

Notice of The Charter Trustees for Poole



Date: Wednesday, 26 October 2022 at 5.00 pm

Venue: Drawing Room, Upton House, Upton Country Park, Poole Road,
Upton BH17 7BJ

Membership:

Mayor:

Cllr T Trent

Deputy Mayor:

Cllr J Bagwell

Sheriff:

Cllr M F Brooke

Cllr M Le Poidevin
Cllr M Andrews
Cllr S Baron
Cllr J Beesley
Cllr P Broadhead
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=5435>

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

Press enquiries should be directed to the Press Office by email 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

18 October 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 requested to declare any interests on items included in this agenda. Please refer to the workflow on the preceding page for guidance.

Declarations received will be reported at the meeting.

3. Confirmation of Minutes and matters arising

5 - 14

To confirm the minutes of the meeting held on 22 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

15 - 18

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. Selection of the Charter Mayor, Deputy Mayor and Sheriff

The Charter Trustee's Handbook details the procedure for the receipt of nominations and for the election to the respective offices of Mayor, Deputy Mayor and Sheriff. The Civic Working Group requested that the provisional timetable for the nomination and election of Sheriff for 2023/24 be set out on this agenda.

Action	Date
Invitation for nominations for office of Sheriff	17 November 2022
Deadline for the receipt of nominations	9 November 2022 (12 noon)
Deadline to withdraw nomination	14 December 2022
Ballot Period	15 December 2022 to 12 January 2023
Agenda publication	17 January 2023
Charter Trustee Meeting	25 January 2023

7. Finance Update September 2022

19 - 22

The forecast for the 2022/23 financial year is that the Charter Trustees of Poole 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 position is to draw down £7,515 less in reserves than originally budgeted for.

8. Accommodation Review - Update

Verbal
Report

The Charter Trustees to receive an update on the future use and availability of the Civic Centre in Poole and in particular the accommodation used by the Mayoralty and meetings.

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 22 June 2022 at 5.00 pm

Present:-

Cllr T Trent – Mayor

Cllr J Bagwell – Deputy Mayor

Present: Cllr M Andrews, Cllr D Brown, Cllr R Burton, Cllr D Butler, Cllr D Butt, Cllr J J Butt, Cllr M Earl, Cllr L-J Evans, Cllr A Hadley, Cllr M Le Poidevin, Cllr T O'Neill, Cllr Dr F Rice, Cllr A M Stribley and Cllr M White

11. Apologies

Apologies were received from Cllrs S Baron, J Beesley, M Brooke, B Dion, N Greene, M Haines, M Howell, M Iyengar, T Johnson, D Mellor, P Miles, S Moore, K Rampton, M Robson and V Slade.

12. Declarations of Interest

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

13. Confirmation of Minutes and matters arising

The minutes of the meetings held on 26 January 2022 and 20 May 2022 were confirmed as a correct record.

Voting – Agreed

14. Charter Mayor's Report

The Mayor reported on his activities since his election as Charter Mayor for Poole on 20 May 2022. He reported that he had undertaken a wide variety of engagements which included:

- Laying a wreath at a memorial to Stephen Ford, a Poole lad who tragically lost his life on board HMS Ardent in the Falklands conflict 40 years ago.
- The opening of an exhibition at Poole Museum, one of four exhibitions, celebrating the life of author Thomas Hardy the theme of which was love.
- Dedication of a flag at Christchurch Priory
- Opening of a garden at Heatherlands School.
- Celebrations during the Jubilee weekend including the lighting of the Poole Beacon at Sandbanks.
- Laying of wreaths for those who put their lives at risk on D Day and the Falklands.
- Presentation of a book for children written by a local author at Rossmore Library.
- Relaunch of the Harry Paye Day event on Poole Quay.

15. 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.

Mr Filmer 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 areas on the governance of the Charter Trustees which were linked to the objectives of the AGAR form and the summary of those results were set out on page 17 of the agenda pack which was then reflected in the AGAR. On page 18 in the agenda pack was a summary of the audit findings for the internal audit. The RFO highlighted some of the key findings including the asset verification exercise, which was a high priority area. He explained that each year an asset verification needed to be undertaken to confirm that all the civic regalia was consistent with the asset register and was a key control. The Charter Trustees were advised that due to the closure of the Poole Civic Centre it was proposed that the verification would be undertaken in June to coincide with the move out of the Poole Civic Centre.

The RFO referred to the Financial Regulations and expenditure and confirmed that most issues highlighted had been dealt with and actioned with one area that would be brought back to the Charter Trustees regarding achieving value for money and how that can be demonstrated. Mr Filmer highlighted that as a public entity and publicly funded it was necessary to put steps in place to demonstrate value for money for the Charter Trustees expenditure.

Mr Filmer also referred to the remit of the Charter Trustees which was reflected in the handbook which 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 within the handbook that the following wording was added “and new events which are not inconsistent with those traditions.” Councillor Judes Butt asked if the proposed additional wording could be positive and amended to read “and new events which are consistent with those traditions.”

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

Voting – Unanimous

16. 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 explained that the figures in the report fed into the accounting section of the AGAR. The Charter Trustees was advised that throughout 2021/22, the Charter Trustees of Poole underspent against their approved budget by £31,734. The RFO explained that the activities of the Charter Trustees had been hampered by the pandemic. The underspend plus the budgeted contribution to reserves of £1,420 had been added to reserves. The RFO reported that the detail of the outturn was set out at Appendix A to the report. He explained that the Charter Trustees started the year with just over £85,000 reserves with total reserves carried forward of just over £118,000 as at 31 March 2022. The Charter Trustees were advised that the level of reserves accounted for 85% of the overall precept for 2022/23 which the RFO explained was high and consideration would be given to how the reserves could be used for one-off activities but also support the budget going forward. Officers responded to questions on the detail of the outturn position.

Councillor Judes Butt referred to the previous arrangements whereby badges were presented to the past Mayor, past Deputy Mayor and past Sheriff she reported that she did not know why the provision of past Sheriff's badges had stopped. She suggested in view of the reserves position that the arrangement of presenting a past Sheriff's badge be reintroduced. Councillor Judes Butt requested that a past Sheriff's badge be offered to previous Sheriffs in Poole who had not received them. The proposal was seconded by Councillor Daniel Butt.

Councillor Hadley asked in view of the budget position was it necessary to take such a high precept the following year. The RFO explained that the Charter Trustees had a choice similar to what was undertaken this year where some of the reserves were used to freeze the precept the same approach could be adopted for 2023/24 where reserves could be used to reduce the precept. He highlighted that this would be one-off funding so it would be necessary to consider the impact going forward. The Charter Trustees were reminded that there would be a budget workshop to address some of the issues that had been raised and the direction of travel which would aid discussions on the precepting arrangements for the next financial year.

Councillor Judes Butt reminded Charter Trustees of the purpose of her proposal relating to the past Sheriff's badge. The Deputy Head of Democratic Services reported that research could be undertaken on the cost of the past Sheriff's badges and reported to the Charter Trustees. Councillor Earl supported the principle but before commitment wanted to know the cost implications. Councillor Stribley indicated that she sympathised with the proposal whilst explaining the decision was taken to

stop presenting the badge on financial grounds largely because the Sheriff almost always goes on to be Mayor and the mayoral badge takes precedence and was generally worn on other public occasions. Councillor Le Poidevin reported that it would be appropriate to give a Sheriff who does not become Mayor for any reason a past Sheriff's badge but emphasised that she did not see the point of a past Sheriff's badge if the individual becomes Mayor as they would receive a past Mayor's badge. In particular she reported that that it was not necessary to have a past Deputy Mayor's badge as the individual would already have received the past Mayor's badge. The Mayor suggested that this was an issue that the proposed Working Group could look at. He highlighted the last budget workshop and the need for follow up on the issues raised whilst suggesting that the workshop should be held earlier in the process. The Charter Trustees were informed that the cost of the past Sheriff and past sheriff's lady or escort's badges was in the region of £1800. The Civic Team Leader, Carolyn Suter reported that the past Sheriff's badges stopped just after Peter Adams became Sheriff and was part of the Democratic Services budget savings. The Charter Trustees were informed that the past Sheriff's badge would be worn once at the Sheriff's Convention. Councillor Jude Butt reported that she had undertaken research and all the past sheriffs in the Country received a badge or some form of recognition. The Mayor as previously mentioned suggested that the matter be referred to the Working Group.

In response to a question Charter Trustees were advised of the proposal relating to the setting up of a Civic Working Group. The Deputy Mayor commented on the need to have the relevant officers in attendance at the Working Group to provide the necessary advice and guidance.

Councillor Earl referred to the use of reserves and the various options highlighting that when the issue was first raised there was discussion about arranging an event and suggested having a sub-group of Charter Trustees to look at the civic calendar with a budget to decide what events the civic party and the wider Charter Trustees should take part in, fund and organise.

RESOLVED that the

- (a) Charter Trustees note the budget outturn position for 2021/22.**
- (b) proposal for the introduction of the past Sheriff's badge be considered by the proposed Working Group.**
- (c) suggestion set out above on the use of reserves be considered as appropriate.**

Voting - Unanimous

17. 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 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.

Councillor Hadley referred to the internal control objectives which indicated that there were a number of questions where the answer was no and asked if that was compliant. Councillor Butler sought clarification on the figures reflected in the AGAR compared to the Outturn Report.

The RFO reported that the figures related to the next agenda item on the statement of accounts but in response to the question it was due to the rounding of the figures. The RFO responded to the issue raised by Councillor Hadley explaining that the Annual Internal Audit report in some cases deems that the financial regulations had failed and classed the response as no but the subsequent annual governance statement draws upon those findings which has found that in the professional judgement of the Internal Auditors that the controls were still substantial to tick yes.

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

Voting – Unanimous.

18. 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.

The RFO reported on the value of the fixed assets and civic regalia and the insurance valuation of £1.2 m. He reported that it had not changed since last year as it was revalued every five years in line with the insurance policy.

If approved the statement would be signed off by the RFO and the Chairman.

Clarification was sought on the valuation of the Civic Regalia and where it would be located in Poole. The RFO reported that everything of high value was covered by the insurance policy as per the asset register. The Deputy

Head of Democratic Services reported that appropriate arrangements were being made for the assets to be stored within relevant locations. She explained the current position relating to the insurance cover which included testing the market to enable the Charter Trustees to make arrangements for their own insurance cover. In response to a question the RFO reported that the rooms at the Poole Civic Centre would be covered under the building insurance for the whole Civic Centre. A Charter Trustee raised concern about the reported valuation of the Civic Regalia and suggested that re-evaluation should be undertaken. Councillor Brown commented on the arrangements for insurance cover which was currently under contingency arrangements with the BCP Council and requested a report back to the next meeting of the Charter Trustees on insurance valuations, cover and the options available. The Deputy Head of Democratic Services reported that it was expected that a report would be submitted to the Charter Trustees at the next meeting in October on this issue.

Councillor Daniel Butt sought clarification on the location for the assets highlighting that they should be located in Poole. Councillor Hadley referred to the email which had recently been circulated to all Charter Trustees providing assurance that these items would be securely stored within the BCP area and that we need to trust officers to make appropriate arrangements whilst highlighting that this was an interim situation.

RESOLVED

- (a) that the Statement of Accounts for 2021-22 be approved.**
- (b) that a report be submitted to the next meeting of the Charter Trustees on the arrangements for insurance cover for Charter Trustee assets.**

Voting – Agreed

19. Charter Trustee Handbook - Arrangements for Selection and Election to Office

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

The Charter Trustees were asked to consider amendments to the handbook relating to the selection and election of civic offices and the establishment of a Civic Working Group to consider and make recommendations on matters before the Trustees.

The Head of Democratic Services reported on the proposed amendments to the handbook as set out in Appendix 1 to the report. He suggested that a heading also be added prior to the final paragraph on page 43 of the agenda pack namely “Standing for more than one office” Councillor Judes Butt sought clarification and the inclusion of appropriate text to support the

definition. The Head of Democratic Services referred to the agenda pack and the relevant text relating to the heading.

The Head of Democratic Services outlined the proposed membership of the suggested Civic Working Group, the frequency of meetings and the process for consider issues and making recommendations formally to Charter Trustees. The Mayor suggested that all previous Mayors serve on the Working Group which was supported by Councillor J Butt. Councillor Stribley whilst supporting the proposal that all previous Mayors serve on the group referred to the membership of the previous civic advisory group indicating that the Sheriff had not been part of that group but was happy if it was proposed to include the Sheriff. Councillor Judes Butt in commenting on the membership of the Group indicated that previously it was about the experience and knowledge of the Mayor rather than Sheriff who had not yet undertaken the Mayoral role and indicated if that was a proposal from Councillor Stribley then she would second it – Councillor Stribley confirmed that it was not a proposal. The Mayor indicated that he was happy for the Sheriff to be included in the Working Group. Councillor Butler expressed her concern that such a group may become political and referred to the opportunity for other Charter Trustees to provide input.

Councillor Mike White left at 18:06 pm

The Head of Democratic Services in response to comments on the establishment of more than one Working Group indicated that he was concerned about the resource implications. He explained that the Civic Work Group would look at a wide range of issues that come up including the flag and arrangements for the Jubilee where it had proved difficult to discuss in a full Charter Trustees meeting. Charter Trustees were informed that for issues on the budget and suggestions about the use of reserves etc the budget workshop would still continue so that work would be a separate activity. The Head of Democratic Services commented on engagement with the wider membership of the Charter Trustees and reminded Members that the Charter Trustees was a non-political body. Councillor Brown suggested that the Civic Working Group should have the power to co-opt additional Charter Trustees onto the Working Group at anytime if they offer particular knowledge, skills and experience that would benefit the Working Group.

Councillor Le Poidevin referred to the role of the Sheriff and the opportunity for the Sheriff to learn about the mayoralty by being a member of the working group. She also sought clarity on the remit of the Group. The Honorary Clerk indicated that it was hoped that the Working Group would provide an informal opportunity to look at any issues by way of preliminary discussions and bring recommendations forward this would also include the ability to informally invite other charter trustees to meetings of the Group to input into issues.

Charter Trustees were informed that the budget workshop had been held for the past two years and assists the RFO in developing the budget to which an offer of attendance had been sent to all Charter Trustees. The

proposed Working Group would cover all other issues, would not be a decision-making body but would make recommendations to formal meetings of the Charter Trustees.

Councillor L-J Evans left at 6.15 pm

RESOLVED that

- (a) the Selection and Election to Office procedures as amended and as set out in Appendix 1 to this report, be approved subject to the inclusion of the additional heading as detailed above;**
- (b) a Civic Working Group with the membership and remit as set out in paragraphs 9 and 10 to this report be established subject to the inclusion of all past Mayors who are existing Trustees and the Working Group informally inviting other Charter Trustees as appropriate.**

Voting: Agreed with 1 abstention

20. Request from the Poole-Cherbourg Twinning Association to use the Coat of Arms

The Charter Trustees were advised that a request had been received by the Poole-Cherbourg Twinning Association to use the Coat of Arms.

The Deputy Head of Democratic Services reported on the advice received from the College of Arms who advised that the Coat of Arms belongs to the Corporate Body to which they have been granted and borne only by that body which in this case was the Charter Trustees. She explained that as an example a Local Authority could use the Coat of Arms on stationery, signs and flags etc but would not be able to grant licenses or other permissions to outside bodies. The Deputy Head of Democratic Services reported that unfortunately the request could not be agreed.

The Mayor declared an interest as a Member of the Poole-Cherbourg Twinning Association.

Councillor Andrews spoke as the Chair of the Twinning Association explaining that the logo the Twinning Association has was based on the old Borough of Poole Council logo which was out of date and the Association was keen to relaunch the Association. He reported that the Association fully understand and accepts the advice reported from the College of Arms. Councillor Andrews indicated that the Association was now thinking what alternative could be used.

Councillor Judes Butt suggested that maybe a competition could be run to design a logo involving the community. Councillor Hadley suggested the image used by the Poole Flag Trust which belongs to the people of Poole could be used as it was about linking the two towns together. Councillor Stribley asked if part of the Coat of Arms could be used. Councillor Andrews indicated that the Association would give the issue further consideration.

21. Notices of Motion

The following motion submitted in accordance with Standing Order 13 of the Charter Trustees was proposed by Councillor Felicity Rice and seconded by Councillor Hadley:

As the Poole Charter Trustees we ask, on behalf of our residents, that Barclays use the IEA NZE (International Energy Agency Net Zero Emissions scenario) as a minimum standard to properly reflect the climate risks it is exposed to, as Europe's second largest provider of financing to top oil and gas expanders.

Poole Charter Trustees has already recently agreed to use Barclays for their banking services.

However, Barclays ranks 1st on oil sands financing among European banks and 7th globally over the period 2016 to 2020. Barclays and Credit Suisse are now the only European banks that have not committed to exclude financing for oil sands projects.

Barclays is Europe's largest financier of fracking companies and the world's fourth largest. ShareAction, an organisation that drives change at the heart of the financial system so that financial services serve the planet and people, have stated 'it is concerning that despite recent grave climate warnings from the IPCC (Intergovernmental Panel on Climate Change), Barclays still resists fully committing to 1.5C targets. Barclays has set an emission range for its 2030 Power, Cement and Steel targets with the lower target being 'Business as Usual' and is not considered an option for a liveable planet. If we continue on business as usual emissions, then we will be looking at 3-10 metres of sea level rise within 200 years – which is not consistent with protecting the future inhabitants of Poole.

Therefore, as stated, we call on Barclays bank to use the IEA NZE (International Energy Agency Net Zero Emissions scenario) as a minimum standard to properly reflect the climate risks it is exposed to, as Europe's second largest provider of financing to top oil and gas expanders.

Councillor Rice outlined the purpose of the motion as detailed above emphasising on behalf of residents and in conjunction with the Dorset Youth Climate Action Network Dorset Barclays be called on to use the IEA NZE which was the International Energy Agency Net Zero Emissions scenario as a minimum Standard. Therefore, asking that Barclays adjust its climate policies, so its climate action plan was fully Paris agreement compliant. Councillor Rice indicated that many residents in Poole work for Barclays Bank and she understood that they had been reassured by the Corporate messages explaining some of the action that Barclays was taking to tackle climate change. She advised that Barclays had failed to update its oil and gas policies, so it was still able to finance new oil and gas

projects that Barclays had classified as non-compliant with the Paris Agreement. Councillor Rice explained the approach being taken by Barclays and its impact on Climate change was unacceptable and therefore requested that its policies were updated. She also extended an invitation to the Chairman of Barclays to meet with the Charter Trustees to discuss the issue.

Councillor Hadley in seconding the motion explained that the proposal was compatible with the declaration that BCP Council had made for a climate and ecological emergency. He explained that there were very direct climate impacts for the area of burning fossil fuels and other measures that included the Council's Coastal Protection team working on the need to accommodate a 4-metre sea level rise within their future modelling because of inadequate action by Governments, Local Authorities, Corporations and individuals. Councillor Hadley reported that the oil sands financing was hugely destructive to the natural environment particularly in Canada and there were enormous areas that were laid to waste by it. He also outlined the impact of fracking and the need to invest properly and strategically in renewable energy. Councillor Hadley emphasised the social responsibility that Barclays has.

Councillor Judes Butt indicated that the motion read out by Councillor Rice was more extensive than the wording set out on the agenda and requested a copy of her wording. Councillor Rice confirmed that the motion was the first paragraph as set out on the agenda but had added extra comments in introducing the item.

Councillor Stribley indicated that she felt that the motion was outside of the remit of the Charter Trustees. The Head of Democratic Services reported that it was considered whether or not the motion was permitted and as Barclays was a service provider to the Charter Trustees it was accepted that it would be appropriate if the Charter Trustees wished to make a representation to a service provider as a customer.

Charter Trustees discussed the implications of the motion and the potential options including the financial impact for local residents. Councillor Rice in summing up responded to the issues raised including indicating that the motion was not designed to have any impact on energy bills.

Councillor Stribley left at 18:34

RESOLVED that the motion detailed above be agreed.

Voting – For – 8, Against – 2, Abstentions – 2

The meeting ended at 6.40 pm

MAYOR

THE CHARTER TRUSTEES FOR POOLE



Report subject	Report of the Civic Working Group
Meeting date	26 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.
Recommendations	<p>It is RECOMMENDED that:</p> <p>(a) the Charter Trustees support the establishment of a meeting between the Civic Parties of both Poole and Bournemouth to agree a new engagements matrix for reporting to the Charter Trustees/BCP Councillors to agree.</p> <p>(b) the Charter Trustees support the amended wording in paragraph five, page seven, of the Charter Trustee Handbook.</p>
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

- At the meeting held on 22 June 2022, the Charter Trustees established a Civic Working Group with the following membership:
 - The Mayor (Councillor Trent)
 - The Deputy Mayor (Councillor Bagwell)
 - The Sheriff (Councillor Mike Brooke)
 - Past Mayors (Councillors Stribley, J Butt, Gabriel and Le Poidevin)
- 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 10 October 2022. Attendance was limited to the Mayor and the Sheriff, however, as a non-decision making Group the meeting continued. The Sheriff chaired the meeting at which officers from the Civic Team were also in attendance.

Purpose of the Civic Working Group

4. The establishment of the Civic Working Group provides 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.

Schedule of dates for future Civic Working Group Meetings

6. The Civic Working Group suggested that they would meet six to eight weeks before the scheduled Charter Trustee meetings.

Civic Flag

7. The Civic Working Group agreed to defer this item to the next Working Group meeting when additional Trustees could attend.

Remembrance Day Service & Parade

8. The Civic Working Group were updated on the arrangements for the Annual Service of Remembrance and Parade and the observation of the Two Minute Silence due to the closure of Poole Civic Centre.

Accommodation Review

9. The Mayor advised that he intended to invite the Leader of BCP Council to the next Charter Trustee meeting to provide an update on what is happening to Poole Civic Centre and some timescales.

Civic Engagements Matrix

10. 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 Town Mayors and Chairmen of Parish Councils.
11. 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.
12. 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

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

Civic nominations

14. The timetable for Civic nominations was discussed as were the amendments to the Civic Handbook that were agreed at the June meeting. It was suggested that the wording in paragraph 5, page 7 be amended to require the result of the ballot to be reported to the Charter Trustees at their meeting in January. For ease of reference, the relevant paragraph with the proposed amendment is set out below:

The Charter Trustees shall ~~confirm~~ be advised of the ballot result at their meeting in late January and consequently confirm the names of those Trustees who shall be designated Mayor Elect, Deputy Mayor Elect and Sheriff Elect. Except in exceptional circumstances and in line with the traditions of the office, the Sheriff from the preceding year shall become Mayor Elect, and the Mayor from the preceding year shall be designated Deputy Mayor Elect.

RECOMMENDATION

15. It is **RECOMMENDED** that Charter Trustees support the amended wording in paragraph five, page seven, of the Charter Trustee Handbook.

Any Other Business

16. The Working Group discussed the promotion of the Mayoralty, Shrievalty and the role of the Poole Charter Trustees. Charter Trustees were reminded that the resources available to support the Charter Trustees was limited without incurring additional costs.
17. It was suggested that The Charter Trustees could be more involved in assisting with operational activities and actively promote the role of the Poole Charter Trustees. The Working Group was advised that the Mayor of Poole had a Facebook page, and all Charter Trustees should be encouraged to following the page to help raise awareness.

Summary of financial implications

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

Summary of legal implications

19. 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

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

Summary of sustainability impact

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

Summary of public health implications

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

Summary of equality implications

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

Summary of risk assessment

24. 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.

THE CHARTER TRUSTEES FOR POOLE



Report subject	Finance Update September 2022
Meeting date	26 October 2022
Status	Public Report
Executive summary	The forecast for the 2022/23 financial year is that the Charter Trustees of Poole 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 position is to draw down £7,515 less in reserves than originally budgeted for.
Recommendations	It is RECOMMENDED that: 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.
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

Budget forecast position 2022/23

1. The Charter Trustees of Poole approved the 2022/23 budget at their meeting of 26 January 2022. Agreed total expenditure was £137,833 alongside a drawn down of reserves of £13,510 which will be funded from the council tax precept of £124,173.
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 reduction in the use of reserves from £13,510 to £5,995.
3. The reserves of the Charter Trustee of Poole are forecasted to decrease to a closing position of £103,088.

External Audit

4. At the meeting of the 22 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 20 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 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 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 Poole meeting 26 January 2022

Budget Outturn Report 2021/22 – Published works, Charter Trustees of Poole meeting 26 June 2022

Appendices

Appendix A – September Budget Forecast

The Charter Trustees of Poole - Budget Monitoring September 2022



Description of expenditure and income	2022/23 Budget	2022/23 Forecast
Expenditure		
Civic Budget		
Hospitality	10,000	4,500
Civic Regalia	3,000	1,800
Travel and Subsistence	100	50
Training & Conferences	1,000	0
Out of Pocket Expenses	1,500	500
Photography	200	150
Flowers	500	300
Civic Events		
Mayor-Making	1,500	900
Remembrance Sunday Parade & Service	4,500	5,500
Broadstone Remembrance Parade & Service	1,500	1,500
Civic Service	2,000	2,000
Civic Awards	1,500	1,500
War Commemorations	1,500	100
Special Anniversarial Events	500	4,845
Other Events - Contingency	500	500
Twinning	1,500	1,500
Premises		
Room & Premises rental	15,450	15,450
Staffing Recharges		
Salaries, LGPS Pensions & National Insurance	78,843	78,843
Casual Staff	0	TBC
Administration and Running Costs		
Postage	100	50
Printing & Photocopying	50	20
Stationery	150	20
Subscriptions - Organisations	160	160
Supplies and Services		
Uniform and Clothing	300	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
Transport		
Use of Vehicles	2,000	2,000
Fuel	1,200	500
Vehicle Hire	500	250
Vehicle Maintenance & Repairs	0	0
Total Expenditure	137,833	130,768
Income & Reserves		
Council Tax Precept	(124,173)	(124,173)
Investment Income	(150)	(600)
Contribution to / (from) Reserves	(13,510)	(5,995)
Total Income & Reserves	(137,833)	(130,768)
Net Position	0	0

Poole Charter Trustee - Reserves

Opening Balance	(109,083)	(109,083)
In year movement	13,510	5,995
Closing Balance	(95,573)	(103,088)

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