhibition' which is part of the Museum's Centenary Celebrations for 2022. • To consider the donation of two portraits of Basil and Mabel Beckett former Mayor and Mayoress of Bournemouth Borough Council. • To update the Charter Trustees on the annual verification of assets.
Recommendations	<p>It is RECOMMENDED that:</p> <p>(a) The return of the chess cups to Sir George Meyrick be noted and that the cups be removed from the Charter Trustees asset register.</p> <p>(b) The request for the loan of the Mace and Badge donated by Sir Merton and Lady Annie Russell Cotes in 1890 by the Russell Cotes Art Gallery and Museum for the 'Road to the Museum: 20 Steps to the opening of Bournemouth's Culture gem exhibition' be approved for up to 9 months subject to the Charter Trustees having access to the regalia as required for civic events and engagements during this period and all appropriate security and insurance cover being put in place by the Museum for the duration of the loan.</p> <p>(c) The Charter Trustees consider the donation of two portraits of Basil and Mabel Beckett former Mayor and Mayoress of Bournemouth Borough Council.</p>

	(d) The Charter Trustees consider the update on the annual verification of assets.
Reason for recommendations	To ensure appropriate management of the Charter Trustees assets in accordance with the provisions of the Financial Regulations.
Honorary Clerk	Graham Farrant
Report Authors	Karen Tompkins, Deputy Head of Democratic Services
Wards	Not applicable
Classification	For Decision

Background

1. The Charter Trustees are asked to consider the issues detailed below relating to its assets.

Chess Cups

2. The Charter Trustees had previously received a request from a member of the Bournemouth & District Chess League asking for the return of two chess cups as he was of the opinion that the cups had been donated to the League by Sir George Meyrick Snr in 2009. Charter Trustees have previously been advised that it had not been possible to establish any definitive proof of ownership as there were no records to show that the chess cups were donated to the former Bournemouth Borough Council.
3. The cups were purchased by Sir George Meyrick Snr in 2008/09 and this being the case technically, they belong to the family. Historically, Sir George Meyrick Snr had attended the prizegiving ceremony with the Mayor of Bournemouth to jointly present the chess cups to the winning schools, however, there have been no presentations since 2016.
4. Contact has been made with Sir George Meyrick and a response has been received indicating that as it is believed that the Chess League are looking to reinstate the competition without the Mayor's involvement, he has requested that the cups be returned to his family in order that the family can continue to present the winning trophies.
5. In light of the above the Charter Trustees are asked to note the position and that the cups will be removed from the Charter Trustees Asset Register.

Request to loan the Mace and Badge donated by Sir Merton and Lady Annie Russell Cotes in 1890 to the Russell-Cotes Art Gallery and Museum

6. The Russell Cotes Art Gallery and Museum has advised that the exhibition "The Road to the Museum: 20 steps to the opening of Bournemouth's cultural gem" is part of the Museum's centenary celebrations for 2022. The display focuses on Sir Merton's achievements and activities in the run up to the opening of East Cliff Hall to the general public in 1922, and Sir Merton's time as Mayor and his and Lady Annie

Russell Cotes gift of the mace and the badge is featured in the display. The Museum would welcome the opportunity to display these items in the couple's home to celebrate the 100th anniversary of their great acts of generosity to the people of Bournemouth and beyond.

7. In light of the above the Museum has requested the loan of the Mace and the Badge for the exhibition. It is proposed that the exhibition will run for approximately 8/9 months. However, it is acknowledged that the regalia would temporarily be removed from the exhibition if required for civic events and engagements.
8. The Charter Trustees are advised that the request would be subject to all appropriate security and insurance cover being put in place for the duration of the loan.

Donation of portraits of Basil and Mabel Beckett former Mayor and Mayoress of Bournemouth Borough Council to the Charter Trustees for Bournemouth

9. The Charter Trustees are advised that contact has been made by a member of the Beckett family offering to donate two portraits one of Basil Beckett and the other of Mabel Beckett who were the Mayor and Mayoress of Bournemouth Borough Council in 1969/70.
10. The Charter Trustees are asked to consider the request and if accepted the portraits will be displayed as appropriate and included on the Asset Register.

Annual verification of assets

11. The Charter Trustees will be updated at the meeting on the annual verification of assets in accordance with the recommendations from the Internal Auditors.

Summary of financial implications

12. The Charter Trustees are advised that any costs associated with the request to loan the Mace and Badge to the Russell Cotes Art Gallery and Museum will be funded by the Museum.

Summary of legal implications

13. There are no legal implications associated with this report.

Summary of human resources implications

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

Summary of sustainability impact

15. There is no sustainability impact associated with this report.

Summary of public health implications

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

Summary of equality implications

17. In respect of the request to loan the Mace and Badge to the Russell Cotes Art Gallery and Museum any equality issues will be considered in conjunction with the Museum. It is acknowledged that if the request is agreed there is an opportunity for

the regalia to be accessible to a wider audience as part of the centenary celebrations.

Summary of risk assessment

18. In respect of the request to loan the Mace and Badge to the Russell Cotes Art Gallery and Museum any risk assessment will be undertaken in conjunction with the Museum if the request is agreed.

Background papers

None.

Appendices

There are no appendices to this report.

THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Review of the Risk Register
Meeting date	24 January 2022
Status	Public Report
Executive summary	<p>At its meeting on 25 January 2021 the Charter Trustees considered the development of the risk register and agreed that the register as submitted be agreed and reviewed on a regular basis as appropriate.</p> <p>This report provides an opportunity to review the register attached as Appendix 1 to the report taking account of new and emerging risks.</p>
Recommendations	<p>It is RECOMMENDED that:</p> <p>the risk register, as attached at Appendix 1 to the report be reviewed, updated and approved subject to consideration of paragraph 3 below.</p>
Reason for recommendations	That in accordance with the decision of the Charter Trustees on 25 January 2021 and best practice the risk register should be reviewed on a regular basis and updated to take account of new and emerging risks.
Honorary Clerk	Graham Farrant
Report Authors	Karen Tompkins, Deputy Head of Democratic Services
Wards	Not applicable
Classification	For Decision

Background

1. The Risk Register was agreed by the Charter Trustees on 25 January 2021. The purpose of the report is to review the register as attached at Appendix 1 to the report.

2. The Charter Trustees are asked to consider any changes and updates required together with any new risks that need to be added to the register taking account of the operation of the Charter Trustees and how it has evolved since 1 April 2019.
3. Set out below are updates on the existing risks:
 - (a) **Historical and ceremonial assets – Loss of civic regalia** - next annual check to be undertaken shortly. Charter Trustees are asked to consider when the next full evaluation of assets should be undertaken.
 - (b) **Finance – Non-compliance with the financial regulations adopted by the Charter Trustees** – bespoke Financial Regulations for the Charter Trustees were adopted at its meeting on 25 January 2021.
 - (c) **Transmission of Covid 19 Infection – Exposure of Civic dignitaries and Civic team to the virus** – It is acknowledged that Covid 19 has impacted on the operation of the Charter Trustees since March 2020. As Government Guidance has been updated the Civic Team has adapted advice provided in respect of engagements to assess risks as the pandemic has evolved. In addition, this has included compliance with advice provided by BCP Council's Health and Safety Team.
 - (d) **Budgets – The Charter Trustees make decisions which are not financially viable** - budget workshops were held in December 2020 and 2021 in respect of the preparation of the budgets for 2021/22 and 2022/23. This included consideration of the implications for the precept prior to approval by the Charter Trustees. Budget Workshops will continue to be held on an annual basis.

Options Appraisal

4. Best practice indicates that the register should be reviewed on a regular basis. The Charter Trustees need to ensure that all risks have been reflected and appropriate mitigations included to manage the implications of any risks.

Summary of financial implications

5. Any financial implications associated with the mitigations put in place to manage the risks will be considered by the Charter Trustees and approved prior to implementation.

Summary of legal implications

6. There are no legal implications associated with this report.

Summary of human resources implications

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

Summary of sustainability impact

8. There is no sustainability impact associated with this report.

Summary of public health implications

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

Summary of equality implications

10. It should be acknowledged that one of the risks identified in the register is Equality and Diversity - Failure to comply with the Law. The mitigation identified is that in accordance with their role as BCP Councillors, the Charter Trustees will ensure compliance with the Equality & Diversity legislation as required of the BCP Council.

Summary of risk assessment

11. Any risk assessments required in respect of the mitigations identified within the register will be undertaken as appropriate.

Background papers

None.

Appendices

Appendix 1 – Risk Register

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Bournemouth Charter Trustee Risk Register

Activity	Risk Register		
Service Unit	Law and Governance		
Department	Civic Team		
Assessed By			
Assessment Date	2021	Date Review Due	2022

Likelihood x
Severity
=
Risk Rating

LIKELIHOOD

1 Rare
2 Unlikely
3 Likely
4 Certain

SEVERITY

1 Complete

2 On track

3 Some challenges, mitigation action in place

4 Serious challenge, remedial action in place

1

2

3

4

2

4

6

8

3

6

9

12

4

8

12

16



Reference

01

RISK RATING (Likelihood x Severity = Risk Rating)

1 – 2	Low	No further action necessary. Controls to be monitored to ensure that they remain suitable.
3 – 4	Medium	If likelihood is likely or certain, identify and implement further controls as soon as is practicable. In all cases controls to be monitored to ensure that they remain suitable.
6 – 9	High	If likelihood is likely or certain, identify and implement further controls without delay. In all cases controls to be monitored to ensure that they remain suitable.
12 - 16	Extreme	Activity must not proceed until further controls have been identified and implemented, to reduce risk rating to an acceptable level.

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Risk	Risk Cause	Risk Impact	Measures Put in Place	Gross Risk rating			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Rating		
				L	S	R				L	S	R
Historical and ceremonial assets	Loss of civic regalia	Loss of irreplaceable items	Asset Register with photos stored in a secure online folder, Insurance Policy, items securely stored	1	3	3	Management of assets including access and use, annual verification and insurance review	Completed	Deputy Head of Democratic Services	1	2	2
Historical and ceremonial assets	Damage to Civic Regalia	Damage to items	All assets stored appropriately when not in use. Appropriate cleaning/polishing methods to be applied. Gloves worn at all times when handling assets.	2	3	6	Review of the Insurance arrangements. Discourage Civic Dignitaries from self-removal of the Civic Regalia. Discourage members of the public from handling the Civic Regalia.	Ongoing	Deputy Head of Democratic Services	1	2	2

Risk	Risk Cause	Risk Impact	Measures Put in Place	Gross Risk rating			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Rating		
				L	S	R				L	S	R
Finance	Non-compliance with the financial regulations adopted by the Charter Trustees	Loss of financial revenue from the Charter Trustee accounts	The Charter Trustees have operated in accordance with the BCP Council Financial Regulations, and this will continue until such time as the Charter Trustees develop their own financial regulations. In addition, it is necessary to define the role of the budget signatories as recommended by the internal audit report.	2	1	2	Financial Regulations for the Charter Trustees and Role and Responsibilities of the Budget Signatories agreed	Completed	Deputy Head of Democratic Services Responsible Finance Officer	1	1	1
Civic Dignitary Personal Injury	Civic Dignitary sustains an injury whilst carrying out Civic Duties	Potential liability and claim against the Charter Trustees and reputational damage	In order to ensure the personal safety of Civic dignitaries at official engagements and events, all appropriate arrangements would be put in place with the event organisers in consultation with the Civic Team.	1	2	2	Ongoing overview of activities and insurance provisions	Ongoing	Deputy Head of Democratic Services	1	1	1
Transmission of Covid19 infection	Exposure of Civic dignitaries and Civic team to the virus	Increased risk of spreading the virus on a local basis.	In order to comply with current Government guidance all engagements will cease and alternative options such as undertaking	2	2	4	All civic activity subject to risk assessment to evaluate risk ensuring compliance with national guidance	Ongoing	Civic Team Leaders	2	2	4

Risk	Risk Cause	Risk Impact	Measures Put in Place	Gross Risk rating			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Rating		
				L	S	R				L	S	R
			engagements virtually are considered.									
Budgets	The Charter Trustees make decisions which are not financially viable	Budgets are excessive, causing superfluous cost to taxpayers, or insufficient meaning the Trustees cannot carry out their desired functions	The Charter Trustees are only required to meet twice a year plus the AGM. The other meetings are for the budget setting and projected out-turn.	2	2	4	Annual Charter Trustee Budget Workshop held	Ongoing	Deputy Head of Democratic Services / Responsible Financial Officer	1	2	2
Health & Safety	Lone working	Risk of injury/illness/ Death and/or intimidation.	None.	3	3	9	In accordance with their role as BCP Councillors, the Charter Trustees adopt the Health & Safety Policies of BCP Council	Ongoing	Deputy Head of Democratic Services	3	2	6
Equality & Diversity	Failure to comply with the Law.	Reputational damage.	None.	1	3	3	In accordance with their role as BCP Councillors, the Charter Trustees compliance with the Equality & Diversity legislation of BCP Council	Ongoing	Deputy Head of Democratic Services	1	1	1

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THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Queen's Jubilee Celebrations - Beacons
Meeting date	24 January 2022
Status	Public Report
Executive summary	<p>In 2022 there will be year long Platinum Jubilee celebrations throughout the UK, the Commonwealth and around the world as communities come together to celebrate The Queen's historic reign.</p> <p>There will be series of Beacon Lighting events across the country on the evening of Thursday 2 June. The Council's Corporate Management Board proposed that the option of holding a beacon lighting event be given to the charter trustees of Bournemouth.</p>
Recommendations	<p>It is RECOMMENDED that:</p> <p>The Charter Trustees consider whether they wish to take up the opportunity of holding a Beacon lighting event for the Queen's Platinum Jubilee as part of the national beacon lighting event on 2 June 2022. The provision of the beacon would need to be funded by the Charter Trustees but with organisational support from BCP Council</p>
Reason for recommendations	The Council's Corporate Management Board (CMB) wish to support the national programme of events for the Jubilee

Portfolio Holder(s):	Councillor Beverley Dunlop
Corporate Director	Chris Saunders
Report Authors	Jon Weaver
Wards	Not applicable
Classification	Decision

Background

1. There will be year-long Platinum Jubilee celebrations throughout the UK, the Commonwealth and around the world as communities come together to celebrate The Queen's historic reign. In 2022, Her Majesty the Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on 6 February 1952 at the age of 25.

Throughout the year, Her Majesty and members of the Royal Family will travel around the country to undertake a variety of engagements to mark this historic occasion culminating with the focal point of the Platinum Jubilee Weekend in June. An extended bank holiday, from Thursday 2 to Sunday 5 June 2022, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone.

The four days of celebrations will include public events and community activities, as well as national moments of reflection on The Queen's 70 years of service.

On Thursday 2 June the United Kingdom's long tradition of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons will be continued to mark the Platinum Jubilee.

There will be series of Beacon Lighting events across the country on the evening of Thursday 2 June. CMB proposed that the option of holding a beacon lighting event be given to the charter trustees of Bournemouth and Poole and the Town Council of Christchurch. Applications and management would still be through the events team (if on BCP Council land) and the events team can assist in some of the organisation.

Historically, beacon lighting events in the BCP area have not attracted large audiences and would require the support of the local community to be on board and be a part of the national event. Alternatively, it is recommended that the Charter Trustees consider holding a beacon lighting event as part of a wider event, possibly one that is already planned, rather than as a standalone but it may be that it would not be part of the wider celebrations on 2 June.

Options Appraisal

2. N/A

Summary of financial implications

3. The estimated cost of purchasing a beacon for the Bournemouth area would be around £500 and this cost would need to be met by the Charter Trustees.

Summary of legal implications

4. None anticipated

Summary of human resources implications

5. None anticipated

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