

Notice of The Charter Trustees for Poole

Date: Tuesday, 21 October 2025 at 6.00 pm

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



Membership:

Mayor:

Cllr M Howell

Deputy Mayor:

Cllr P Miles

Sheriff:

Cllr K Rampton

Cllr J Bagwell
Cllr S Aitkenhead
Cllr M Andrews
Cllr J Beesley
Cllr D Brown
Cllr R Burton
Cllr J J Butt
Cllr J Challinor
Cllr A Chapmanlaw
Cllr J Clements
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 D Logan
Cllr S Mackrow
Cllr R Pattinson-West

Cllr C Matthews
Cllr S Moore
Cllr Dr F Rice
Cllr P Sidaway
Cllr P Slade
Cllr V Slade
Cllr T Trent
Cllr O Walters
Cllr C Weight
Cllr G Wright

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

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

<https://democracy.bcpccouncil.gov.uk/ieListDocuments.aspx?MIId=6391>

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

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

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

AIDAN DUNN
HONORARY CLERK TO THE
CHARTER TRUSTEES

13 October 2025

**DEBATE
NOT HATE**



Available online and on
the Mod.gov app

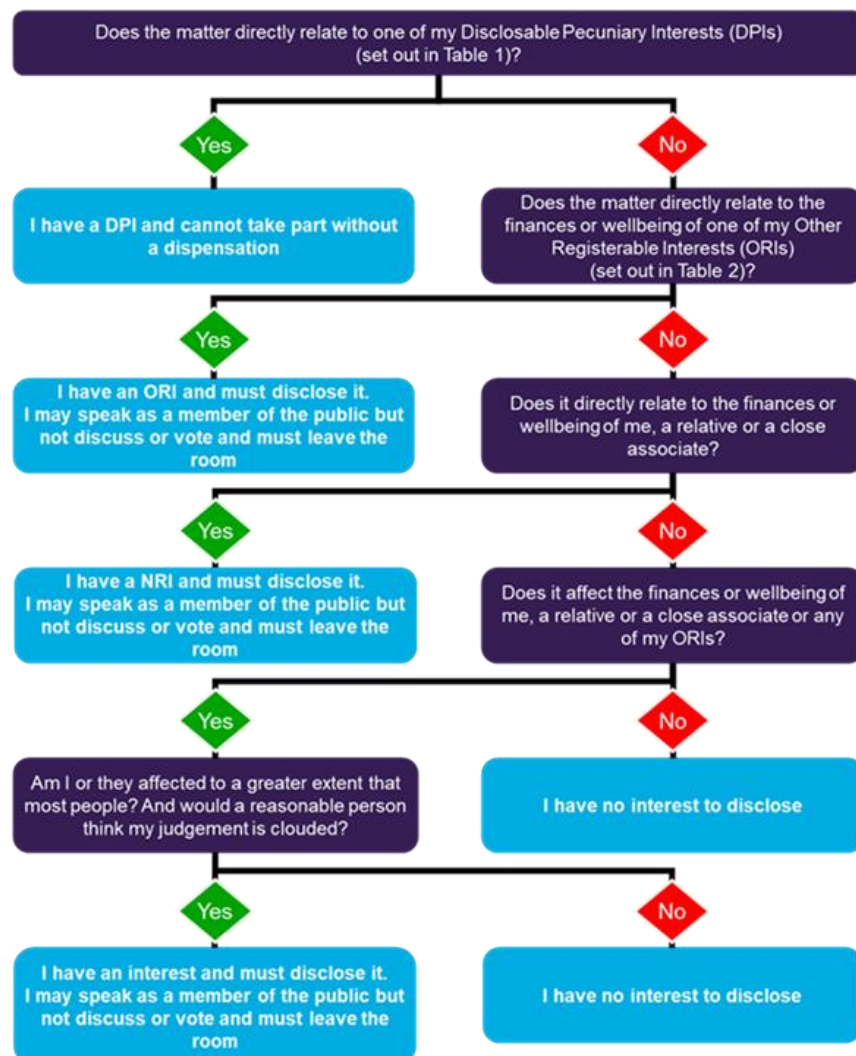


Maintaining and promoting high standards of conduct

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

Selflessness

Councillors should act solely in terms of the public interest

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty & Integrity

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

Leadership

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

AGENDA

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

1. Apologies

To receive any apologies for absence from Charter Trustees.

2. Declarations of Interests

Charter Trustees are requested to declare any interests on items included in this agenda. Please refer to the workflow on the preceding page for guidance.

Declarations received will be reported at the meeting.

3. Confirmation of Minutes and matters arising

5 - 10

To confirm the minutes of the meeting held on 25 June 2025 and to consider any matters arising.

4. Charter Mayor's Communications

Verbal
Update

The Charter Mayor will update Trustees on their recent activities and any associated issues.

5. Report of the Poole Civic Working Group

11 - 22

This report summarises the issues discussed at the Civic Working Group meetings held since the last Charter Trustee meeting.

6. Finance Update September 2025

23 - 26

The forecast for the 2025/26 financial year is that the Charter Trustees of Poole will underspend against the budget set. This is due to spend to date and planned activity for the rest of the year being lower than originally envisaged. The forecast underspend for the year is £24,015.

7. Community Governance Review Update

Verbal
Update

To receive a verbal update on the outcome of the Community Governance Review following the Council meeting held on 14 October, including any resultant implications to the Charter Trustees.

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 25 June 2025 at 6.00 pm

Present:-

Cllr M Howell – Mayor

Present: Cllr K Rampton (Sheriff), Cllr S Aitkenhead, Cllr M Andrews, Cllr D Brown, Cllr R Burton, Cllr J Clements, Cllr D d'Orton-Gibson, Cllr C Goodall, Cllr B Hitchcock, Cllr M Le Poidevin, Cllr S Mackrow, Cllr S Moore, Cllr Dr F Rice and Cllr C Weight

12. Apologies

Apologies for absence were received from:
The Deputy Mayor, Councillor Pete Miles;
Councillor John Beesley;
Councillor Peter Cooper;
Councillor Millie Earl;
Councillor Andy Hadley;
Councillor Emily Harmon;
Councillor Peter Sidaway;
Councillor Paul Slade;
Councillor Vikki Slade;
Councillor Oliver Walters.

13. Declarations of Interests

None.

14. Confirmation of Minutes and matters arising

RESOLVED: That the minutes of the meetings held on 29 January and 13 May 2025 be approved as a correct record.

Voting: Unanimous.

15. Charter Mayor's Communications

The Mayor highlighted that this was to be the Honorary Clerk's final meeting of the Bournemouth Charter Trustees due to his impending retirement. Trustees thanked the Honorary Clerk for his many years of support.

The Mayor provided Trustees with an update on his activities since the previous meeting. The Mayor confirmed he had attended 22 events, including:

- A service for Operation Dynamo at the Old Lifeboat Station;
- A service for armed forces lost in the Falklands War;

- A Fun Run at Poole Grammar School;
- A Visit to care leavers and asylum seekers football team;
- The opening of an art exhibit at The Lighthouse;
- The Dorset Mela.

16. Report of the Poole Civic Working Group

The Sheriff and Chair of the Civic Working Group (CWG), Councillor Karen Rampton, presented the report of the CWG highlighting issues that the CWG had reviewed and any resultant recommendations.

It was confirmed that the CWG had been meeting regularly and would continue to meet on a monthly basis until ongoing issues are resolved.

Trustees were advised that the use of the robing room at the Guildhall was under review as part of the wider drafting of a Service Level Agreement (SLA) which set out the provision of support from BCP Council to the Charter Trustees. As part of this review, the CWG was considering how many days the room would be required for annually and any corresponding fee, and how to dress the room using civic regalia. The Sheriff and Mayor would be conducting a review of suitable regalia items, including their storage, on Friday 25 June, and a further update to Trustees would follow.

At the request of the Sheriff, the Mayor introduced the proposed changes to Handbook which followed the previously approved revisions to the Standing Orders. While it was acknowledged that Trustees awaited the outcome of the Community Governance Review, proposed changes included refinements or additions to sections on the reimbursement of expenses; order of precedence and joint Mayor/Chairman attendance at events; and other matters of protocol. The proposed changes were recommended for approval.

The Mayor highlighted the more limited remit of the Charter Trustees and the prohibition on spending for matters outside of that remit. Under this remit, the Beating of the Sea Bounds event had been deemed acceptable, and a new event to reconfirm the land bounds was in the early stages of planning. The team was also reviewing a potential 'Sheriff's Day' event.

The CWG had instructed officers to update the Mayor and Sheriff Boards and to review the potential re-gilt of the Sheriff's wand and maces. Additionally, it was requested that officers investigate the purchase of a replica wearable Oar Mace, to be worn by the Mayor to signify that they were the Admiral of the Port.

The Mayor was working to compile a community database to be used to invite attendees to events. It was requested what if any Trustee had suggestions for inclusions they should contact the Mayor directly

The Mayor confirmed that he was working with the Council to expand Trustee social media channels as part to a wider communication strategy.

Trustees were supportive of the proposed changes to the Handbook though queried the document's use of the term 'Chairman'. When put to a vote, the majority of attendees voted that the CWG should use the term 'Chair' while the Handbook should mirror the term used by BCP Council for its Chairman.

RESOLVED: That the revisions to the Handbook be approved, subject to the inclusion of the correct term for the BCP Chairman.

Voting: Unanimous.

ACTION: Honorary Clerk to review the term used by BCP Council for its Chairman and to confirm to all Trustees.

Councillor Trent arrived 18:10.

17. Audit Report 2024-25

The Deputy Head of Democratic Services introduced the audit report, confirming that there were no matters of high priority identified. Where appropriate the audit team's recommendations had been accepted and actioned.

Regarding R9: Publication Scheme, there would be no publication of asset detail to the public website as publication could compromise the safety of the assets or anyone holding/wearing them. In addition, it was felt that the recommendation to publicly publish all instances of expenditure over £100 was impractical and too resource-intensive to support.

RESOLVED: That Trustees note the internal audit report and the management responses to the recommendations.

Voting: Unanimous.

18. Budget Outturn & AGAR Return 2024/25

The Responsible Financial Officer (RFO) introduced the report, highlighting that the Charter Trustees of Poole had underspent against their budget by £28,769 following receipt of legal advice and the subsequent reduced remit. The use of reserves to support the budget was therefore £38,500 rather than the budgeted £67,269, and total reserves carried forward were therefore £98,269 as at March 2025.

The AGAR, set out in Appendix B, was submitted for Trustee approval and progression to public inspection and audit.

It was recommended that Trustees approve the proposed amendment to the Financial Regulations to increase the £100 threshold for procuring 3 quotes, to allow for greater flexibility and reduce administrative time for officers in line with the audit recommendation.

Trustees queried what would happen to reserves held, should the Community Governance Review result in the abolishment of the Charter Trustees. In response, Trustees were advised that any reserves would be classified as an asset to be transferred to new statutory body(s).

Trustees were reminded that the Charter Trustees would only be abolished if every property currently covered by the Charter Trustees was parished, and if the Charter Trustee remained they would retain the money.

The Sheriff suggested that some of the reserves could be used to support the maintenance of the regalia. Trustees were mindful that the reserves was made up of taxpayer money and should be used appropriately.

At the request of the Sheriff the Deputy Head of Democratic Services provided an update on staff recruitment, confirming that the two currently vacant Macebearer posts had been filled by three new permanent members of staff, each working part-time hours.

RESOLVED: that Trustees

- 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; and**
- 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.**

Voting: Unanimous.

The meeting ended at 6.46 pm

MAYOR

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THE CHARTER TRUSTEES FOR POOLE



Report subject	Report of the Poole Civic Working Group
Meeting date	21 October 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
Recommendations	It is RECOMMENDED that: Charter Trustees note the contents of the report
Reason for recommendations	To update Charter Trustees on the issues being considered by the Civic Working Group
Report Authors	Neil Fraser, Deputy Head of Democratic Services
Classification	For Information

Background

1. At the meeting held on 22 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, and if necessary, more regularly. Over the last 12 months such meetings have taken place more often to allow for close scrutiny of legal advice, the drafting of revised Standing Orders and other matters raised by the Working Group.
4. The remainder of this paper draws upon those matters discussed at the CWG meeting held on 6 October 2025.

Future Accommodation Needs

5. The CWG received a report from BCP Council's Director of Finance and Head of Estates, attached as Appendix 1. The report references BCP Council's agreement of the freehold disposal of Poole Civic Centre and the requirements of the purchaser to enter discussions with the Poole Charter Trustees (or any future Poole Town Council) regarding the lease of the Civic Centre's vertical slice.
6. The CWG was asked to consider and agree a process to determine the future accommodation needs of the Poole Charter Trustees or potential Poole Town Council in respect of size, specification, location and lease terms.
7. Upon consideration of the report, the CWG instructed officers to arrange and invite all Trustees to a workshop to review such accommodation needs. The workshop will be a private meeting to facilitate frank discussion inclusive of financial or other details that may be inappropriate to discuss in a public meeting.
8. This workshop has been arranged for Tuesday 28 October at 6pm, via Teams. All Trustees have been invited via a calendar invitation, and it is requested that all attend, where possible.

Community Organisation Database

9. As advised at the previous Charter Trustee meeting, the CWG has proposed the creation of a community organisation database to be used when seeking to invite members of the community to civic events.
10. Officers continue to work with the CWG to draft sign-up forms and other materials necessary for the creation of the database and will advise all Trustees once the database is live and able to be promoted within communities.

Civic Regalia

11. On Friday 27 June 2025, the Mayor and Sheriff joined officers at the Bournemouth Civic Centre to view the current regalia storage arrangements.
12. Following this visit, officers were requested to purchase additional storage containers for certain items, including decorative spoons, Civic hats, etc. These purchases have been completed.
13. It is recognised that the Mayoral and Sheriff Boards require updating. However, officers have encountered difficulty in sourcing a service provider who is able to update the existing Sheriff boards in bronze and gilt. To expedite the updating process, the CWG instructed officers to commission wholly new Sheriff boards as required, and to update the Mayoral Boards via sign writing. Quotes are being procured for these updates, and the designs for any new Boards will be shared with the CWG prior to purchase. Officers will continue to seek a provider for the more complicated bronze/gilt work.
14. The Sheriff's Wand also requires restoration. The CWG authorised officers to liaise with a recommended specialist in London to restore the Wand, ensuring it retains its aged appearance rather than looking brand new.

Civic Events and Communication Improvements

15. The CWG noted a new process introduced by officers that automatically adds key civic events to Trustee diaries. It is hoped that this new process will promote earlier awareness of events and therefore greater attendance. For example, Trustees will see that Remembrance events for 2025 have been added to diaries.
16. In addition, the CWG requested that officers review forthcoming events with the Mayor to allow for relevant Ward Councillors to be invited to attend events alongside the Mayor, subject to practical and other considerations (such as rules applicable during election periods.)

Community Governance Review:

17. The CWG discussed the recommendations arising from the Community Governance Review, to be determined at the Council meeting on 14 October 2025.
18. The CWG was mindful that the recommendations were to be determined prior to this Charter Trustee meeting, though after the publication of this meeting agenda. Therefore, it was agreed that the Head of Democratic Services would provide a verbal update on the outcome of the Council meeting and any resultant implications to the Charter Trustees, including the potential abolition of the Charter Trustees and the Mayor and Sheriff roles, and the transitional arrangements being considered to maintain continuity until new council elections. This update will follow at agenda item 7.

Summary of financial implications

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

Summary of legal implications

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

Summary of human resources implications

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

Summary of sustainability implications

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

Summary of public health implications

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

Summary of equality implications

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

Summary of risk assessment

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

Background papers

None

Appendices

Appendix 1 – Poole Civic Centre Accommodation

THE CHARTER TRUSTEES FOR POOLE



Report subject	Future accommodation needs
Meeting date	6 October 2025
Status	Public Report
Executive summary	On the 22 July 2025 BCP Council agreed the freehold disposal of Poole Civic Centre for £5.25m and after completion of the sale to MCR Property Group (the purchaser) to enter discussions with the Poole Charter Trustees or any future Poole Town Council regarding the lease of the vertical slice. The purpose of this report is to facilitate a conversation between Poole Charter Trustees in respect of size, specification, location and lease terms of any future accommodation needs for either: - 1. Poole Charter Trustees 2. A future Poole Town Council 3. A combination of (1) and (2) The Community Governance Review being undertaken by BCP Council will be a key determining factor as to which of these outcomes needs to be provided for. Another relevant factor will be the extent to which any space is required for community use.
Recommendations	It is RECOMMENDED that Poole Charter Trustees: a) Determine the process for confirming the size, specification and location of any future accommodation requirements.
Reason for recommendations	To seek clarification as to the size, specification and lease requirements for any use of the vertical slice at Poole Civic Centre in Sandbanks Road, Poole. BH15 2RU
Report Authors	Adam Richens, BCP Council, Director of Finance Miles Phillips, BCP Council, Head of Estates
Lead Member	Karen Rampton: Chair PCT Civic Working Group
Classification	For Decision

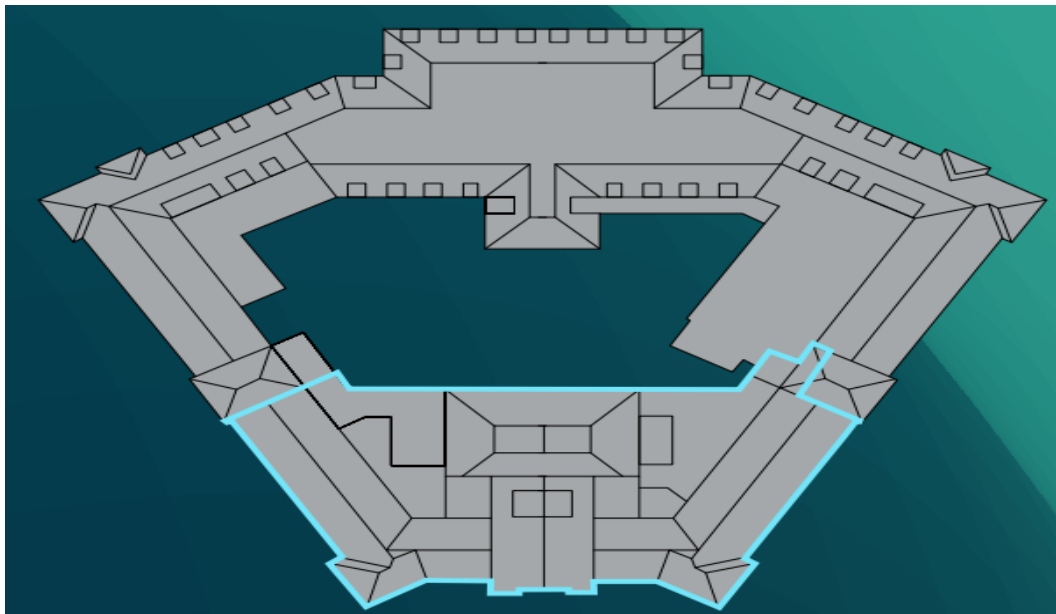
Background

1. On the 22 July 2025 BCP Council agreed the disposal of Poole Civic Centre based on the following resolution.
Approve the freehold disposal of the whole of the former Poole civic offices to MCR Property Group for £5.25m. After completion of the sale, MCR Property Group will enter discussions with the Poole Chartered Trustees or any future Town Council regarding the terms of lease of the vertical slice. The terms of this offer are set out in confidential Appendix C1 and C2 (to the BCP Council report).
2. BCP Council are endeavouring to support the Poole Charter Trustees in facilitating the conversation with the purchaser MCR Property Group in respect of the extent of the vertical slice at Poole Civic Centre which will be needed by either.
 - i. Poole Charter Trustees
 - ii. A future Poole Town Council
 - iii. A combination of (1) and (2)

It is also recognised that either Poole Charter Trustees or a Poole Town Council may wish to hold space for community use which they directly manage.

Poole Civic Centre – Vertical Slice

3. The vertical slice at Poole Civic Centre comprises an area of the Civic Offices on four floors. The ground floor area (edged blue) is shown below.



4. Drawings of all the floor areas are set out below and attached in an easier to read format in Appendix A. These demonstrate that previously there were proposals for the vertical slice to be a shared space with the Dorset Coroners Service.

File name: P521054-002_LGF.dwg

G/A + 125000
 Areas to exclude from G/A + 175000
 New Items
 Escape route
 BCP
 Charter Trustees
 Coroner
 Coroner - Secure

This drawing is indicative only.
 DO NOT FOR ALL.
 Use General dimensions only.
 All dimensions are in feet (meters)
 unless noted otherwise. All information
 should be verified on site before construction.

BCP Construction and FM

Property Name:	12194 Clark Center Office		
Location:	12194 Clark Center Office		
City:	Chicago	State:	Illinois
Date:	10/10/2014	Drawn By:	J. Smith
Check By:	J. Smith	Scale:	1/8" = 1'-0"
Drawing Number:	PS21054-202 Rev. 1		

[illegible]

5. The offer from MCR Property Group was based on them making this vertical slice space available to Poole Charter Trustees or any future Poole Town Council on a new 10-year lease on full repairing and insuring terms at a rental of £17 per sq. ft. Based on the 26,555 square footage of the entire vertical slice this would equate to an annual rental of £451,435 per annum. The elements previously marked for use by Poole Charter Trustees is set out below and equates to 12% of the entire vertical slice. The other elements were previously considered for use by the Coroners Service.

Poole Vertical Slice: Poole Charter Trustee element

	sq. m	sq. ft	Rate	Total Payable
Ground Floor				
Store	10.3			
Cattistock room (50%)	109.6			
First Floor				
Mayors' parlour	33.0			
Kitchen	9.7			
Office	18.2			
Strong Room	9.2			
Meeting Room (50%)	29.50			
Council Chamber (50%)	78.15			
Total	297.65	3,204	£17	£54,468
				say £54,500 pa

6. A site inspection can be arranged at Poole Civic Centre to facilitate this process and allow the trustees to get a better understanding of their space requirements within the vertical slice.
7. The commercial conversation with MCR Property Group would need to consider the size and specification and the terms of the lease or licence of the accommodation and any costs of conversion which were estimated in the report to BCP Council on the 22 July 2025 as around £1.448m. It is understood that MCR Property Group would be minded to consider a lease or licence for a smaller footprint than the whole of the vertical slice as currently defined (26,555 square feet). Consideration would also need to be given to any operational costs not covered by the rent. Once the specification and specific space requirements are known, then these, alongside MCR Property Group's commercial terms, should make it easier to estimate the financial implications of any such arrangement.
8. In determining future accommodation needs it should be emphasised that Poole Charter Trustees currently budget to spend £15,450 on accommodation based on the following Estates Services unapproved service level agreement.
 - The Charter Trustees may select an appropriate venue for their meetings. Charges for hire of the venue will be bespoke per venue, e.g. hire of the Guildhall is charged on a meeting-by-meeting basis.

- Share of strongroom safe (£500)
- Share of garage (£750)
- Share of caged area CCTV room (£500)
- Share of non-caged area CCTV room (£500)
- Use of storage space Poole Annex (£1,000)
- Use of Robe Room at the Guildhall (Mayor's reception room) (£6,000)
- Use of Guildhall for meetings (£358 per event)
- Hire of Streaming equipment (£200)
- Use of Council buildings such as the Civic Centre or Library Hub offices for Civic Working Group meetings or other informal meetings will be free of charge.

Currently based on the above schedule the Poole Charter Trustees are likely to allocate £10,682 of the approved £15,450 budget. However, it should be noted that the above is still part of an active conversation with the Charter Trustees, nothing has been agreed, and therefore it should be emphasised it is still subject to confirmation.

9. Room hire in Scaplen's Court, Poole:
 - Upper Hall - £600 for a half day and £1,000 for a full day (9am to 5 pm)
 - Smaller room - £300 for a half day and £500 for a full day (9am to 5 pm)
10. Below are examples of non BCP Council owned space available to rent in the open market at the time of the original drafting of this report.
 - Beach House, 28-30 Wimborne Road - 2,066 to 15,824 sq. ft at £17 per sq. ft on full repairing and insuring terms. Extensively refurbished offices with lift and on-site parking. Available Q1 2026.
 - 95-97 High Street - 1,339 sq. ft at £15.66 per sq. ft on full repairing and insuring terms. Double fronted retail unit with one car space.
 - 100 High Street – 1,805 sq. ft at £13.78 per sq. ft on full repairing and insuring terms. Retail unit.
11. It may also be worth highlighting that previously discussions were held regarding three potential options around the Guildhall covering floor area from 366 sq. ft to 603 sq. ft. To achieve these the cost of conversion, on a basic specification, would be between £90,000 and £125,000.

Summary of financial implications

12. Rental of the entire vertical slice at £17 per square foot would amount to a rental of £451,435 per annum.
13. In renting any space Poole Charter Trustees and/or a future Poole Town Council would need to be mindful of the impact on the public purse and any subsequent precept on its residents.

Summary of legal implications

14. Charter Trustees cannot directly lease property. The regulations state *The relevant council [BCP] shall provide accommodation for the proper discharge of the functions of any charter trustees; and the accommodation to be provided and the terms on which it is provided shall be determined by agreement between that council and the*

charter trustees or, in default of such agreement, by the decision of a person agreed on by them or, in default of their agreement, appointed by the Secretary of State.”.
Therefore, in respect of the vertical slice there would first need to be a legal contract agreement between BCP Council and MCR Property Group. There would then need to be a licence agreement between BCP Council and the Charter Trustees.

15. It would be the duty of any future Town Council to source and directly arrange their own accommodation requirements.
16. BCP Council on the 14 October 2025 will determine whether or not to establish a Town Council for Poole. If the decision is to establish a Town Council, then a budget requirement for Year 1 (2026/27) would need to be determined by BCP Council on 9 December 2025. Poole Charter Trustees cannot commit a future Town Council to take on the vertical slice of Poole Civic Centre in whole or in part. That would have to be a decision of the new Town Council after the elections in May 2026.

Summary of human resources implications

17. There are no direct human resources implications of this decision.

Summary of sustainability impact

18. There are no direct sustainability implications of this decision.

Summary of public health implications

19. There are no direct public health implications associated with this decision.

Summary of equality implications

20. There are no direct equality implications associated with this decision.

Summary of risk assessment

21. It is essential that Poole Charter Trustees and/or a future Poole Town Council are clear on any future accommodation requirements.

Background papers

22. BCP Council reports

21 March 2023

BCP FuturePlaces Ltd – Outline Business Cases for Poole Civic Centre Buildings

<https://democracy.bcpccouncil.gov.uk/ieListDocuments.aspx?CId=284&Mid=5033&Ver=4>

BCP Council 15 October 2024

Poole Civic Centre

<https://democracy.bcpccouncil.gov.uk/ieListDocuments.aspx?CId=284&Mid=5909&Ver=4>

BCP Council 22 July 2025

Poole Civic Centre

<https://democracy.bcpccouncil.gov.uk/ieListMeetings.aspx?CId=284&Year=0>

Appendices

Appendix A: Floor Area of Vertical Slice

THE CHARTER TRUSTEES FOR POOLE



Report subject	Finance Update September 2025
Meeting date	21 October 2025
Status	Public
Executive summary	The forecast for the 2025/26 financial year is that the Charter Trustees of Poole will underspend against the budget set. This is due to spend to date and planned activity for the rest of the year being lower than originally envisaged. The forecast underspend for the year is £24,015.
Recommendations	It is RECOMMENDED that: The Charter Trustees note the in-year budget position for 2025/26 and other finance updates set out in the report.
Reason for recommendations	To inform the Charter Trustees of the budget position for the current financial year
Report Authors	Matthew Filmer, Responsible Financial Officer ✉ matthew.filmer@bcpcouncil.gov.uk

Budget forecast position 2025/26

1. The Charter Trustees of Poole approved the 2025/26 budget at their meeting of 29 January 2025. Agreed total expenditure was £158,389 which will be funded from the council tax precept of £132,324, reserve contribution of £25,065 and £1,000 from investment income.
2. Appendix A of this report provides a detailed breakdown of the agreed budgets and the latest financial forecast for 2025/26 against budget headings. The current forecast is that budgets will be underspent at the year-end because of spend to date and planned activity for the rest of year will be less than previously expected. This will create a forecast underspend of £24,015 which is the difference between forecast drawdown of reserves and what was budgeted for.
3. The reserves of the Charter Trustee of Poole are forecasted to decrease to a closing position of £89,452.

Annual Governance and Accountability Return

4. The external audit for 2024/25 accounts has been completed with no issues raised and the finding can be found on the charter trustees' website.

Summary of finance Implications

5. As detailed in the report.

Summary of legal Implications

6. None

Summary of human resources implications

7. None

Summary of sustainability impact

8. None

Summary of equality impact

9. None

Summary of risk impact

10. The monitoring of the in-year budget position and early engagement on the 2025/26 budget setting process minimise the risks that budgets are insufficient to meet expenditure, or that in-year overspends occur.

Appendices

Appendix A – September Budget Forecast

The Charter Trustees of Poole - Proposed Budget 2025/26



Description of expenditure and income	2025/26 Budget	2025/26 Forecast
Expenditure		
Civic Budget		
Hospitality	10,000	5,703
Civic Regalia	2,500	6,000
Travel and Subsistence	100	34
Sheriff Convention	1,000	578
Out of Pocket Expenses	1,000	500
Photography	300	150
Flowers	300	300
Civic Events		
Mayor-Making	2,500	2,810
Mayor-Making Procession	1,500	972
Hosting Dignataries	1,000	0
Civic Service	2,000	965
Premises		
Room & Premises rental	15,450	5,932
Staffing Recharges		
Salaries, LGPS Pensions & National Insurance	97,185	97,185
Administration and Running Costs		
Postage	100	0
Printing & Photocopying	50	20
Stationery	150	20
Subscriptions - Organisations	160	160
Supplies and Services		
Uniform and Clothing	300	400
Insurance	640	640
External Auditors	400	400
Internal audit	1,785	1,785
Accountancy	3,966	3,966
IT Provision	1,633	1,633
Communication and Promotions	10,000	0
Telephone	50	50
Laundry (dry-cleaning of Parlour laundry, uniforms, robes)	200	400
Transport		
Use of Vehicles	2,721	2,721
Fuel	1,000	650
Vehicle Hire	400	400
Total Expenditure	158,389	134,373
Income & Reserves		
Council Tax Precept	(132,324)	(132,324)
Investment Income	(1,000)	(1,000)
Contribution to / (from) Reserves	(25,065)	(1,050)
Total Income & Reserves	(158,389)	(134,374)
Net Position	0	(0)

Opening Balance	(90,502)	(90,502)
In year movement	25,065	1,050
Closing Balance	(65,437)	(89,452)

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