

THE CHARTER TRUSTEES FOR BOURNEMOUTH

Minutes of the Meeting held on 27 June 2023 at 6.00 pm

Present:-

Cllr A Filer – Mayor

Cllr George Farquhar – Deputy Mayor

Present: Cllr C Adams, Cllr M Andrews, Cllr P Broadhead, Cllr O Brown, Cllr S Bull, Cllr P Canavan, Cllr S Carr-Brown, Cllr B Castle, Cllr M Dower, Cllr J Edwards, Cllr D Farr, Cllr M Gillett, Cllr M Haines, Cllr R Herrett, Cllr A-M Moriarty, Cllr B Nanovo, Cllr J Richardson, Cllr C Rigby and Cllr L Williams

10. Apologies

Apologies were received from Cllrs: Bartlett, Beesley (on Local Government business), Burton, D Brown, Challinor, Connolly, Dove, D’Orton-Gibson, Hanna, Keddie, G Martin, J Martin, Northover, Rampton and Wilson.

Apologies were also received from Graham Farrant, Honorary Clerk. (Susan Zeiss deputising).

11. Declarations of Interests

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

12. Confirmation of Minutes and matters arising

RESOLVED: That the minutes of the meetings held on 23 January and 26 May 2023 be approved as a correct record.

Voting – Unanimous.

13. Charter Mayor's Report

The Mayor reminded attendees of the value of civic support for community initiatives, and asked that Trustees notify the civic team if they were aware of any events suitable for civic attendance.

The Mayor reported on their activities since their election as Charter Mayor for Poole on 26 May 2023. The Mayor reported that they had undertaken a wide variety of engagements, which included:

- An interview on Hope Radio;
- A Bournemouth in Bloom event;
- A cheerleading event;
- A resident’s 100th birthday party;
- Receiving school children at the Mayor’s Parlour;

A minute's silence was held following the passing of former Bournemouth Councillors Barbara Smith, David Clutterbuck, Roger West and Marjorie Benyon.

14. Report of the Civic Working Group

The Deputy Mayor of Bournemouth introduced the report of the Civic Working Group, which sought approval for proposed amendments to the Charter Trustee Handbook.

It was confirmed that the Standing Orders and Financial Regulations for the Trust could be found on the Council website. It was agreed that a link to this webpage would be forwarded to all Trustees following the meeting.

Trustees were supportive of the proposed changes.

RESOLVED: That the proposed amendments to the Charter Trustee Handbook be approved.

Voting: Unanimous.

15. Charter Trustees 2022-23 Internal Audit Report

Matthew Filmer, Responsible Financial Officer 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.

Trustees were reminded of the process for filing the AGAR return found at item 8. Trustees were advised that a summary of findings were set out on page 4 of the report, with no findings considered high priority.

The report was noted.

Voting: Unanimous.

16. Budget Outturn Report 2022-23

Matt Filmer, Responsible Financial Officer presented a report on the budget outturn for 2022-23, 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.

Trustees were advised that Appendix A to the report provided a detailed budget outturn, with the yearly underspend of circa £24k highlighted. The reason for this underspend was largely due to civic events and activities that had been budgeted for but had not taken place.

Total reserves were confirmed at £91k, and it was suggested that a meeting of the Working Group be convened to discuss use of the reserves.

Trustees considered the report, and sought clarity on the figures outlined, with reference to potential inconsistencies in fuel costs and other line items. In response, the Responsible Financial Officer advised that much of the expenditure by the Charter Trustees had been through the use of credit cards, and it was therefore difficult to identify spend with specificity. Total figures were confirmed as correct, but were not itemised. It was expected that reporting would improve following the introduction of the Council's new financial system. Credit cards were now being linked to the new system, with expenditure being recorded per category.

RESOLVED:

- 1. That the Budget Outturn Report 2022-23 be approved; and**
- 2. That a meeting of the Working Group be convened to consider use of reserves.**

Voting: Unanimous.

17. Annual Governance Statement & Statement of Accounts 2022-23

Matt Filmer, Responsible Financial Officer presented the Annual Governance Statement and Statement of Accounts for 2022-23, as set out in the meeting papers which had been circulated to each Trustee and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

The officer advised that there were two recommendations, which would be determined separately.

The first concerned the Annual Governance Statement, which mirrored the detail referred to in agenda item 5. It was confirmed that there was substantial reassurance on control objectives, and the Statement was proposed for approval. This was put to a vote and was agreed.

Voting: unanimous.

The Statement of Accounts was then presented for approval. The officer highlighted the value of the Trust's fixed assets of £646k, which reflected the asset insurance cover. Total value of cash and investments was confirmed to total circa £238k. The recommendation was put to a vote and was agreed.

Voting: unanimous.

RESOLVED:

- 1. That the Annual Governance Statement 2022-23 be approved;**
- 2. That the Statement of Accounts for 2022-23 be approved.**

The meeting ended at 6.34 pm

MAYOR