

Notice of The Charter Trustees for Bournemouth

Date: Wednesday, 4 March 2026 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 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 D Logan

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.bcpCouncil.gov.uk/ieListDocuments.aspx?MIId=6650>

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.bcpCouncil.gov.uk

AIDAN DUNN
HONORARY CLERK TO THE
CHARTER TRUSTEES

24 February 2026

**DEBATE
NOT HATE**



Available online and on
the Mod.gov app

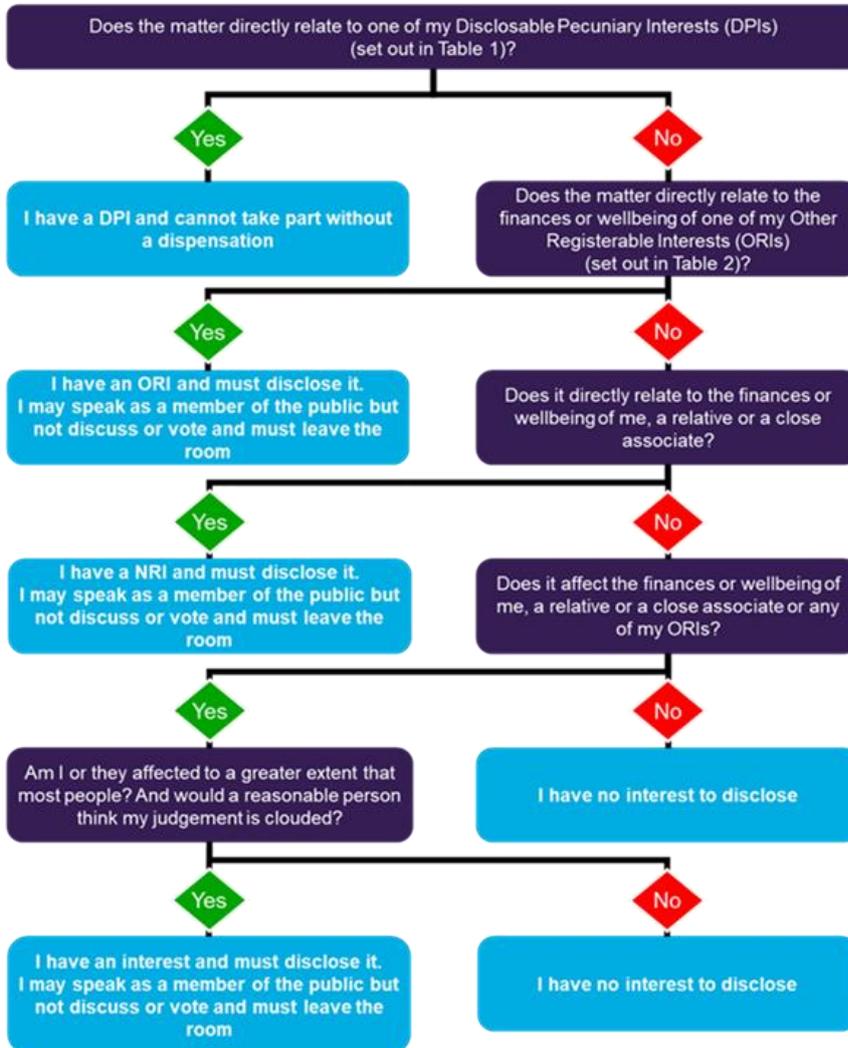


Maintaining and promoting high standards of conduct

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 23 October 2025 and to consider any matters arising.
- 4. Charter Mayor's Communications**
The Charter Mayor will update Trustees on their recent activities and any associated issues.
- 5. Report of the Bournemouth Civic Working Group** 11 - 14
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.
- 6. Finance Update February 2026** 15 - 26
The forecast for the 2025/26 financial year is that the Charter Trustees of Bournemouth 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 £6,373 which allows for an estimated reserve of £104,694 to be passed over to the Bournemouth Town Council.
- 7. Trustee attendance at meetings** 27 - 30
This report provides detail on Charter Trustee attendance at meetings, highlighting those Trustees who have not attended two or more consecutive meetings

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 23 October 2025 at 6.00 pm

Present:-

Cllr J Edwards – Mayor

Cllr G Farquhar – Deputy Mayor

Present: Cllr G Farquhar (Deputy Mayor), 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 R Herrett, Cllr D Logan, 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 and Cllr L Williams

19. Apologies

Apologies were received from the Honorary Clerk, Aidan Dunn. Richard Jones, Head of Democratic Services, deputised in his absence.

Apologies for absence were received from the following Charter Trustees: Councillor Hazel Allen, Councillor Sara Armstrong, Councillor Simon Bull, Councillor John Challinor, Councillor Bobbie Dove, Councillor Michelle Dower, Councillor Duane Farr, Councillor Anne Filer, Councillor Kate Salmon, Councillor Toby Slade and Councillor Kieron Wilson.

20. Declarations of Interests

None.

21. Confirmation of Minutes and matters arising

Trustees considered the minutes of the previous meeting. It was highlighted that Cllr D Brown's apologies for absence had been erroneously omitted.

RESOLVED: That the minutes of the meeting held on 22 June 2025 be approved as a correct record, subject to correcting Cllr D Brown's omitted apologies for absence.

22. Charter Mayor's Communications

The Mayor gave thanks to the Deputy Mayor for attending engagements while she was ill. The Mayor then updated Trustees on her activities since the last meeting, which included meeting:

- D'or, a band from Lucerne;
- Local artist Alexander Dakar, who was in the process of building an orphanage school in Uganda;
- Lifeguards at their new building;
- Beavers, Scouts, Sea Cadets and Marine Cadets;

- Various communities groups and colleges.

The Mayor encouraged Trustees to publicise the forthcoming Regalia Talk taking place in the Mayor's Parlour on Thursday 4 December at 6pm, and encouraged Trustees to attend a Christmas Regalia Talk on Thursday 11 December at 6pm.

The Mayor also reminded Trustees to RSVP to the civic office for the forthcoming Remembrance events.

23. Report of the Bournemouth Civic Working Group

The Chair of the CWG, Councillor Lawrence Williams, updated Trustees on the activity of the Bournemouth Civic Working Group (CWG) following its meeting on 3 October 2025.

Trustees were reminded that, 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.

Councillor Farquhar had since confirmed that he wished for the portrait to be hung in the Mayor's Parlour. However, at the CT meeting held on 24 October 2022, Trustees had resolved that no additional portraits were to be hung in the Mayor's Parlour.

The Civic Team had confirmed that they lack appropriate space for the portrait's safe long-term storage, while an offer to display and store the portrait had 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 current Parlour portrait 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.

It was therefore recommended that Charter Trustees a. accept the gifting of the portrait, and b. consider whether they wish to overturn the 2022 decision to allow for measurements and costings to be undertaken. The recommendations were seconded by Councillor Eleanor Connolly.

Trustees accepted the gifting of the portrait and debated the merits and feasibility of hanging it in the Mayor's Parlour. Some Trustees felt that the 2022 resolution should be upheld, particularly in light of the impending new Town Council which could instead review the resolution once formed. Other Trustees felt that the resolution should be overturned to allow for the portrait to be hung in the Parlour, if deemed the most appropriate location. In addition, it was suggested that existing portraits could be rotated in and out of the Parlour to various appropriate venues, to allow them to be seen by the wider public.

Connolly Eleanor moved an amendment to recommendation b.; to add "subject to the CWG determining an appropriate location for it and for other portraits to ensure their visibility by the public."

Cllr Lawrence Williams accepted the amendment, and Trustees moved to vote on the substantive motion, where it was:

RESOLVED:- That Charter Trustees:

- a. accept the gifting of the Mayoral portrait from Councillor Farquhar; and**
- b. overturn the 2022 decision that no additional portraits are to be hung in the Mayor's Parlour so that Cllr Farquhar's portrait may potentially be hung in the Parlour, subject to costs and subject to the CWG determining an appropriate location for it and for other portraits, to ensure their visibility by the public.**

Voting:

a: Unanimous;

b: F:17; AG:2 (2 abstentions)

Trustees were informed that the CWG had agreed that work on the Service Level Agreement for the provision of services from BCP Council should be deferred until the implications of the Council's decision to create a new Town Council were properly understood. To this end, the Head of Democratic Services would deliver a verbal update under agenda item 7.

The CWG had also discussed various other issues including Trustee attendance at meetings, to be examined in detail under agenda item 8, new processes for the promotion of civic events, and the purchase of new Mayoral robes, as set out within the report.

24. Finance Update September 2025

The Responsible Financial Officer, Matt Filmer, presented a report advising Trustees that the forecast for the 2025/26 financial year was that the Charter Trustees of Bournemouth would underspend against the budget set. This was due to the current spend to date, together with planned activity for the rest of the year being lower than originally envisaged. The forecast underspend for the year was £5,848, resulting in a final reserve balance of approximately £104k.

The AGAR, submitted earlier in the year, had since been externally audited and given a clean bill of health. Relevant documents would be uploaded to the website in the coming days.

The Deputy Mayor, Councillor George Farquhar, highlighted the need to hand over civic regalia etc. in good condition to the new Town Council, and suggested that the CWG should work with the Responsible Financial Officer to use the forecast underspend, or other available monies, to ensure any regalia upkeep was carried out.

25. Community Governance Review Update

The Head of Democratic Services, Richard Jones, provided a verbal update on the Community Governance review following BCP Council's meeting of 14 October 2025.

Trustees were advised that, following BCP Council's decision to create new Town Councils at its meeting on 14 October, the Charter Trustees were to be dissolved on 31 March 2026. Early actions were underway ahead of that dissolution, including the convening of a Task & Finish Group (T&F) to discuss legal and other considerations.

Various Orders to be actioned included the agreement of the transitional arrangements required to provide continuity between the existing Mayoralty/Trustees and the new Town Council. This could include the creation of a shadow Council, to be in effect from 1 April 2026 until the elections for the new Town Council.

Other matters to be considered included the transfer of assets to the new Town Council, a budget for 2026/2027, contacting the College of Arms for the formal transfer of the Coat of Arms, Charters etc., Tax rates, staffing requirements (including an interim Clerk), the mapping of new parish areas and contacting regulators.

The budget for 2026/2027 would be an 'anticipated' budget to ensure sufficient provision for Town Council services. Once formed, the Town Council would then determine how they wished to use that money. The Town Council was not required to spend up to the anticipated amount, as any surplus would then be used to bolster reserves.

As part of this budget, the Tax would be set by BCP Council for the first year. The BCP financial team would then help advise the Town Council to set their own Tax for 2027/2028 and beyond.

Charter Trustee reserves would transfer to the new Town Council, though a review exercise was required to determine the final amount.

26. Trustee attendance at meetings

The Deputy Head of Democratic Services, Neil Fraser, presented a report detailing Trustee attendance, highlighting those Trustees who had not attended two or more consecutive meetings.

Trustees considered the report and it was:

RESOLVED:- that 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 wish to continue as**

Charter Trustees or whether they wish to be considered for removal.

Voting: Unanimous.

The meeting ended at 6.59 pm

MAYOR

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THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Report of the Bournemouth Civic Working Group
Meeting date	4 March 2026
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:</p> <ul style="list-style-type: none"> a. The Charter Trustees note the contents of the report; b. Charter Trustees support the proposed expenditure to procure new mayoral Robes for consideration by the Shadow Bournemouth Town Council.
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 CWG met for the final time on 19 February 2026. The remainder of this paper draws upon those matters discussed at that meeting.

Mayoral Portraits

5. At the previous Charter Trustee meeting held on 23 October 2025, it was:
“RESOLVED:- That Charter Trustees:
 - a. **accept the gifting of the Mayoral portrait from Councillor Farquhar; and**
 - b. **overturn the 2022 decision that no additional portraits are to be hung in the Mayor’s Parlour so that Cllr Farquhar’s portrait may potentially be hung in the Parlour, subject to costs and subject to the CWG determining an appropriate location for it and for other portraits, to ensure their visibility by the public.”**
6. However, given the requirement to prioritise staff resources towards the dissolution of the Charter Trustees on 31 March 2026 and the creation of the Bournemouth Town Council on 1 April, it has not been possible to progress this.
7. The CWG considered this matter and deemed it appropriate to defer this to the Town Council’s new Clerk to progress, once they were in post.
8. The CWG has requested that the Civic team ensure all Charter Trustee Mayoral photographs are mounted in a frame for handover to the new Town Council.

Mayoral Robes

9. In order to transfer regalia to the new Town Council in good condition, the CWG has authorised the Civic team to procure new robes for the Mayor and Deputy Mayor to replace historic robes that are in a state of disrepair. Quotes have been received and a final design and preferred supplier have been selected.
10. However, given that the expected delivery date and subsequent invoicing will be after the Charter Trustees have been dissolved, advice received from the Responsible Finance Officer is that this expenditure should be approved by the Shadow Bournemouth Town Council. The total expenditure to be requested is £7,275.
11. Should Charter Trustees support this, the request for approval will be put to the Shadow Town Council at a future meeting in March 2026 (date TBC).

RECOMMENDED: That Charter Trustees support the proposed expenditure to procure new mayoral Robes for consideration by the Shadow Bournemouth Town Council.

Assets

12. Following a recent reverification and revaluation, all assets owned by the Bournemouth Charter Trustees will be transferred to Bournemouth Town Council as of midnight on 31 March 2026.
13. The asset register has been updated with current valuations, reflecting a significant increase in value, largely due to the rising price of metals. The register now includes clear locations for each asset and improved storage with labelled boxes and laminated inventory sheets.

14. No items are missing, though there is damage to a trophy that will be reported as part of the transfer.
15. A supplementary order will be completed by the end of March, listing all assets (without photos or valuations) for the public record. A version of the asset log, including reference numbers, photos, and storage locations, will be provided to the new Town Council for cross-referencing.
16. Insurance for the assets will be in place from 1 April 2026. The first-year budget includes a 30% contingency to account for increased valuations, and the insurance company is being reviewed to ensure adequate coverage.
17. Regarding the transfer of mayoral vehicles and number plates, the CWG was reminded that the current vehicle and plate were transferred to BCP Council in 2019. A report on the potential transfer of the Poole Civic numberplate is being prepared in response to a motion on this subject, to be determined at a future meeting of BCP Council.

Trustee attendance at meetings

18. Trustees have resolved that attendance at meetings is to be reviewed at each subsequent meeting by way of a standing item. This is set out as agenda item 7.
19. Given that the Charter Trustees are to be dissolved on 31 March 2026, this attendance report is provided for information only and there is no recommendation for further action.

Summary of financial implications

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

Summary of legal implications

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

Summary of human resources implications

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

Summary of sustainability impact

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

Summary of public health implications

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

Summary of equality implications

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

Summary of risk assessment

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

Background papers

24. None.

Appendices

25. None.

THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Finance Update February 2026
Meeting date	4 March 2026
Status	Public
Executive summary	The forecast for the 2025/26 financial year is that the Charter Trustees of Bournemouth 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 £6,373 which allows for an estimated reserve of £104,694 to be passed over to the Bournemouth Town Council.
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 Bournemouth approved the 2025/26 budget at their meeting of 30 January 2025. Agreed total expenditure was £153,013 which will be funded from the council tax precept of £151,713 and £1,300 from investment and contributions 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 £6,373.
3. The reserves of the Charter Trustee of Bournemouth are forecasted to increase to a closing position of £104,694.

Annual Governance and Accountability Return

4. The external audit for 2025/26 accounts will carry on as planned with the completed Annual Governance and Accountability return being presented to the Town Councils in the new financial year.
5. In support of the return an internal audit has been carried out, and full details have been included in Appendix B. We will work with the Town Councils wherever possible to ensure they are aware of any ongoing concerns or risks identified.

Summary of finance Implications

6. As detailed in the report.

Summary of legal Implications

7. None

Summary of human resources implications

8. None

Summary of sustainability impact

9. None

Summary of equality impact

10. None

Summary of risk impact

11. 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 – February 2026 Budget Forecast

Appendix B – Internal Audit Report 2025/26

The Charter Trustees of Bournemouth - Budget 2025/26



Description of expenditure and income	2025/26 Budget	2025/26 Forecast
Expenditure		
Civic Budget		
Hospitality	10,000	5,788
Civic Regalia	6,000	5,980
Travel and Subsistence	100	0
Training & Conferences	200	0
Out of Pocket Expenses	1,000	0
Photography	500	250
Flowers	300	300
Civic Events		
Mayor-Making	3,000	3,212
Civic Service	2,000	1,800
Premises		
Room & Premises rental	18,883	18,883
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	150	150
Supplies and Services		
Uniform and Clothing	200	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	400	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	456
Vehicle Hire	400	200
Total Expenditure	153,013	146,238
Income & Reserves		
Council Tax Precept	(151,713)	(151,713)
Investment Income	(1,000)	(899)
Contribution to / (from) Reserves	0	6,373
Mayor Making Contributions	(300)	0
Total Income & Reserves	(153,013)	(146,238)
Net Position	0.00	0.00

Bournemouth Charter Trustee - Reserves

Opening Balance	(98,321)	(98,321)
In year movement	0	(6,373)
Closing Balance	(98,321)	(104,694)

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BOURNEMOUTH CHARTER TRUSTEES 2025/26

Internal Audit

Author:	Ruth Hodges, Audit Manager (Deputy CIA) Simon Milne, Audit Manager (Deputy CIA)
Version:	Final
Date:	February 2026
Distribution:	Richard Jones, Head of Democratic Services Neil Fraser, Deputy Head of Democratic Services Matthew Filmer, Responsible Financial Officer Robin Watson, Director of Law and Governance Adam Richens, Director of Finance Aidan Dunn, Honorary Clerk to the Charter Trustees Poole 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) 2025/26 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.

Ten recommendations were made in the 2024/25 audit report; the status of these recommendations at the time of the audit is shown below:

	High	Medium	Low	Total
Implemented	0	2	2	4
Not Implemented	0	4	2	6
Total	0	6	4	10

Due to the closure of the Charter Trustees at the end of March 2026, no recommendations for control improvements have been made during this audit. However, if they were to remain in operation, a number of recommendations would have been made to enhance the control framework.

⌘ We undertake our work on a risk and sample basis in line with the Global 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	2025/26 Internal Audit Opinion on the operation of the control framework throughout the financial year	2025/26 AGAR opinion	2025/26 recommendations made
A) Appropriate accounting records have been properly kept throughout the financial year.	Reasonable	Yes	No recommendations made due to the closure of the Charter Trustees on 31 March 2026
B) This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	Reasonable	Yes	
C) This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Reasonable	Yes	
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	
E) Expected income was fully received, based on correct prices, properly recorded, and promptly banked; and VAT appropriately accounted for.	Substantial	Yes	
F) Petty Cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.	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	Reasonable	Yes	
H) Asset and investment registers were complete and accurate and properly maintained.	Reasonable	Yes	
I) Periodic bank account reconciliations were properly carried out during the year.	Reasonable	Yes	
J) Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	Reasonable	Yes	
K) If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.	N/A	N/A	
L) The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with the relevant legislation	Reasonable	Yes	
M) The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	Reasonable	Yes	
N) The authority complied with the publication requirements for the prior year AGAR.	Reasonable	Yes	
O) Trust funds (including charitable) - the Council met its responsibilities as a trustee.	N/A	N/A	
Internal Control Objectives outside the AGAR requirements			
Consideration of Service Level Agreement			

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					Reasonable	
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	
1	<p>Value for Money – quotations</p> <p>Issues: The level of discretionary spend by the Charter Trustees is low in the context of its overall budget with over 85% being a recharge to BCP Council for staffing costs, accountancy, insurance etc and with individual items of spend up to a maximum of approximately £4k.</p> <p>The process for selecting supplies would benefit the introduction of written processes, as per the recommendations made in the 2024/25 audit:</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 evidence should be held to support this.</p> <p>Whilst no documented process is in place, in practice, officers seek approval from the Charter Trustees for purchases where quotations are not able to be obtained. Testing showed that quotations, approval from the Charter Trustees or reasonable explanations were generally received for purchases over the £500 quotation limit.</p> <p>Risk: The Charter Trustees are not obtaining value for money.</p>						
2	<p>Purchase Orders</p> <p>Issue: The Charter Trustees do not have access to the BCP Council electronic order system. Formal official orders are not raised for purchases as use of the manual processes was found to be time consuming. The recommendations from the previous audit have therefore not been implemented:</p> <p>Ensure purchase orders are being authorised, and evidence of this authorised purchase order are held within the new filing system.</p> <p>Log to show commitments to be created.</p> <p>Investigate if an automated purchase order system could be implemented.</p>						

Rec No.	Findings	Recommendations	Priority	Management Response	Responsible Officer	Target Date
	<p>Whilst recommendations to improve controls would be made if the Charter Trustees were to continue to exist, testing showed that there was generally tacit agreement for spend through approval of budget lines and specific approval from the Charter Trustees in some higher risk cases. The context of the value and nature of the spend means these were low risk.</p> <p>Risk: Purchases may not be authorised; there may be no record of agreed terms and conditions (including price) or record of committed expenditure.</p>					
C.	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.					Reasonable
3	<p>Insurance</p> <p>Issue: Whilst insurance cover was in place during the year, the recommendations made in the previous audit, below, have not been implemented given the imminent closure of the Charter Trustees and thus the risk remained:</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> <p>Review insurance cover and premiums in conjunction with the Insurance team to ensure that it meets the needs of the Charter Trustees.</p> <p>Risk: The Charter Trustees may not have appropriate insurance cover.</p> <p>BCP Council Risk: <i>The Council may be subsidising the insurance costs of the Charter Trustees.</i></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
4	<p>Budget Overspend Approval</p> <p>Issue: At the mid-year financial update, there was an overall budget forecast underspend of £5,848. There were some individual areas of overspend on some budget headings, although these were of relatively small value. There was not always a clear audit trail to show that the overspend had received approval from the Charter Trustees in advance of spend, as required by the Handbook. This was recommended in last year's audit as follows:</p> <p>Ensure appropriate approval, in line with handbook requirements, is obtained and documented prior to spend.</p> <p>However, the overspends were transparent and did appear to be in line with Charter Trustee's intentions.</p> <p>Risk: Potential unapproved overspend on budgets.</p>					
5	<p>Reserves</p> <p>Issue: As historically reported, the Charter Trustees have a high level of reserves, significantly higher than the 20% recommended by the Responsible Finance Officer. This was forecast to be £104,169 for 2025/26 at the mid-year forecast. Despite efforts to reduce the reserves in previous years, this has proved difficult due to the limited remit of the Charter Trustees.</p>					

Rec No.	Findings	Recommendations	Priority	Management Response	Responsible Officer	Target Date
	<p>Previous audits have recommended that:</p> <p>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.</p> <p>Due to the forthcoming closure of the Charter Trustees, a reserves strategy has not been developed. However, an update to the Charter Trustees in October noted that the reserves would transfer to the new Town Councils.</p> <p>Risk: The Charter Trustees may be levying a higher precept than required.</p>					
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 the testing period has been the annual precept other than miscellaneous refunds/ reimbursements, which has been received by the Charter Trustees.						
F.	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for				N/A	
<p>^N 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.</p>						
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				Reasonable	
Trustees do not receive allowances for their role on the Charter Trusts. 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	
The discrepancies identified during last year's audit have been identified and resolved. Additional controls were put in place to prevent unauthorised amendments of the register as recommended in the last audit. A full asset valuation and verification exercise has been undertaken, and this will be used to provide the figures for the 2025/26 financial statements.						
I.	Periodic bank account reconciliations were properly carried out during the year				Reasonable	
Bank reconciliations were properly carried out during the year.						

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				Reasonable	
Formal financial statements are only produced at year end, and these are considered by the external auditor as part of their annual audit process. There are appropriate arrangements in place to account for any debtors and creditors at the financial year-end.						
K.	If the authority certified itself as exempt from a limited assurance review in the prior year, 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 in 2024/25 and therefore this is not applicable.						
L.	The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with the relevant legislation				Reasonable	
The Trustees publish most of the required information via the website. Explanations for the exceptions to this, expenditure over £100 and civic regalia list, were reported to the Charter Trustees in the June 2025 meeting.						
M.	The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.				Reasonable	
The Trustees placed notice on the relevant section of the BCP Council website advertising the public's right to inspect the accounts for the 2024/25 accounting statements.						
N.	The authority complied with the publication requirements for the prior year AGAR				Reasonable	
All publication requirements appear to 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	
The Charter Trustees are not trustees of any charities.						
Other Issues - Consideration of Service Level Agreement						
6	Service Level Agreement Issue: There is no Service Level Agreement in place between the Charter Trustees and BCP Council, which was an Internal Audit recommendation initially raised in 2020/21 and annually since as follows:					

Rec No.	Findings	Recommendations	Priority	Management Response	Responsible Officer	Target Date
	<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> <p>Work to implement a Service Level Agreement was underway until it was agreed to be halted by the Civic Working Group due to the decision to create Town Councils. An SLA is currently being produced between BCP Council and the new Town Councils.</p> <p>Risk: The Charter Trustees may not be receiving value for money on the services provided by BCP Council. There may be misunderstanding or dispute about the levels of service delivered, and could result in a loss of service. There is no clear separation between the Council and the Charter Trustees.</p> <p>BCP Council Risk: <i>The Council may be subsidising the Charter Trustees.</i></p>					

**THE CHARTER TRUSTEES FOR
BOURNEMOUTH**



Report subject	Trustee attendance at meetings
Meeting date	4 March 2026
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	It is RECOMMENDED that Charter Trustees: Note the meeting attendance record attached as Appendix 1
Reason for recommendations	The Charter Trustees have requested that Trustee attendance be reviewed at each meeting. However, due to the forthcoming dissolution of the Charter Trustees and the creation of the new Bournemouth Town Council, this is the final meeting of the Charter Trustees of Bournemouth. Accordingly, this report is presented for information only and no further action is recommended.
Report Authors	Neil Fraser, Deputy Head of Democratic Services
Classification	For Information

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. Due to the forthcoming dissolution of the Charter Trustees and the creation of the new Bournemouth Town Council, this is the final meeting of the Charter Trustees of Bournemouth. Accordingly, this report is presented for information only and no further action is recommended.

RECOMMENDED: That Charter Trustees note the meeting attendance record attached as Appendix 1.

Summary of financial implications

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

Summary of legal implications

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

Summary of human resources implications

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

Summary of sustainability impact

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

Summary of public health implications

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

Summary of equality implications

9. 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

Trustee	20/05/25	24/06/25	23/10/25
Adams	Present	Present	Absent
Allen	Present	Present	Absent (Apologies)
Andrews	Present	Absent (Apologies)	Absent
Armstrong	Present	Present	Absent (Apologies)
Bartlett	Present	Present	Present
Beesley	Present	Present	Present
Brown, D	Present	Absent (Apologies)	Present
Brown, O	Absent (Apologies)	Absent (Apologies)	Present
Bull	Absent (Apologies)	Present	Absent (Apologies)
Burton	Present	Absent (Apologies)	Present
Canavan	Present	Present	Present
Carr-Brown	Present	Absent	Present
Challinor	Absent (Apologies)	Absent (Apologies)	Absent (Apologies)
Chick	Present	Absent (Apologies)	Absent
Connolly	Present	Present	Present
d'Orton-Gibson	Absent (Apologies)	Present	Present
Dove	Absent	Absent (Apologies)	Absent (Apologies)
Dower	Present	Absent (Apologies)	Absent (Apologies)
Edwards	Present	Absent (Apologies)	Present
Farquhar	Present	Present	Present
Farr	Present	Present	Absent (Apologies)
Filer	Present	Absent (Apologies)	Absent (Apologies)
Gillett	Absent	Absent	Absent
Hanna	Absent (Apologies)	Present	Absent
Herrett	Present	Absent (Apologies)	Present
Keddie	Absent (Apologies)	Absent (Apologies)	Absent
Logan	N/A	N/A	Present
Martin, G	Present	Absent	Present

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