

Notice of The Charter Trustees for Poole

Date: Thursday, 5 December 2024 at 6.00 pm

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



Membership:

Mayor: Cllr P Miles

Deputy Mayor: Cllr J Clements

Sheriff: Cllr M Howell

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?CId=303&MId=6171&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

27 November 2024

**DEBATE
NOT HATE**



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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
(janie.berry@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 18 July 2024 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 Poole Civic Working Group

To Follow

This report summarises the issues discussed at the Civic Working Group meetings held since the last Charter Trustee meeting in July and seeks support for any recommendations arising.

6. Finance Update November 2024

9 - 12

The forecast for the 2024/25 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 £9,077.

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 18 July 2024 at 5.00 pm

Present:-

Cllr P Miles – Mayor

Present: Cllr M Howell (Sheriff), Cllr S Aitkenhead, Cllr M Andrews, Cllr J Beesley, Cllr D Brown, Cllr R Burton, Cllr P Cooper, Cllr M Earl, Cllr C Goodall, Cllr E Harman, Cllr M Le Poidevin, Cllr S Mackrow, Cllr S Moore, Cllr Dr F Rice, Cllr T Trent and Cllr C Weight

19. Apologies

Apologies were received from Councillors Philip Broadhead, Judes Butt, John Challinor, David d’Orton-Gibson, Andy Hadley, Brian Hitchcock, Chris Matthews, Karen Rampton, Felicity Rice (arrived 18:25) Paul Slade and Vikki Slade.

20. Declarations of Interests

None.

21. Confirmation of Minutes and matters arising

Consideration was given to the minutes of the previous meetings. Following a suggestion from Trustees, it was agreed that all future Charter Trustee meetings would be scheduled for 6pm.

RESOLVED:

- a. That the minutes of the meetings held on 24 January, 04 May, 17 May and 25 June 2024 be approved as a correct record; and**
- b. That all future Charter Trustee meetings be scheduled for 6pm.**

22. Charter Mayor's Communications

The Mayor updated Trustees on his activities since the previous meeting, highlighting:

- The Beating of the Bounds event;
- 80th Anniversary of D-Day events;
- School visits;
- A visit to Victoria Education Centre.

23. Report of the Civic Working Group

The Sheriff, Councillor Mark Howell introduced the report of the Civic Working Group.

Cllr Howell set out the recommended changes to the Civic Working Group as set out in the accompanying papers. It was highlighted that if the changes were approved, there would be no need for a separate Budget Working Group.

Proposed changes to the Working Group included updating of its overall remit to include matters of budget, accommodation, recommendations from audit reports, and a review of forthcoming events. It was suggested that the Group should meet every two weeks to begin with, though this could be reviewed. It was hoped that the proposed changes would encourage greater inclusivity and Trustee participation.

Trustees were in support of the proposed changes. Five volunteer members of the Civic Working Group were sought, and these were confirmed as Councillors Aitkenhead, Andrews, Le Poidevin, Trent, and Wright.

The Chair set out the recommendation to serve notice to Upton House for the termination of the storage agreement and the relocation of civic robes and regalia to the Civic Centre. Trustees supported this recommendation.

Trustees highlighted the need to review the Standing Orders, supported by Legal advice. The Honorary Clerk advised that a meeting to discuss the matter was to be scheduled urgently, before a further report could be brought to Trustees.

Cllr Howell suggested a need to review the civic event attendance matrix.

Cllr Le Poidevin suggested officers review whether membership of the Civic Working Group could be added to the agenda of the AGM/mayor-making meeting.

Cllr Trent raised concerns regarding the publicising of the Beating of the Sea Bounds event as feedback from residents was that they were unaware of the event. Cllr Howell confirmed that the Beating of Sea Bounds was not a Trustee event, though the Civic Working Group was reviewing how to better promote the Charter Trustees, supported by the Council's Corporate Communications team.

RESOLVED:

- 1. That the proposed changes to the Civic Working Group be agreed;**
- 2. That the 5 volunteers be: Aitkenhead, Le Poidevin, Andrews, Trent and Wright; and**
- 3. That the Charter Trustees serve notice to Upton House for the termination of the storage agreement and that the assets be relocated to the Civic Centre.**

Voting: unanimous

The meeting ended at 5.50 pm

MAYOR

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THE CHARTER TRUSTEES FOR POOLE



Report subject	Finance Update November 2024
Meeting date	5 December 2024
Status	Public
Executive summary	The forecast for the 2024/25 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 £9,077.
Recommendations	It is RECOMMENDED that: The Charter Trustees note the in-year budget position for 2024/25 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 2024/25

1. The Charter Trustees of Poole approved the 2024/25 budget at their meeting of 24 January 2024. Agreed total expenditure was £196,153 which will be funded from the council tax precept of £127,684, reserve contribution of £67,269 and £1,200 from investment income.
2. Appendix A of this report provides a detailed breakdown of the agreed budgets and the latest financial forecast for 2024/25 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 £9,077 which is the difference between forecast drawdown of reserves and what was budgeted for.
3. The reserves of the Charter Trustee of Poole are forecasted to decrease to a closing position of £78,577.

Budget Workshop

4. In January 2025 the Charter Trustees will meet to set the 2025/26 budget and agree the council tax precept to fund it.
5. To facilitate the budget setting process for next year a budget workshop was held in November 2024. The workshop looked 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 2025/26;
 - b) Discussion around what activities the charter trustees can carry out following receipt of legal advice
 - 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 2024/25 budget setting process minimise the risks that budgets are insufficient to meet expenditure, or that in-year overspends occur.

Appendices

Appendix A – November Budget Forecast

The Charter Trustees of Poole - Budget Monitoring November



Description of expenditure and income	2024/25 Budget	2024/25 Forecast
Expenditure		
Civic Budget		
Hospitality	6,000	4,000
Civic Regalia	2,500	4,000
Travel and Subsistence	100	0
Sheriff Convention	1,000	572
Out of Pocket Expenses	1,000	200
Photography	150	300
Flowers	300	150
Civic Events		
Mayor-Making	2,500	1,609
Remembrance Sunday Parade & Service	4,500	0
Civic Service	2,000	2,000
Civic Awards	1,500	0
War Commemorations - D-day	2,500	5,774
Freedom of Poole for HMS CATTISTOCK	10,000	13,604
Grant Funding		
Broadstone Remembrance Parade & Service	1,500	0
Twinning Grant	4,350	4,350
Grant Funding Allocation	20,000	5,160
Premises		
Room & Premises rental	15,450	15,450
Staffing Recharges		
Salaries, LGPS Pensions & National Insurance	107,046	104,575
Administration and Running Costs		
Postage	100	14
Printing & Photocopying	50	20
Stationery	150	0
Subscriptions - Organisations	160	160
Supplies and Services		
Uniform and Clothing	300	300
Insurance	640	640
External Auditors	400	400
Internal audit	1,750	1,750
Accountancy	3,888	3,888
IT Provision	1,601	1,601
Communication and Promotions	400	0
Telephone	50	0
Laundry (dry-cleaning of Parlour laundry, uniforms, robes)	200	200
Legal Advice	0	11,925
Removal Costs	0	567
Transport		
Use of Vehicles	2,668	2,668
Fuel	1,000	1,000
Vehicle Hire	400	200
Total Expenditure	196,153	187,076
Income & Reserves		
Council Tax Precept	(127,684)	(127,684)
Investment Income	(1,200)	(1,200)
Contribution to / (from) Reserves	(67,269)	(58,192)
Total Income & Reserves	(196,153)	(187,076)
Net Position	(0)	0
Opening Balance	(136,769)	(136,769)
In year movement	67,269	58,192
Closing Balance	(69,500)	(78,577)

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