

Notice of The Charter Trustees for Bournemouth



Date: Wednesday, 17 July 2024 at 6.00 pm

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

Membership:

Mayor:

Cllr G Farquhar

Deputy Mayor:

Cllr A Filer

Cllr C Adams
Cllr H Allen
Cllr M Andrews
Cllr S Armstrong
Cllr S Bartlett
Cllr J Beesley
Cllr P Broadhead
Cllr D Brown
Cllr O Brown
Cllr S Bull
Cllr R Burton
Cllr P Canavan
Cllr S Carr-Brown
Cllr B Castle

Cllr J Challinor
Cllr A Chapmanlaw
Cllr B Chick
Cllr E Connolly
Cllr D d'Orton-Gibson
Cllr B Dove
Cllr M Dower
Cllr J Edwards
Cllr D Farr
Cllr M Gillett
Cllr J Hanna
Cllr R Herrett
Cllr A Keddie
Cllr R Maidment

Cllr G Martin
Cllr J Martin
Cllr A-M Moriarty
Cllr B Nanovo
Cllr L Northover
Cllr K Rampton
Cllr J Richardson
Cllr C Rigby
Cllr J Salmon
Cllr K Salmon
Cllr T Trent
Cllr L Williams
Cllr K Wilson
Cllr G Wright

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?Cld=304&Mld=6177&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

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or email press.office@bcpcouncil.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

9 July 2024

**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
(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 - 16

To confirm the minutes of the meetings held on 22 January, 24 May and 25 June 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 Civic Working Group

17 - 20

6. Notice of motion

The following motion has been submitted by Councillor Joe Salmon and seconded by Councillor Kate Salmon:-

“In recognition of the current Israel-Hamas conflict and Israel's potential violations of international law, and the subsequent detrimental impact on the reputation of the town of Bournemouth and its Mayoralty, I call on the Charter Trustees of Bournemouth to withdraw its support for Bournemouth's twinning with Netanya, Israel, that BCP Council be asked to remove any signage and other signifiers to that effect and request that the Bournemouth Twinning Association de-twin the towns.”

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 BOURNEMOUTH

Minutes of the Meeting held on 22 January 2024 at 6.00 pm

Present:-

Cllr A Filer – Mayor

Present: Cllr C Adams, Cllr S Bartlett, Cllr J Beesley, Cllr D Brown, Cllr P Canavan, Cllr S Carr-Brown, Cllr E Connolly, Cllr D d'Orton-Gibson, Cllr M Dower, Cllr J Edwards, Cllr J Hanna, Cllr R Herrett, Cllr J Martin, Cllr B Nanovo, Cllr L Northover, Cllr J Richardson, Cllr K Salmon, Cllr L Williams and Cllr K Wilson

Also in
attendance:

24. Apologies

Apologies for absence were received from Deputy Mayor G Farquhar and Councillors M Andrews, P Broadhead, J Challinor, O Brown, S Bull, R Burton, B Dove, D Farr, M Haines, G Martin and K Rampton.

25. Declarations of Interests

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

26. Confirmation of Minutes and matters arising

Consideration was given to the minutes of the previous meeting. It was highlighted that the minutes required amendment to correctly list Cllrs Canavan and Herrett's attendance.

RESOLVED: That the minutes of the meeting held on 16 October 2023 be confirmed as a correct record, subject to the above amendments.

27. Charter Mayor's Communications

The Mayor reported on her activities since the previous meeting, which included attendance at events including:

- Bournemouth In Bloom
- Remembrance Sunday
- Black History Month
- High Sheriff of Dorset annual service
- Various community, interfaith and charitable events
- Dinner at London Guildhall
- Young Carers Christmas event

The Mayor confirmed that she would be working with the Council's Corporate Communications team to publicise future events.

28. Report of the Bournemouth Civic Working Group

Cllr J Beesley - Chair of the Civic Working Group, presented a report summarising the issues discussed at the meeting held on 8 January 2024. Trustees were informed of the Group's agreement to support the 80th anniversary of D-Day in June 2024 through the allocation of a £5,000 budget, to be agreed as part of agenda item 7: Budget and Precept for 2024/25.

Trustees were asked to agree to the implementation of a Mayor's Award's Scheme in principle, with a £2,000 budget to support the scheme to be agreed under agenda item 7: Budget and Precept for 2024/25. Trustees were also asked to delegate the use of that budget, if agreed, to the Civic Working Group.

RESOLVED: that

- a. the Charter Trustees agree to the implementation of a Mayor's Award Scheme in principle, and;**
- b. the Civic Working Group be delegated authority to oversee the use of any budget agreed in support of the Scheme.**

Voting: Unanimous

29. Budget and Precept for 2024/25

The Responsible Financial Officer presented a Budget and Precept report, highlighting:

- reductions in hospitality, mayor-making and out of pocket expenses budgets;
- the introduction of a £400 budget for work commissioned from the Council's Corporate Communications team;
- increased recharges for staff support, insurance, IT, accountancy and internal audit;
- a £5,000 budget to support the forthcoming anniversary of D-Day;
- an increased budget of £2,000 to support the Mayor's Awards.

Reserves at 31 March 2025 were forecasted to be £75,840, following a proposed draw-down of £23,645 in 2024/25. The council tax base was confirmed to have increased by 457 Band D properties. The Band D council tax charge was proposed to be frozen at the 2023/24 figure of £2.27 per annum.

Some Trustees raised concerns over the level of reserves and staffing costs in light of a public cost of living crisis and suggested that better value for money could be achieved through increased use of reserves and a reduction in the council tax precept. In response, officers advised that the budget proposed more accurately reflected the true cost of providing services to Trustees. 70% of charges incurred by the Trustees were fixed

from the Council and costs would likely increase should Trustees forward without Council support. Staff charges included the most recent pay award together with overhead apportionment from the Council.

Using reserves to reduce the council tax precept was not sustainable. Reserves were expected to decrease across future years, which in turn would likely result in a required increase to the Band D charge.

Trustees were advised that the Council administration was exploring options for changes to the governance of the Charter Trustees, such as setting up the Charter Trustees as a Parish Council.

The recommendations were put to a vote: For: 13, Against: 1, Abstention: 6.

The vote was carried and it was:

RESOLVED: that

- a. The proposed budget for 2024/25 as set out in Appendix A be approved;**
- b. The council tax requirement and precept of £148,091 be approved.**

30. Review of the Risk Register - Bournemouth

The Deputy Head of Democratic Services presented a report detailing the annual review of the Risk Register for the Charter Trustees of Bournemouth, highlighting the downgrading of risk relating to the safety of civic dignitaries.

RESOLVED: that the risk register, as attached at Appendix 1 to the report, be approved.

Voting: Unanimous

31. Appointment to the office of Mayor for 2024/2025 and subsequent Deputy Mayor in 2025/26

The Deputy Head of Democratic Services confirmed the appointment of Councillor George Farquhar as the Mayor of Bournemouth for 2024/25, and subsequent Deputy Mayor of Bournemouth for 2025/26.

Cllr Beesley congratulated the Mayor Elect on his appointment and wished him success during his term of office.

The meeting ended at 6.42 pm

MAYOR

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THE CHARTER TRUSTEES FOR BOURNEMOUTH

Minutes of the Meeting held on 24 May 2024 at 11.15 am

Present:-

Cllr A Filer – Mayor

Cllr G Farquhar – Deputy Mayor

Present: Cllr S Armstrong, Cllr S Bull, Cllr R Burton, Cllr S Carr-Brown, Cllr B Castle, Cllr E Connolly, Cllr D d'Orton-Gibson, Cllr R Herrett, Cllr G Martin, Cllr J Martin, Cllr A-M Moriarty, Cllr B Nanovo, Cllr J Richardson, Cllr K Salmon, Cllr T Trent and Cllr L Williams

1. Apologies

Apologies for absence were received from Councillors Adams, Allen, Andrews, Bartlett, Beesley, Chapmanlaw, D Brown, O Brown, Challinor, Dove, Dower, Edwards, Farr, Hanna, Keddie, Northover, Rampton, Wilson and Wright.

2. Declarations of Interests

None.

3. Charter Mayor's Communications

The Charter Mayor updated those in attendance on her activity as Mayor over the last municipal year.

The Mayor remarked on the changing demographics of the conurbation, and highlighted the various community, religious and volunteer groups that could now be found within the area.

The Mayor gave thanks to all she had met throughout her Mayoral year, her Consort, the Deputy Mayor and Deputy Consort, the Sheriff, the Honorary Clerk and the Civic team for their help and support over the preceding year.

The Mayor ended by wishing the new Mayor good luck for the year ahead.

4. Election of Charter Mayor

Councillor Richard Burton proposed Councillor George Farquhar as Charter Mayor of Bournemouth for the municipal year 2024/25.

Councillor Eleanor Connolly seconded the proposal.

The proposal was put to a vote and unanimously agreed.

RESOLVED: That Councillor George Farquhar be appointed as Charter Mayor for 2024/25.

Major David Alton was confirmed as Mayor's Chaplain for the ensuing municipal year.

5. Election of Deputy Charter Mayor

Councillor Lawrence Williams proposed Councillor Anne Filer as Deputy Charter Mayor of Bournemouth for the municipal year 2024/25.

Councillor Sarah Armstrong seconded the proposal.

The proposal was put to a vote and unanimously agreed.

RESOLVED: That Councillor Anne Filer be appointed as Deputy Charter Mayor for 2024/25.

Alderman Michael Filer was confirmed as Deputy Mayor's Consort for the ensuing municipal year.

6. Appointment of one representative and substitute to the Association for Charter Trustee Towns (ACTT)

Councillor Patrick Canavan proposed Councillor Lawrence Williams for the Representative of the ACTT role.

Councillor d'Orton Gibson seconded the proposal.

It was suggested that a substitute be confirmed at a later date.

The proposal was put to a vote and unanimously agreed.

RESOLVED: That Councillor Lawrence Williams be appointed as representative to the Association for Charter Trustees Towns.

7. Appointment of Two Budget Signatories

Councillor Anne Filer proposed Councillors John Beesley and Lawrence Williams for the role of budget signatories.

Councillor George Farquhar seconded the proposal.

The proposal was put to a vote and unanimously agreed.

RESOLVED: That Councillors John Beesley and Lawrence Williams be appointed as budget signatories.

8. Appointment of a Charter Trustee to undertake Bank Statement Verifications

Councillor Lawrence Williams proposed Councillor Duane Farr be appointed to undertake bank statement verifications.

Councillor d'Orton-Gibson seconded the proposal.

The proposal was put to a vote and unanimously agreed.

RESOLVED: That Councillor Duane Farr be appointed to undertake bank statement verifications.

9. Calendar of Meetings for 2024-25

The dates and times of Charter Trustee meetings for 2024/25 were proposed for agreement as set out in the accompanying meeting papers, though it was highlighted that due to the recently called General Election the next meeting of the Charter Trustees required rescheduling from the originally proposed date of 24 June 2025 to 17 July 2025.

Trustees proposed changing the annual mayor-making meeting for 2025 to 22 May or earlier, to avoid the scheduled bank holiday weekend. It was agreed that this be discussed at the next meeting of the Charter Trustees.

The proposed meeting dates and times were unanimously agreed.

RESOLVED: that the meeting dates and times for 2024/25 be approved as follows:

6pm, Wednesday, 17 July 2024
6pm, 23 October 2024
6pm, 30 January 2025
Mayor-making 2025 - TBC

The meeting ended at 12.28 pm

MAYOR

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THE CHARTER TRUSTEES FOR BOURNEMOUTH

Minutes of the Meeting held on 25 June 2024 at 5.30 pm

Present:-

Cllr G Farquhar – Mayor

Present: Cllr C Adams, Cllr M Andrews, Cllr S Bartlett, Cllr J Beesley, Cllr P Canavan, Cllr B Castle, Cllr E Connolly, Cllr M Dower, Cllr J Edwards, Cllr M Gillett, Cllr R Herrett, Cllr A Keddie, Cllr J Martin, Cllr A-M Moriarty, Cllr B Nanovo, Cllr L Northover, Cllr J Richardson, Cllr C Rigby, Cllr T Trent, Cllr L Williams, Cllr K Wilson and Cllr G Wright

1. Apologies

Apologies were received from Councillors Hazel Allen, Sara Armstrong, Philip Broadhead, David Brown, Simon Bull, Richard Burton, Sharon Carr-Brown, John Challinor, Adrian Chapmanlaw, Brian Chick, David d'Orton-Gibson, Bobbie Dove, Duane Farr, Anne Filer, Jeff Hanna, Rachel Maidment, Gillian Martin, Karen Rampton, Joe Salmon and Kate Salmon.

2. Declarations of Interests

None.

3. Audit Report 2023-24

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 4. Trustees were advised that a summary of findings were set out on page 8 of the meeting papers which highlighted a high priority failure to hold an asset verification exercise. It was confirmed that the asset verification had been scheduled to be held in July, following the General Election.

The report was noted.
Voting: unanimous.

4. Annual Governance Statement & Statement of Accounts 2023-24

Matt Filmer, Responsible Financial Officer presented the Annual Governance Statement and Statement of Accounts for 2023-24, as set out in the meeting papers which had been circulated to each Trustee and a

copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The officer advised that there were two recommendations, the first of which concerned the Annual Governance Statement. It was confirmed that there was substantial reassurance on control objectives.

The second recommendation concerned the Statement of Accounts. The officer highlighted the value of the Trust's fixed assets which reflected the asset insurance cover. In response to a query on the insurance value, it was explained that external auditors had deemed the insurance value to be a sensible value based on the value of all assets, including heritage assets.

Regarding a query on the overspend on printing and photocopying, it was confirmed that an additional £263 had been spent on booklets in support of the Remembrance Sunday event. It was accepted that this spend should have been aligned to the Remembrance event budget header.

Both the Annual Governance Statement and Statement of Accounts were recommended for approval. The recommendation was moved by Cllr Williams and seconded by Cllr Beesley, put to a vote, and was unanimously agreed.

RESOLVED:

- 1. That the Annual Governance Statement 2023-24 be approved;**
- 2. That the Statement of Accounts for 2023-24 be approved.**

Voting: unanimous.

5. Budget Outturn Report 2023-24

Matt Filmer, Responsible Financial Officer presented the Budget Outturn for 2023-24, as set out in the supplemental 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 Mayor confirmed that he had approved the late addition of the report to provide additional context to agenda item 4.

The Officer highlighted the final underspend value of £18,706 which had been added to the total reserves. As a result, the Charter Trustees would carry forward reserves of £103,577 into the 2024/25 financial year.

In response to a query on the level of ongoing underspend and increases to reserves, the officer reminded Trustees that the budget for 24/25 had been agreed to be supported by reserves. Draw-down of reserves depended on the amount of over and underspend. The audit report demeaned at agenda item 3 had highlighted the level of reserves and suggested that Trustees should review ways for these reserves to be used.

Regarding the potential to offset reserves against the precept, it was confirmed that this would be a matter for the Budget Working Group to discuss, though it was suggested that any reduction in precept through use of reserves could result in having to increase the precept in following years.

The Honorary Cler reminded Trustees that reserves must be used for Charter Trustee purposes only.

The Mayor highlighted that reserves would likely be used in support of forthcoming events to commemorate Victory in Japan and Victory in Europe. These events were to be discussed at future Civic Working Group meetings.

Trustees referred to the Grant Funding Scheme in place in Poole and suggested a similar scheme could be created for Bournemouth, though it was recognised that there could be Charter Trustee expenses that required use of reserves i.e. a new Mayoral vehicle.

The Mayor proposed the scheduling of a workshop to consider the wider options for use of revenue and reserves in support of community events and facilities across the Bournemouth area, inclusive of options to work with neighbouring CTs, town and parish councils. Councillor Trent seconded the motion. This was put to a vote and unanimously agreed, with 2 abstentions.

RESOLVED: that a workshop be arranged to consider the wider options for use of revenue and reserves in support of community events and facilities across the Bournemouth area, inclusive of options to work with neighbouring CTs, town and parish councils.

The report was noted.
Voting: Unanimous.

The meeting ended at 6.18 pm

MAYOR

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THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Report of the Civic Working Group
Meeting date	17 July 2024
Status	Public Report
Executive summary	This report summarises the issues discussed at the Civic Working Group and seeks support for any recommendations arising.
Recommendations	<p>It is RECOMMENDED that:</p> <p>Charter Trustees agree that Mayor-making 2025 be held on Tuesday 20 May 2025 at 11:15am.</p>
Reason for recommendations	To seek support of the Charter Trustees for the recommendations arising from the Civic Working Group.
Report Authors	Neil Fraser, Deputy Head of Democratic Services
Classification	For Decision

Background

- 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

- 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.
- 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

- The Civic Working Group agreed that they would meet six to eight weeks before each Charter Trustee meeting.
- The most recent meeting was held on 13 June 2024.

FOR NOTING:

Use of the term 'Consort'

4. The Civic Working Group agreed that the term "Mayor's Consort" should be used instead of "Mayors Escort" irrespective of gender, sex, marital status, or relationship. It was felt that this terminology avoided any negative connotations associated with the more modern interpretation of the term 'escort'.

Promotion of the Mayoralty, Charter Trustees and local organisations

5. The Civic Working Group discussed the need to improve engagement and attendance at meetings of the Charter Trustees. It was noted that a lack of timely RSVPs to meeting invitations was making it challenging for the Civic team to ensure there was a sufficient number of Trustees present to conduct business. It was agreed that a separate meeting invitation be sent prior to any Charter Trustee meeting and it is asked that Trustees reply to that email to confirm their attendance (or otherwise.)
- 5.1 To encourage newer Trustees to attend and participate in meetings, it was suggested that the Civic team schedule a refresher meeting to set out the purpose of the Charter Trustee and the history of the town in the hope that this would encourage participation. Trustees will receive an invitation once a suitable time and date is identified.
- 5.2 It was also requested that the Civic team confirm the regulations in respect of removing a Trustee following repeated absence at meetings.

For the benefit of Trustees, the relevant rule has been reproduced below:

Charter Trustee Regulations 2009

(7) Charter trustees may remove from office a councillor appointed under this regulation if, in their opinion, that councillor has, without sufficient cause, failed to attend two or more consecutive meetings of theirs.

FOR DECISION:

Mayor-making 2025

6. As highlighted at the Charter Trustee meeting on 24 May 2024, the current date for Mayor-making 2025 is 23 May 2025. Owing to the proximity to the May bank holiday on 26 May 2025, it had been suggested that this date be reviewed. On this basis, it is now proposed that the Mayor-making be held on Tuesday 20 May 2025 at 11:15am.

Recommendation: that the Charter Trustees agree that Mayor-making 2025 be held on Tuesday 20 May 2025 at 11:15am.

Summary of financial implications

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

Summary of legal implications

8. 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

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

Summary of sustainability impact

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

Summary of public health implications

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

Summary of equality implications

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

Summary of risk assessment

13. 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

14. None.

Appendices

15. None.

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