

# Notice of The Charter Trustees for Poole

Date: Wednesday, 29 January 2025 at 6.00 pm

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



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## 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

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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=6312&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](http://democracy.bcpccouncil.gov.uk)

GRAHAM FARRANT  
HONORARY CLERK TO THE  
CHARTER TRUSTEES

21 January 2025

**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](mailto: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

- |  |         |
|--|---------|
| <b>1. Apologies</b>  |         |
| To receive any apologies for absence from Charter Trustees.  |         |
| <b>2. Declarations of Interests</b>  |         |
| 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.<br>Declarations received will be reported at the meeting. |         |
| <b>3. Confirmation of Minutes and matters arising</b>  | 5 - 8   |
| To confirm the minutes of the meeting held on 18 July 2024 and to consider any matters arising.  |         |
| <b>4. Charter Mayor's Communications</b>   |         |
| The Charter Mayor will update Trustees on their recent activities and any associated issues.   |         |
| <b>5. Report of the Poole Civic Working Group</b>  | 9 - 38  |
| This report summarises the issues discussed at the Civic Working Group meetings held since the last Charter Trustee meeting in July 2024 and seeks support for any recommendations arising.                          |         |
| <b>6. Budget and Precept for 2025/26</b>   | 39 - 44 |
| The Charter Trustees are required to set the budget for 2025/26 and any subsequent precept for submission to BCP Council by 31 January 2025.   |         |
| <b>7. Review of the Risk Register - Poole</b>  | 45 - 48 |
| This report provides Charter Trustees with an opportunity to review the Risk Register attached as Appendix 1 to the report, taking account of updates to existing risks and any new and emerging risks.              |         |
| <b>8. Nominations for the appointment to the office of Sheriff of Poole 2025/2026 and subsequent Mayor of Poole 2026/2027.</b>   | 49 - 50 |
| To advise Charter Trustees of the outcome of the nomination process for appointment to the office of Sheriff of Poole 2025/2026 and subsequent Mayor of Poole 2026/2027.   |         |

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;
- 80<sup>th</sup> 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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# POOLE CHARTER TRUSTEES



## STANDING ORDERS

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## 1 INTRODUCTION

(a) These Standing Orders are to be read in conjunction with the relevant sections of the Local Government Act 1972, with particular reference to the remit of Charter Trustees. These functions are limited to:

- Appointing a ~~M~~ayor, Deputy Mayor, Sheriff and other honorary roles;-
- Ensuring the safe custody of the Charter of Incorporation; and
- Acquiring, holding, administering, maintaining and improving historic property of a ceremonial nature including by arranging events to promote awareness of such historic property, the Charter Trustees, and the Mayoralty; and
- Dealing with any business permitted by law;-

~~All events undertaken by the Mayor's office should have as a guiding principle the enhancement of the Mayoralty.~~

(b) Charter Trustees are reminded that their membership of the Charter Trustee body is based upon them being members of Bournemouth, Christchurch and Poole Council, representing the relevant wards as defined in The Local Government (Structural and Boundary Changes) (Supplementary Provision and Miscellaneous Amendments) Order 2019 (S.I. 2019/615). The Councillors Code of Conduct, therefore, applies to Charter Trustee business.

(c) These Standing Orders are minimal, and it is assumed throughout that Charter Trustees will be guided by their knowledge of the conduct of public affairs.

## 2 MEETINGS OF THE CHARTER TRUSTEES

(a) The Annual General Meeting of the Charter Trustees shall be held within 21 days of the Annual Meeting of Bournemouth, Christchurch and Poole Council. The meeting shall be held at such a time and place as the Charter Trustees may determine.

(b) Including the Annual General Meeting, no less than two meetings shall be held each year to conduct the general business of the Charter Trustees. The dates of such meetings to be determined by the Mayor.

(c) The Mayor may call extra meetings if they consider this necessary. Except in an emergency, 5 clear days' notice will be given.

## 3 ELECTION OF ~~CHARTER~~ MAYOR, DEPUTY ~~CHARTER~~ MAYOR AND SHERIFF

(a) At the Annual General Meeting, the Charter Trustees shall elect a ~~Charter~~ Mayor, Deputy ~~Charter~~ Mayor and Sheriff from within the Charter Trustee body.

(b) Should any office referred to in (a) above become vacant either by death or resignation, under the terms of the Local Government Act of 1972, an election must be held not later than the next ordinary meeting of the Charter Trustees. The procedure to be followed is that laid down for an ordinary

election at an Annual General Meeting.

#### **4 APPOINTMENT OF OFFICERS**

The officer arrangements for the Charter Trustees in place at the adoption of these Standing Orders and which will continue until varied in accordance with the Standing Orders are as follows:

~~(c)(a)~~ Officers shall be appointed by Bournemouth, Christchurch and Poole Council to cover the secretarial and financial requirements of the Charter Trustees pursuant to a Service Level Agreement to be agreed between BCP Council and the Charter Trustees and reviewed on an annual basis. Such officers to hold qualifications suitable to the role.

~~(d)(b)~~ A Mace-bearer(s) shall be appointed by Bournemouth, Christchurch and Poole Council to act as Mayor's attendant and driver.

~~(e)~~ Where an officer has not been appointed by Bournemouth, Christchurch and Poole Council, the Charter Trustees may, if they think fit, appoint and fix the remuneration of some suitably qualified person, to carry out the duties of the relevant post until a permanent officer is appointed.

(c) Where an officer has not been appointed by Bournemouth, Christchurch and Poole Council to fulfil responsibilities referred to in (a) or (b) above (the Responsibilities) under the Service Level Agreement, or where services are required beyond the specification in relation to the Responsibilities set out in the Service Level Agreement and in the event that Bournemouth, Christchurch and Poole Council are not able to fulfill the Responsibilities or other services or the Charter Trustees believe such services would be better or more efficiently supplied by an alternative supplier, the Charter Trustees may, if they think fit, appoint and fix the remuneration of some suitably qualified person or organisation, to carry out the Responsibilities or other services until the Charter Trustees are satisfied that the Responsibilities or services can be better or more efficiently fulfilled by a suitable individual or where the services beyond the specification are no longer required and can be supplied to the required level by BCP Council and an amendment incorporating them is made to the Service Level Agreement or the requirement for the performance of such Responsibilities or services ceases before such amendment.

(d) The proportionate cost of the officers in paragraphs (a) to (c) above shall be recharged in accordance with the Service Level Agreement and shall not exceed the annual budget of the Charter Trustees without approval from the Budget Signatories or the Charter Trustees.

~~(f)(e)~~ to the Charter Trustees and included within the annual budget.

At any point, the Charter Trustees may decide, through resolution, to make alternative arrangements for their support and will give six months' notice to BCP Council to end or amend the current arrangements.

The Charter Trustees may then select officers from other sources to cover the Clerk, secretarial, mace bearing, financial and other support requirements of the Charter Trustees from the amendment or termination of the arrangement with BCP Council. Such new arrangements shall include a Clerk to the Charter Trustees who will act as their lead officer.

Such officers should hold qualifications or experience suitable to the role and may be appointed from within the principal authority or elsewhere. The level of services to be provided will be encapsulated in a Service Level Agreement or contract to be negotiated between the Charter Trustees and the officer(s) or appointing body, setting out the terms of any agreement, services to be provided, and arrangements for remuneration or recharging.

#### **45** APPOINTMENT OF ~~HONORARY OFFICERS~~ LOCAL OFFICERS OF DIGNITY

The following local officers of dignity shall be appointed by the Charter Trustees together with such others as they may decide from time to time:

- (a) ~~Honorary Clerk~~**Ceremonial Advisor** to the Charter Trustees. ~~An Honorary Clerk~~Ceremonial Advisor to the Charter Trustees ~~shall~~ may be appointed as an honorary position by Bournemouth, Christchurch and Poole Council to supervise the arrangements for all ceremonial occasions and ensure that these are conducted in accordance with custom and usage. The ~~Honorary Clerk~~Ceremonial Advisor may attend Charter Trustee meetings and speak, if invited, but not vote. The role of Ceremonial Advisor shall be distinct from that of any Clerk appointed by the Charter Trustees for the management of their general business.
- (b) **Mayor's Chaplain.** The Mayor may, if they so wish, appoint a Chaplain or moral guide, according to their own personal beliefs.

#### **56** ORDER OF PRECEDENCE IN PROCESSION

This shall be:

Sheriff of Poole and the Sheriff's Companion

-Maces – borne by the Macebearers

Mayor and Mayoress / ~~Escort~~ 's

Companion

~~Honorary~~ Clerk to the Charter Trustees

Deputy Mayor and Deputy Mayoress / ~~Escort~~ 's Companion (\* see note below)

Honorary Freemen and Honorary Aldermen (in order of appointment)

Ceremonial Advisor

Mayor's Chaplain / Moral Guide

Charter Trustees (in order of seniority-length of service)

\*Except when deputising for the Mayor, when he/she assumes the Mayor's position.

## **67 CHAIRMANCHAIR**

- (a) Meetings shall be chaired by the ~~Charter~~ Mayor, or in their absence, the Deputy ~~Charter~~ Mayor.
- (b) If both the ~~Charter~~ Mayor and the Deputy ~~Charter~~ Mayor are absent, the Charter Trustees shall elect one of their number as chairmanChair (subject to there being a quorum present.)
- (c) If an elected chairmanChair is chairing the meeting, and either the Charter Mayor or the Deputy Charter Mayor arrives, the Charter Mayor or Deputy Charter Mayor shall take the chair AFTER the completion of the item under discussion. A similar procedure will occur if the Charter Mayor arrives when the Deputy Charter Mayor is in the chair.

## **8 ATTENDANCE**

### **7 Where a Clerk and/or Financial Officer are appointed pursuant to 4 above:**

- (a) The Clerk to the Charter Trustees will attend ALL meetings (or, in the event the Clerk is not available or does not arrive on time, a substitute appointed by the Charter Trustees at the start of the meeting).
- ~~(b)~~(a) The Financial Officer will attend budget meetings and any other meetings where their attendance is required.

## **89 QUORUM**

- (a) The quorum shall be at least one-third of the whole number of ~~C~~harter ~~T~~rustees.
- (b) If, after a meeting has commenced, Charter Trustees leave and the total number of members drops below the quorum, the meeting shall be abandoned as inquorate.
- (c) The remaining business will be transferred to the next ordinary Charter Trustees' meeting, and be taken immediately after the minutes, or to a time fixed by the Mayor at the time the meeting is adjourned.

## **2 CESSATION OF OFFICE/REMOVAL OF TRUSTEES**

- (a) Subject to (b) below, each Charter Trustee shall hold office as a Charter Trustee until the next election to the relevant council or such time as that person ceases to be a councillor, whichever is the sooner.
- (b) Charter Trustees may remove from office a Charter Trustee if, in their opinion, that Councillor has, without sufficient cause, failed to attend two

or more consecutive meetings of theirs.

#### **910 ORDER OF BUSINESS AT ANNUAL GENERAL MEETING**

- (a) Election of ~~Charter~~ Mayor, and acknowledgment of any Companion appointment of Mayoress/Escort.
- (b) Election of Deputy ~~Charter~~ Mayor, and and acknowledgment of any Companion; appointment of Deputy Charter Mayoress/Escort.
- (c) Election of the Sheriff of Poole and ~~the appointment of the Sheriff's Lady/Escort.~~ acknowledgment of any Companion;
- (d) Appointment of the Clerk;
- (e) Appointment of the Ceremonial Advisor (optional)
- (f) Appointment of a Chaplain/Moral Guide (optional)
- ~~(d)~~(g) Appointment of one representative and a substitute to the Association of Charter Trustees.
- ~~(e)~~(h) Appointment of budget signatories.
- ~~(f)~~(i) Agree a Calendar of Meetings.
- ~~(g)~~(j) Any other business deemed necessary by the Clerk to the Charter Trustees

#### **4011 ORDER OF BUSINESS AT OTHER MEETINGS**

- (a) To appoint a ~~Chairman~~Chair if the Mayor and Deputy Mayor are absent.
- (b) Declarations of Interest to be completed, where appropriate.
- (c) To approve, accept and sign as a true record the Minutes from the previous meeting.
- (d) To deal with any matters arising from the Minutes.
- (e) To deal with any matters outstanding from a previous meeting deemed inquorate.
- (f) To receive the ~~Charter~~ Mayor's Report.
- (g) To receive and consider reports, minutes and recommendations from other Committees (where appointed).
- (h) To receive and consider other reports.
- (i) Consideration of Ceremonial Advisor prior to appointment at AGM. (CWG to consider and candidates and recommend appointment).
- ~~(h)~~(j) To consider any other business as previously advised to the Clerk to the Charter Trustees.

#### **4412 SPECIAL MEETINGS**

Only those items for which the meeting was called shall be discussed. (i.e., no matters from previous minutes other than in respect of errors or misleading



statements in those minutes).

#### **4213 CONDUCT OF A MEETING**

- (a) The Clerk to the Charter Trustees shall set out in the summons (agenda) for every Meeting, notice of all motions received by letter or email delivered by 12 noon seven clear working days before the meeting of the Charter Trustees.
- (b) Minutes will only be discussed as to accuracy. Any question raised pertaining to their accuracy shall be raised by motion. If no such question is raised, or if it is raised, then as soon as it has been disposed of, the Mayor shall sign the Minutes.
- (c) Charter Trustees shall not speak for a second time on the same subject until all Charter Trustees who wish to, have spoken except:
  - 1 to make a point of order or give an explanation
  - 2. to move to the next business
  - 3. to move that a vote be taken.
- (d) A Charter Trustee when speaking shall address the Mayor (or ~~Chairman~~Chair). If two or more Charter Trustees indicate, the Mayor (or ~~Chairman~~Chair) shall call on one to speak; the other or others shall be invited to speak later. While a Charter Trustee is speaking, the other Charter Trustees shall remain silent, unless indicating to a point of order or in personal explanation. All requests to speak shall be through the Chair.
- (e) Whenever the Mayor (or ~~Chairman~~Chair) calls for order during a debate, a Charter Trustee then speaking shall cease speaking and the Charter Trustees will be silent.
- (f) The Mayor (or ~~Chairman~~Chair) may call upon any Officer of the Charter Trustees to explain or advise upon any point under discussion or such Officer may speak with the permission of the Mayor to explain any point about which they consider a doubt exists.
- (g) On any motion being moved, the ~~Charter~~ Mayor (or ~~Chairman~~Chair) will ask for a seconder.
- (h) A motion may be moved when the Mayor (or ~~Chairman~~Chair) announces the item to be discussed. If no motion is moved, the meeting moves to discussion. The Mayor (or ~~Chairman~~Chair) may, at any time, ask an officer to explain or advise on the matter under discussion.
- (i) Voting will be by a show of hands with the ~~Charter~~ Mayor/~~Chairman~~Chair having a casting vote. On the requisition of any Charter Trustee the voting on any question shall be recorded so as to show whether each Charter Trustee present and voting gave their vote for, against or abstained.

#### **4314 MOTIONS AFFECTING MEMBERS OF STAFF**

If any matter arises at a meeting of the Charter Trustees (or a committee thereof) as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Charter



Trustees, such question shall not be the subject of discussion until the Charter Trustees or Committee, as the case may be, has moved a motion to exclude the public under the Public Bodies (Admission to Meetings) Act 1960, Section 1[2].

#### **4415 DISORDERLY CONDUCT**

- (a) If at a meeting any Charter trustee, in the opinion of the Mayor or ~~Chairman~~Chair, notified to said meeting, misconducts them self by persistently disregarding the rule of the Chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Charter Trustees, the Mayor, ~~Chairman~~Chair or any other Charter Trustee, may move "That the Charter Trustee named be not further heard", and the motion, if seconded, shall be put and determined without discussion.

#### **Continuing misconduct by a named Charter Trustee**

- (b) If the Charter Trustee named shall continue his misconduct after a motion under the foregoing paragraph has been carried, the Mayor or ~~Chairman~~Chair shall:
- (1) ~~EITHER~~ move "That the Charter Trustee named do leave the Meeting (in which case the motion shall be put and determined without seconding or discussion);
  - (2) ~~OR, and may~~ adjourn the Meeting of the Charter Trustees for such period as they, in their discretion, shall consider expedient.

#### **4516 VOTING ON APPOINTMENTS**

- a) Where there are more than two persons nominated for any position to be filled by the Charter Trustees, and of the votes given there is not a majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.

- b) Where there are multiple positions to be filled by Charter Trustees in a sub-committee or working group but subject to a maximum number, and more Charter Trustees are nominated than positions available, a single vote shall be taken and the Charter Trustees with the greatest number of votes shall be appointed and where there is a tie for the last positions, lots shall be drawn.

#### **4617 RECORD OF ATTENDANCES**

~~Every Charter Trustee attending a Meeting of the Charter Trustees shall sign their name in the attendance book provided for that purpose, and every Charter Trustee attending some other Meeting, conference or inspection on approved duty shall sign their name in the register for that purpose.~~

Every Charter Trustee attending a Meeting of the Charter Trustees shall have their attendance formally recorded.

## **~~17 CANVASSING OF AND RECOMMENDATIONS BY CHARTER TRUSTEES~~**

- ~~(a) Canvassing of Charter Trustees directly or indirectly for any appointment under them shall disqualify the candidate concerned from that appointment. The purport of this paragraph of this standing order shall be notified to all applicants for such appointment.~~
- ~~(b) A Charter Trustee shall not solicit for any person any appointment under the Charter Trustees, but this shall not preclude a Charter Trustee from giving a written testimonial of a candidate's ability, experience or character for submission to the Charter Trustees with an application for appointment.~~

## **18 RELATIVES OF CHARTER TRUSTEES OR OFFICERS**

- (a) A candidate for any appointment under the Charter Trustees who knows that they are related to any Charter Trustee or Officer of the Charter Trustees, shall when making application, disclose that relationship to the Clerk to the Charter Trustees. A candidate who fails to disclose such a relationship shall be disqualified from the appointment, and if appointed shall be liable to dismissal without notice. Every Charter Trustee and Officer of the Charter Trustees shall disclose to the Clerk to the Charter Trustees any relationship known to them to exist between them and any person whom they know is a candidate for an appointment under the Charter Trustees. The Clerk to the Charter Trustees shall report to the Charter Trustees or the appropriate Committee any such disclosure made to them.
- (b) For the purpose of this Standing Order, persons shall be deemed to be related if they are married/in a civil partnership or living together or if there is any familial relationship to either partner.

## **19 AUTHENTICATION OF DOCUMENTS**

- (a) Where any document will be a necessary step in legal proceedings on behalf of the Charter Trustees, it shall, unless any enactment otherwise requires or authorises, or the Charter Trustees give the necessary authority to some other person for the purpose of such proceedings, be signed by the Clerk to the Charter Trustees.
- (b) Charter Trustee minutes shall be available for inspection by the Charter Trustees at any time.

## **20 APPOINTMENTS OF SUB-COMMITTEES / WORKING GROUPS**

- (a) The Charter Trustees may, at any time, appoint such committees and working groups as they may deem necessary to carry out the work of the Charter Trustees, including disciplinary and grievance panels, but, subject to any statutory provision in that behalf:
  - (1) Shall not appoint any member of a committee or working group so as to hold office later than the next Annual General Meeting of the Charter Trustees.
  - (2) May at any time dissolve a committee or working group or alter its

membership.

~~(3) All committees and working groups shall be proportionally representative of the recognised political groups of the Charter Trustees, unless any such group wishes to forgo places on these committees or working groups.~~

- (b) Every committee and working group shall, at its first meeting before proceeding to any other business, elect a ~~Chairman~~Chair for that year. In the absence from a Meeting of the ~~Chairman~~Chair, a ~~Chairman~~Chair for THAT meeting shall be appointed.
- (c) Except where authorised by a statute or ordered by the Charter Trustees business shall not be transacted at a meeting of any committee or working group unless at least one third of the whole number of the committee or working group is present.
- (d) Provided that in no case shall the quorum of a committee or working group be less than three.
- (e) A Charter Trustee who has moved a motion that has been referred to any committee or working group shall have notice of the meeting of the committee or working group at which it is proposed to consider the motion. They shall have the right to attend the meeting and if they attend shall have an opportunity of explaining the Motion.

## **21 ATTENDANCE OF CHARTER TRUSTEES AT COMMITTEE AND WORKING GROUP MEETINGS**

Any Charter Trustee may be present and take part in any meeting of a committee or working group notwithstanding that they are not a member of such committee or working group but they will not be permitted to vote.

## **22 AMENDMENTS TO STANDING ORDERS**

Any motion to add to, vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Charter Trustees.

Charter Trustees are not empowered to amend Standing Orders in a way which seeks to carve out additional powers/duties which are not permitted by law.

## **23 SUSPENSION OF STANDING ORDERS**

Any of the preceding Standing Orders may be suspended so far as regards any business of the meeting where its suspension is moved. The Standing Order or Orders to be suspended shall be specified.

Charter Trustees are not empowered to suspend Standing Orders in a way which seeks to carve out additional powers/duties which are not permitted by law.

## **24 INTERPRETATION OF STANDING ORDERS**

The ruling of the Mayor or ~~Chairman~~Chair as to the constructions or application of any of the Standing Orders or as to any proceedings of the Charter Trustees, shall not be challenged at any Meeting of the Charter Trustees. Provided always that nothing herein shall prejudice statutory provisions.

## **25 STANDING ORDERS TO BE GIVEN TO CHARTER TRUSTEES**

An electronic copy of these Standing Orders, and of such statutory provisions as regulate the proceedings and business of the Charter Trustees, shall be provided to any Charter Trustee by the ~~Honorary~~ Clerk to Charter Trustees upon request.

# THE CHARTER TRUSTEES FOR POOLE



Report subject	<b>Report of the Poole Civic Working Group</b>
Meeting date	29 January 2025.
Status	Public Report.
Executive summary	This report summarises the issues discussed at the Civic Working Group meetings held since the last Charter Trustee meeting in July 2024 and seeks support for any recommendations arising.
<b>Recommendations</b>	<p><b>It is RECOMMENDED that:</b></p> <p><b>Following acceptance of legal advice regarding the remit of the Charter Trustees, and subsequent review of the Standing Orders, that the proposed amendments to the Standing orders be approved.</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 held on 22 June 2022, the Charter Trustees established a Civic Working Group (CWG) to make recommendations to the Charter Trustees at meetings.
2. Membership and Terms of Reference for this Working Group were most recently amended and adopted at the meeting held on 18 July 2024.

## Purpose of the Civic Working Group

3. The establishment of the CWG 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.
4. The remainder of this paper draws upon those matters discussed and includes, where appropriate, a recommendation for determination.
5. The Civic Working Group agreed that they would meet six to eight weeks before each Charter Trustee meeting.

6. However, to facilitate discussion regarding revisions to the Charter Trustee Standing Orders, the CWG has met on 24 July, 13 August, 23 August, 6 September, 3 October, 31 October, 14 November, 29 November, 20 December 2024 and 10 January 2025.
7. Additional meetings and events relating to CT accommodation at the Guildhall, Poole were held on 30 August, 31 August and 15 October 2024.

## **Recommendations of the CWG:**

### **CT Remit, Twinning, and amended Standing Orders and Handbook**

8. The agenda for the Bournemouth Charter Trustees' meeting on 17 July 2024 included a motion to end the twinning arrangement between Bournemouth and Netanya, Israel. The motion was included on the agenda following King's Counsel (KC) Legal advice procured by the Honorary Clerk that advised that pre-existing twinning arrangements were matters that fell under the remit of the Charter Trustees, while any new twinning arrangements were to be determined by the prevailing authority (i.e. BCP Council).
9. On the day of the meeting conflicting advice was received from the KC, advising that twinning was not a matter for the Charter Trustees and that, upon review of the current CT Standing Orders, the Charter Trustees were likely operating outside of their remit. The motion was therefore removed from the agenda, and further advice was sought from the KC regarding twinning and Charter Trustee remit.
10. The advice regarding remit had similar implications for the Charter Trustees of Poole, and a similar review process was therefore undertaken for this body.
11. Throughout this review process, the Poole CWG met regularly and was kept informed of progress, and at the meeting on 31 October 2024, the Honorary Clerk confirmed the final position in respect of the advice received from the King's Counsel.
12. The CWG was informed that, in the opinion of the King's Counsel, the Charter Trustees' basic legislative remit is "very limited, and related to ceremonial and historical matters only."
13. CT functions are therefore limited to:
  - Appointing a Mayor, Deputy Mayor and Sheriff;
  - Ensuring the safe custody of the Charter of Incorporation; and
  - Acquiring, holding, administering, maintaining and improving historic property of a ceremonial nature.
14. Any functions currently being undertaken by the Charter Trustees that are outside of this very limited remit, such as the undertaking of Remembrance Sunday events or Mayor's Awards, are therefore not permissible and are to be stopped with immediate effect. (For the avoidance of doubt, the Remembrance events in Bournemouth and Poole for 2024 were underwritten by BCP Council).
15. This also includes matters relating to twinning which, as per the above, fall outside of the remit of the Charter Trustees. Determination of twinning matters is a matter for BCP Council by way of a resolution.

16. The CT Standing Orders and Handbook therefore require amendment to better reflect this advice. At the same time, it was felt this was an opportunity to tidy up the Standing Orders and Handbook to clarify certain matters, e.g. to add clarity on the order of precedence or the mechanism by which a Trustee may be removed.
17. The CWG also recommends changes to the Standing Orders to grant the CT the freedom to procure officer support from the 'principal authority' (in this case BCP Council) or other providers should they wish, together with the facility to agree Service Level Agreements (SLAs) with those providers.
18. Additionally, the CWG recommends the ability to appoint a 'Ceremonial Advisor' to advise on matters of ceremonial protocol such as the wearing of robes, order of precedence at civic functions etc.
19. A Service Level Agreement is currently being drafted for proposed adoption at a future CT meeting. A revised Handbook will also be submitted for approval at a future meeting, pending approval of the proposed changes to the Standing Orders.
20. These amended Standing Orders, as approved by the CWG, can be found appended to this report under appendices A and B.

**The CWG RECOMMENDS that:**

**Following acceptance of legal advice regarding the remit of the Charter Trustees, and subsequent review of the Standing Orders, that the proposed amendments to the Standing Orders be approved.**

**Update on a Mayor's Parlour at Poole Guildhall**

21. Due to longstanding concerns regarding the closure of Poole Civic Centre and dissatisfaction with the current provision of Mayoral meeting space at the Poole Guildhall, the CWG has explored options for a new Mayor's Parlour.
22. On 30 and 31 August 2024 Trustees were invited to tour two potential locations for this new Parlour, these being the ground floor of the Poole Guildhall and the Old Bridge House on Poole Quay. During the tours, and at the subsequent CWG meeting held on 13 August, Trustees expressed a clear preference for the use of the Guildhall. The CWG therefore instructed officers to provide further options for amendments to the building's internal layout to accommodate the Parlour, together with an estimate of resultant costs.
23. Following review of that detail at subsequent CWG meetings, all Trustees were invited to express a preference for one of four layout options at a meeting held prior to the Full Council meeting on 15 October 2024. At this meeting, the majority of Trustees in attendance advised that they did not want to progress any further work to accommodate a Mayor's Parlour in the Guildhall and instead expressed a strong

preference for use of the 'Vertical Slice' at the Poole Civic Centre. This was reiterated at the subsequent Full Council meeting, with the resolution that the Council:

***(b) proceeds to market testing on the basis of disposal of the whole site and disposal of the site minus the vertically sliced civic function, and that the viability of retaining the vertical slice in public use incorporating the Poole Mayoralty function and potential community and coroner use be properly considered by the Council with any decision as to disposal being reserved to Council.***

24. Officers are currently working to fulfil the Council resolution, with further detail to be brought to a future meeting of the CWG.

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

25. There are no financial implications arising from this report and the recommendations before the Charter Trustees. The reduced CT remit will be reflected in the proposed budget for 2025/26.

#### **Summary of legal implications**

26. 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**

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

#### **Summary of sustainability impact**

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

#### **Summary of public health implications**

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

#### **Summary of equality implications**

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

#### **Summary of risk assessment**

31. 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**

32. [Current CT Standing Orders](#)  
33. [Current CT Handbook](#)  
34. [241015 Report to Council on Poole Civic Centre](#)



**Appendices**

Appendix A: CT Standing Orders (proposed w/ tracked changes)

Appendix B: CT Standing Orders (proposed/clean)

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# POOLE CHARTER TRUSTEES



## STANDING ORDERS

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## **1 INTRODUCTION**

- (a) These Standing Orders are to be read in conjunction with the relevant sections of the Local Government Act 1972, with particular reference to the remit of Charter Trustees. These functions are limited to:
- Appointing a Mayor, Deputy Mayor, Sheriff and other honorary roles;
  - Ensuring the safe custody of the Charter of Incorporation; and
  - Acquiring, holding, administering, maintaining and improving historic property of a ceremonial nature including by arranging events to promote awareness of such historic property, the Charter Trustees, and the Mayoralty; and
  - Dealing with any business permitted by law.
- (b) Charter Trustees are reminded that their membership of the Charter Trustee body is based upon them being members of Bournemouth, Christchurch and Poole Council, representing the relevant wards as defined in The Local Government (Structural and Boundary Changes) (Supplementary Provision and Miscellaneous Amendments) Order 2019 (S.I. 2019/615). The Councillors Code of Conduct, therefore, applies to Charter Trustee business.
- (c) These Standing Orders are minimal, and it is assumed throughout that Charter Trustees will be guided by their knowledge of the conduct of public affairs.

## **2 MEETINGS OF THE CHARTER TRUSTEES**

- (a) The Annual General Meeting of the Charter Trustees shall be held within 21 days of the Annual Meeting of Bournemouth, Christchurch and Poole Council. The meeting shall be held at such a time and place as the Charter Trustees may determine.
- (b) Including the Annual General Meeting, no less than two meetings shall be held each year to conduct the general business of the Charter Trustees. The dates of such meetings to be determined by the Mayor.
- (c) The Mayor may call extra meetings if they consider this necessary. Except in an emergency, 5 clear days' notice will be given.

## **3 ELECTION OF MAYOR, DEPUTY MAYOR AND SHERIFF**

- (a) At the Annual General Meeting, the Charter Trustees shall elect a Mayor, Deputy Mayor and Sheriff from within the Charter Trustee body.
- (b) Should any office referred to in (a) above become vacant either by death or resignation, under the terms of the Local Government Act of 1972, an election must be held not later than the next ordinary meeting of the Charter Trustees. The procedure to be followed is that laid down for an ordinary election at an Annual General Meeting.

#### **4 APPOINTMENT OF OFFICERS**

The officer arrangements for the Charter Trustees in place at the adoption of these Standing Orders and which will continue until varied in accordance with the Standing Orders are as follows:

- (a) Officers shall be appointed by Bournemouth, Christchurch and Poole Council to cover the secretarial and financial requirements of the Charter Trustees pursuant to a Service Level Agreement to be agreed between BCP Council and the Charter Trustees and reviewed on an annual basis. Such officers to hold qualifications suitable to the role.
- (b) A Mace-bearer(s) shall be appointed by Bournemouth, Christchurch and Poole Council to act as Mayor's attendant and driver.
- (c) Where an officer has not been appointed by Bournemouth, Christchurch and Poole Council to fulfil responsibilities referred to in (a) or (b) above (the Responsibilities) under the Service Level Agreement, or where services are required beyond the specification in relation to the Responsibilities set out in the Service Level Agreement and in the event that Bournemouth, Christchurch and Poole Council are not able to fulfill the Responsibilities or other services or the Charter Trustees believe such services would be better or more efficiently supplied by an alternative supplier, the Charter Trustees may, if they think fit, appoint and fix the remuneration of some suitably qualified person or organisation, to carry out the Responsibilities or other services until the Charter Trustees are satisfied that the Responsibilities or services can be better or more efficiently fulfilled by a suitable individual or where the services beyond the specification are no longer required and can be supplied to the required level by BCP Council and an amendment incorporating them is made to the Service Level Agreement or the requirement for the performance of such Responsibilities or services ceases before such amendment.
- (d) The cost of the officers in paragraphs (a) to (c) above shall be recharged in accordance with the Service Level Agreement and shall not exceed the annual budget of the Charter Trustees without approval from the Budget Signatories or the Charter Trustees.

At any point, the Charter Trustees may decide, through resolution, to make alternative arrangements for their support and will give six months' notice to BCP Council to end or amend the current arrangements.

The Charter Trustees may then select officers from other sources to cover the Clerk, secretarial, mace bearing, financial and other support requirements of the Charter Trustees from the amendment or termination of the arrangement with BCP Council. Such new arrangements shall include a Clerk to the Charter Trustees who will act as their lead officer.

Such officers should hold qualifications or experience suitable to the role and may be appointed from within the principal authority or elsewhere. The level of

services to be provided will be encapsulated in a Service Level Agreement or contract to be negotiated between the Charter Trustees and the officer(s) or appointing body, setting out the terms of any agreement, services to be provided, and arrangements for remuneration or recharging.

## **5 APPOINTMENT OF LOCAL OFFICERS OF DIGNITY**

The following local officers of dignity shall be appointed by the Charter Trustees together with such others as they may decide from time to time:

- (a) **Ceremonial Advisor to the Charter Trustees.** A Ceremonial Advisor to the Charter Trustees may be appointed as an honorary position to supervise the arrangements for all ceremonial occasions and ensure that these are conducted in accordance with custom and usage. The Ceremonial Advisor may attend Charter Trustee meetings and speak, if invited, but not vote. The role of Ceremonial Advisor shall be distinct from that of any Clerk appointed by the Charter Trustees for the management of their general business. Candidates for the role will be recommended to the Charter Trustees by the Civic Working Group.
- (b) **Mayor's Chaplain.** The Mayor may, if they so wish, appoint a chaplain or moral guide, according to their own personal beliefs.

## **6 ORDER OF PRECEDENCE IN PROCESSION**

This shall be:

Sheriff of Poole and the Sheriff's Companion

Maces – borne by the Macebearers

Mayor and Mayor's Companion

Clerk to the Charter Trustees

Deputy Mayor and Deputy Mayor's Companion (\* see note below)

Honorary Freeman and Honorary Aldermen (in order of appointment)

Ceremonial Advisor

Mayor's Chaplain / Moral Guide

Charter Trustees (in order of length of service)

\*Except when deputising for the Mayor, when he/she assumes the Mayor's position.

## **7 CHAIR**

- (a) Meetings shall be chaired by the Mayor, or in their absence, the Deputy Mayor.
- (b) If both the Mayor and the Deputy Mayor are absent, the Charter Trustees

shall elect one of their number as Chair (subject to there being a quorum present.)

- (c) If an elected Chair is chairing the meeting, and either the Mayor or the Deputy Mayor arrives, the Mayor or Deputy Mayor shall take the chair AFTER the completion of the item under discussion. A similar procedure will occur if the Mayor arrives when the Deputy Mayor is in the chair.

## **8 ATTENDANCE**

Where a Clerk and/or Financial Officer are appointed pursuant to 4 above:

- (a) The Clerk to the Charter Trustees will attend ALL meetings (or, in the event the Clerk is not available or does not arrive on time, a substitute appointed by the Charter Trustees at the start of the meeting).
- (a) The Financial Officer will attend budget meetings and any other meetings where their attendance is required.

## **9 QUORUM**

- (a) The quorum shall be at least one-third of the whole number of Charter Trustees.
- (b) If, after a meeting has commenced, Charter Trustees leave and the total number of members drops below the quorum, the meeting shall be abandoned as inquorate.
- (c) The remaining business will be transferred to the next ordinary Charter Trustees' meeting, and be taken immediately after the minutes, or to a time fixed by the Mayor at the time the meeting is adjourned.

## **2 CESSATION OF OFFICE/REMOVAL OF TRUSTEES**

- (a) Subject to (b) below, each Charter Trustee shall hold office as a Charter Trustee until the next election to the relevant council or such time as that person ceases to be a councillor, whichever is the sooner.
- (b) Charter Trustees may remove from office a Charter Trustee if, in their opinion, that Councillor has, without sufficient cause, failed to attend two or more consecutive meetings of theirs.

## **10 ORDER OF BUSINESS AT ANNUAL GENERAL MEETING**

- (a) Election of Mayor and acknowledgment of any Companion;
- (b) Election of Deputy Mayor and acknowledgment of any Companion;
- (c) Election of the Sheriff of Poole and acknowledgment of any Companion;
- (d) Appointment of the Clerk;



- (e) Appointment of the Ceremonial Advisor (optional);
- (f) Appointment of a Chaplain/Moral Guide (optional)
- (g) Appointment of one representative and a substitute to the Association of Charter Trustees.
- (h) Appointment of budget signatories.
- (i) Agree a Calendar of Meetings.
- (j) Any other business deemed necessary by the Clerk to the Charter Trustees

## **11 ORDER OF BUSINESS AT OTHER MEETINGS**

- (a) To appoint a Chair if the Mayor and Deputy Mayor are absent.
- (b) Declarations of Interest to be completed, where appropriate.
- (c) To approve, accept and sign as a true record the Minutes from the previous meeting.
- (d) To deal with any matters arising from the Minutes.
- (e) To deal with any matters outstanding from a previous meeting deemed inquorate.
- (f) To receive the Mayor's Report.
- (g) To receive and consider reports, minutes and recommendations from other Committees (where appointed).
- (h) To receive and consider other reports.
- (i) Consideration of Ceremonial Advisor prior to appointment at AGM. (CWG to consider and candidates and recommend appointment).
- (j) To consider any other business as previously advised to the Clerk to the Charter Trustees.

## **12 SPECIAL MEETINGS**

Only those items for which the meeting was called shall be discussed. (i.e., no matters from previous minutes other than in respect of errors or misleading statements in those minutes).

## **13 CONDUCT OF A MEETING**

- (a) The Clerk to the Charter Trustees shall set out in the summons (agenda) for every Meeting, notice of all motions received by letter or email delivered by 12 noon seven clear working days before the meeting of the Charter Trustees.
- (b) Minutes will only be discussed as to accuracy. Any question raised pertaining to their accuracy shall be raised by motion. If no such question is raised, or if it is raised, then as soon as it has been disposed of, the Mayor shall sign the Minutes.

- (c) Charter Trustees shall not speak for a second time on the same subject until all Charter Trustees who wish to, have spoken except:
  - 1 to make a point of order or give an explanation
  - 2. to move to the next business
  - 3. to move that a vote be taken.
- (d) A Charter Trustee when speaking shall address the Mayor (or Chair). If two or more Charter Trustees indicate, the Mayor (or Chair) shall call on one to speak; the other or others shall be invited to speak later. While a Charter Trustee is speaking, the other Charter Trustees shall remain silent, unless indicating to a point of order or in personal explanation. All requests to speak shall be through the Chair.
- (e) Whenever the Mayor (or Chair) calls for order during a debate, a Charter Trustee then speaking shall cease speaking and the Charter Trustees will be silent.
- (f) The Mayor (or Chair) may call upon any Officer of the Charter Trustees to explain or advise upon any point under discussion or such Officer may speak with the permission of the Mayor to explain any point about which they consider a doubt exists.
- (g) On any motion being moved, the Mayor (or Chair) will ask for a seconder.
- (h) A motion may be moved when the Mayor (or Chair) announces the item to be discussed. If no motion is moved, the meeting moves to discussion. The Mayor (or Chair) may, at any time, ask an officer to explain or advise on the matter under discussion.
- (i) Voting will be by a show of hands with the Mayor/Chair having a casting vote. On the requisition of any Charter Trustee the voting on any question shall be recorded so as to show whether each Charter Trustee present and voting gave their vote for, against or abstained.

#### **14 MOTIONS AFFECTING MEMBERS OF STAFF**

If any matter arises at a meeting of the Charter Trustees (or a committee thereof) as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Charter Trustees, such question shall not be the subject of discussion until the Charter Trustees or Committee, as the case may be, has moved a motion to exclude the public under the Public Bodies (Admission to Meetings) Act 1960, Section 1[2].

#### **15 DISORDERLY CONDUCT**

- (a) If at a meeting any Charter trustee, in the opinion of the Mayor or Chair, notified to said meeting, misconducts them self by persistently disregarding the rule of the Chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Charter Trustees, the Mayor, Chair or any other Charter Trustee, may move "That the Charter Trustee named be not further heard", and the motion, if seconded, shall be put and determined without discussion.

- (b) If the Charter Trustee named shall continue his misconduct after a motion under the foregoing paragraph has been carried, the Mayor or Chair shall:
  - (1) move “That the Charter Trustee named do leave the Meeting (in which case the motion shall be put and determined without seconding or discussion);
  - (2) and may adjourn the Meeting of the Charter Trustees for such period as they, in their discretion, shall consider expedient.

## **16 VOTING ON APPOINTMENTS**

- a) Where there are more than two persons nominated for any position to be filled by the Charter Trustees, and of the votes given there is not a majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.
- b) Where there are multiple positions to be filled by Charter Trustees in a sub-committee or working group but subject to a maximum number, and more Charter Trustees are nominated than positions available, a single vote shall be taken and the Charter Trustees with the greatest number of votes shall be appointed and where there is a tie for the last positions, lots shall be drawn.

## **17 RECORD OF ATTENDANCES**

Every Charter Trustee attending a Meeting of the Charter Trustees shall have their attendance formally recorded.

## **18 RELATIVES OF CHARTER TRUSTEES OR OFFICERS**

- (a) A candidate for any appointment under the Charter Trustees who knows that they are related to any Charter Trustee or Officer of the Charter Trustees, shall when making application, disclose that relationship to the Clerk to the Charter Trustees. A candidate who fails to disclose such a relationship shall be disqualified from the appointment, and if appointed shall be liable to dismissal without notice. Every Charter Trustee and Officer of the Charter Trustees shall disclose to the Clerk to the Charter Trustees any relationship known to them to exist between them and any person whom they know is a candidate for an appointment under the Charter Trustees. The Clerk to the Charter Trustees shall report to the Charter Trustees or the appropriate Committee any such disclosure made to them.
- (b) For the purpose of this Standing Order, persons shall be deemed to be related if they are married/in a civil partnership or living together or if there is any familial relationship to either partner.

## **19 AUTHENTICATION OF DOCUMENTS**

- (a) Where any document will be a necessary step in legal proceedings on behalf of the Charter Trustees, it shall, unless any enactment otherwise requires or authorises, or the Charter Trustees give the necessary authority to some other person for the purpose of such proceedings, be signed by the Clerk to the Charter Trustees.
- (b) Charter Trustee minutes shall be available for inspection by the Charter Trustees at any time.

## **20 APPOINTMENTS OF SUB-COMMITTEES /WORKING GROUPS**

- (a) The Charter Trustees may, at any time, appoint such committees and working groups as they may deem necessary to carry out the work of the Charter Trustees, including disciplinary and grievance panels, but, subject to any statutory provision in that behalf:
  - (1) Shall not appoint any member of a committee or working group so as to hold office later than the next Annual General Meeting of the Charter Trustees.
  - (2) May at any time dissolve a committee or working group or alter its membership.
- (b) Every committee and working group shall, at its first meeting before proceeding to any other business, elect a Chair for that year. In the absence from a Meeting of the Chair, a Chair for THAT meeting shall be appointed.
- (c) Except where authorised by a statute or ordered by the Charter Trustees business shall not be transacted at a meeting of any committee or working group unless at least one third of the whole number of the committee or working group is present.
- (d) Provided that in no case shall the quorum of a committee or working group be less than three.
- (e) A Charter Trustee who has moved a motion that has been referred to any committee or working group shall have notice of the meeting of the committee or working group at which it is proposed to consider the motion. They shall have the right to attend the meeting and if they attend shall have an opportunity of explaining the Motion.

## **21 ATTENDANCE OF CHARTER TRUSTEES AT COMMITTEE AND WORKING GROUP MEETINGS**

Any Charter Trustee may be present and take part in any meeting of a committee or working group notwithstanding that they are not a member of such committee or working group but they will not be permitted to vote.

## **22 AMENDMENTS TO STANDING ORDERS**

Any motion to add to, vary or revoke these Standing Orders shall, when proposed

and seconded, stand adjourned without discussion to the next ordinary meeting of the Charter Trustees.

Charter Trustees are not empowered to amend Standing Orders in a way which seeks to carve out additional powers/duties which are not permitted by law.

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## **24 INTERPRETATION OF STANDING ORDERS**

The ruling of the Mayor or Chair as to the constructions or application of any of the Standing Orders or as to any proceedings of the Charter Trustees, shall not be challenged at any Meeting of the Charter Trustees. Provided always that nothing herein shall prejudice statutory provisions.

## **25 STANDING ORDERS TO BE GIVEN TO CHARTER TRUSTEES**

An electronic copy of these Standing Orders, and of such statutory provisions as regulate the proceedings and business of the Charter Trustees, shall be provided to any Charter Trustee by the Clerk to Charter Trustees upon request.

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## CHARTER TRUSTEE MEETING



Report subject	<b>Budget and Precept for 2025/26</b>
Meeting date	29 January 2025
Status	Public Report
Executive summary	The Charter Trustees are required to set the budget for 2025/26 and any subsequent precept for submission to BCP Council by 31 January 2025.
Recommendations	<p><b>It is RECOMMENDED that:</b></p> <p><b>(a) The proposed budget for 2025/26 as set out in Appendix A be approved</b></p> <p><b>(b) The council tax requirement and precept of £132,324 be approved</b></p>
Reason for recommendations	To set the budget, council tax requirement and precept for 2025/26
Honorary Clerk	Graham Farrant
Report Authors	Matthew Filmer, Responsible Finance Officer
Wards	Council Wide
Classification	For Decision

### Background

1. The budget for 2025/26 and resulting council tax requirement and precept must be agreed by a formal meeting of the Charter Trustees. For BCP Council, the billing authority, to produce the requisite calculations required for council tax billing under the Local Government Finance Act 1992, the precept must be agreed by 31 January 2025.

### Budget Monitoring 2024/25

2. The current projection in Appendix A is that the underspend across civic budgets will now result in an in-year underspend of £21,002 and using £46,267 of reserves to support the budget.

3. Any in-year position would be added to the reserves carried forward from 2024/25 of £90,502.

### **Budget 2025/26**

4. The proposed budget for 2025/26 is detailed in Appendix A and results in a council tax requirement and precept of £132,324.
5. The civic working group have had two sessions to focus on the budget to provide guidance to officers in drafting the 2025/26 budget and to facilitate the budget setting process at today's meeting.

### **Review of individual budgets**

6. Following receipt of specialist King's Counsel (KC) advice on the remit of the Charter Trustee which advised that certain events that the Charter Trustee used to support and run such as Remembrance Sunday and Grant Funding were not permissible. This therefore means that a number of lines have been removed fully in the 2025/26 budget.
7. The Charter Trustee can continue to maintain and improve historic property of a ceremonial nature. The Civic work group felt a higher level of hospitality spend was necessary to support events such as regalia talks so has been increased to £10,000.
8. The Civic Working group were also keen to push the communication and promotion of the activities of the Charter Trustees to Poole residents. A budget of £10,000 has been set aside to support this goal.

Recharges between the Council and the Charter Trustees for insurance, IT, accountancy, and internal audit have been increased reflecting higher Council staffing costs in 2025/26. The overall staff support charge has been reduced from £104,575 to £97,185 reflecting a different support structure from BCP Council.

9. Investment income has been decreased to £1,000 reflecting a potential cut in interest rates during 2025. The calculation is based on a forecast of the average interest rate that BCP Council achieves for its investments and applied to the average level of reserves the Charter Trustees will hold for 2025/26.

### **Reserves**

10. The table overleaf summarises the projected reserves position for the Charter Trustees for Poole as of 31 March 2025, and the recommendation is to draw down £65,065 in 2025/26 to support the budget.



**Figure 1**

	Forecast 2024/25 £	Proposed 2025/26 £
Opening Balance 1 April	(136,769)	(90,502)
Movement in Year	46,267	25,065
Closing Balance 31 March	(90,502)	(65,437)
Percentage of Proposed Precept 2025/26	68%	49%

11. The projected level of reserves as at 31 March 2026, taking into account the in-year draw down, is £65,437, representing 49% of the proposed precept for next year. The RFO would recommend a level to be held in reserves of 20% to provide for unforeseen expenditure.

### **Tax Base 2025/26**

12. The council tax requirement, or precept, that funds the budget is apportioned across the tax base to arrive at a charge per property. The tax base is the number of chargeable properties in the Charter Trustee area converted into Band D equivalents.
13. Usually, the expectation would be that the tax base increases year-on-year as new homes are built. The 2025/26 tax base has increased by 2,070 Band D equivalent properties or 3.5% of the tax base. This has the effect of reducing the charge made to residents in the Charter Trustee area because there are more properties over which to spread the precept.

### **Council Tax requirement and precept 2025/26**

14. If the draft budget as set out in Appendix A is approved, it would result in the following precept and Band D charge.

	2024/25	2025/26	Increase	%
Precept £	127,684	132,324	4,640	3.6%
Tax Base	59,762.6	61,833.5		
Band D Charge £	2.14	2.14		

15. The council tax charge will be frozen for 2025/26.
16. It should be noted that the Charter Trustees are not subject to council tax referendum principles for 2025/26.

### **Summary of financial implications**

17. As detailed in the report.

### **Summary of legal implications**

18. The Charter Trustees must set their council tax requirement in accordance with the Local Government Finance Act 1992 and subsequent legislation.

**Summary of human resources implications**

19. None

**Summary of sustainability impact**

20. None

**Summary of public health implications**

21. None

**Summary of equality implications**

22. None

**Summary of risk assessment**

23. None

**Background papers**

None

**Appendices**

Appendix A – Charter Trustees of Poole Proposed Budget 2025/26

## The Charter Trustees of Poole - Proposed Budget 2025/26



2024/25 Budget	2024/25 Forecast	Description of expenditure and income	2025/26 Budget
		<b>Expenditure</b>	
		<b>Civic Budget</b>	
6,000	4,000	Hospitality	10,000
2,500	4,000	Civic Regalia	2,500
100	0	Travel and Subsistence	100
1,000	572	Sheriff Convention	1,000
1,000	200	Out of Pocket Expenses	1,000
150	300	Photography	300
300	150	Flowers	300
		<b>Civic Events</b>	
2,500	1,609	Mayor-Making	2,500
0	0	Mayor-Making Procession	1,500
0	0	Hosting Dingnaries	1,000
4,500	0	Remembrance Sunday Parade & Service	0
2,000	2,000	Civic Service	2,000
1,500	0	Civic Awards	0
2,500	5,774	War Commemorations - D-day	0
10,000	13,604	Freedom of Poole for HMS CATTISTOCK	0
		<b>Grant Funding</b>	
1,500	0	Broadstone Remembrance Parade & Service	0
4,350	4,350	Twinning Grant	0
20,000	5,160	Grant Funding Allocation	0
		<b>Premises</b>	
15,450	15,450	Room & Premises rental	15,450
		<b>Staffing Recharges</b>	
107,046	104,575	Salaries, LGPS Pensions & National Insurance	97,185
		<b>Administration and Running Costs</b>	
100	14	Postage	100
50	20	Printing & Photocopying	50
150	0	Stationery	150
160	160	Subscriptions - Organisations	160
		<b>Supplies and Services</b>	
300	300	Uniform and Clothing	300
640	640	Insurance	640
400	400	External Auditors	400
1,750	1,750	Internal audit	1,785
3,888	3,888	Accountancy	3,966
1,601	1,601	IT Provision	1,633
400	0	Communication and Promotions	10,000
50	0	Telephone	50
200	200	Laundry (dry-cleaning of Parlour laundry, uniforms, robes)	200
0	0	Legal Advice	0
0	567	Removal Costs	0
		<b>Transport</b>	
2,668	2,668	Use of Vehicles	2,721
1,000	1,000	Fuel	1,000
400	200	Vehicle Hire	400
<b>196,153</b>	<b>175,151</b>	<b>Total Expenditure</b>	<b>158,389</b>
		<b>Income &amp; Reserves</b>	
(127,684)	(127,684)	Council Tax Precept	(132,324)
(1,200)	(1,200)	Investment Income	(1,000)
(67,269)	(46,267)	Contribution to / (from) Reserves	(25,065)
<b>(196,153)</b>	<b>(175,151)</b>	<b>Total Income &amp; Reserves</b>	<b>(158,389)</b>
<b>(0)</b>	<b>0</b>	<b>Net Position</b>	<b>0</b>
<b>(136,769)</b>	<b>(136,769)</b>	<b>Opening Balance</b>	<b>(90,502)</b>
67,269	46,267	In year movement	25,065
<b>(69,500)</b>	<b>(90,502)</b>	<b>Closing Balance</b>	<b>(65,437)</b>

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## THE CHARTER TRUSTEES FOR POOLE



Report subject	<b>Review of the Risk Register - Poole</b>
Meeting date	29 January 2025.
Status	Public Report.
Executive summary	This report provides Charter Trustees with an opportunity to review the Risk Register attached as Appendix 1 to the report, taking account of updates to existing risks and any new and emerging risks.
<b>Recommendations</b>	<b>It is RECOMMENDED that:</b>  <b>The risk register, as attached at Appendix 1 to the report, be reviewed, updated and approved.</b>
Reason for recommendations	That in accordance with the decision of the Charter Trustees on 27 January 2021, and best practice, the risk register should be reviewed on a regular basis and updated to take account of new and emerging risks.
Report Authors	Neil Fraser, Deputy Head of Democratic Services.
Classification	For Decision.

### Background

1. As best practice, the Risk Register should be reviewed by Charter Trustees on a regular basis. The Register was last reviewed at the Charter Trustee meeting held on 24 January 2024.
2. The Charter Trustees are asked to consider the Register and any changes and updates required, together with any new risks that need to be added.
3. Set out below are updates to the Risk Register since the last review:
  - a) Following a recommendation by the Audit team, the Register has been changed to the Audit Team's preferred format.
  - b) All categories from the previously reviewed Register remain present with the addition of an identified Risk regarding the drafting of a Service Level Agreement (SLA) for the provision of support between BCP Council and the Charter Trustees. The SLA is currently being drafted for proposed adoption at a future CT meeting.

- c) All other Risks maintain their previous score or have been downgraded following mitigation actions. Actions taken can be found in column J.

### **Options Appraisal**

- 4. Best practice indicates that the register should be reviewed on a regular basis. The Charter Trustees need to ensure that all risks have been reflected and appropriate mitigations have been included to manage the implications of any risks.

### **Summary of financial implications**

- 5. Any financial implications associated with the mitigations put in place to manage risks will be considered by the Charter Trustees and approved prior to implementation.

### **Summary of legal implications**

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

### **Summary of human resources implications**

- 7. There are no human resource implications arising from this report.

### **Summary of sustainability impact**

- 8. There are no sustainability 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. Any risk assessments required in respect of the mitigations identified within the register will be undertaken as appropriate.

### **Background papers**

- 12. None.

### **Appendices**

- 13. Appendix 1 – Risk Register.

RISK REGISTER FOR Poole Charter Trustees

Risk Key:  
Definitions:  
Priority Ratings:

L = Likelihood (1-4)  
1-2 Low risk  
3-6 Medium risk

I = Impact (1-4)  
3-6 Medium risk

S = Score (I x L)  
8-16 High

Corporate Risk Categories:  
Pol=Political  
Econ=Economic  
S=Social  
T=Technological  
L=Legislative

Enviro=Environmental  
Comp=Competitive  
Cust=Customer/Citizen  
Rep=Reputation  
Phys=Physical

Service Risk Categories:  
Res=Resource  
L=Legal  
Phys=Physical

Cont=Contractual  
T=Technological  
Enviro=Environmental

RISK REGISTER COMPLETED BY: Neil Fraser and Carolyn Suter

DATE: Jan-25

Objectives of the Project, Policy, Initiative, Service etc:

A:  
B:  
C:  
D:  
E:  
F:

Further Action RAG Status Option Definitions	
Red	Serious challenge, remedial action required, & / or out of tolerance
Amber	Some challenges, mitigating action in place, & / or within tolerance
Green	On track
Blue	Complete
White	Not started
Black	Cancelled

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Risk No	Gross/Initial Risk			Risk Category/ies	Risk Owner	Gross Risk Score (ie as if no mitigations/ controls in place)			Risk Mitigation/Control Measures Put in Place	Net Risk Score (ie rating of the risk with current controls or procedures in place)			Further Action (ie mitigation/ controls) required	Control/Action Owner	Control/ Action RAG Status	Control/ Action Target Completion Date (DD/MM/YYYY)	Target Risk Score (ie rating of risk once these new actions successfully implemented)		
	Risk Title (uncertainty which may affect objective)	Risk Cause (definite situational facts affecting the objective)	Risk Impact (contingent effect on objective)			I	L	S		I	L	S					I	L	S
1	Historical and ceremonial assets	Loss of Civic Regalia	Loss of irreplaceable items or irreparable damage	Economic		1	3	3	A complete asset register with photos is stored in a secure folder on shared drive. All assets are securely stored strong room or the CCTV Room at the BCP Civic Centre. Time register is being kept for the removal and return of any asset taken off site. Annual verification and insurance reviews are being carried out.	1	1	1	Upload of asset register to a secure Sharepoint location	Deputy Head of Democratic Services	Green	Feb-25	1	1	1
2	Historical and ceremonial assets	Damage to Civic Regalia	Damage	Economic		2	3	6	All assets are stored appropriately. Gloves are worn at all times when handling historic assets. Cleaning/polishing is being carried out regularly and in accordance with the advice for the historic assets.	1	2	2	Review of the Insurance arrangements - on hold pending outcome of Community Governance Review. Discourage Civic Dignitaries from self-removal of the Civic Regalia. Discourage members of the public from handling the Civic Regalia.	Deputy Head of Democratic Services	Amber	On Hold	1	2	2
3	Finance	Non-compliance with the financial regulations adopted by the Charter Trustees	Loss of financial revenue from the Charter Trustee accounts and not obtaining best value	Economic		2	1	2	The Charter Trustees are operating in accordance with their Financial Regulations. The role of the budget signatories is set out within the Trustee Handbook.	1	1	1	None.	Deputy Head of Democratic Services / Responsible Financial Officer	Blue	Completed	1	1	1
4	Civic Dignitary Personal Injury	Civic dignitary sustains an injury in the course of carrying out Civic duties	Potential liability and claim against the Charter Trustees and reputational damage	Physical		1	1	1	All appropriate safety arrangements are being put in place following consultation between event organisers and the Civic Team	1	2	2	None.	Deputy Head of Democratic Services	Green	Ongoing	1	1	1
5	Transmission of Covid 19 infection	Exposure of Civic Dignitaries and Civic Team to the virus	Increase risk of spreading the virus on a local basis	Physical		1	1	1	No longer deemed a substantial risk following widespread vaccinations.	1	1	1	None.	Civic Team Leaders	Blue	Completed	1	1	1
6	Budget	The Charter Trustees make decisions which are not financially viable	Budgets could be excessive, causing excessive cost to taxpayers, or insufficient, limiting the Trustees ability to carry out statutory functions	Economic		2	1	2	Budgets are considered and set by the Responsible Financial Officer in consultation with the budget Working Group, and then approved at a meeting of the Charter Trustees.	2	1	2	Annual Charter Trustee budget workshops continue to be held	Deputy Head of Democratic Services / Responsible Financial Officer	Green	Ongoing	1	1	1
7	Health and Safety	Lone working	Risk of injury/illness/Death and/or intimidation	Physical		3	3	9	Trustees and staff adhere to the Health & Safety Policies and the Lone Working Policy of BCP Council.	3	2	6	All measures to ensure Trustee and staff safety are in place.	Deputy Head of Democratic Services	Green	Ongoing	3	2	6
8	Equality and Diversity	Failure to comply with the Law	Reputational damage	Legislative		1	2	2	In accordance with their role as a BCP Councillor, Trustees comply with the equality and diversity legislation as required of BCP Council	1	2	2	None.	Deputy Head of Democratic Services	Green	Ongoing	1	2	2
9	Service Level Agreement (SLA)	Lack of SLA could result in a loss of service provision from BCP Council to the Charter Trustees, or insufficient value for money for services provided	Reputational damage, inability to carry out staturoy functions	Economic		6	1	6	The Standing Orders, most recently approved by Charter Trustees in December 2024, set out the current agreement for support from BCP	6	1	6	A detailed SLA is being drafted for formal adoption by the Charter Trustees.	Deputy Head of Democratic Services	Green	May-25	6	1	6

Risk No	Gross/Initial Risk			Risk Category/ies	Risk Owner	Gross Risk Score (ie as if no mitigations/ controls in place)			Risk Mitigation/Control Measures Put in Place	Net Risk Score (ie rating of the risk with current controls or procedures in place)			Further Action (ie mitigation/ controls) required	Control/Action Owner	Control/ Action RAG Status	Control/ Action Target Completion Date (DD/MM/YYYY)	Target Risk Score (ie rating of risk once these new actions successfully implemented)		
	Risk Title (uncertainty which may affect objective)	Risk Cause (definite situational facts affecting the objective)	Risk Impact (contingent effect on objective)			I	L	S		I	L	S					I	L	S
									Council to the Charter Trustees.										



## THE CHARTER TRUSTEES FOR POOLE



Report subject	<b>Nominations for appointment to the office of Sheriff of Poole 2025/2026 and subsequent Mayor of Poole 2026/2027.</b>
Meeting date	29 January 2025.
Status	Public Report.
Executive summary	To advise Charter Trustees of the outcome of the nomination process for election to the office of Sheriff of Poole 2025/2026 and subsequent Mayor of Poole 2026/2027.
<b>Recommendations</b>	<b>It is RECOMMENDED that:</b>  <b>Charter Trustees note the information contained within the report.</b>
Reason for recommendations	To inform Charter Trustees of the outcome of the nomination process as set out within the report.
Report Authors	Neil Fraser, Deputy Head of Democratic Services.
Classification	For Information.

### Background

1. Following a request to Charter Trustees for nominations to the position of Sheriff of Poole 2025/2026 and subsequent Mayor of Poole 2026/2027, two nominations were received.
2. Following a secret ballot, Cllr Rampton is confirmed as Sheriff elect.

### Summary of financial implications

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

### Summary of legal implications

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

### Summary of human resources implications

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

**Summary of sustainability impact**

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

**Summary of public health implications**

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

**Summary of equality implications**

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

**Summary of risk assessment**

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

**Background papers**

10. Bournemouth Charter Trustee Handbook.

**Appendices**

11. There are no appendices included with this report.