

Notice of The Charter Trustees for Poole

Date: Tuesday, 17 October 2023 at 5.00 pm

Venue: The Guildhall, Market St, Poole BH15 1NF



Membership:

Mayor:

Cllr J Clements

Deputy Mayor:

Cllr T Trent

Sheriff:

Cllr P Miles

Cllr J Bagwell
Cllr S Aitkenhead
Cllr M Andrews
Cllr J Beesley
Cllr P Broadhead
Cllr D Brown
Cllr R Burton
Cllr J J Butt
Cllr J Challinor
Cllr A Chapmanlaw
Cllr P Cooper

Cllr D d'Orton-Gibson
Cllr M Earl
Cllr M Gillett
Cllr C Goodall
Cllr A Hadley
Cllr M Haines
Cllr E Harman
Cllr B Hitchcock
Cllr M Howell
Cllr M Le Poidevin
Cllr S Mackrow

Cllr R Maidment
Cllr C Matthews
Cllr S Moore
Cllr K Rampton
Cllr Dr F Rice
Cllr P Sidaway
Cllr P Slade
Cllr V Slade
Cllr O Walters
Cllr C Weight

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?CId=303&MId=5700&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@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

6 October 2023

**DEBATE
NOT HATE**



Available online and on
the Mod.gov app

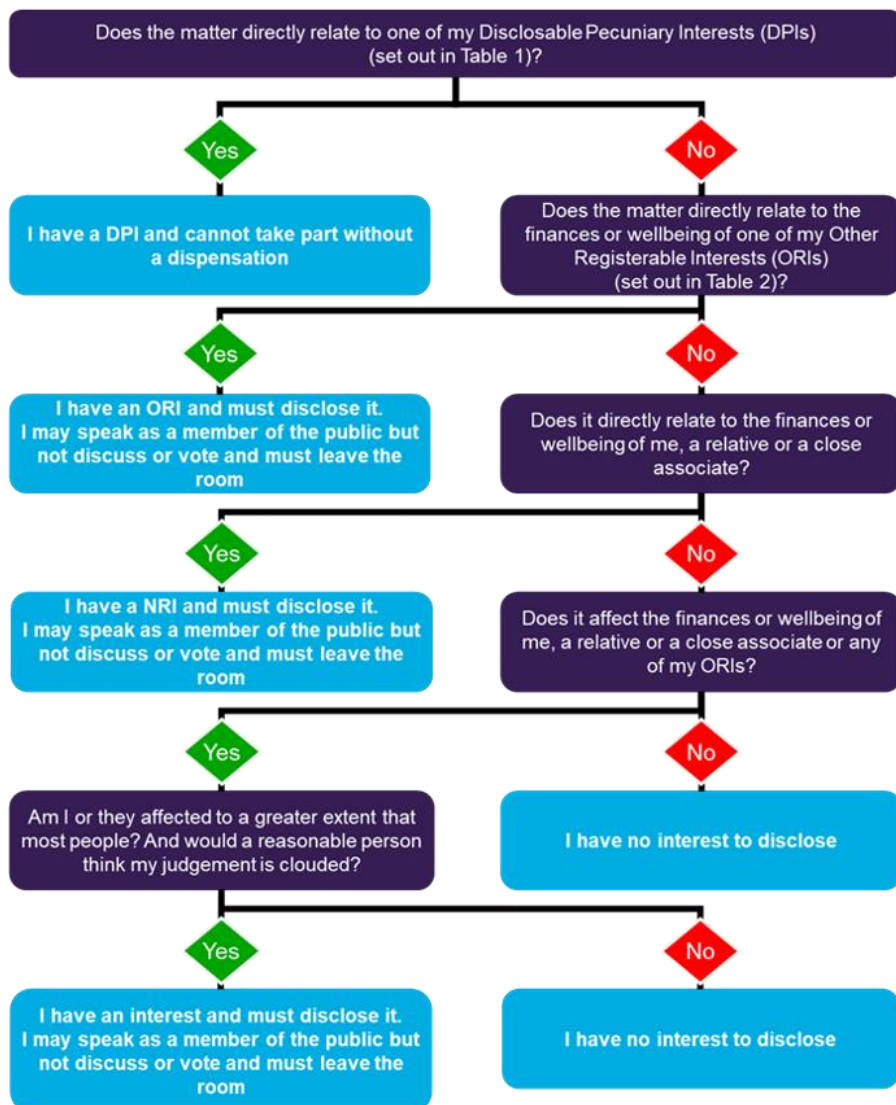


Maintaining and promoting high standards of conduct

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)

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 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 11 September 2023, and seeks support for any recommendations arising.

6. Finance Update

13 - 18

The forecast for the 2023/24 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 underspend for the year is £5,900.

No other items of business can be considered unless the Mayor decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

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THE CHARTER TRUSTEES FOR POOLE

Minutes of the Meeting held on 26 June 2023 at 5.00 pm

Present:-

Cllr J Clements – Mayor

Cllr Tony Trent – Deputy Mayor

Present: Cllr P Miles (Sheriff), Cllr M Andrews, Cllr D Brown, Cllr D d'Orton-Gibson, Cllr M Earl, Cllr C Goodall, Cllr M Haines, Cllr E Harman, Cllr M Howell, Cllr M Le Poidevin, Cllr S Mackrow, Cllr C Matthews, Cllr S Moore, Cllr P Sidaway, Cllr P Slade and Cllr V Slade

11. Apologies

Apologies were received from Cllrs Bagwell, Broadhead, Burton, Butt, Cooper, Hadley, Rice, and Walters.

Apologies were also received from Graham Farrant, Honorary Clerk. (Richard Jones deputising)

12. Declarations of Interests

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

13. Confirmation of Minutes and matters arising

Regarding Minute 6 of the meeting held on 06 June 2023, it was highlighted that the appointment of Cllr P Miles to the role of Sheriff of Poole had been omitted and required amendment.

RESOLVED: That the minutes of the meetings held on 25 January and 06 June 2023 be confirmed as a correct record, subject to amendment to the minutes of the meeting held on 06 June 2023 as outlined.

Voting: Unanimous.

14. Charter Mayor's Report

A minute's silence was held following the passing of former Mayor's Escort David LePoidevin and former Mayoress Maryrose Burden.

The Mayor reported on their activities since their election as Charter Mayor for Poole on 06 June 2023. The Mayor reported that they had undertaken a wide variety of engagements which included:

- A meeting alongside the Duke of Kent regarding the Splash Appeal at The Beehive;
- Dedication of a new Falklands Memorial;

- Attendance at Harry Paye Day; and
- A Civic Service at Christchurch Priory.

The Mayor presented the Sheriff, Cllr Miles, with the Sheriff's Wand and Gaol Key.

(Cllr Earl arrived at 17:09)

15. Report of the Civic Working Group

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

Trustees were supportive of the proposed changes, though suggested the following additions:

- Further detail on the history and role of the mayoralty of Poole prior to 1974;
- Confirmation that the Trust operated under the rules of Local Government Act 1972;
- Tiding up of minor typographical errors.

In addition, it was suggested that the Working Group consider the use of the Poole Charter Trustee flag, including uniformity of design across locations and confirmation of when and where the flag should be flown.

RESOLVED:

- 1. That the proposed amendments to the Charter Trustee Handbook be approved, subject to the amendments set out above; and**
- 2. That the Working Group consider the use of the Poole Charter Trustee flag in respect of the comments received.**

Voting: Unanimous.

16. Charter Trustees 2022-23 Internal Audit Report

Matt 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 agenda 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.

17. 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.

The Trust's total reserves were confirmed to be circa £134k, inclusive of a yearly underspend of £28k. A paper detailing the options for the use of these reserves, and suggested amendments to the council tax precept, would be forthcoming at the next meeting. It was confirmed that figures in the report were rounded.

Trustees considered the report, and sought clarity on the figures outlined, with specific reference to the cost of the mayor-making in 2022, returned monies from the Broadstone remembrance parade, the recharge of salaries, vehicle costs, and the discrepancy between the forecast investment income figure vs. the actual investment income figure.

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.

Regarding mayor-making in 2022, the officer advised that spend on this event had been minimal. Underspend on the Broadstone event and subsequent returned monies was detailed within the 'miscellaneous income' line. Recharge of salaries was contractually fixed at budget setting, while vehicle costs was amortised across the life of vehicle. Fuel costs were paid via credit card by the Council, and then it was incumbent on the Council to re-charge to the Trust.

Regarding the discrepancy between the investment income figure and the original forecast, this was confirmed to be due to the rise in reserves, compounded by the manner in which reserves were pooled under the BCP treasury, and therefore subject to higher rates of return.

Some Trustees suggested that reserves be used to support community projects through community grants. Other Trustees suggested holding a meeting to discuss the use of reserves. It was agreed that a meeting of the Working Group be scheduled, in a workshop format, with all Trustees to be invited.

The Budget Outturn Report 2022-23 was submitted for approval and put to a vote, with results as follows:

For: 4

Against: 0

Abstained: 14

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.**

18. Annual Governance Statement 2022-23 & Statement of Accounts for 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, with results as follows:

For: 17

Against: 0

Abstained: 1

The Statement of accounts was then presented for approval. The officer highlighted the value of the Trust's fixed assets of £1.3m, which reflected the asset insurance cover. Total value of cash and investments was confirmed to total circa £210k. The recommendation was put to a vote, with results as follows:

For: 17

Against: 0

Abstention: 1

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 5.40 pm

MAYOR

THE CHARTER TRUSTEES FOR POOLE



Report subject	Report of the Civic Working Group
Meeting date	11 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.
Recommendations	It is RECOMMENDED that: the Charter Trustees approve the changes to the membership of the Civic Working Group as suggested.
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.

Civic Working Group Membership

5. Consideration was given to the group membership.

It was suggested that:

- the Budget Signatories should be included.
- membership be broadened beyond Past Mayors.
- membership numbers be limited to a maximum figure to promote meaningful discussion.

It was noted that any such changes will need to be reflected in the Charter Trustee Handbook.

RECOMMENDATION:-

It is RECOMMENDED that the Charter Trustees approve the changes to the membership of the Civic Working Group as suggested.

Summary of financial implications

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

Summary of legal implications

7. 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

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

Summary of sustainability impact

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

Summary of public health implications

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

Summary of equality implications

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

Summary of risk assessment

12. 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.

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THE CHARTER TRUSTEES FOR POOLE



Report subject	Finance Update
Meeting date	17 October 2023
Status	Public Report
Executive summary	The forecast for the 2023/24 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 underspend for the year is £5,900.
Recommendations	It is RECOMMENDED that: The Charter Trustees note the in-year budget position for 2023/24 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 ☎ 01202 128503 ✉ matthew.filmer@bcpcouncil.gov.uk

Budget forecast position 2023/24

1. The Charter Trustees of Poole approved the 2023/24 budget at their meeting of 25 January 2023. Agreed total expenditure was £151,951 which will be funded from the council tax precept of £126,084, reserve contribution of £24,367 and £1,500 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 £5,900.

3. The reserves of the Charter Trustee of Poole are forecasted to decrease to a closing position of £115,654.

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 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

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 Poole meeting 25 January 2023

Budget Outturn Report 2022/23 – Published works, Charter Trustees of Poole
meeting 26 June 2023

Appendices

Appendix A – September Budget Forecast

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The Charter Trustees of Poole - Budget Monitoring September 2023



Description of expenditure and income	2023/24 Budget	2023/24 Forecast
Expenditure		
Civic Budget		
Hospitality	9,000	6,500
Civic Regalia	3,000	3,000
Travel and Subsistence	100	100
Training & Conferences	1,000	0
Out of Pocket Expenses	1,000	1,000
Photography	200	200
Flowers	400	400
Civic Events		
Mayor-Making	1,500	1,500
Remembrance Sunday Parade & Service	4,500	5,500
Broadstone Remembrance Parade & Service	1,500	1,500
Civic Service	2,000	0
Civic Awards	1,500	1,500
War Commemorations	1,500	750
Special Anniversarial Events	500	0
Other Events - Contingency	500	500
Twinning	4,000	4,000
Coronation	10,000	10,000
Premises		
Room & Premises rental	15,450	15,450
Staffing Recharges		
Salaries, LGPS Pensions & National Insurance	81,997	81,997
Administration and Running Costs		
Postage	100	50
Printing & Photocopying	50	50
Stationery	150	50
Subscriptions - Organisations	160	160
Supplies and Services		
Uniform and Clothing	300	300
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	200	200
Laundry (dry-cleaning of Parlour laundry, uniforms, robes)	200	200
Transport		
Use of Vehicles	2,000	2,000
Fuel	1,000	1,000
Vehicle Hire	500	500
Total Expenditure	151,951	146,051
Income & Reserves		
Council Tax Precept	(126,084)	(126,084)
Investment Income	(1,500)	(1,500)
Contribution to / (from) Reserves	(24,367)	(18,467)
Total Income & Reserves	(151,951)	(146,051)
Net Position	0	0
Opening Balance	(134,121)	(134,121)
In year movement	24,367	18,467
Closing Balance	(109,754)	(115,654)

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