

# Notice of The Charter Trustees for Poole

Date: Thursday, 18 July 2024 at 5.00 pm

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



---

## Membership:

### Mayor:

Cllr P Miles

### Deputy Mayor:

Cllr J Clements

### Sheriff:

Cllr M Howell

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 E Harman  
Cllr B Hitchcock  
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 T Trent  
Cllr O Walters  
Cllr C Weight  
Cllr G Wright

---

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=6180&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](mailto:democratic.services@bcpccouncil.gov.uk)

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or email [press.office@bcpccouncil.gov.uk](mailto:press.office@bcpccouncil.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

10 July 2024

**DEBATE  
NOT HATE**



Available online and on  
the Mod.gov app



# 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 - 20

To confirm the minutes of the meetings held on 24 January, 04 May, 17 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**

21 - 24

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.

## THE CHARTER TRUSTEES FOR POOLE

Minutes of the Meeting held on 24 January 2024 at 6.00 pm

Present:-

Cllr J Clements – Mayor

Cllr T Trent – Deputy Mayor

Present: Cllr P Miles (Sheriff), Cllr S Aitkenhead, Cllr M Andrews, Cllr J Beesley, Cllr D Brown, Cllr R Burton, Cllr D d'Orton-Gibson, Cllr M Earl, Cllr C Goodall, Cllr A Hadley, Cllr E Harman, Cllr M Howell, Cllr M Le Poidevin, Cllr S Mackrow, Cllr S Moore, Cllr Dr F Rice and Cllr P Slade

### 25. Apologies

Apologies for absence were received from Cllrs A Chapmanlaw, P Cooper, M Haines, P Sidaway, V Slade and O Walters.

### 26. Declarations of Interests

Cllr M Andrews declared a non-pecuniary interest in respect of agenda item 5 as he was chair of the Poole Cherbourg Twinning Association (PCTA). Cllr Andrews advised that he would take no part in the debate on the item.

Cllr T Trent declared a non-pecuniary interest in respect of agenda item 5 as he had attended meetings of the PCTA and of the Society of Poole as an observer. However, Cllr Trent confirmed that he was not a member of either group.

### 27. Confirmation of Minutes and matters arising

Consideration was given to the minutes of the previous meeting, which were agreed subject to amendment to correctly include Cllr M Earl's attendance.

Cllr Le Poidevin requested an update on the previously agreed action regarding membership of the Civic Working Group. Trustees were informed that an update would be provided at the next meeting of the Working Group.

**RESOLVED: That the minutes of the meeting held on 17 October 2023 be confirmed as a correct record, subject to the above amendment.**

### 28. Charter Mayor's Communications

The Mayor reported the news that former Sheriff and Mayor of Poole, Randolph Meech, had passed away. Trustees marked Mr Meech's passing with a minute's silence.

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

- Launch of poppy appeal;
- High Sheriff of Dorset annual service;
- Various Remembrance events ;
- Firework display at Talbot Primary School;
- Bournemouth University graduation ceremony;
- Parkstone Sea Cadets Awards ceremony;
- PCTA event;
- Guildhall London Rifles Regiment dinner;
- Many Christmas themed events.

29. Report of the Poole Civic Working Group

Cllr P Miles - Chair of the Civic Working Group, presented a report summarising the issues discussed at the meeting held on 9 January 2024. Trustees considered the recommendations from the Working Group, which included:

- granting the officers and crew of HMS CATTISTOCK the freedom of Poole;
- approval of a new grant funding policy;
- approval of a payment of £5k to the Society for Poole for support of the Beating of the Sea Bounds event, (taken from the 2023/24 reserves); and
- a recommended grant to the Poole Cherbourg Twinning Association as part of the budget for 24/25.

Regarding the proposed Grant Funding Policy, Cllr Mark Howell suggested the following amendments:

1. Amendment to Policy paragraphs 1.1 & 2.3 to add “and charter rights’.

This was put to a vote and unanimously approved, subject to confirmation that the amendments were not beyond Charter Trustee powers;

2. Amendment to the policy to allow individuals to apply for lower value grants, with suggested wording: ‘that grant funding scheme be opened up to individuals as well as organisations, but with a maximum grant amount of £500, and be subject to confirmation by Council of it being legal to proceed’.

Trustees were mindful that the suggestion would conflict with the Policy’s proposal to instigate a minimum grant value of £500.00 and highlighted that anti-fraud actions could be difficult to manage when determining applications from individuals with personal bank accounts. To mitigate such concerns, it was suggested that Trustees could instead encourage such individuals to work with existing organisations for submission of grant funding applications.

Trustees sought clarity on the suggested rules around funding for new events, review of reserves, and repayment of unused funds. Officers confirmed the policy's proposal that "funding of events would only be considered if the event had been in operation prior to 2019 or marked a significant historic event or anniversary." Reserves were expected to be set out within an organisation's annual accounts for consideration as part of the application. Repayment of unused monies would follow post-event accounting.

Trustees were eager to avoid delaying the implementation of the policy, and suggested that:

1. the policy be approved, as amended;
2. officers review the suggestion to allow individuals to submit applications and provide further detail at a future meeting.

This was agreed by consensus, with one abstention.

Following a query on the use of the Coat of Arms, it was agreed that details of the Royal Charter be forwarded to Cllr Howell.

All other matters were approved by consensus.

**RESOLVED: that**

- a) **Trustees note the intent to grant the officers and crew of HMS CATTISTOCK freedom of Poole;**
- b) **Trustees approve the grant funding policy, as amended, for implementation as of 1 April 2024;**
- c) **Officers review the suggestion to allow individuals to submit applications and provide further detail at a future meeting;**
- d) **Trustees approve a payment of £5k to the Society for Poole for support of the Beating of the Sea Bounds event, taken from the 2023/24 reserves;**
- e) **Trustees note the recommendation from the Civic Working Group regarding the PCTA.**

30. Budget and Precept for 2024/25

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

- An allocation of £20,000 for grant funding;
- An allocation of £400 for work commissioned from the BCPC Council's Communication team;
- Increased costs for staffing, including a charge for the honorary clerk;
- An allocation for supporting the freedom of the Borough for HMS CATTISTOCK;
- An allocation for the Poole Cherbourg Twinning Association (PCTA);
- An allocation for support for D-day anniversary events;
- An increased budget for Mayor-Making.

Reserves at 31 March 2025 were forecasted to be £54,591, following a proposed draw-down of £67,269 in 2024/25. It was confirmed that as reserves were used, the council tax precept would likely require an increase in future years.

The Council Tax base was confirmed to have increased by 741 Band D properties. The Band D council tax charge was proposed to be frozen at the 2023/24 figure of £2.14 per annum.

Trustees highlighted the need to retain sufficient reserves to cover unanticipated costs and raised concerns over the premises costs outlined. The Responsible Financial Officer advised that premises charges for the Charter Trustees of Poole totalled £15,790, made up of two parts:

1. Storage at Upton House for the Regalia - £3.5k a quarter – Total per annum £14k;
2. The use of the Guildhall for an assumed 5 events, c. £358 per event.

Use of Upton House for storage was confirmed to have replaced an income generating meeting room.

Trustees agreed that the Civic Working Group be delegated authority to review the Upton House storage room venue and associated costs.

Some Trustees raised concerns over the use of The Guildhall as a Mayor's reception venue and drew comparisons to the Charter Trustees of Bournemouth's access to dedicated Mayor's Parlours. It was suggested that use of the Old Bridge House premises should be considered as an alternative. The Honorary Clerk advised that a viewing of the Old Bridge House venue could be arranged upon request.

Some Trustees raised concerns over staffing costs and suggested that monies should be withheld until a suitable Mayor's reception venue, which was felt to be a statutory requirement, was provided.

Trustees referred to the 'vertical slice' at Poole Civic Centre previously proposed as a venue for the Mayoralty. The Honorary Clerk confirmed that while such a proposal had been economically viable at the time, an alternative proposal had been tabled by BCP FuturePlaces which had not been taken forward and since then, no viable proposal had been made to BCP Council. It was confirmed that any such proposal to bring the building back into use would likely take circa 5 years.

Other Trustees felt a wider review of the governance arrangements of the Charter Trustees was required. The Honorary Clerk reminded Trustees that the Charter Trustees had been set up to maintain the Mayoralty as a temporary measure when BCP Council was formed, pending a more permanent decision. It was suggested that some of the frustrations outlined could be solved by having a more powerful Parish/Town Council, though such an entity would not have support of council and would therefore need

to source independent staffing, etc. Further dialogue around such a review would need to be undertaken outside of the meeting.

Trustees requested that future budget reports be expanded to provide a greater level of detail.

The recommendations were put to a vote, 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 £127,684 be approved.**
- c) the Civic Working Group be delegated authority to review the Upton House storage room venue and associated costs.**

Voting: Unanimous.

(Cllr Hadley left the meeting at 19:09)

(Cllr Aitkenhead left the meeting at 19:12)

31. Review of the Risk Register - Poole

The Deputy Head of Democratic Services presented a report detailing the annual review of the Risk Register for the Charter Trustees of Poole, 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

32. Appointment to the office of Sheriff of Poole 2024/2025 and subsequent Mayor of Poole 2025/2026

The Deputy Head of Democratic Services confirmed the appointment of Councillor Mark Howell as the Sheriff of Poole for 2024/25, and subsequent Mayor of Poole for 2025/26.

Cllr Howell advised that his main focus as Sheriff, and subsequent Mayor of Poole, would be to work with other civic holders to an organisation that worked for them and the residents of Poole.

The meeting ended at 7.22 pm

MAYOR

This page is intentionally left blank



## THE CHARTER TRUSTEES FOR POOLE

Minutes of the Meeting held on 04 May 2024 at 12.30 pm

Present:-

Cllr J Clements – Mayor

Cllr T Trent – Deputy Mayor

Present: Cllr T Trent (Deputy Mayor), Cllr P Miles (Sheriff), Cllr S Aitkenhead, Cllr M Andrews, Cllr J Beesley, Cllr R Burton, Cllr J Challinor, Cllr P Cooper, Cllr M Earl, Cllr M Gillett, Cllr C Goodall, Cllr A Hadley, Cllr M Howell, Cllr S Mackrow, Cllr S Moore, Cllr Dr F Rice, Cllr P Slade, Cllr V Slade, Cllr O Walters and Cllr G Wright

1. Apologies

Apologies for absence were received from Cllrs Broadhead, Brown, Butt, d'Orton-Gibson, Harman, Le Poidevin, Maidment, Matthews, Rampton, Sidaway, and Weight.

2. Declarations of Interests

None.

3. Freedom of Poole for HMS CATTISTOCK

The Mayor of Poole, Councillor Jo Clements, proposed that Charter Trustees confer the freedom of the Town of Poole on the Officers and Crew of HMS CATTISTOCK in recognition of their bravery, commitment and dedication to the nation, their commitment and proud association to be the adopted Ship of the Town of Poole, their commitment to the former Council, now Poole Charter Trustees, and to the residents of Poole.

This was seconded by Councillor Pete Miles.

The recommendation was put to a vote, where it was unanimously agreed.

**RESOLVED: That Trustees resolve that, in pursuance of Section 249 of the Local Government Act 1972, the Officers and Crew of HMS CATTISTOCK be granted Honorary Freedom of the Town of Poole in recognition of their eminent contribution to the communities and residents of Poole.**

The meeting ended at 12.45 pm

MAYOR

This page is intentionally left blank

## THE CHARTER TRUSTEES FOR POOLE

Minutes of the Meeting held on 17 May 2024 at 5.30 pm

Present:-

Cllr J Clements – Mayor

Cllr T Trent (Deputy Mayor) – Deputy Mayor

Present: Cllr P Miles (Sheriff), Cllr S Aitkenhead, Cllr M Andrews, Cllr D Brown, Cllr R Burton, Cllr P Cooper, Cllr M Earl, Cllr C Goodall, Cllr A Hadley, Cllr B Hitchcock, Cllr M Howell, Cllr M Le Poidevin, Cllr S Mackrow, Cllr C Matthews, Cllr S Moore, Cllr Dr F Rice, Cllr P Sidaway, Cllr P Slade, Cllr V Slade, Cllr C Weight and Cllr G Wright

4. Apologies

Apologies for absence were received from Councillors John Beesley, John Challinor, Emily Harman, Karen Rampton and Oliver Walters.

5. Declarations of Interests

None.

6. Charter Mayor's Communications

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

Events attended included:

- Business 2023 awards;
- Uniformed groups meetings including Scouts and Sea Cadets,
- Dedication of a new Falkland memorial;
- Remembrance events;
- Pirates Parade in celebration of Harrye Paye Day;
- Broadstone fun day and horticultural show;
- Various University events;
- Poole Lighthouse theatre events;
- Switching on of Xmas lights, Church and carol services;
- Church services, including those in support of Poole's seafaring community;
- A visit to Cherbourg on behalf of the Mayoralty;
- Freedom for HMS CATTISTOCK event;
- Charity organisation meetings and events including support for homelessness, mental health, cancer and other causes;
- Various volunteer events;
- Primary school visits.

The Mayor gave thanks to her Consort, the Deputy Mayor and Deputy Consort, the Sheriff and the Civic team for their help and support over the preceding year.

7. Election of Charter Mayor

Councillor Mark Howell proposed Councillor Pete Miles as Charter Mayor of Poole for the municipal year 2024/25.

Councillor Peter Cooper seconded the proposal.

The proposal was put to a vote and unanimously agreed.

**RESOLVED: That Councillor Pete Miles be appointed as Charter Mayor for 2024/25.**

Katie Cousins was confirmed as Mayoress for the ensuing municipal year.

8. Election of Deputy Charter Mayor

Councillor Tony Trent proposed Councillor Jo Clements as Deputy Charter Mayor of Poole for the municipal year 2024/25.

Councillor Marion Le Poidevin seconded the proposal.

The proposal was put to a vote and unanimously agreed.

**RESOLVED: That Councillor Jo Clements be appointed as Deputy Charter Mayor for 2024/25.**

John Butterworth was confirmed as Deputy Consort for the ensuing municipal year.

9. Election of the Sheriff of Poole

Councillor Andy Hadley proposed Councillor Mark Howell as Sheriff of Poole for the municipal year 2024/25.

Councillor Sandra Moore seconded the proposal.

The proposal was put to a vote and unanimously agreed.

**RESOLVED: That Councillor Mark Howell be appointed as Sheriff of Poole for 2024/25.**

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

Councillor Mark Howell proposed Councillor Tony Trent for the Representative of the ACTT role.

Councillor Dr Felicity Rice proposed Councillor Mark Howell for the substitute role.

Councillor Pete Miles seconded the proposals.

The proposals were put to a vote and unanimously agreed.

**RESOLVED: That Councillor Tony Trent be appointed as representative to the Association for Charter Trustees Towns and that Councillor Mark Howell be appointed as substitute.**

11. Appointment of Two Budget Signatories

Councillor Tony Trent proposed Councillors David Brown and Peter Cooper for the role of budget signatories.

Councillor Peter Miles seconded the proposal.

The proposal was put to a vote and unanimously agreed.

**RESOLVED: That Councillors David Brown and Peter Cooper be appointed as budget signatories.**

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

Councillor Jo Clements proposed Cllr John Challinor be appointed to undertake bank statement verifications.

Councillor Tony Trent seconded the proposal.

The proposal was put to a vote and unanimously agreed.

**RESOLVED: That Cllr John Challinor be appointed to undertake bank statement verifications.**

13. Calendar of Meetings 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.

This was unanimously agreed, with one abstention.

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

**5pm, Tuesday, 25 June 2024**

**5pm, Tuesday, 22 October 2024**

**5pm, Wednesday, 29 January 2025**

**5pm, Tuesday, 13 May 2025 (Mayor-making)**

The meeting ended at 6.32 pm

MAYOR

## THE CHARTER TRUSTEES FOR POOLE

Minutes of the Meeting held on 25 June 2024 at 5.00 pm

Present:-

Cllr P Miles – Mayor

Cllr J Clements – Deputy Mayor

Present: Cllr M Howell (Sheriff), Cllr M Andrews, Cllr J Beesley, Cllr P Cooper, Cllr M Earl, Cllr M Gillett, Cllr M Le Poidevin, Cllr S Mackrow, Cllr Dr F Rice, Cllr P Slade, Cllr T Trent and Cllr G Wright

### 14. Apologies

Apologies were received from Councillors: Sue Aitkenhead, Philip Broadhead, David Brown, Richard Burton, Judes Butt, John Challinor, Adrian Chapmanlaw, David d'Orton-Gibson, Emily Harman, Brian Hitchcock, Rachel Maidment, Sandra Moore, Karen Rampton, Peter Sidaway, Vikki Slade, Oliver Walters and Claire Weight.

### 15. Declarations of Interests

None.

### 16. 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 audit findings were set out on page 6 of the meeting papers, which highlighted one high priority finding relating to an incomplete asset verification. The Deputy Head of Democratic Services confirmed that completion of the verification had been scheduled for after the conclusion of the General Election.

Trustees suggested that the audit should have identified that the Poole Charter Trustees were liable for additional expenditure for external accommodation, in comparison to the Bournemouth Charter Trustees who paid to use BCP Council offices and the Bournemouth Mayor's Parlour.

The Head of Democratic Services advised that a Civic Working Group had been scheduled for Friday 28 June 2024, at which issues relating to accommodation were to be discussed. The Honorary Clerk agreed to review the audit process for the coming year, together with issues of accommodation.

The report was noted.

Voting: Unanimous.

17. 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.

The recommendations were put to a vote and 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.

18. 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 accepted the late addition of the report to provide additional context to agenda item 4.

The Officer highlighted the final underspend value of £22,148 which had been added to the total reserves. As a result, the Charter Trustees would carry forward reserves of £136,769 into the 2024/25 financial year.

In response to a query relating to recharges for additional overheads such as use of the BCP Council HR department etc., the officer advised that such recharges had been included in the budget for 2024-25 but had not been included in the budget for 2023-24 and thus did not appear on the budget outturn report.

Other Trustees highlighted a perceived lack of support from the Council's Events team, Communications team etc. The Honorary Clerk advised that such matters would be discussed at the Civic Working Group meeting on Friday 28 June.

The report was noted.



Voting Unanimous.

The meeting ended at 5.28 pm

MAYOR

This page is intentionally left blank

# THE CHARTER TRUSTEES FOR POOLE



|                            |   |
|----------------------------|---|
| Report subject             | <b>Report of the Civic Working Group</b>  |
| Meeting date               | 18 July 2024  |
| Status                     | Public Report   |
| Executive summary          | This report summarises the issues discussed at the Civic Working Group held on Friday 28 June 2024 and seeks support for any recommendations arising.   |
| Recommendations            | <p><b>STORAGE:</b></p> <p><b>It is RECOMMENDED that:</b></p> <ol style="list-style-type: none"> <li>1. 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, and;</li> <li>2. any costs incurred in the relocation of the items be delegated for approval to the budget signatories.</li> </ol> <p><b>CHANGES TO THE CIVIC WORKING GROUP:</b></p> <p><b>It is RECOMMENDED that the proposed changes to the remit and membership of the Civic Working Group be approved, and that the Charter Trustee Handbook be updated accordingly.</b></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

1. At the meeting of the Charter Trustees of Poole held on 22 June 2022, Trustees established a Civic Working Group 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.
- 1.1 The most recent meeting of the Civic Working Group was held on Friday 28 June 2024. The remainder of this paper draws upon those matters discussed and includes, where appropriate, a recommendation for determination.

## **FOR NOTING:**

### **Replica Mayoral chains**

2. Further to previous requests for cheaper replica chains that would allow a civic dignitary to attend an event with chains without requiring the accompaniment of a Macebearer, officers advised that there were two options:
  1. Purchase of an exact replica, for which the cost would be significant, or;
  2. Purchase a much cheaper set of non-replica chains.
- 2.1 The Working Group expressed concern over spending large sums of money on replica chains but were also mindful of not purchasing cheaper chains that were not fit for purpose. Instead, it was agreed that Mayors would be provided with spare past-Mayor's badges that could be kept at home and worn on a ribbon at events without a Macebearer present.

## **FOR DECISION:**

### **Storage of robes and regalia**

3. The Civic Working Group discussed the current arrangements for the storage of the Charter Trustee's robes and regalia. While the higher value items are currently stored securely at the Civic Centre, the robes and many other items are currently being stored at Upton House. For this, the Charter Trustees currently pay £3,500.00 per quarter (£14,000.00 per annum).
- 3.1 Officers advised that suitable space for the storage of robes and regalia had been identified at the Civic Centre for which the Charter Trustees would be charged c. £250.
- 3.2 In an effort to save money, the Civic Working Group recommended that the Charter Trustees serve notice to Upton House for the termination of the storage agreement and that all items be relocated to the Civic Centre as soon as possible. It is understood that three months' notice is required to be served.

### **Recommendation:**

1. **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, and;**
2. **That any costs incurred in the relocation of the items be delegated for approval to the budget signatories.**

### **Changes to the Civic Working Group**

4. The Civic Working Group discussed the need to proactively address issues and agreed that to maintain momentum, meetings of the Civic Working Group should be held every two weeks for the foreseeable future.

- 4.1 Updating of the Civic Working Group membership and remit to address issues and promote greater engagement at meetings was then discussed, with the following proposal submitted:

The Civic Working Group shall:

- Consist of up to ten members consisting of the Mayor, Deputy Mayor and Sheriff, the two budget signatories and five other Charter Trustees to be selected by voting of the Charter Trustees immediately following the passing of this resolution pursuant to nominations submitted at the meeting;
- Be chaired by the Sheriff (or in their absence a Working Group member other than the Mayor or Deputy Mayor selected for the duration of the meeting by a vote) and supported by the Mayoralty officers;
- Meet at times to be set by the Working Group;
- Have authority to extend meeting invitations to non-member Trustees as required, e.g. budget preparation;
- Prepare proposals for presentation to the Charter Trustees on the following items in addition to any other business agreed by the Working Group:
  - o Precept, spending and budget preparation
  - o Accommodation strategy
  - o Awards programme
  - o Events programme
  - o Grant programme
  - o Communications strategy
  - o Assist with event planning

- 4.2 It is highlighted that delegating authority to the Civic Working Group for review of the precept and budget will mean that a separate Budget Working Group will no longer be required.

**Recommendation: That the proposed changes to the remit and membership of the Civic Working Group be approved, and that the Charter Trustee Handbook be updated accordingly.**

#### **Summary of financial implications**

5. There are no financial implications arising from this report.

**Summary of legal implications**

6. There are no legal implications arising from this report.

**Summary of human resources implications**

7. There are no human resources implications arising from this report.

**Summary of sustainability impact**

8. There are no sustainability impact implications arising from this report.

**Summary of public health implications**

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

**Summary of equality implications**

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

**Summary of risk assessment**

11. There are no risk assessment implications arising from this report.

**Background papers**

12. Poole Charter Trust Handbook.

**Appendices**

13. There are no appendices to this report.