

# Notice of The Charter Trustees for Bournemouth



Date: Monday, 24 October 2022 at 6.00 pm

Venue: Council Chamber, BCP Civic Centre, Bournemouth BH2 6DY

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## Membership:

### Mayor:

Cllr R Lawton

### Deputy Mayor:

Cllr D Kelsey

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 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

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All Members of the The Charter Trustees for Bournemouth are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to view the live stream of this meeting at the following link:

<https://democracy.bcpccouncil.gov.uk/ieListDocuments.aspx?MIId=5432>

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

Press enquiries should be directed to the Press Office: by email at [press.office@bcpcouncil.gov.uk](mailto:press.office@bcpcouncil.gov.uk)

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

GRAHAM FARRANT  
HONORARY CLERK TO THE CHARTER TRUSTEES

14 October 2022



## 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](mailto: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 - 10

To confirm the minutes of the meeting held on 23 June 2022 and to consider any matters arising.

**4. Charter Mayor's Report**

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

**5. Report of the Civic Working Group**

11 - 16

This report summarises the issues discussed at the first Civic Working Group as established at the previous meeting of the Charter Trustees and seeks support for any recommendations arising.

**6. Finance Update September 2022**

17 - 20

The forecast for the 2022/23 financial year is that the Charter Trustees of Bournemouth will underspend against the budget set. This is due to spend to date and planned activity for the rest of the year being lower than originally envisaged. The forecast underspend for the year is £13,090.

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.

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## THE CHARTER TRUSTEES FOR BOURNEMOUTH

Minutes of the Meeting held on 23 June 2022 at 6.00 pm

Present:-

Cllr R Lawton – Mayor

Cllr D Kelsey – Deputy Mayor

Present: Cllr M Anderson, Cllr S C Anderson, Cllr S Bartlett, Cllr J Beesley, Cllr D Borthwick, Cllr P Broadhead, Cllr D Brown, Cllr R Burton, Cllr E Coope, Cllr M Davies, Cllr B Dunlop, Cllr J Edwards, Cllr A Filer, Cllr C Johnson, Cllr T Johnson, Cllr J Kelly, Cllr S Phillips, Cllr K Rampton and Cllr L Williams

### 9. Apologies

Apologies were received from Cllrs H Allen, M Andrews, S Bull, B Dove, G Farquhar, D Farr, N Greene, M Haines, N Hedges, M Iyengar, A Jones, L Lewis, D Mellor, L Northover, C Rigby, R Rocca and K Wilson.

Susan Zeiss was in attendance on behalf of Graham Farrant, Honorary Clerk who had submitted his apologies for the meeting.

### 10. Declarations of Interests

Susan Zeiss reported that no declarations of interest had been received for this meeting.

### 11. Confirmation of Minutes and matters arising

The minutes of the meetings held on 24 January 2022 and 27 May 2022 were confirmed as a correct record.

### 12. Charter Mayor's Report

The Mayor reported on his activities since his election as Charter Mayor for Bournemouth on 27 May 2022.

The Mayor highlighted how much respect people have for the office of Mayor and informed Charter Trustees of the wide variety of engagements he had undertaken including the following:

- Attendance at a number of engagements during the Jubilee weekend including the lighting of the beacon and the fireworks display.
- A visit to the Rehab Centre in Braidley Road where people were treated for addictions. He highlighted how people had responded to their addictions and got their lives back on track.
- A visit to the Crumbs Project who provide support to disadvantaged adults.

The Mayor highlighted how much he was enjoying holding the office of Bournemouth Mayor.

13. Charter Trustees 2021-22 Internal Audit Report

The Responsible Financial Officer – RFO, Matthew Filmer presented the Annual Internal Audit report, a copy of which had been circulated to each Trustee and a copy of which appears as Appendix ‘A’ to these minutes in the Minute Book.

The RFO reported that this was one of two reports which would lead to the signing of the Annual Governance and Accountability Return (AGAR). The Charter Trustees were informed that the Internal Audit Report focused on a number of key governance areas which were linked to the objectives of the AGAR form and the summary of those results were set out on page 15 of the agenda pack which was then reflected in the AGAR. On page 16 in the pack was a summary of the audit findings for the internal audit. The RFO highlighted some of the key findings a number of which related to the Financial Regulations and expenditure which had mostly been dealt with. The RFO referred to the insurance arrangements which were currently operating under contingency arrangements with BCP Council’s insurance premium. He highlighted that there was a risk that potentially that arrangement could stop so work was ongoing to obtain insurance cover for the Charter Trustees in their own right. The RFO reported that Officers were working with the Council’s insurance team to progress this issue and a report would be submitted to the Charter Trustees in October 2022 to provide assurance that steps had been taken.

Charter Trustees were advised of another issue flagged by Internal Audit which was the ability for the Charter Trustees to demonstrate value for money in terms of expenditure. The RFO highlighted that the Charter Trustees were a public organisation and publicly funded so it was necessary to set out how funds were spent and demonstrate how value for money was achieved. The RFO reported that a report would be submitted to the Charter Trustees on proposed amendments to the Financial Regulations to address this issue.

Mr Filmer referred to the remit of the Charter Trustees which was reflected in the handbook and stated, “that the Trust ensures the continuation of the civic historic and ceremonial traditions of the former Borough”. He explained that the Internal Auditors felt this was not potentially open enough to deal with new events that the Charter Trustees may wish to arrange. It was therefore proposed that the following wording was added “and new events which are not inconsistent with those traditions”. Councillor Phillips asked for clarification on the type of events. Councillor Broadhead supported the proposed change and suggested that the new wording includes “and activities”.

**RESOLVED that the 2021-22 Internal Audit report be received and adopted subject to the following amended additional wording on the remit of the Charter Trustees being included in the Handbook.**

**“and new events and activities which are not inconsistent with those traditions”.**

Voting – Unanimous

14. Budget Outturn Report 2021-22

Matt Filmer, Responsible Financial Officer – RFO presented a report on the budget outturn for 2021-22, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The RFO reported that this report feeds into the AGAR. He explained that Appendix 1 attached to the report sets out the detailed expenditure and income with an overall underspend against the approved budgets of £26,878 which was principally due to the pandemic. The underspend had been added to the opening reserves position of £40,065 to give total reserves carried forward of £66,943 as at 31 March 2022. The RFO reported that this represented 45% of the total 2022-23 precept. He emphasised that the reserves were fairly high and could be used for additional activities or to offset future precept demands.

Councillor Broadhead referred to the level of reserves that the Charter Trustees now hold compared to what was an acceptable level. He suggested that in light of the difficulties everyone was facing in respect of the cost of living further discussions would be appropriate when looking at the budget for 2023-24 on whether the Charter Trustees wish to decrease the precept. The Deputy Head of Democratic Services reported that the internal audit report highlighted the need for a policy on the future use of reserves.

Councillor Brown indicated that he hoped that this year the activities that the Charter Trustees were able to undertake would increase to warrant the precept that had been levied

**RESOLVED that The Charter Trustees note the budget outturn position for 2021/22.**

Voting: Unanimous

15. Annual Governance Statement 2021-22

The Charter Trustees considered the Annual Governance Statement set out in section 1 of the AGAR return which had been circulated to each Trustee and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

The RFO reported that the statement needed to be signed off by the Honorary Clerk and the Chairman in order to comply with the statutory deadline of 30 June 2022. Charter Trustees were informed that the AGAR

was published on the Charter Trustees website where it was open for public inspection for 10 working days and subsequently externally audited. The RFO reported that the Annual Governance Statement reflected what had been set out in the internal audit report as the Internal Auditors work to the control objectives of the AGAR. The Charter Trustees were advised that although the internal auditors highlighted a number of issues they were not deemed to be substantial enough to change the annual governance conclusion.

**RESOLVED that the Charter Trustees approve the Annual Governance Statement for 2021/22.**

Voting – Unanimous.

16. Statement of Accounts for 2021-22

The RFO presented the Statement of Accounts for 2021-22 as set out in the AGAR which draws upon the Outturn Report previously presented. He explained that the only figure which was not in the Outturn report was the valuation of the assets which was subject to a refresh every five years.

**RESOLVED that the Statement of Accounts for 2021-22 be approved.**

Voting – Unanimous.

17. Protocol for Display of Mayoral Portraits

The Charter Trustees were advised that it was proposed to put in place a protocol for the display of Mayoral Portraits. The purpose of this item was to introduce the issue for initial discussions with the view of preparing a protocol. The Deputy Head of Democratic Services reported that this was one of a number of operational issues that the Charter Trustees may need to consider.

The Mayor explained that it had been a difficult three years which had impacted on the activities of the Mayoralty. He proposed the establishment of a Civic Working Group to look at all of the outstanding operational issues. The Deputy Mayor, Councillor Kelsey in seconding the proposal expanded on the issues that needed to be considered including a flag for the Charter Trustees, the display of portraits, the updating of the Mayoral Chains and the inclusion of names on the relevant honour boards. He explained that the Working Group would consider these issues and submit recommendations to the Charter Trustees for consideration.

The Mayor suggested that the membership of the Working Group as follows:

- The Mayor – Councillor Bob Lawton
- The Deputy Mayor – Councillor David Kelsey
- Budget Signatories – Councillors Lawrence Williams and Malcolm Davies



- Councillor John Beesley
- Councillor Anne Filer

He explained that if additional skills were required the relevant Charter Trustees/Officers would be invited to the Working Group.

Councillor Phillips reported for the record that there was a portrait in the building in storage. Councillor Mark Anderson asked if the protocols used by Bournemouth Borough Council were available and could be used as a starting position. The Mayor confirmed that was the intention as they would provide a good baseline. Councillor Filer highlighted that it was an opportunity to set the arrangements for the future. Councillor Brown referred to the approach being taken by Poole in establishing a Civic Working Group and in doing so identified the membership and frequency of meetings.

**RESOLVED that the establishment of a Civic Working Group as detailed above be approved.**

The Mayor presented the Past Mayor's and Past Mayor's Consort's badges to Councillor David Kelsey and Richard Rumble and took the opportunity to thank them for their service during their Mayoral year.

Councillor Filer on behalf of the Charter Trustees paid tribute to Karen Tompkins, Deputy Head of Democratic Services who would be retiring after 36 years service in local government.

The meeting ended at 6.36 pm

MAYOR

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# THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	<b>Report of the Civic Working Group</b>
Meeting date	24 October 2022
Status	Public Report
Executive summary	This report summarises the issues discussed at the first Civic Working Group as established at the previous meeting of the Charter Trustees and seeks support for any recommendations arising.
<b>Recommendations</b>	<p><b>It is RECOMMENDED that:</b></p> <ul style="list-style-type: none"> <li><b>(a) no additional portraits be hung in the Mayor's Parlour in accordance with Bournemouth's history and tradition;</b></li> <li><b>(b) the former Bournemouth Borough Council yellow and blue flag be adopted as the Charter Trustees' Civic Flag and that it be flown on the following occasions:-</b> <ul style="list-style-type: none"> <li><b>• formal meetings of the Charter Trustees including Mayor Making;</b></li> <li><b>• civic services;</b></li> <li><b>• at half-mast on the day of the funeral of a former Bournemouth Mayor, subject to the BCP Council Flag Flying Policy;</b></li> </ul> </li> <li><b>(c) the Charter Trustees support the establishment of a meeting between the Civic Parties of both Bournemouth and Poole to agree a new engagements matrix for reporting to the Charter Trustees/BCP Councillors to agree.</b></li> </ul>
Reason for recommendations	To seek support of the Charter Trustees for the recommendations arising from the Civic Working Group.
Report Authors	Richard Jones (Head of Democratic Services)
Classification	For Decision

## **Background**

1. At the meeting held on 23 June 2022, the Charter Trustees established a Civic Working Group with the following membership:
  - The Mayor (Councillor Lawton)
  - The Deputy Mayor (Councillor Kelsey)
  - Budget Signatories (Councillors Williams and Davies)
  - Councillor Beesley
  - Councillor Filer
2. In addition, further Charter Trustees and Officers would be invited to the Working Group where additional skills or knowledge would be advantageous.
3. The inaugural meeting of the Working Group was convened on 6 September 2022. In addition to the above membership, Councillor Dunlop and officers from the Civic Team attended the meeting.

## **Purpose of the Civic Working Group**

4. The establishment of the Civic Working Group provided an opportunity for earlier discussion of relevant matters and to allow members of the Charter Trustees to shape proposals for submission and consideration at the full Charter Trustee body. Meetings of the Civic Working Group would be scheduled quarterly.
5. The remainder of this paper draws upon those matters discussed and includes, where appropriate, a recommendation for determination.

## **Display of Past Mayor Photographs**

6. The Working Group discussed the on-going preservation of the photographs of all Bournemouth Past Mayors on display on the ground floor corridor outside the Mayor's Parlour as well as the content and historic importance of those contained within the Mayor's Parlour.
7. For avoidance of doubt, the Civic Working Group was reminded that the historic building had transferred to BCP Council on 1 April 2019 and that the Mayor and Mayoress' Parlours had been allocated for use by the Charter Trustees. The remaining rooms and corridors therefore fell within the remit of BCP Council.
8. It was considered that the photographs on display in the corridor were part of the Town's history and should therefore remain in situ, although it was recognised that space was limited. The Working Group was further advised that the paintings in the Mayor's Parlour were of historic importance, including those Mayors who had served three or more Terms of Office, and Bessie Bicknell's portrait as the first female Mayor.
9. Two recent Mayors (Councillors Borthwick & Phillips) had decided to donate their portraits with the former hung in the Parlour and the latter awaiting fixing. On a previous occasion in the 1960's, a Mayor requested his painting to be displayed in the Parlour, however, this was not permitted and it was subsequently hung in the Willows Room.
10. Various issues were discussed in relation to the portraits including:
  - a. The desire to maintain the Mayoral Gallery but replacing the older Mayoral photos in the ground floor corridor with photos of the new Mayors

- b. The desire to maintain the Mayoral Gallery as it is but photos of the Charter Trustee Mayors being displayed elsewhere, e.g., the Mayoress' Parlour
  - c. Maintaining the historic integrity of the Mayor's Parlour, with the two smaller portraits of Councillors Borthwick & Phillips, being removed
  - d. The desire to keep the additional framed photos in the ground floor corridor (Historic Councils, etc) as part of recording important occasions.
11. Whilst it was conceded that Cllr Borthwick was the last Mayor of Bournemouth Borough Council and the first Mayor of the Bournemouth Charter Trustees, the Working Group considered that these two portraits should not be displayed in the Mayor's Parlour. If they were to be placed on display, it was considered that another room used by the Charter Trustees, such as the Mayoress' Parlour, would be appropriate. It was agreed that the Mayor and Cllr Dunlop would speak to Cllrs Borthwick & Phillips about their portraits being displayed in the Mayoress' Parlour ahead of the Charter Trustees meeting in October.

#### **RECOMMENDATION**

12. **It is RECOMMENDED that no additional portraits be hung in the Mayor's Parlour in accordance with Bournemouth's history and tradition.**

#### **Civic Flag**

13. The Civic Working Group discussed the potential adoption of a flag for the Charter Trustees. The Deputy Mayor suggested the adoption of the yellow and blue flag previously used to signal the former Bournemouth Borough Council meetings, and this was supported.
14. The Working Group noted that there was only a single flag-pole outside the Civic Centre which could potentially restrict the flying of the Charter Trustees flag if the relevant date conflicted with the other flag flying protocols or national commemorations.

#### **RECOMMENDATION**

15. **It is RECOMMENDED that the former Bournemouth Borough Council yellow and blue flag be adopted as the Charter Trustees' Civic Flag and that it be flown on the following occasions:-**
- **formal meetings of the Charter Trustees including Mayor Making;**
  - **civic services;**
  - **at half-mast on the day of the funeral of a former Bournemouth Mayor, subject to the BCP Council Flag Flying Policy.**

#### **Civic Engagements Matrix**

16. The Civic Working Group received a copy of the current engagement matrix which was adopted by the Shadow Cabinet in 2019. The matrix, which is published on the Council's web site, sets out the roles of the Chairman of BCP Council and the Charter Mayors. The BCP Chairman is a statutory role and commands the position

as First Citizen for the whole of the BCP Council area, second only to HM The King or his representative, a position which must be respected. The two respective Charter Mayors being equivalent to other of Town Mayors and Chairmen of Parish Councils.

17. Although it was acknowledged that the Chairman of BCP Council was the first citizen, the Working Group considered that the matrix needed an overhaul. The presence of the Mayor, with the chain of office and, where appropriate, robes, was considered to raise the gravitas for visitors, investors, VIP's, and other guests to events.
18. The Working Group was advised the office of Chairman was relatively new, and it was important to promote each of the respective roles within the area.

### **RECOMMENDATION**

19. **It is RECOMMENDED that the Charter Trustees support the establishment of a meeting between the Civic Parties of both Bournemouth and Poole to agree a new engagements matrix for reporting to the Charter Trustees/BCP Councillors to agree.**

### **New links for the Mayoral Chain**

20. The Civic Working Group was advised that prior to the formation of the Charter Trustees, it had been recommended that a new row of links be added to the back of Mayor's Chains of Office as a number of Past Mayors names needed to be added. The additional row of links would further help to counter-balance the weight of the badge of office. Shortly before the pandemic, quotes for a new row of 5 oval links and 4 rose links, were obtained.
21. It was acknowledged that the quotes would require revision and the Working Group requested that updated quotes be obtained, with the potential for additional rows of links, with the revised quotes being brought to the next meeting of the Civic Working Group for consideration.

### **Summary of financial implications**

22. There are no financial implications arising from this report and the recommendations before the Charter Trustees.

### **Summary of legal implications**

23. The roles and responsibilities of the Charter Trustees is defined in legislation, standing orders and the handbook. The issues raised in this report are in accordance with these provisions.

### **Summary of human resources implications**

24. There are no human resource implications arising from this report.

### **Summary of sustainability impact**

25. There are no sustainability implications arising from this report.

**Summary of public health implications**

26. There are no public health implications arising from this report.

**Summary of equality implications**

27. There are no equality implications arising from this report.

**Summary of risk assessment**

28. The Charter Trustees maintain a separate risk register which is reviewed annually by the Charter Trustees as a body. Any implications arising from decisions of the Charter Trustees which may have an impact on the register will be updated accordingly.

**Background papers**

None

**Appendices**

There are no appendices to this report.

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# THE CHARTER TRUSTEES OF BOURNEMOUTH



Report subject	Finance Update September 2022
Meeting date	22 October 2022
Status	Public
Executive summary	The forecast for the 2022/23 financial year is that the Charter Trustees of Bournemouth will underspend against the budget set. This is due to spend to date and planned activity for the rest of the year being lower than originally envisaged. The forecast underspend for the year is £13,090.
Recommendations	<b>It is RECOMMENDED that:</b>  <b>The Charter Trustees note the in-year budget position for 2022/23, note the completion of the external audit and other finance updates set out in the report.</b>
Reason for recommendations	To inform the Charter Trustees of the budget position for the current financial year
Report Authors	Matthew Filmer, Assistant Chief Financial Officer BCP Council
Classification	For Decision

## Background

1. The Charter Trustees of Bournemouth approved the 2022/23 budget at their meeting of 24 January 2022. Agreed total expenditure was £147,873 which will be funded from the council tax precept of £147,773.
2. Appendix A of this report provides a detailed breakdown of the agreed budgets and the latest financial forecast for 2022/23 against budget headings. The current forecast is that budgets will be underspent at the year-end because of spend to date and planned activity for the rest of year will be less than previously expected. This will create a forecast underspend of £13,090.
3. The reserves of the Charter Trustee of Bournemouth are forecasted to increase to a closing position of £71,080.

## External Audit

4. At the meeting of the 23 June 2022 the Charter Trustees approved the Annual Governance Statement and Accountability Return which includes the statement

of accounts 2021/22. Following an external audit by PKF Littlejohn LLP the accounts were certified on 30 September 2022 and both the final submission and audit certificate can be found on the Charter Trustees website.

### **Budget Workshop**

5. In January 2023 the Charter Trustees will meet to set the 2023/24 budget and agree the council tax precept to fund it.
6. To facilitate the budget setting process for next year it is recommended that, like last year, a budget workshop is held in November 2022. 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 2023/24;
  - 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 Bournemouth;
  - 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 finance Implications**

7. As detailed in the report.

### **Summary of legal Implications**

8. None

### **Summary of human resources implications**

9. None

### **Summary of sustainability impact**

10. None

### **Summary of equality impact**

11. None

### **Summary of risk impact**

12. The monitoring of the in-year budget position and early engagement on the 2022/23 budget setting process minimise the risks that budgets are insufficient to meet expenditure, or that in-year overspends occur.

### **Background papers**

Budget and Precept 2022/23 – Published Works, Charter Trustees of Bournemouth meeting 24 January 2022

Budget Outturn Report 2021/22 – Published works, Charter Trustees of Bournemouth meeting 23 June 2022

### **Appendices**

Appendix A – September Budget Forecast

## The Charter Trustees of Bournemouth - Budget Monitoring September 2022



Description of expenditure and income	2022/23 Budget	2022/23 Forecast
<b>Expenditure</b>		
<b>Civic Budget</b>		
Hospitality	12,000	3,000
Civic Regalia	4,500	3,300
Travel and Subsistence	100	100
Training & Conferences	200	200
Out of Pocket Expenses	2,000	500
Photography	500	500
Flowers	300	300
<b>Civic Events</b>		
Mayor-Making	3,500	1,500
Remembrance Sunday Parade & Service	10,000	10,000
Civic Service	2,000	2,000
Civic Awards	200	200
War Commemorations	1,500	100
Special Anniverserial Events	1,000	5,460
Other Events - Contingency	800	800
<b>Premises</b>		
Room & Premises rental	17,350	17,350
<b>Staffing Recharges</b>		
Salaries, LGPS Pensions & National Insurance	78,843	78,843
Casual Staff	0	TBC
<b>Administration and Running Costs</b>		
Postage	200	100
Printing & Photocopying	50	50
Stationery	300	100
Subscriptions - Organisations	250	150
<b>Supplies and Services</b>		
Uniform and Clothing	500	200
Insurance	600	600
External Auditors	400	400
Internal audit	1,300	1,300
Accountancy	3,580	3,580
IT Provision	1,500	1,500
Telephone	200	50
Laundry (dry-cleaning of Parlour laundry, uniforms, robes)	200	200
<b>Transport</b>		
Use of Vehicles	2,000	2,000
Fuel	1,500	500
Vehicle Hire	500	250
<b>Total Expenditure</b>	<b>147,873</b>	<b>135,133</b>
<b>Income &amp; Reserves</b>		
Council Tax Precept	(147,773)	(147,773)
Investment Income	(100)	(450)
Contribution to / (from) Reserves	0	13,090
<b>Total Income &amp; Reserves</b>	<b>(147,873)</b>	<b>(135,133)</b>
<b>Net Position</b>	<b>0</b>	<b>0</b>

### Bournemouth Charter Trustee - Reserves

<b>Opening Balance</b>	<b>(57,990)</b>	<b>(57,990)</b>
In year movement	0	(13,090)
<b>Closing Balance</b>	<b>(57,990)</b>	<b>(71,080)</b>

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