

# Notice of The Charter Trustees for Bournemouth

Date: Monday, 16 October 2023 at 6.00 pm

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



---

## Membership:

### Mayor:

Cllr A Filer

### Deputy Mayor:

Cllr G Farquhar

Cllr C Adams	Cllr A Chapmanlaw	Cllr G Martin
Cllr H Allen	Cllr B Chick	Cllr J Martin
Cllr M Andrews	Cllr E Connolly	Cllr A-M Moriarty
Cllr S Bartlett	Cllr D d'Orton-Gibson	Cllr B Nanovo
Cllr J Beesley	Cllr B Dove	Cllr L Northover
Cllr P Broadhead	Cllr M Dower	Cllr K Rampton
Cllr D Brown	Cllr J Edwards	Cllr J Richardson
Cllr O Brown	Cllr D Farr	Cllr C Rigby
Cllr S Bull	Cllr M Gillett	Cllr J Salmon
Cllr R Burton	Cllr M Haines	Cllr K Salmon
Cllr P Canavan	Cllr J Hanna	Cllr T Trent
Cllr S Carr-Brown	Cllr R Herrett	Cllr L Williams
Cllr B Castle	Cllr A Keddie	Cllr K Wilson
Cllr J Challinor	Cllr R Maidment	

---

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

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?CId=304&MId=5691&Ver=4>

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

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or email [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](https://democracy.bcpccouncil.gov.uk)

GRAHAM FARRANT  
HONORARY CLERK TO THE  
CHARTER TRUSTEES

6 October 2023

**DEBATE  
NOT HATE**



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](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 - 8

To confirm the minutes of the meeting held on 27 June 2023 and to consider any matters arising.

**4. Charter Mayor's Communications**

The Charter Mayor will update Trustees on their recent activities and any associated issues.

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

9 - 12

This report summarises the issues discussed at the Civic Working Group meeting held on 07 September 2023, and seeks support for any recommendations arising.

**6. Finance Update September 2023**

13 - 16

The forecast for the 2023/24 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 £6,450.

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.

This page is intentionally left blank

## 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 100<sup>th</sup> 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



# THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	<b>Report of the Civic Working Group</b>
Meeting date	7 September 2023
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) the Charter Trustees debate and resolve a proposal to change the Civic term to serving as Deputy Mayor first and Mayor in the subsequent year.</b></li> <li><b>(b) the Charter Trustees agree in principle to the provision of an annual allowance for the Mayor and Deputy Mayor, to be brought forward to the January Budget Meeting for confirmation.</b></li> <li><b>(c) the Charter Trustees agree a budget spend of approximately £5,000 be taken from Reserves for additional links to be added to the Mayoral Chain of Office.</b></li> </ul>
Reason for recommendations	To seek support of the Charter Trustees for the recommendations arising from the Civic Working Group.
Report Authors	Carolyn Suter, Civic Team Leader.
Classification	For Decision.

## Background

1. At the meeting held on 22 June 2022, the Charter Trustees established a Civic Working Group to make recommendations at the Charter Trustee Meetings.

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

2. 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.
3. 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**

4. The Civic Working Group agreed that they would meet six to eight weeks before the Charter Trustee meetings.

### **Amendments to the Charter Trustee Handbook**

5. Proposed that the document be checked for any minor typographical errors, together with the addition of references to the wearing of Robes.

### **AGREED:-**

**That the Charter Trustee Handbook be formally adopted subject to the amendments as above.**

### **Proposal to change the Civic term to serving as Deputy Mayor first and Mayor in the subsequent year.**

6. The Mayor proposed that the Civic Term be amended to serving as Deputy Mayor first before then serving as Mayor in the subsequent year. As there are no set protocols for order of term, the Civic Working Group agreed to put the matter to the Charter Trustees for debate and resolution. To aid Trustees, a summary of the discussion held is set out below:

#### **Cons:**

- A member stated that based on their experience, being Mayor first was useful as postholders are new to the role.
- This would constitute a break from the historic tradition.
- There was no reason to change if previous incumbents to the role had not raised any concerns.

#### **Pros:**

- Other members felt that it would be helpful to serve as Deputy Mayor first to gain experience of the role before being elected as Mayor.
- The Charter Trustees would know in advance who was to be the Mayor the following municipal year.
- The Civic Team would be able to work with the Deputy Mayor in advance to ensure that they were confident in their role the subsequent year.

- This would bring Bournemouth in line with arrangements in Christchurch. Poole also has a Sheriff as part of their civic party who is elected Mayor the subsequent year.

#### **RECOMMENDATION:-**

**It is RECOMMENDED that the Charter Trustees debate and agree a resolution.**

#### **Proposal for an Allowance for the Mayor and Deputy Mayor.**

7. The Mayor proposed an Allowance for the postholders to cover costs incurred through the fulfilment of their duties.

The Civic Working Group were advised that current arrangements allowed for the Mayor and Deputy Mayor to claim for out-of-pocket expenses. There was a significant time implication for the Civic Team and Finance to process such claims.

The Charter Trustees' Regulations 2009, Item 7.6, makes provision for such an allowance stating:

*"Charter trustees shall pay the mayor and deputy mayor such allowance as they think reasonable for the purpose of enabling those persons to meet the expenses of office."*

The Civic Working Group were advised that the postholders could decline the Allowance if they wished.

It is recommended that the Charter Trustees agree to the provision of an allowance in principle, subject to officers informing the Civic Working Group of the financial implications regarding National Insurance contributions etc. Further details of this will be provided as part of the Budget report to be considered at the Charter Trustee Meeting in January 2024.

#### **RECOMMENDATION:-**

**It is recommended that the Charter Trustees agree to the provision of an annual allowance in principle.**

#### **Additional Links and Engraving for the Mayor's Chains of Office.**

8. As per the Financial Regulations, four quotes were obtained from reputable civic insignia suppliers. These were circulated by email to the Civic Working Group members on 27 July for their decision. They have agreed that the order should be given to Toye Kenning & Spencer who created the current Chain of Office at a cost of £4,461.65.

#### **RECOMMENDATION:-**

**It is recommended that the Charter Trustees agreed a budget of approximately £5,000 be taken from Reserves so that the order can be placed.**

**Renaming of the Mayoress' Chain**

9. The Civic Working Group agreed that these Chains be renamed as the Consort's Chain to reflect that they are worn by the Consort to the Mayor.

**Summary of financial implications**

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

**Summary of legal implications**

11. 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**

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

**Summary of sustainability impact**

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

**Summary of public health implications**

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

**Summary of equality implications**

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

**Summary of risk assessment**

16. 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**

None.

## THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	<b>Finance Update September 2023</b>
Meeting date	16 October 2023
Status	Public
Executive summary	The forecast for the 2023/24 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 £6,450.
<b>Recommendations</b>	<p><b>It is RECOMMENDED that:</b></p> <p><b>The Charter Trustees note the in-year budget position for 2023/24 and other finance updates set out in the report.</b></p>
Reason for recommendations	To inform the Charter Trustees of the budget position for the current financial year
Report Authors	<p>Matthew Filmer, Assistant Chief Financial Officer BCP Council</p> <p>☎ 01202 128503</p> <p>✉ <a href="mailto:matthew.filmer@bcpcouncil.gov.uk">matthew.filmer@bcpcouncil.gov.uk</a></p>

### Budget forecast position 2023/24

1. The Charter Trustees of Bournemouth approved the 2023/24 budget at their meeting of 23 January 2023. Agreed total expenditure was £158,341 which will be funded from the council tax precept of £147,091, reserve contribution of £10,000 and £1,250 from investment income.
2. Appendix A of this report provides a detailed breakdown of the agreed budgets and the latest financial forecast for 2023/24 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 £6,450.
3. The reserves of the Charter Trustee of Bournemouth are forecasted to decrease to a closing position of £77,388.

## **Budget Workshop**

4. In January 2024 the Charter Trustees will meet to set the 2024/25 budget and agree the council tax precept to fund it.
5. To facilitate the budget setting process for next year it is recommended that, like last year, a budget workshop is held in December 2023. 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 2024/25;
  - 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**

6. As detailed in the report.

## **Summary of legal Implications**

7. None

## **Summary of human resources implications**

8. None

## **Summary of sustainability impact**

9. None

## **Summary of equality impact**

10. None

## **Summary of risk impact**

11. The monitoring of the in-year budget position and early engagement on the 2023/24 budget setting process minimise the risks that budgets are insufficient to meet expenditure, or that in-year overspends occur.

## **Background papers**

Budget and Precept 2023/24 – Published Works, Charter Trustees of Bournemouth meeting 23 January 2023

Budget Outturn Report 2022/23 – Published works, Charter Trustees of Bournemouth meeting 27 June 2023

## **Appendices**

Appendix A – September Budget Forecast

## The Charter Trustees of Bournemouth - Budget Monitoring September 2023



Description of expenditure and income	2023/24 Budget	2023/24 Forecast
<b>Expenditure</b>		
<b>Civic Budget</b>		
Hospitality	10,000	6,500
Civic Regalia	4,500	4,500
Travel and Subsistence	100	100
Training & Conferences	200	100
Out of Pocket Expenses	2,000	1,500
Photography	500	300
Flowers	300	300
<b>Civic Events</b>		
Mayor-Making	3,500	3,500
Remembrance Sunday Parade & Service	10,000	10,000
Civic Service	2,000	2,000
Civic Awards	200	200
War Commemorations	1,500	750
Special Anniversarial Events	1,000	0
Other Events - Contingency	800	800
Coronation	10,000	10,000
<b>Premises</b>		
Room & Premises rental	17,350	17,350
<b>Staffing Recharges</b>		
Salaries, LGPS Pensions & National Insurance	81,997	81,997
<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	200	200
Insurance	600	600
External Auditors	400	400
Internal audit	1,500	1,500
Accountancy	3,644	3,644
IT Provision	1,500	1,500
Telephone	50	50
Laundry (dry-cleaning of Parlour laundry, uniforms, robes)	200	200
<b>Transport</b>		
Use of Vehicles	2,000	2,000
Fuel	1,000	1,000
Vehicle Hire	500	500
<b>Total Expenditure</b>	<b>158,341</b>	<b>151,891</b>
<b>Income &amp; Reserves</b>		
Council Tax Precept	(147,091)	(147,091)
Investment Income	(1,250)	(1,250)
Contribution to / (from) Reserves	(10,000)	(3,550)
<b>Total Income &amp; Reserves</b>	<b>(158,341)</b>	<b>(151,891)</b>
<b>Net Position</b>	<b>0</b>	<b>0</b>
<b>Opening Balance</b>	<b>(90,938)</b>	<b>(80,938)</b>
In year movement	10,000	3,550
<b>Closing Balance</b>	<b>(80,938)</b>	<b>(77,388)</b>

This page is intentionally left blank