

Notice of The Charter Trustees for Poole



Date: Wednesday, 25 January 2023 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 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?MId=5436>

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

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or 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

17 January 2023



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 - 8 |
| To confirm the minutes of the meeting held on 26 October 2022 and to consider any matters arising. | |
| 4. Charter Mayor's Report | Verbal Report |
| The Charter Mayor will report on his recent activities and any associated issues. | |
| 5. Update on the intentions for Historic and Listed Poole Civic Centre | Verbal Report |
| Charter Trustees will receive a verbal update on the future intentions and plans for the historic and listed part of Poole Civic Centre. | |
| 6. Report of the Poole Charter Trustees Civic Working Group | 9 - 14 |
| This report summarises the issues discussed at the Civic Working Group held on Monday 19 December 2022, and seeks support for any recommendations arising. | |
| 7. Budget and Precept 2023/24 | 15 - 22 |
| The Charter Trustees are required to set their 2023/24 budget, council tax requirement and resultant precept for submission to BCP Council by 31 January 2023. | |
| 8. Review of the Risk Register - Poole | 23 - 28 |
| This report provides Charter Trustees with an opportunity to review the Risk Register attached as Appendix 1 to the report, taking account of updates to existing risks, and new and emerging risks. | |
| 9. Appointment to the positions of Mayor and Sheriff of Poole 2023/24 | 29 - 30 |
| To inform Charter Trustees of the appointments to the position of Mayor of Poole and Sheriff of Poole for the period 2023/24 | |

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 26 October 2022 at 5.00 pm

Present:-

Cllr T Trent – Mayor

Present: Cllr M F Brooke (Sheriff), Cllr M Andrews, Cllr D Brown, Cllr R Burton, Cllr D Butler, Cllr B Dion, Cllr M Earl, Cllr L-J Evans, Cllr S Gabriel, Cllr A Hadley, Cllr M Haines, Cllr M Howell, Cllr M Iyengar, Cllr S Moore, Cllr T O'Neill and Cllr V Slade

22. Apologies

Apologies for absence were received from Councillors S Baron, J Beesley, D Butt, N Greene, D Mellor, K Rampton, F Rice and M White.

23. Declarations of Interests

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

24. Confirmation of Minutes and matters arising

The minutes of the meeting held on 26 June 2022 were confirmed as a correct record.

An update was requested with regards to the Motion relating to Barclays under Minute No. 21. Charter Trustees were advised that a copy of the response, when received, would be provided to Charter Trustees.

Councillors A Hadley and V Slade arrived at 5.08pm and Councillor M Earl arrived at 5.12pm.

25. Charter Mayor's Report

The Mayor referred with regret to the recent death of Her Late Majesty The Queen and former Leader of the Borough of Poole Brian Clements. Charter Trustees stood in silent tribute.

The Mayor subsequently reported on his activities since the last meeting of the Charter Trustees. The Mayor advised of his honour to serve as Mayor for Poole. He informed Charter Trustees of the wide variety of engagements he had undertaken which were in the region of 60 to 80 in number, highlighting in particular:-

- Squirrel Scouts event for 4 to 6 years old children in Canford Heath
- 100th Birthday presentation to a Poole resident which was supported by numerous volunteers

Councillor S Gabriel left the meeting at 5.16pm.

26. Report of the Civic Working Group

The Sheriff presented a report, a copy of which had been circulated to each Charter Trustee and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

The report summarised the issues discussed at the first Civic Working Group as established at the previous meeting of the Charter Trustees and sought support for a series of recommendations arising.

Councillor Iyengar arrived at 5.25pm.

Concern was expressed with the low attendance at the Working Group and it was suggested that members of the Working Group be permitted to nominate substitutes from the body of the Charter Trustees if unable to attend.

It was subsequently proposed and seconded that substitutes on the Working Group be permitted.

The Sheriff further advised that the establishment of the Civic Working Group allowed Charter Trustees to lead on the business for consideration. Charter Trustees were advised that if Charter Trustees wished to raise an issue for consideration, they should contact the Sheriff, Head of Democratic Services or the Civic Support Team.

It was suggested that the Civic Working Group should explore developing guidance for inclusion in the councillor induction programme to clarify the remit of the Charter Trustees and the relationship with the Chairman of BCP Council and other bodies.

At the conclusion of the meeting, the Charter Trustees discuss the Mayor's Award scheme which had seen very few nominations. It was suggested that the Civic Working Group should consider the operation and promotion of the Mayor's Award scheme.

RESOLVED that:-

- (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.**
- (b) the Charter Trustees support the amended wording in paragraph five, page seven, of the Charter Trustee Handbook in relation to Civic nominations and selection processes;**
- (c) members of the Civic Working Group be permitted to nominate substitutes from the body of the Charter Trustees if unable to attend any Civic Working Group meeting.**

Voting: Unanimous

27. Selection of the Charter Mayor, Deputy Mayor and Sheriff

The Head of Democratic Services advised Charter Trustees that the 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 meeting be advised of the provisional timetable for the nomination and election of Sheriff for 2023/24 as set out below.

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

28. Finance Update September 2022

The Responsible Financial Officer presented a report, a copy of which had been circulated to each Charter Trustee and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The report set out the forecast for the 2022/23 financial year which illustrated that the Charter Trustees of Poole will underspend against the budget set. This underspend was due to spend to date and planned activity for the remainder of the year being lower than originally envisaged. The forecast underspend for the year was reported as approximated £7,500.

The report further highlighted that the reserves were estimated to be £103,088 which equates to 83% of the budget.

Charter Trustees were advised that budget workshop would be convened to provide a steer for the formation of the budget for 2023/24 and consider reducing specific budget lines.

Councillor M Earl left the meeting at 6.08pm.

RESOLVED that:-

- (a) 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; and**
- (b) the Mayor, Deputy Mayor, Sheriff, budget signatories (Councillors M Andrews and T O'Neill) and Councillor M Iyengar be appointed to serve on the budget workshop meetings.**

Voting: Unanimous

29. Accommodation Review - Update

The Honorary Clerk provided a verbal update on the Poole Civic Centre and advised that BCP FuturePlaces was looking at the long-term use of the site. Charter Trustees were reminded that the original plan was to establish a vertical slice area for use by the Coroners Service and the

Mayoralty/Charter Trustees, and the remainder of the site for potential housing provision.

BCP FuturePlaces are currently looking at alternative options including the potential for a hotel development on the site, whilst preserving facilities for a civic space for the Charter Trustees and Mayoralty.

The business plan for proposals will be presented to BCP Council in due course including a timetable for the development. It was suggested that the Civic Working Group could be asked to consider the existing use of Upton House, and whether alternative locations would be more appropriate in the interim.

The meeting ended at 6.40 pm

MAYOR

THE CHARTER TRUSTEES FOR POOLE



Report subject	Report of the Poole Charter Trustees Civic Working Group
Meeting date	25 January 2023
Status	Public Report
Executive summary	This report summarises the issues discussed at the Civic Working Group held on Monday 19 December 2022, and seeks support for any recommendations arising.
Recommendations	<p>It is RECOMMENDED:</p> <p>Civic Flag: That Charter Trustees delegate all further matters relating to the Poole flag to the Working Group.</p> <p>Accommodation review and Annual/Mayor-making meeting: That the Charter Trustees:</p> <ul style="list-style-type: none"> a) Consider whether they wish to hold Charter Trustee meetings at the Guildhall, b) Pending the outcome of a), request that officers provide further information relating to venue and equipment costs; c) For expediency, delegate further actions relating to the use of the Guildhall for future meetings of the Charter Trustees to the Working Group, and; d) Consider whether to change the date and venue of the Annual/Mayor-Making meeting to Tuesday 6 June 2023 at the Guildhall. <p>Marking the Coronation That the Charter Trustees agree to delegate authority to the Civic Working Group to determine the use of this budget.</p>

Reason for recommendations	To seek support of the Charter Trustees for the recommendations arising from the Civic Working Group.
Presented by	Cllr Mike Brooke – Sheriff of Poole
Report Authors	Neil Fraser (Deputy Head of Democratic Services)
Classification	For Decision

Background

1. At the meeting of the Charter Trustees of Poole held on 22 June 2022, Trustees established a Civic Working Group 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.
2. The most recent meeting of the Civic Working Group was held on Monday 19 December 2022.
3. The remainder of this paper draws upon those matters discussed and includes, where appropriate, a recommendation for determination.

Summary update of the report submitted at the last Charter Trust meeting:

Civic Events Matrix

4. The first joint BCP, Bournemouth and Poole Working Group will take place on Friday 20 January 2023.

Poole Civic Flag

5. At the previous meeting of the Charter Trustees, the design of the Poole Civic flag had been discussed and agreed. However, following the meeting, a number of Trustees had advised of confusion over which design had been proposed for agreement. It was suggested that, to aid Trustees, officers provide a mock-up of the agreed flag. See below:



The next stage will be to work with flag printers to refine the design, which will be presented to the Working Group for final sign-off.

Recommended: That Charter Trustees delegate all further matters relating to the Poole flag to the Working Group.

Accommodation Review and Annual/ Mayor-Making meeting

6. The Working Group discussed the potential use of the Poole Guildhall for future meetings.
7. Regarding the Annual/Mayor-Making meeting, officers advised that neither the Guildhall nor Upton House were available on the agreed date of 2 June 2023, and so an alternative venue was required for this date. Alternatively, the Charter Trustees could consider changing the date of the event. Historically, Poole's event had been held on a Tuesday, and the Guildhall could accommodate this at **2pm on Tuesday, 6 June 2023**. The Guildhall was currently holding this date and time, pending a decision by the Trustees.

Recommended:

That the Charter Trustees:

- a) **Consider whether they wish to hold Charter Trustee meetings at the Guildhall,**
- b) **Pending the outcome of a), request that officers provide further information relating to venue and equipment costs;**
- c) **For expediency, delegate further actions relating to the use of the Guildhall for future meetings of the Charter Trustees to the Working Group, and;**
- d) **Consider whether to change the date and venue of the Annual/Mayor-Making meeting to Tuesday 6 June 2023 at the Guildhall.**

Beating of the Sea Bounds 2024

8. It was noted that, historically, the event had been hosted by external bodies and not the Mayoralty or former Borough of Poole. It was confirmed that the Society for Poole would be organising the event in 2024, in conjunction with the annual Harry Paye Day event. The Group was informed that a member of the Charter Trustees could be appointed to sit on the meetings with the Society for Poole.
9. Officers advised that Charter Trustees would be expected to attend the event, and that further information would be forthcoming.

Agreed: that further information be provided to Trustees at a future date.

Any Other Business:

Marking the Coronation

10. It was confirmed that the Budget Workshop Group had suggested that £10,000 be allocated to the budget from reserves to celebrate the King's Coronation in May 2023. It was recommended that the Civic Working Group be delegated authority to agree how the budget was to be used, subject to advice issued by Buckingham Palace.
11. Further information on this budget item will be provided by the Responsible Financial Officer, in Agenda Item 7.

Recommended: That the Charter Trustees agree to delegate authority to the Civic Working Group to determine the use of this budget.

Poole/Cherbourg Twinning Association – request for increased grant funding

12. The Group was advised that, at the recent Budget Working Group meeting, a budget signatory had advised that the Poole/Cherbourg Twinning Association had requested that their grant funding be increased from £1,000 to £4,000. It was noted that the Mayor and the Sheriff of Poole are members of the Poole/Cherbourg Twinning Association board.
13. Further information on this budget item will be provided by the Responsible Financial Officer, in Agenda Item 7.

Summary of financial implications

14. There are no financial implications arising from this report.

Summary of legal implications

15. There are no legal implications arising from this report.

Summary of human resources implications

16. There are no human resources implications arising from this report.

Summary of sustainability impact

17. There are no sustainability impact implications arising from this report.

Summary of public health implications

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

Summary of equality implications

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

Summary of risk assessment

20. There are no risk assessment implications arising from this report.

Background papers

21. Poole Charter Trust Handbook.

Appendices

22. There are no appendices to this report.

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CHARTER TRUSTEE MEETING



Report subject	Budget and Precept for 2023/24
Meeting date	25 January 2023
Status	Public Report
Executive summary	The Charter Trustees are required to set the budget for 2023/24 and any subsequent precept for submission to BCP Council by 31 January 2023.
Recommendations	<p>It is RECOMMENDED that:</p> <p>(a) the Poole - Cherbourg Twinning Association grant is increased from £1,500 to £4,000 for 2023/24</p> <p>(b) The proposed budget for 2023/24 as set out in Appendix A be approved</p> <p>(c) The council tax requirement and precept of £126,084 be approved</p>
Reason for recommendations	To set the budget, council tax requirement and precept for 2023/24
Honorary Clerk	Graham Farrant
Report Authors	Matthew Filmer, Responsible Finance Officer
Wards	Council Wide
Classification	For Decision

Background

1. The budget for 2023/24 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 2023.

Budget Monitoring 2022/23

2. It was reported at the meeting of 26 October 2022 that the 2022/23 budget would be underspent by £7,515. The current projection in Appendix A is that the

underspend across civic budgets will now result in an in-year underspend of £10,165 and using £3,345 of reserves to support the budget.

3. Any in-year position would be added to the reserves carried forward from 2021/22 of £85,577.

Budget 2023/24

4. The proposed budget for 2023/24 is detailed in Appendix A and results in a council tax requirement and precept of £126,084.
5. At the meeting of 26 October 2022, the Charter Trustees agreed to nominate members to form a budget workshop to provide guidance to officers in drafting the 2023/24 budget and to facilitate the budget setting process at today's meeting.

Review of individual budgets

6. A grant application has been made to the Poole Charter trustees by the Poole-Cherbourg Twinning Association (PCTA) to increase the grant from £1,500 to £4,000 per annum. A copy of the grant application and planned expenditure can be found in Appendix B.
7. In the main, individual budget lines have been maintained at 2022/23 levels. The budget workshop discussed and agreed that the hospitality budget could be reduced by £1,000 leaving a £9,000 budget going forward.
8. Recharges between the council and the charter trustees for staffing, accountancy and internal audit have been increased slightly to reflect higher staffing costs in 2023/24.
9. Investment income has been increased to £1,500 reflecting the increase in interest rates. The calculation is 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 2023/24.
10. It was also agreed at the budget workshop and the civic working group that £10,000 should be set aside in the budget to support Coronation activities. To avoid a one-off spike in the council tax requirement it was agreed this would be funded from reserves.

Reserves

11. The table overleaf summarises the projected reserves position for the Charter Trustees for Poole as of 31 March 2023, and the recommendation is to draw down £10,000 in 2023/24 to support Coronation activities and £14,367 to support the base budget position.

Figure 1

	Forecast 2022/23 £	Proposed 2023/24 £
Opening Balance 1 April	(85,577)	(82,232)
Movement in Year	3,345	24,367
Closing Balance 31 March	(82,232)	(57,865)
Percentage of Proposed Precept 2023/24	65%	46%

12. The projected level of reserves as at 31 March 2024, taking into account the in-year draw down is £57,865. This represents 46% of the proposed precept for next year. The RFO would recommend a level to be held in reserves of 20% to provide for unforeseen expenditure.

Tax Base 2023/24

13. 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.
14. Usually, the expectation would be that the tax base increases year-on-year as new homes are built. The 2023/24 tax base has increased by 894.9 Band D equivalent properties or 1.5% of the tax base. This 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 2023/24

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

	2022/23	2023/24	Increase	%
Precept £	124,173	126,084	1,911	1.5%
Tax Base	58,126.6	59,021.5		
Band D Charge £	2.14	2.14		

16. The council tax charge will be frozen for 2023/24.
17. It should be noted that the Charter Trustees are not subject to council tax referendum principles for 2023/24. However, ministers had been considering setting a limit on town and parish councils for 2023/24 but decided in December 2022 to defer the decision. It is unknown if this would also encompass charter trustees but something that will be closely monitored.

Summary of financial implications

18. As detailed in the report.

Summary of legal implications

19. 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

20. None

Summary of sustainability impact

21. None

Summary of public health implications

22. None

Summary of equality implications

23. None

Summary of risk assessment

24. None

Background papers

None

Appendices

Appendix A – Charter Trustees of Poole Proposed Budget 2023/24

Appendix B – PCTA Grant Application 23/24

The Charter Trustees of Poole - Proposed Budget 2023/24



2022/23 Budget	2022/23 Forecast	Description of expenditure and income	2023/24 Budget
Expenditure			
Civic Budget			
10,000	4,200	Hospitality	9,000
3,000	1,800	Civic Regalia	3,000
100	50	Travel and Subsistence	100
1,000	0	Training & Conferences	1,000
1,500	400	Out of Pocket Expenses	1,000
200	150	Photography	200
500	300	Flowers	400
Civic Events			
1,500	900	Mayor-Making	1,500
4,500	5,500	Remembrance Sunday Parade & Service	4,500
1,500	1,500	Broadstone Remembrance Parade & Service	1,500
2,000	0	Civic Service	2,000
1,500	1,500	Civic Awards	1,500
1,500	100	War Commemorations	1,500
500	4,845	Special Anniverserial Events	500
500	500	Other Events - Contingency	500
1,500	1,500	Twinning	4,000
0	0	Coronation	10,000
Premises			
15,450	15,450	Room & Premises rental	15,450
Staffing Recharges			
78,843	78,843	Salaries, LGPS Pensions & National Insurance	81,997
Administration and Running Costs			
100	50	Postage	100
50	20	Printing & Photocopying	50
150	20	Stationery	150
160	160	Subscriptions - Organisations	160
Supplies and Services			
300	100	Uniform and Clothing	300
600	600	Insurance	600
400	400	External Auditors	400
1,300	1,300	Internal audit	1,500
3,580	3,580	Accountancy	3,644
1,500	1,500	IT Provision	1,500
200	50	Telephone	200
200	100	Laundry (dry-cleaning of Parlour laundry, uniforms, robes)	200
Transport			
2,000	2,000	Use of Vehicles	2,000
1,200	500	Fuel	1,000
500	200	Vehicle Hire	500
137,833	128,118	Total Expenditure	151,951
Income & Reserves			
(124,173)	(124,173)	Council Tax Precept	(126,084)
(150)	(600)	Investment Income	(1,500)
(13,510)	(3,345)	Contribution to / (from) Reserves	(24,367)
(137,833)	(128,118)	Total Income & Reserves	(151,951)
0	0	Net Position	0

Poole Charter Trustee - Reserves

(85,577)	(85,577)	Opening Balance	(82,232)
13,510	3,345	In year movement	24,367
(72,067)	(82,232)	Closing Balance	(57,865)

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Poole-Cherbourg Twinning Association (PCTA)

Grant Application to Poole Charter Trustees

The Management Committee of the Poole-Cherbourg Twinning Association wish to apply for a grant towards support for the following Expenditure in 2023.

• Three bursaries to support youths with studies in Cherbourg	Total	£1,500
• Four cultural events to enhance the Assoc. - <i>net of ticket income</i>	Total	£ 500
• Purchase of a branded gazebo and flags to promote the Association	Total	£ 500
• Expand & improve the website for the Association	Total	£1,000
• Host a visit from the Association's Cherbourg counterpart	Total	£ <u>500</u>
Grand Total		£4,000

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THE CHARTER TRUSTEES FOR POOLE



Report subject	Review of the Risk Register - Poole
Meeting date	25 January 2023
Status	Public Report
Executive summary	This report provides Charter Trustees with an opportunity to review the Risk Register attached as Appendix 1 to the report, taking account of updates to existing risks, and new and emerging risks.
Recommendations	It is RECOMMENDED that: the risk register, as attached at Appendix 1 to the report, be reviewed, updated and approved subject to consideration of paragraphs 3 below.
Reason for recommendations	That in accordance with the decision of the Charter Trustees on 27 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.
Report Authors	Neil Fraser (Deputy Head of Democratic Services)
Wards	Not applicable
Classification	For Decision

Background

1. As best practice, the Risk Register should be reviewed by Charter Trustees on a regular basis. The Register was last reviewed at the Charter Trustee meeting held on 26 January 2022.
2. The Charter Trustees are asked to consider the Register and any changes and updates required, together with any new risks that need to be added.
3. Set out below are updates on the risks highlighted within the previous report:
 - a) **Historical and ceremonial assets – Loss of civic regalia** – An annual asset check was recently completed in January 2023.
 - b) **Transmission of Covid 19 Infection – Exposure of Civic dignitaries and Civic team to the virus** – Risk rating reduced, following increased uptake of vaccinations and boosters.

- c) **Budgets** - Risk rating reduced, as Budget workshops continue to be held on an annual basis. The most recent Workshop was held on 13 December 2022. –
- d) **Health and Safety – Lone working** – as previously reported to the Charter Trustees, the lone working arrangements in place are subject to regular review to ensure that they are fit for purpose. The score for the risk is high however all appropriate arrangements are put in place where appropriate for each engagement.

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 arising from this report.

Summary of human resources implications

- 7. There are no human resources implications arising from this report.

Summary of sustainability impact

- 8. There are no sustainability implications arising from this report.

Summary of public health implications

- 9. There are no public health implications arising from this report.

Summary of equality implications

- 10. There are no equality implications arising from this report.

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

Poole Charter Trustee Risk Register

Activity	Risk Register		
Service Unit	Law and Governance		
Department	Civic Team		
Assessed By	Neil Fraser, Carolyne Suter, Hazel Randall		
Assessment Date	2023	Date Review Due	2024

Likelihood x
Severity
=
Risk Rating

LIKELIHOOD	SEVERITY			
	1 Complete	2 On track	3 Some challenges, mitigation action in place	4 Serious challenge, remedial action in place
	1 Rare	2	3	4
	2 Unlikely	4	6	8
	3 Likely	6	9	12
	4 Certain	8	12	16



Reference

02

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	Current Measures in Place	Gross Risk Score			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Score		
				L	S	R				L	S	R
Historical and ceremonial assets	Loss of civic regalia	Loss of irreplaceable items or irreparable damage	Complete asset register with photos stored in a secure folder. All assets are securely stored. Time register kept for the removal and return of any asset taken off site.	1	3	3	Management of assets including access and use, annual verification and insurance review.	Completed	Deputy Head of Democratic Services	1	1	1

Risk	Risk Cause	Risk Impact	Current Measures in Place	Gross Risk Score			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Score		
				L	S	R				L	S	R
Historical and ceremonial assets	Damage to civic regalia	Damage	All assets to be stored appropriately. Gloves worn at all times when handling historic assets. Appropriate cleaning/polishing methods applied.	2	3	6	Review of insurance arrangements. Discourage civic dignitary from self-removal of the Chains/Badge of Office. Discourage members of the public from handling the civic regalia.	Ongoing	Deputy Head of Democratic Services	1	2	2
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 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 Financial Officer	1	1	1

Risk	Risk Cause	Risk Impact	Current Measures in Place	Gross Risk Score			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Score		
				L	S	R				L	S	R
Civic dignitary personal injury	Civic dignitary sustains an injury in the course of 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 engagements and events all appropriate arrangements would be put in place with the event organisers in consultation with the Civic Team	1	1	2	Ongoing overview of activities and insurance provisions	Ongoing	Deputy Head of Democratic Service	1	1	1
Transmission of Covid-19 infection	Exposure of civic dignitaries and civic team to the virus	Increase 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 engagements virtually are considered	2	2	4	All civic activity subject to risk assessment to evaluate risk ensuring compliance with national guidance	Ongoing	Civic Team Leaders	2	2	3
Budget	The trustees make decisions which are not financially viable	Budgets are excessive, causing superfluous cost to taxpayers, or insufficient, meaning the Trustees	The Charter Trustees are only required to meet twice plus the AGM. The other meetings include the budget setting	2	2	4	Annual Charter Trustees budget workshops continue to be held	Ongoing	Deputy Head of Democratic Service/Responsible Financial Officer	1	1	1

Risk	Risk Cause	Risk Impact	Current Measures in Place	Gross Risk Score			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Score		
				L	S	R				L	S	R
		cannot carry out their desired functions	and projected out-turn									
Health and safety	Lone working	Risk of injury, illness, death and/or intimidation	None	3	3	9	In accordance with their role as a BCP Councillor, to adopt the health and safety policies of BCP council	Ongoing	Deputy Head of Democratic Services	3	2	6
Equality and diversity	Failure to comply with the law	Reputational damage	None	1	3	3	In accordance with their role as a BCP Councillor, compliance with the equality and diversity legislation as required of BCP Council	Ongoing	Deputy Head of Democratic Services	1	1	1

THE CHARTER TRUSTEES FOR POOLE



Report subject	Appointment to the positions of Mayor and Sheriff of Poole 2023/24
Meeting date	25 January 2023
Status	Public Report
Executive summary	To inform Charter Trustees of the appointments to the position of Mayor of Poole and Sheriff of Poole for the period 2023/24
Recommendations	It is RECOMMENDED that: Charter trustees note the information contained within the report.
Reason for recommendations	To inform Charter Trustees of the appointments as set out within the report.
Report Authors	Neil Fraser (Deputy Head of Democratic Services)
Wards	Not applicable
Classification	For Information

Background

- Following a request to Charter Trustees for nominations to the position of Sheriff of Poole 2023/2024 then subsequent Mayor in 2024/2025, and Mayor of Poole 2023/24 then subsequent Deputy Mayor of Poole in 2024/2025, the following appointments are confirmed by way of uncontested nomination:
 - Sheriff of Poole 2023/2024 then subsequent Mayor in 2024/2025: Cllr Bryan Dion
 - Mayor of Poole 2023/24 then subsequent Deputy Mayor of Poole in 2024/2025: Cllr Julie Bagwell

Summary of financial implications

- There are no financial implications arising from this report.

Summary of legal implications

- There are no legal implications arising from this report.

Summary of human resources implications

4. There are no human resources implications arising from this report.

Summary of sustainability impact

5. There are no sustainability impact implications arising from this report.

Summary of public health implications

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

Summary of equality implications

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

Background papers

8. Poole Charter Trustees Handbook.

Appendices

9. There are no appendices to this report.