

Notice of The Charter Trustees for Bournemouth

Date: Tuesday, 24 June 2025 at 6.00 pm

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



Membership:

Mayor:

Cllr J Edwards

Deputy Mayor:

Cllr G Farquhar

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

Cllr B Chick
Cllr E Connolly
Cllr D d'Orton-Gibson
Cllr B Dove
Cllr M Dower
Cllr D Farr
Cllr A Filer
Cllr M Gillett
Cllr J Hanna
Cllr R Herrett
Cllr A Keddie
Cllr G Martin
Cllr J Martin
Cllr A-M Moriarty

Cllr B Nanovo
Cllr L Northover
Cllr K Rampton
Cllr J Richardson
Cllr C Rigby
Cllr J Salmon
Cllr K Salmon
Cllr T Slade
Cllr T Trent
Cllr L Williams
Cllr K Wilson
Cllr G Wright

All Members of the The Charter Trustees for Bournemouth are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to view the live stream of this meeting at the following link:

<https://democracy.bcpccouncil.gov.uk/ieListDocuments.aspx?MId=6380>

If you would like any further information on the items to be considered at the meeting please contact: Democratic Services or email democratic.services@bcpcouncil.gov.uk

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

This notice and all the papers mentioned within it are available at democracy.bcpccouncil.gov.uk

GRAHAM FARRANT
HONORARY CLERK TO THE
CHARTER TRUSTEES

16 June 2025

**DEBATE
NOT HATE**



Available online and on
the Mod.gov app



Maintaining and promoting high standards of conduct

Declaring interests at meetings

Familiarise yourself with the Councillor Code of Conduct which can be found in Part 6 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests



What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item.

Bias Test

In all the circumstances, would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased?

Predetermination Test

At the time of making the decision, did the decision maker have a closed mind?

If a councillor appears to be biased or to have predetermined their decision, they must NOT participate in the meeting.

For more information or advice please contact the Monitoring Officer
(janie.berry@bcpcouncil.gov.uk)

Selflessness

Councillors should act solely in terms of the public interest

Integrity

Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

Objectivity

Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

Accountability

Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

Openness

Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

Honesty & Integrity

Councillors should act with honesty and integrity and should not place themselves in situations where their honesty and integrity may be questioned

Leadership

Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

AGENDA

Items to be considered while the meeting is open to the public

- | | |
|---|---------|
| 1. Apologies
To receive any apologies for absence from Charter Trustees. | |
| 2. Declarations of Interests
Charter Trustees are requested to declare any interests on items included in this agenda. Please refer to the workflow on the preceding page for guidance.
Declarations received will be reported at the meeting. | |
| 3. Confirmation of Minutes and matters arising
To confirm the minutes of the meetings held on 30 January and 20 May 2025 and to consider any matters arising. | 5 - 14 |
| 4. Charter Mayor's Communications
The Charter Mayor will update Trustees on their recent activities and any associated issues. | |
| 5. Report of the Bournemouth Civic Working Group
This report summarises the issues discussed at the Civic Working Group meetings held since the last Charter Trustee meeting and seeks support for any recommendations arising. | 15 - 18 |
| 6. Audit Report 2024-25
The Charter Trustees are asked to consider and approve the outcome of the internal audit report and the management responses to the recommendations. | 19 - 34 |
| 7. Budget Outturn & AGAR Return 2024/25
The Charter Trustees of Bournemouth have underspent against their budget by £17,357. The use of reserves to support the budget was £6,288 rather than the budgeted £23,645. This gives a total reserve carried forward of £97,289 as at March 2025. | 35 - 46 |
| 8. Trustee attendance at meetings
This report provides detail on Charter Trustee attendance at meetings, highlighting those Trustees who have not attended two or more consecutive meetings | 47 - 50 |

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

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THE CHARTER TRUSTEES FOR BOURNEMOUTH

Minutes of the Meeting held on 30 January 2025 at 6.00 pm

Present:-

Cllr G Farquhar – Mayor

Present: Cllr C Adams, Cllr M Andrews, Cllr S Bartlett, Cllr J Beesley, Cllr D Brown, Cllr O Brown, Cllr R Burton, Cllr P Canavan, Cllr S Carr-Brown, Cllr E Connolly, Cllr D d'Orton-Gibson, Cllr B Dove, Cllr J Edwards, Cllr D Farr, Cllr J Hanna, Cllr R Herrett, Cllr A Keddie, Cllr G Martin, Cllr J Martin, Cllr A-M Moriarty, Cllr B Nanovo, Cllr L Northover, Cllr K Rampton, Cllr J Richardson, Cllr C Rigby, Cllr K Salmon, Cllr T Slade, Cllr T Trent and Cllr L Williams

18. Apologies

Apologies for absence were received from Councillors: Hazel Allen, Sara Armstrong, Philip Broadhead, Simon Bull, John Challinor, Adrian Chapmanlaw, Michelle Dower, Anne Filer and Rachel Pattinson-West (nee. Maidment).

19. Declarations of Interests

None.

20. Confirmation of Minutes and matters arising

RESOLVED: That the minutes of the meeting held on 4 December 2024 be approved as a correct record.

Voting: Unanimous.

21. Charter Mayor's Communications

The Mayor began by remarking that the number of Trustees in attendance was encouraging, showing that Trustees were prepared to work together to uphold and maintain the primary objective of the Charter Trustees.

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

- Regalia talks;
- School and community group visits, including Bournemouth School for Girls Founders Day;
- Presentation of Mayor's Awards to worthy volunteers;
- Welcoming of international students;

- Holocaust Memorial events.

The Mayor thanked the Deputy Mayor for her attendance at meetings that he was unable to attend.

The Mayor highlighted the importance of using the Mayoral platform to act as a champion for diversity and inclusivity.

22. Report of the Bournemouth Civic Working Group

The Chair of the Bournemouth Civic Working Group (CWG), Councillor Lawrence Williams, introduced the report and moved the recommendation therein.

In support of the recommendation the report was summarised, highlighting the CWG's review of Trustee attendance at Charter Trustee (CT) meetings and its instruction to the Honorary Clerk to write to any Trustee who had not attended the two most recent meetings, asking them to confirm whether they wished to continue as Charter Trustees or whether they wished to be considered for removal.

Upon publication of the report, no requests for removal had been received and the CWG was satisfied that the letter had successfully highlighted the need for Trustees to attend meetings wherever possible. Therefore, the CWG was not recommending that any Trustee be removed at this time, though suggested that attendance be reviewed at each subsequent CT meeting by way of a standing agenda item.

The Honorary Clerk further advised that, since the publication of the report, two Trustees had submitted requests for removal and further details would be brought to the next meeting of the CT.

The Mayor advised that he supported the recommendation and highlighted the opportunity for Trustees to request their removal if they were unwilling or unable to uphold the objectives of the Trustees.

RESOLVED: that Charter Trustees note the attendance record set out in Appendix A and continue to monitor attendance at each CT meeting through a standing agenda item.

Voting: Unanimous.

23. Budget and Precept for 2025/26

Matt Filmer, Responsible Financial Officer (RFO), introduced the report, highlighting that the Charter Trustees (CT) were required to set the budget for 2025/26 and any subsequent precept for submission to BCP Council by 31 January 2025.

The RFO highlighted:

- An underspend of £18,389 for 2024/25, as BCP Council had now agreed to pay for King's Counsel (KC) advice;
- The in-year position had resulted in carrying forward reserves of £103,577;
- A meeting of the Bournemouth Budget Workshop had been held, which had afforded Trustees the opportunity to review and shape the budget for 2025/26.
- Budget lines removed included the Remembrance events and Civic awards, in line with the revised CT remit following acceptance of the KC advice;
- The budget for hospitality had increased due to an expectation of increased regalia talks and other such events;
- Overall staffing costs had reduced despite an increase in recharges for insurance, IT, accountancy, and internal audit services;
- Draw-down of reserves was not being recommended;
- The Council Tax base had grown following an increased number of Band D properties and introduction of the second home premium, allowing for the recommendation that the Band D precept to be reduced to £2.24 per annum.

It was recommended that the proposed budget for 2025/26 as set out in Appendix A be approved; and that the council tax requirement and precept of £151,713 be approved.

Some Trustees referred to the KC advice and suggested this should be shared with all Trustees. The Mayor reminded Trustees that this had been addressed at the previous meeting, as set out in the minutes of that meeting. Trustees were reminded that the advice had been shared with the CWG and that any Trustee was able to attend CWG/budget meetings upon request to the Chair.

The Honorary Clerk confirmed that no Trustees had approached to request sight of the advice, however, it was agreed that the feasibility of sharing the advice would be reviewed with the Council's Monitoring Officer.

Trustees queried the proposed budget of £400 for communications, versus the £10,000 set out in the Poole CT budget. In response, the RFO confirmed that the increased budget line for Poole CT was following a direct request from the Poole CWG who wished to increase promotion of the CT. However, the £10,000 figure had not been based on anything specific and instead had been set to avoid having to use reserves throughout the year. It was confirmed that the Bournemouth Budget Working Group had not requested a similar increase, however, reserves were available to support promotion of the CT should this be required. The Honorary Clerk suggested that Trustees could be updated on how Poole CT were using the £10,000, to allow Bournemouth CT to then use reserves if those actions were deemed effective.

Trustees sought clarity on why reserves held were recommended to be approximately 20% of the proposed precept. In response, the RFO advised

that this figure was a benchmarked figure used by public organisations, following risk assessments.

The Mayor highlighted the importance of retaining sufficient reserves to deal with in-year issues that could arise e.g. repairs, etc.

RESOLVED that

(a) The proposed budget for 2025/26 as set out in Appendix A be approved; and

(b) The council tax requirement and precept of £151,713 be approved.

Voting: Unanimous.

ACTION: The Honorary Clerk to review the feasibility of sharing the KC advice with the Council's Monitoring Officer.

24. Review of the Risk Register - Bournemouth

Neil Fraser, Deputy Head of Democratic Services, presented the report which provided Charter Trustees with the 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.

Trustees were advised that following a recommendation by the Council's Audit team, the Register had been changed to the Audit Team's preferred format.

All categories from the previously reviewed Register remained 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 was currently being drafted for proposed adoption at a future CT meeting.

RESOLVED that:

The risk register, as attached at Appendix 1 to the report, be approved.

Voting: Unanimous.

25. Nominations for appointment to the office of Mayor for 2025/2026 and subsequent Deputy Mayor in 2026/27

Neil Fraser, Deputy Head of Democratic Services, presented the report, confirming that following a request to Charter Trustees for nominations to the position of Mayor of Bournemouth for 2025/2026 and subsequent Deputy Mayor of Bournemouth 2026/2027, Cllr Jackie Edwards was confirmed as Mayor elect for 2025/2026 by way of uncontested nomination.

Trustees congratulated Cllr Edwards.

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Cllr Edwards confirmed she was honoured to be proposed, thanked those who nominated her, and advised that she was looking forward to her mayoral year.

The meeting ended at 6.42 pm

MAYOR

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THE CHARTER TRUSTEES FOR BOURNEMOUTH

Minutes of the Meeting held on 20 May 2025 at 11.15 am

Present:-

Cllr G Farquhar – Mayor

Cllr A Filer – Deputy Mayor

Present: Cllr C Adams, Cllr H Allen, Cllr M Andrews, Cllr S Armstrong, Cllr S Bartlett, Cllr J Beesley, Cllr P Broadhead, Cllr D Brown, Cllr R Burton, Cllr P Canavan, Cllr S Carr-Brown, Cllr E Connolly, Cllr M Dower, Cllr J Edwards, Cllr D Farr, Cllr R Herrett, Cllr G Martin, Cllr J Martin, Cllr A-M Moriarty, Cllr B Nanovo, Cllr L Northover, Cllr J Richardson, Cllr K Salmon, Cllr T Slade and Cllr L Williams

1. Apologies

Apologies for absence were received from Councillors Olivia Brown, Simon Bull, John Challinor, David d'Orton-Gibson, Jeff Hanna, Alasdair Keddie, Karen Rampton, Chris Rigby, Joe Salmon and Kieron Wilson.

2. Declarations of Interests

None.

3. Charter Mayor's Communications

The Mayor reflected on his Mayoral year and in doing so thanked the Deputy Mayor, the Civic Team, his partner Alison and Ward Colleagues for their support.

The Mayor confirmed that he had attended 208 engagements over his Mayoral term, with highlights of the year including:

- Recognition of charities and community groups in Bournemouth;
- Attendance at events with his canine consort, Billy;
- Becoming a Scout;
- Running a half marathon for Dorset Council Care Foundation;
- A 100th park run with Billy;
- Visits to multiple primary schools to discuss neurodiversity and to highlight the importance of inclusivity;
- Receipt of various gifts including a handcrafted Mayor Bear and artwork from local schoolchildren;
- Receipt of the first full-size portrait of a Bournemouth Mayor in over 100 years, which was to be gifted to the people of Bournemouth;
- Touring of Bournemouth on a motorcycle.

The Mayor concluded by wishing his successor success in the year ahead.

4. Election of Mayor

Councillor Stephen Bartlett proposed Councillor Jackie Edwards for Mayor of Bournemouth for the municipal year 2025/26. This was seconded by Councillor Parick Canavan, put to the vote and unanimously agreed.

RESOLVED: That Councillor Jackie Edwards be elected Mayor of Bournemouth for 2025/26.

Voting: Unanimous.

5. Election of Deputy Mayor

Councillor Richard Burton proposed Councillor George Farquhar for Deputy Mayor of Bournemouth for the municipal 2025/26. This was seconded by Councillor Eleanor Connolly, put to the vote and unanimously agreed.

RESOLVED: That Councillor George Farquhar be elected Deputy Mayor of Bournemouth for 2025/26.

Voting: Unanimous.

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

Nominations were sought for the appointment of one representative and one substitute to the Association for Charter Trustee Towns (ACTT) for the municipal year 2025/26. Councillor Lawrence Williams was proposed, seconded, put the vote and unanimously agreed.

A substitute would continue to be sought.

RESOLVED: That Councillor Lawrence Williams be appointed as representative to the Association for Charter Trustee Towns (ACTT) for 2025/26.

Voting: Unanimous.

7. Appointment of two Budget Signatories

Nominations were sought for the appointment of two budget signatories for the municipal year 2025/26.

Councillor Anne Filer proposed Councillor Stephen Bartlett and Councillor Jackie Edwards proposed Councillor Lawrence Williams for the roles. These nominations were seconded, put to the vote and unanimously agreed.

RESOLVED: That Councillor Lawrence Williams and Councillor Stephen Bartlett be appointed as budget signatories for the municipal year 2025/26.

Voting: Unanimous.

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

Nominations were sought for the appointment of a Charter Trustee to undertake Bank Statement Verifications for the municipal year 2025/26. Councillor Cameron Adams nominated Councillor Duane Farr. This was seconded, put to the vote and unanimously agreed.

RESOLVED: That Councillor Duane Farr be appointed as the Charter Trustee to undertake bank statement verifications for 2025/26.

Voting: Unanimous.

9. Attendance at meetings and requests for removal received

The Honorary Clerk introduced the report and recommendations as set out in the report.

RESOLVED:

1. **That the attendance record attached as appendix 1 to the report be noted; and**
2. **That Councillor Adrian Chapmanlaw and Councillor Rachel Pattinson-West be removed as Charter Trustees of Bournemouth.**

Voting: Unanimous.

10. Calendar of Meetings 2025-26

Consideration was given to the proposed dates and times for Charter Trustee meetings in the municipal year 2025/26 and it was:

RESOLVED: That the proposed meeting dates for 2025/26 be approved as follows.

(all meetings to begin at 6pm unless otherwise specified):

Tuesday 24 June 2025
Thursday 23 October 2025
Wednesday 28 January 2026
Tuesday 26 May 2026 (11:15am)

Voting: Unanimous.

The meeting ended at 12.30 pm

MAYOR

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THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Report of the Bournemouth Civic Working Group
Meeting date	24 June 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 and seeks support for any recommendations arising
Recommendations	<p>It is RECOMMENDED that Charter Trustees:</p> <ul style="list-style-type: none"> a. accept the gifting of the Mayoral portrait from Councillor Farquhar; and b. consider whether the 2022 decision, that no additional portraits are to be hung in the Mayor's Parlour, should be overturned so that Cllr Farquhar's portrait may potentially be hung in the Parlour, subject to costs.
Reason for recommendations	The Civic Working Group is responsible for making recommendations to the Charter Trustees at Meetings
Report Authors	Neil Fraser, Deputy Head of Democratic Services
Classification	For Decision

Background

1. At the meeting held on 23 June 2022, the Charter Trustees (CT) established a Civic Working Group (CWG) to make recommendations to the Charter Trustees at Meetings.

Purpose of the Civic Working Group

2. 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 to, and consideration by, the full Charter Trustee body.

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

Trustee attendance at meetings

5. At the meeting held of January 2025, the matter of attendance at Charter Trustee meetings was discussed. As a result, Trustees resolved that attendance at meetings was to be reviewed at each subsequent meeting by way of a standing item. Meeting attendance details can be found at Appendix 1 to that separate report.
6. The CWG has reviewed the attendance details and feel it would be beneficial to again ask the Honorary Clerk to write to all Trustees who have not attended the two most recent meetings. In doing so, it is requested that the Honorary Clerk reiterate the importance of attending meetings and to offer the relevant Trustees the opportunity to confirm whether they wish to continue as Charter Trustees or whether they wish to be considered for removal. Trustees will recall that at the previous CT meeting, held on 20 May 2025, two Trustees' request for removal was formally approved.
7. This recommendation is set out in the report detailed within agenda item 7.

Mayoral Portrait of Councillor George Farquhar

8. At the CT meeting of 20 May 2025, then Charter Mayor Councillor George Farquhar confirmed that he was gifting his Mayoral portrait to the people of Bournemouth, through the Charter Trustees.
9. Currently, the portrait is sited on an easel within the Bournemouth Mayor's Parlour. At the meeting held on 24 October 2022, Trustees resolved that no additional portraits were to be hung in the Mayor's Parlour and, given the size of the portrait, it cannot safely remain in situ and the Civic Team lack appropriate space for its safe long-term storage. The 2022 resolution has been reproduced as follows:
RESOLVED that:-
 - (a) no additional portraits be hung in the Mayor's Parlour in accordance with Bournemouth's history and tradition;
10. An offer to display and subsequently store the portrait has been received from the Russell-Cotes Art Gallery and Museum. Alternatively, the CWG has requested that the civic team explore the feasibility of replacing a portrait, for example the portrait of Captain Lewis Tregonwell, with Cllr Farquhar's. To facilitate this, associated measurements and redecorating costs will need to be procured, alongside a review of any other considerations inherent to the hanging of portraits in the room.
11. It is requested that Charter Trustees consider whether they wish to overturn the 2022 decision to allow for measurements and costings to be undertaken. If agreed, further information will be provided to the CWG.

RECOMMENDED: That Charter Trustees:

- a. accept the gifting of the Mayoral portrait from Councillor Farquhar; and**
- b. consider whether the 2022 decision, that no additional portraits are to be hung in the Mayor's Parlour, should be overturned so that Cllr Farquhar's portrait may potentially be hung in the Parlour, subject to costs.**

Service Level Agreement

- 12. Work is underway on the drafting on a Service Level Agreement (SLA) which sets out the provision of support to the Charter Trustees from BCP Council.
- 13. The CWG will give further direction on the SLA before making a recommendation on its formal approval to a future CT meeting.

Feedback to the recent Mayor-making event

- 14. The CWG members provided feedback to the recent Mayor-making event on 20 May 2025. The event was deemed a success, though it was suggested that the Team should consider offering more precise instructions for photographers, improving seating arrangements for proposers/seconders, and making printed agendas available at future events.

Updating of Mayoral photographs displayed within the Civic Centre

- 15. The CWG requested that the Civic Team update the official photographs of past Mayors displayed within the Civic Centre to include recent photographs, potentially within a new frame.

Summary of financial implications

- 16. There are no financial implications arising from this report.

Summary of legal implications

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

Summary of human resources implications

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

Summary of sustainability impact

- 19. There are no sustainability implications arising from this report.

Summary of public health implications

- 20. There are no public health implications arising from this report.

Summary of equality implications

- 21. There are no equality implications arising from this report.

Summary of risk assessment

22. There are no risk implications arising from this report.

Background papers

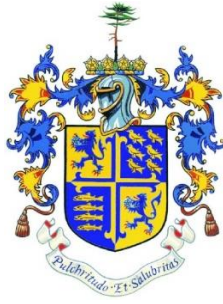
Charter Trustees Standing Orders

Charter Trustee Handbook

Minutes of the CT meeting held on 24 December 2022

Appendices

Nil.



BOURNEMOUTH CHARTER TRUSTEES 2024/25

Internal Audit

Author: Alexandra Thomas, Auditor
Ruth Hodges, Audit Manager (Deputy CIA)

Version: Final

Date: June 2025

Distribution: Richard Jones, Head of Democratic Services
Neil Fraser, Deputy Head of Democratic Services
Matthew Filmer, Responsible Financial Officer
Janie Berry, Director of Law and Governance
Adam Richens, Director of Finance
Graham Farrant, Honorary Clerk to the Charter Trustees
Bournemouth Charter Trustees
Nigel Stannard, Head of Audit & Management Assurance

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A. Executive Summary

The control framework is the system of risk management, internal control and governance put in place by management to ensure that objectives are achieved, waste and inefficiency is minimised and to prevent and detect fraud and corruption.

The objectives of the audit were to provide assurance that the control framework is appropriate and that the controls and processes are operating effectively in the Bournemouth Charter Trustees as outlined in the Annual Governance & Accountability Return (AGAR) 2024/25 for the internal control objectives detailed on the following page.

For the avoidance of doubt, reference in this paper to Charter Trustee is to be interpreted as reference to the Charter Trustee body.

Nine recommendations were made in the 2023/24 audit report, the current status of these recommendations is shown in the table below:

	High	Medium	Low	Total
Implemented	0	0	2	2
Not Implemented	0	2	2	4*
Superseded	3	0	0	3
Total	3	2	4	9

**These recommendations have been reiterated/updated in this report as appropriate.*

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Where weaknesses in the control framework are identified, recommendations have been made for improvement and are detailed in Section B of this report.

We undertake our work on a risk and sample basis in line with Public Sector Internal Audit Standards and as such we do not test all internal controls nor identify all areas of control weakness, fraud or irregularity, however, any issues identified during the course of our work are reported to management.

Audit Opinions:	
Substantial Assurance	Controls were in place for the full financial year and were operating consistently and effectively. There is a sound control framework which is designed to achieve the service objectives, with key controls being consistently applied.
Reasonable Assurance	Controls were in place for the full financial year and were generally operating effectively. Whilst there is basically a sound control framework, there are some weaknesses which may put service objectives at risk.
Partial Assurance	Controls were only operating effectively for part of the financial year. There are weaknesses in the control framework which are putting service objectives at risk.
Minimal Assurance	Controls were not operating during the financial year. The control framework is generally poor as such service objectives are at significant risk.

AGAR Internal Control Objective	2024/25 Internal Audit Opinion on the operation of the control framework throughout the financial year	2024/25 AGAR opinion	2024/25 recommendations made
A) Appropriate accounting records have been properly kept throughout the financial year.	Substantial	Yes	None
B) This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	Reasonable	Yes	3 Medium
C) This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Reasonable	Yes	1 Medium
D) The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Reasonable	Yes	1 Medium, 1 Low
E) Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	Substantial	Yes	None
F) Petty Cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for	N/A	N/a	N/A
G) Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied	Substantial	Yes	None
H) Asset and investment registers were complete and accurate and properly maintained.	Reasonable	Yes	1 Medium, 1 Low
I) Periodic bank account reconciliations were properly carried out during the year.	Substantial	Yes	None
J) Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	N/A	N/a	N/A
K) If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt.	N/A	N/a	N/A
L) The authority published the required information on a website / webpage up to date at the time of the internal audit in accordance with the relevant legislation	Reasonable	Yes	1 Low
M) In the year covered by this AGAR, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	Substantial	Yes	None
N) The authority complied with the publication requirements for the 2023/24 AGAR.	Substantial	Yes	None
O) Trust funds (including charitable) - the Council met its responsibilities as a trustee.	N/A	N/a	N/A
Internal Control Objectives outside the AGAR requirements			
Other issues – Consideration of Service Level Agreement			1 Low
Total recommendations			10 (6 Medium, 4 Low)

Summary of Findings:	
High Priority	
None identified	
Medium Priority	
<u>Value for Money:</u> Financial Regulations do not detail how to evaluate estimates or quotes, additionally the £100 limit to obtain three quotes should be reviewed (R1) <u>Purchase order:</u> Unable to verify if purchase orders have been authorised. (R2) <u>Invoice Details:</u> Unable to reclaim VAT where incorrect recipient name and address details do not match the legal entity, in this case Bournemouth Charter Trustees (R3) <u>Insurance:</u> Recharges have not been reviewed since 2019. (R4) <u>Reserves:</u> There are high levels of reserves (R6) <u>Asset Register:</u> Erroneous changes to the asset register have been carried out (R7)	
Low Priority	
<u>Budget Overspend:</u> Authorisation not being sought prior to overspend on budget (R5) <u>Asset Valuation Schedule:</u> There is no asset valuation schedule in place (R8) <u>Publication Scheme:</u> Decision not to publish certain items has not been formalised. R9) <u>Service Level Agreement:</u> Not in place (R10)	

Recommendation Priority Ratings:	
High Priority	High Priority recommendations have actual / potential critical implications for the achievement of the Charter Trustee's objectives and/or a major effect on delivery. Agreed actions should be urgently implemented by the Charter Trustee and the associated risk(s) added to the Charter Trustee Risk Register. Recommendations will be followed-up by Internal Audit as part of the next audit review.
Medium Priority	Medium Priority recommendations have actual / potential significant implications for the achievement of the Charter Trustee's objectives and/or a significant effect on delivery. Agreed actions should be implemented by the Charter Trustee and formal consideration should be given to adding the associated risk(s) to the Charter Trustee Risk Register. Recommendations will be followed-up by Internal Audit as part of the next audit review.
Low Priority	Low Priority recommendations have actual / potential minor implications for achievement of the Charter Trustee's objectives and/or a minor effect on delivery. Recommendations will be followed-up by Internal Audit as part of the next audit review.

B. Findings & Recommendations

Rec No.	Findings	Recommendations	Priority	Management Response	Responsible Officer	Target Date
A.	Appropriate accounting records have been properly kept throughout the financial year				Substantial	
The Charter Trustees use a separate ledger on the BCP Council's financial management system, Dynamics – Finance & Operations. Balances have been rolled forward correctly.						
B.	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for				Reasonable	
R1	<p>Value for money</p> <p>Issue: The Charter Trustees' Financial Regulations state that all expenditure above £100 should have three quotes or estimates. However, there is no process detailed for which estimate or quote should be selected to demonstrate best value for money.</p> <p>It was noted in previous audits (2021/22, 2022/23 & 2023/24) that in some cases, three quotes or estimates had not been obtained and explanations for this were not documented and agreed at the time.</p> <p>Testing in 24/25 highlighted that evidence is not being held in a central location to support expenditure.</p> <p>Risk: The Charter Trustees are not obtaining value for money.</p>	<p><i>The previous 2021/22, 2022/23 and 2023/24 recommendations have been revised and reiterated as follows:</i></p> <p>Charter Trustees should review whether the current £100 limit, to obtain three quotes, is appropriate. It may be more proportionate and efficient to have a higher limit where three quotes are sought and to have a different best value arrangement for lower level spend.</p> <p>Financial Regulations should be amended or supplemented to include a process to evaluate quotes or estimates in order to demonstrate that the best value for money is obtained, including the process for approving where quotations are not obtained. Financial Regulations should state that</p>	Medium	<p>Where possible, the Civic Team procure at least three quotes for all expenditure above £100, in line with the Financial Regulations.</p> <p>Successful bids are then selected based on value for money, quality, and reliability. The successful quote therefore may not be the lowest.</p> <p>However, specialist services within niche fields (such as maintenance of civic chains of office) may not allow for three quotes to be procured due to a limited supplier base.</p>	Assistant Chief Financial Officer (RFO) and Deputy Head of Democratic Services	June 2025

Rec No.	Findings	Recommendations	Priority	Management Response	Responsible Officer	Target Date
24		evidence should be held to support this.		<p>Advice has been sought from the Responsible Financial Officer on whether the Financial Regulations can be amended to raise the £100 limit to allow greater flexibility and reduce administrative time for officers. The RFO has agreed that the Financial Regulations can be increased to £500 and CT approval for this will be sought as part of their Financial Outturn report.</p> <p>The team will consider how to formally record the quote evaluation process and how this data should be stored.</p>		
R2	Purchase Orders Issue: A new recording process for purchase orders is now operational in SharePoint. A folder for each purchase order is created. However, a copy of purchase order is not always retained, nor evidence that the purchase order has been approved.	Ensure purchase orders are being authorised, and evidence of this authorised purchase order are held within the new filing system.	Medium	<p>The team are reviewing how to better use the Cloud for the filing of documents. The team will consider how to use the new filing system to create and</p>	Deputy Head of Democratic Services	December 2025

Rec No.	Findings	Recommendations	Priority	Management Response	Responsible Officer	Target Date
	<p>There is no separate log to recording the running commitment totals of purchase orders raised.</p> <p>The purchase order template has the wrong reference number PR-BCT should be PO-BCT.</p> <p>Bournemouth Charter Trustees are unable to use the BCP Council system to raise purchase orders.</p> <p>Risk: Purchases may not be authorised prior to commitment to expenditure and there may be no record of agreed terms and conditions (including price) or committed expenditure.</p>	<p>Log to show commitments to be created.</p> <p>Investigate if an automated purchase order system could be implemented.</p>		<p>record an evidence log of approved purchase orders.</p> <p>The RFO is to investigate if use of the Council system s an option.</p>	Assistant Chief Financial Officer (RFO)	December 2025
R3 25	<p>Invoice Details</p> <p>Issue: The Charter Trustees name and address is required to be on invoices to enable VAT to be reclaimed. During the last reclaim application £493 could not be reclaimed as the invoices were addressed to BCP Council not the Charter Trustees. Sample testing of invoices received in 2024/25 found four out of ten invoices had been incorrectly addressed to BCP Council.</p> <p>Risk: Loss of income to the Charter Trustee. Not adhering to HMRC invoicing rules.</p>	<p>Ensure the correct name and address is detailed on all invoices received by the Charter Trustees prior to authorisation.</p>	Medium	<p>The Civic Team and Management will ensure the correct name and address is detailed on all invoices received by the Charter Trustees prior to payment authorisation.</p>	Deputy Head of Democratic Services	With immediate effect
C.	The Trustee assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these				Reasonable	
R4	<p>Insurance</p> <p>Issue:</p> <p>i) Recharges have not been reviewed since start of charter trustees in 2019. Currently discussions are taking place between insurance and Charter Trustees to determine appropriate recharges within the SLA. (See R10)</p>	<p>Ensure that the insurance recharges cover all areas of insurance, including officer time, and this is included in the Service Level Agreement.</p>	Medium	<p>i) Recharges – Senior Insurance Officer and Insurance Risk Manager to meet to design a recharge model for Charter</p>	Deputy Head of Democratic Services and Senior Insurance Officer	31 st March 2026 (operational 26/27)

Rec No.	Findings	Recommendations	Priority	Management Response	Responsible Officer	Target Date
	<p>ii) Research is being undertaken to identify if additional insurance is required.</p> <p>Risk: The Charter Trustees may not have appropriate insurance cover, which could cost the charter trustees.</p> <p>BCP Council Risk: <i>The Council may be subsidising the insurance costs of the Charter Trustees.</i></p>	Review insurance cover and premiums in conjunction with the Insurance team to ensure that it meets the needs of the Charter Trustees.		<p>Trustees. This needs to link to the SLA which is currently work in progress. (reliant on SLA being in place).</p> <p>ii) Senior Insurance Officer to contact Charter Trustees again to discuss insurance requirements.</p>		
D.	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate				Reasonable	
85	<p>Budget Overspend approval.</p> <p>Issue: In accordance with the handbook, any budget overspend should be approved prior to the spend being incurred. Although the two budget signatories responsible for approving overspend sit on the Budget Working Group, no evidence of this could be provided. Furthermore, this overspend has not been reported to subsequent the Charter Trustee committees.</p> <p>The following overspends during 2024/25 were noted:</p> <ul style="list-style-type: none"> War Commemorations - D Day - £5000 budget, actual £5774 = £774 overspend. Printing & Photocopying - £100 budget, actual £166 = £66 overspend. Uniform & Clothing - £200 budget actual £249 = £49 overspend <p>Risk: Potential unapproved overspend on budgets.</p>	Ensure appropriate approval, in line with handbook requirements, is obtained and documented prior to spend.	Low	<p>Where possible, all necessary expenditure over budget is identified in advance, and is put to the budget signatories for approval.</p> <p>There will be occasions when actual expenditure exceeds that forecasted, but such occasions are rare. Such overspends are then communicated to Charter Trustees through the</p>	Deputy Head of Democratic Services	With immediate effect.

Rec No.	Findings	Recommendations	Priority	Management Response	Responsible Officer	Target Date
				Responsible Financial Officer's budget reports. The team will ensure all material overspend is flagged to the budget signatories to ensure approval is in place.		
R6 27	Reserves Issue: As previously reported, the Charter Trustees have a high level of reserves, significantly higher than the 20% recommended by the Responsible Finance Officer. Whilst there were efforts to reduce reserves during 2024/25, following advice from King's Counsel budgeted events required removal as they did not meet the remit of Bournemouth Charter Trustees. This has resulted in reserves remaining high. Risk: The Charter Trustees may be levying a higher precept than required.	<i>The previous 2021/22, 2022/23 and 2023/24 recommendation is reiterated:</i> A reserves strategy, including links to precept, should be put in place to manage reserves whilst staying in line with the purpose and scope of the Charter Trustees.	Medium	This area is to be discussed at Civic working group.	Assistant Chief Financial Officer (RFO)	December 2025
E.	Expected income was fully received, based on correct prices, properly recorded, and promptly banked; and VAT was appropriately accounted for				Substantial	
The only income received by the Charter Trustees during 2024/25 has been the annual precept other than miscellaneous low-value refunds/reimbursements						

Rec No.	Findings	Recommendations	Priority	Management Response	Responsible Officer	Target Date
F.	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for				N/A	
The Trustees themselves do not have petty cash floats nor do any of the staff appointed by the Council to work on the Trustees. The Council staff have access to payment cards which are included in the expenditure section above.						
G.	Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied				Substantial	
Trustees do not receive allowances for their role on the Charter Trustees. BCP Council’s payroll system is subject to periodic review by Internal Audit.						
H.	Asset and investments registers were complete and accurate and properly maintained				Reasonable	
R7 28	<p>Asset Register</p> <p>Issue:</p> <p>The Asset register was found to have been erroneously amended during the year resulting in amendments to some values and unique asset numbers. This resulted in the total value of assets being increased when no revaluation, additions or deletions had been carried out. This resulted in a discrepancy between the following key documents:</p> <p>i) Asset Register - £652,363</p> <p>ii) Insurance schedule for fine art – £652,363</p> <p>iii) AGAR - £646,065</p> <p>There was no audit trail to support who and why additional items had been added or deleted to the asset register. The current spreadsheet system does not restrict access to make amendments to the asset register.</p>	<p>Ensure asset register cannot be erroneously amended and that access is restricted as appropriate.</p> <p>Investigate and resolve the current discrepancies.</p> <p>Ensure asset values reconcile to enable the correct figure is used on the AGAR.</p> <p>Ensure documented evidence is held to support confirmation from the person(s) completing the checks.</p>	Medium	<p>The Civic team has reviewed its processes governing the maintenance of asset register documents and can confirm that restrictions to the register(s) are now in place to prevent unauthorised amendment. All authorised changes will be reviewable via a document audit log.</p> <p>Valuation discrepancies are being resolved and the team is</p>	Deputy Head of Democratic Services	June 2025

Rec No.	Findings	Recommendations	Priority	Management Response	Responsible Officer	Target Date
29	<p>Although an asset verification check was completed for Mayoral Assets, no verification has for items on loan (£40,600) has taken place since January 2023.</p> <p>Whilst it was clear most items were verified during asset verification process due to anomalies in the spreadsheet Internal Audit were unable to confirm this for all cases.</p> <p>It was noted that although the initials of the Charter Trustees undertaking the checks are recorded in a spreadsheet, there is no confirmation (such as via signature or email) to confirm the named person(s) completed the task and agrees the outcome.</p> <p>Risk: Lack of an accurate record being maintained of the assets and valuations.</p> <p>Missing items not identified in a timely manner. Potential theft going undiscovered with no corrective action being completed to investigate.</p>			<p>confident that the AGAR figure is correct.</p> <p>The Senior Insurance Officer responsible for the Charter Trustee's insurance has confirmed that the minor over-insurance is reflective of items/assets subsequently added since the 2019 valuation and reflects market value.</p>		
R8	<p>Asset Valuation Schedule</p> <p>Issue: The last valuation of Bournemouth Charter Trustee assets took place in 2019 and there is currently no schedule/plan in place for this moving forward.</p> <p>Risk: Assets are valued at the incorrect amount which may impact insurance claims.</p>	<p><i>The previous 2023/24 recommendation has been reiterated as follows:</i></p> <p>An appropriate asset valuation schedule should be determined.</p>	Low	<p>An Asset Valuation is to be scheduled before end 2025, currently forecast to be held in August 2025.</p> <p>A budget for the valuation was agreed at the January 2025 CT meeting.</p>	Deputy Head of Democratic Services	December 2025
I.	Periodic bank account reconciliations were properly carried out during the year				Substantial	
Bank reconciliations were properly carried out during the year and approved as required.						

Rec No.	Findings	Recommendations	Priority	Management Response	Responsible Officer	Target Date
J.	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded				N/A	
Formal financial statements are only produced at year end, and these are considered by the external auditor as part of their annual audit process. Consideration was given to related issues in section 1, 4 and 9 in this report.						
K.	If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt				N/A	
The Trustees did not certify themselves as exempt from a limited assurance review and therefore is not applicable.						
L.	The authority published the required information website/webpage up to date at the time of the internal audit in accordance with the relevant legislation				Reasonable	
R9 30	<p>Publication Scheme</p> <p>Issue:</p> <p>The Trustees are largely compliant with the publication scheme requirements of the Freedom of Information Act; however, management have determined not to publish expenditure over £100 and regalia asset list have not been included due to resource (as permitted under the Act) and operational considerations.</p> <p>Risk: ICO expects you to provide in order to meet your commitments under the model publication scheme.</p>	<p>Consider formalising decision with Charter Trustees regarding the publication scheme</p>	<p>Low</p>	<p>The team has considered the recommendation in light of the ICO Freedom of Information Act guidance document which recommends as best practice a number of documents to be published publicly.</p> <p>Where appropriate, the Civic Team, ensures that those documents are published, including Standing Orders, budgets, minutes of</p>	<p>Deputy Head of Democratic Services</p>	<p>June 2025 (as part of audit report)</p>

Rec No.	Findings	Recommendations	Priority	Management Response	Responsible Officer	Target Date
31				<p>meetings, AGARs, etc.</p> <p>However, given the monetary and historic value of many of the civic assets, the decision has been made to not publish any form of asset register to the public website. This is to ensure the safety of the assets and those officers or Civic heads who may be carrying/wearing such items in public.</p> <p>Additionally, the guidance lists a number of reasons for not publishing information, including when “it would be impractical or resource-intensive to prepare the material for routine release.”</p> <p>Given the current demands on staff resources in supporting the Charter Trustees and Chairman, it is felt</p>		

Rec No.	Findings	Recommendations	Priority	Management Response	Responsible Officer	Target Date	
				that publishing all expenditure over £100 would be impractical and too resource intensive.			
M.	In the year covered by this AGAR, the authority correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations					Substantial	
The Trustees have notices on the relevant section of the BCP Council website advertising the public's right to inspect the accounts for the 2022/23 accounting statements.							
N.	The authority complied with the publication requirements for the 2023/24 AGAR					Substantial	
All publication requirements have been complied with as published on the relevant parts of the BCP website.							
O.	Trust funds (including charitable) – The council met its responsibilities as a trustee					N/A	
BCP Council is not one of the Charter Trustees but supports the Trusts in several ways.							
Other Issues - Consideration of Service Level Agreement							
R10	<p>Service Level Agreement</p> <p>Issue: There is still no Service Level Agreement in place between the Charter Trustees and BCP Council. This recommendation was initially raised in 2020/21. This is included on the Charter Trustees risk register and work to draft Service Level Agreements has been undertaken.</p> <p>Risk: The Charter Trustees may not be receiving value for money on the services provided by BCP Council and could result in a loss of service. There is no clear separation between the Council and the Charter Trustees.</p>	<p><i>The previous 2021/22, 2022/23 & 2023/24 recommendation is reiterated:</i></p> <p>Service Level Agreements or equivalents will be put in place between the Council and the Trustees to formally define their relationship and to set out what is being provided by the Council.</p>	Low	The drafting of a Service Level Agreement detailing the provision of support from BCP Council to the Charter Trustees is progressing. The draft requires further amendment before being put to the Civic Working Group for its	Deputy Head of Democratic Services	December 2025	

Rec No.	Findings	Recommendations	Priority	Management Response	Responsible Officer	Target Date
	BCP Council Risk: <i>The Council may be subsidising the Charter Trustees.</i>			endorsement to the wider CT body.		

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THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Budget Outturn & AGAR Return 2024/25
Meeting date	24 June 2025
Status	Public Report
Executive summary	The Charter Trustees of Bournemouth have underspent against their budget by £17,357. The use of reserves to support the budget was £6,288 rather than the budgeted £23,645. This gives a total reserve carried forward of £97,289 as at March 2025.
Recommendations	<p>It is RECOMMENDED that:</p> <ol style="list-style-type: none"> 1. Note the Outturn position for 2024/25 set out in appendix A 2. Approve Annual Governance and Accountability Return (AGAR) 2024/25 found in appendix B 3. Approve the change to the financial regulations to allow the requirement for a competitive review to be increased from £100 to £500 on purchases set out in paragraphs 9-10.
Reason for recommendations	To inform the Charter Trustees of the budget outturn position for 2024/25 financial year and approve the AGAR return.
Report Authors	Matthew Filmer, Responsible Finance Officer
Classification	For Recommendation

Background

1. In accordance with the Accounts and Audit Regulations 2015, the Charter Trustees are required to approve the Annual Governance and Accountability Return (AGAR) 2024/25 by 30 June 2025. The AGAR contains a summarised accounting statement that complies with statutory requirements. This report provides the Charter Trustees with a detailed analysis of the budget outturn position in order to facilitate the approval of the AGAR found in appendix B.

Budget Outturn Position 2024/25

2. The Charter Trustees of Bournemouth approved the 2024/25 budget at their meeting of 22 January 2024. Total expenditure of £172,836 was approved.
3. Budget monitoring reports during the 2024/25 financial year informed the Charter Trustees that the budget would be underspent across civic budget headings principally because of the legal advice on the activities the charter trustees can carry out differed from the original envisaged budget. The position reported in 4 December 2024 was a forecast underspend of £6,464. The final outturn position for the financial year is an underspend of £17,357.
4. Appendix A provides the detail of the expenditure incurred during 2024/25 against the detailed budget headings. The total spend of £156,364 shown in this detailed expenditure analysis reconciles to the statutory summary accounting statements that the Charter Trustees are asked to approve in Appendix B. The summary accounting statements form part of the Annual Governance and Accountability Return 2024/25.
5. In the main the Charter Trustees expenditure is fixed recharges from BCP Council such as staff and premises costs. The underspend is on budgets where there are variables such as the decision from the mayor to hold a civic service. The budget for 2025/26 was reduced to avoid the continued rise in reserves and events are supported from reserves for a period.

Reserves

6. As a result of the in-year underspend, the Charter Trustees will carry forward reserves of £97,289 into the 2025/26 financial year. The reserves position is summarised in Figure 1 below:

	2024/25 Actual	2025/26 Budget
Opening Balance 1 April	(103,577)	(97,289)
Movement in Year	6,288	0
Closing Balance 31 March	(97,289)	(97,289)

7. The Charter Trustees reserves in comparison to the 2025/26 precept of £151,713 is forecast to be 64% of the precept by 31 March 2026.
8. The 2025/26 budget report recommended reserve levels of 20% of the precept, which would equate to circa £30,000. This level is thought prudent to cover unforeseen expenditure because of the nature of the Charter Trustee budget where the majority of expenditure is on an agreed recharge basis with BCP Council and so not subject to volatility (for example salary costs and premises costs).

Financial Regulation

9. The charter trustee has an established financial regulation document since its inception which can be found on the Charter Trustees website. Under part 11 contracts part h it states the following:

When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall obtain 3 quotations (priced descriptions of the proposed

supply); where the value is below £3,000 and above £100 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

10. It is proposed that the minimum value of £100 is raised to £500 to reflect the general increase in costs as well as reduce the administrative burden of obtaining quotes for small amounts of expenditure.

Summary of financial implications

11. As detailed in this report.

Summary of legal implications

12. None

Summary of human resources implications

13. None

Summary of sustainability impact

14. None

Summary of public health implications

15. None

Summary of equality implications

16. None

Summary of risk assessment

17. This report sets out the level of reserve at the disposal of the Charter Trustees and defines the minimum prudent balance to cover unforeseen expenditure.

Appendices

Appendix A – Financial Outturn 2024/25

Appendix B – Annual Governance and Accountability Statement 2024/25

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The Charter Trustees of Bournemouth - 2024/25



Description of expenditure and income	2024/25 Budget	2024/25 Actuals
Expenditure		
Civic Budget		
Hospitality	6,000	4,295
Civic Regalia	4,500	4,584
Travel and Subsistence	100	417
Training & Conferences	200	88
Out of Pocket Expenses	1,000	32
Photography	500	200
Flowers	300	33
Civic Events		
Mayor-Making	2,000	2,143
Remembrance Sunday Parade & Service	10,000	0
Civic Service	2,000	0
Civic Awards	2,000	1,567
War Commemorations - D-day	5,000	6,153
Premises		
Room & Premises rental	18,512	18,512
Staffing Recharges		
Salaries, LGPS Pensions & National Insurance	107,046	104,889
Administration and Running Costs		
Postage	100	8
Printing & Photocopying	50	186
Stationery	150	0
Subscriptions - Organisations	150	0
Supplies and Services		
Uniform and Clothing	200	299
Insurance	640	640
External Auditors	400	440
Internal audit	1,750	1,750
Accountancy	3,888	3,888
IT Provision	1,600	1,600
Communication and Promotions	400	0
Telephone	50	0
Laundry (dry-cleaning of Parlour laundry, uniforms, robes)	200	977
Transport		
Use of Vehicles	2,700	2,700
Fuel	1,000	471
Vehicle Hire	400	492
Total Expenditure	172,836	156,364
Income & Reserves		
Council Tax Precept	(148,091)	(148,091)
Investment Income	(800)	(800)
Contribution to / (from) Reserves	(23,645)	(6,288)
Mayor Making Contributions	(300)	(1,185)
Total Income & Reserves	(172,836)	(156,364)
Net Position	0	(0)
Opening Balance	(103,577)	(103,577)
In year movement	23,645	6,288
Closing Balance	(79,932)	(97,289)

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Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>			
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>			

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Trustee attendance at meetings
Meeting date	24 June 2025
Status	Public Report
Executive summary	This report provides detail on Charter Trustee attendance at meetings, highlighting those Trustees who have not attended two or more consecutive meetings
Recommendations	<p>It is RECOMMENDED that Charter Trustees:</p> <ul style="list-style-type: none"> a) Note the meeting attendance record attached as Appendix 1; and b) Request that the Honorary Clerk write to all Trustees who have not attended the previous two consecutive meetings, asking them to confirm whether they wish to continue as Charter Trustees or whether they wish to be considered for removal
Reason for recommendations	<p>The Charter Trustees have requested that Trustee attendance be reviewed at each meeting.</p> <p>The Civic Working Group believe that writing to Trustees who have not attended the previous two consecutive meetings will highlight the importance of attendance, or give those Trustees the opportunity to request their removal</p>
Report Authors	Neil Fraser, Deputy Head of Democratic Services
Classification	For Decision

Background

1. At the meeting of 29 January 2025, the matter of attendance at Charter Trustee meetings was discussed.
2. As a result of that discussion, Trustees resolved that attendance at meetings was to be reviewed at each subsequent meeting by way of a standing item. Meeting attendance details can be found at Appendix 1 to this report.

3. The Civic Working Group has considered the attendance record and has recommended that the Honorary Clerk write to all Trustees who have not attended the two most recent meetings, asking them to confirm whether they wish to continue as Charter Trustees or whether they wish to be considered for removal.
4. The provision for the removal of Charter Trustees is set out in the Standing Orders and Handbook, approved at the meeting held on 4 December 2024.

RECOMMENDED: That Charter Trustees

- a) **Note the meeting attendance record attached as Appendix 1; and**
- b) **Request that the Honorary Clerk write to all Trustees who have not attended the previous two consecutive meetings, asking them to confirm whether they wished to continue as Charter Trustees or whether they wished to be considered for removal.**

Summary of financial implications

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

Summary of legal implications

6. There are no financial implications arising from this report. Provision for the removal of Charter Trustees is set out within the Charter Trustee Standing Orders and Handbook.

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.

Background papers

Charter Trustee Standing Orders

Charter Trustee Handbook

Appendices

Appendix 1: Charter Trustee meeting attendance record

APPENDIX 1: BOURNEMOUTH CHARTER TRUSTEE MEETING ATTENDANCE

	Meetings				
Trustee	25/06/24	17/07/24	04/12/24	30/01/25	20/05/25
Adams	Present	Present	Absent	Present	Present
Allen	Absent (Apologies)	Absent (Apologies)	Absent	Absent (Apologies)	Present
Andrews	Present	Present	Absent (Apologies)	Present	Present
Armstrong	Absent (Apologies)	Present	Present	Absent (Apologies)	Present
Bartlett	Present	Present	Present	Present	Present
Beesley	Present	Present	Absent (Apologies)	Present	Present
Broadhead	Absent (Apologies)	Present	Present	Absent (Apologies)	Present
Brown, D	Absent (Apologies)	Present	Present	Present	Present
Brown, O	Absent (Apologies)	Absent	Absent (Apologies)	Present	Absent (Apologies)
Bull	Absent (Apologies)	Present	Absent	Absent (Apologies)	Absent (Apologies)
Burton	Absent (Apologies)	Present	Present	Present	Present
Canavan	Present	Present	Present	Present	Present
Carr-Brown	Absent (Apologies)	Present	Present	Present	Present
Challinor	Absent (Apologies)	Present	Absent (Apologies)	Absent (Apologies)	Absent (Apologies)
Chick	Absent (Apologies)	Present	Absent	Absent	Present
Connelly	Present	Absent (Apologies)	Present	Present	Present
d'Orton-Gibson	Absent (Apologies)	Present	Present	Present	Absent (Apologies)
Dove	Absent (Apologies)	Absent (Apologies)	Absent	Present	Absent
Dower	Present	Present	Present	Absent (Apologies)	Present
Edwards	Present	Present	Present	Present	Present
Farquhar	Present	Present	Present	Present	Present
Farr	Absent (Apologies)	Present	Absent (Apologies)	Present	Present
Filer	Absent (Apologies)	Present	Present	Absent (Apologies)	Present
Gillett	Present	Present	Present	Absent	Absent
Hanna	Absent (Apologies)	Present	Absent (Apologies)	Present	Absent (Apologies)
Herrett	Present	Absent (Apologies)	Present	Present	Present
Keddie	Present	Present	Present	Present	Absent (Apologies)

Martin, G	Absent (Apologies)	Present	Present	Present	Present
Martin, J	Present	Absent (Apologies)	Present	Present	Present
Moriarty	Present	Present	Present	Present	Present
Nanovo	Present	Absent (Apologies)	Absent	Present	Present
Northover	Present	Present	Present	Present	Present
Rampton	Absent (Apologies)	Absent (Apologies)	Present	Present	Absent (Apologies)
Richardson	Present	Present	Absent	Present	Present
Rigby	Present	Present	Absent (Apologies)	Present	Absent (Apologies)
Salmon, J	Absent (Apologies)	Present	Present	Absent	Absent (Apologies)
Salmon, K	Absent (Apologies)	Present	Absent (Apologies)	Present	Present
Slade, T	Absent	Absent	Present	Present	Present
Trent	Present	Present	Absent	Present	Absent
Williams	Present	Present	Present	Present	Present
Wilson	Present	Absent (Apologies)	Absent (Apologies)	Absent	Absent (Apologies)
Wright	Present	Present	Absent	Absent	Absent