

Notice of Shadow Poole Town Council



Date: Tuesday, 24 February 2026 at 6.00 pm

Venue: HMS Phoebe, BCP Civic Centre, Bournemouth BH2 6DY

Membership:

Chair:

Cllr O Walters

Vice Chair:

Cllr S Aitkenhead

Cllr M Andrews
Cllr J Bagwell
Cllr D Brown
Cllr R Burton
Cllr J J Butt
Cllr J Challinor
Cllr A Chapmanlaw
Cllr J Clements
Cllr P Cooper
Cllr M Earl

Cllr M Gillett
Cllr C Goodall
Cllr A Hadley
Cllr E Harman
Cllr B Hitchcock
Cllr M Howell
Cllr M Le Poidevin
Cllr D Logan
Cllr S Mackrow
Cllr C Matthews

Cllr P Miles
Cllr S Moore
Cllr R Pattinson-West
Cllr K Rampton
Cllr Dr F Rice
Cllr P Slade
Cllr T Trent
Cllr C Weight
Cllr G Wright

All Members of the Shadow Poole Town Council 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 attend this meeting.

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
CHIEF EXECUTIVE

16 February 2026

**DEBATE
NOT HATE**



Available online and
on the Mod.gov app

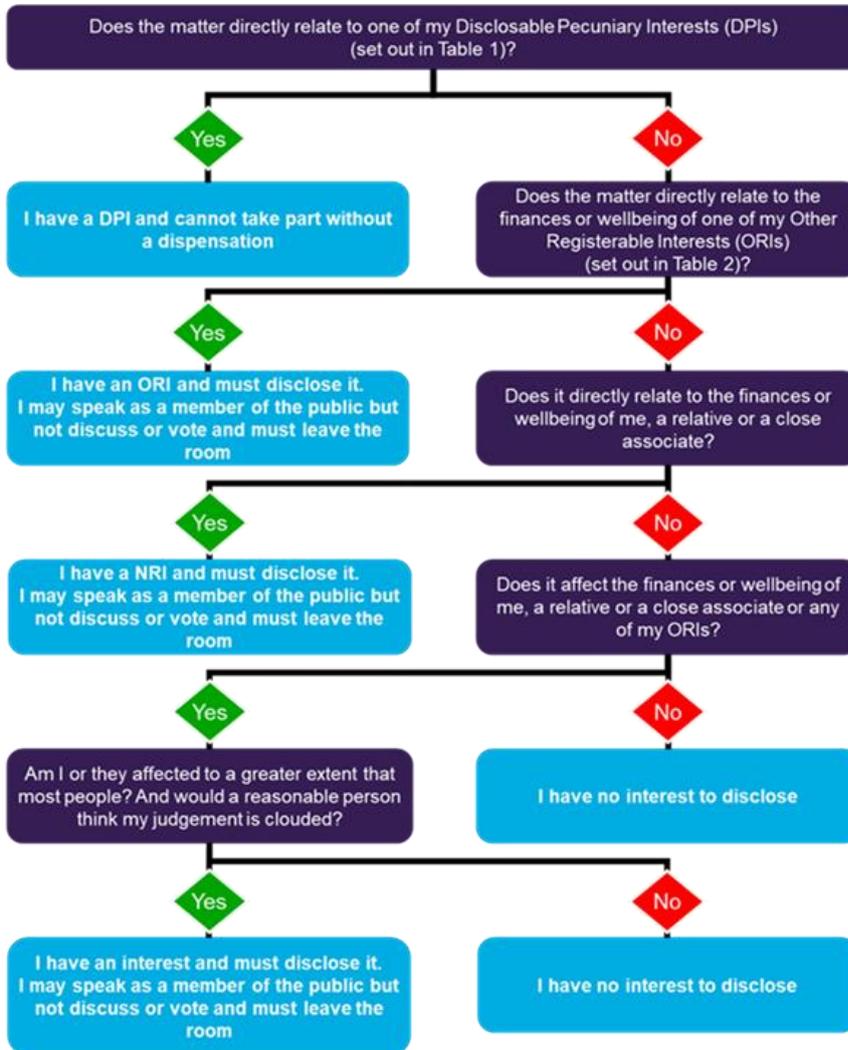


Maintaining and promoting high standards of conduct

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 Councillors.

2. Declarations of Interests

Councillors 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

To confirm and sign as a correct record the minutes of the Meeting held on 21 January 2026.

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4. LGPS Designation & Adoption of NALC/NJC Terms and Conditions

This report seeks approval for key employment and pension arrangements necessary to establish the new Poole Town Council and enable the recruitment of a suitably qualified Town Clerk and Responsible Finance Officer. As a designating body under the Local Government Pension Scheme (LGPS) Regulations 2013, the Town Council may choose whether to participate in the LGPS and must formally resolve to designate eligible posts. Adoption of the National Joint Council (NJC) "Green Book" terms and conditions, together with associated NALC policies, is also recommended to provide a modern, lawful, and sector-standard employment framework.

11 - 16

5. Shadow Poole Town Council - Authorisation of Expenditure

This report asks Members of the Shadow Poole Town Council to consider the proposed expenditure and approve or reject the requests as set out. All approved expenditure can be met from the Charter Trustee reserves which will be transferred to Poole and Broadstone on a 92.1% and 7.9% split, respectively. Any approved expenditure would be met from the net transferred amount so as not to impact the reserves to be transferred to Broadstone Town Council.

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

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SHADOW POOLE TOWN COUNCIL

WEDNESDAY, 21ST JANUARY, 2026

Present:

Councillors Cllr S Aitkenhead, Cllr M Andrews, Cllr D Brown, Cllr R Burton, Cllr A Chapmanlaw, Cllr P Cooper, Cllr M Earl, Cllr M Gillett, Cllr C Goodall, Cllr A Hadley, Cllr E Harman, Cllr M Howell, Cllr M Le Poidevin, Cllr D Logan, Cllr S Mackrow, Cllr C Matthews, Cllr S Moore, Cllr K Rampton, Cllr Dr F Rice, Cllr P Slade, Cllr T Trent, Cllr O Walters and Cllr C Weight

1 Election of Chair

The Deputy Chair of BCP Council, Councillor Simon Bull, presided over agenda item 1 and sought nominations to the office of Chair of the Shadow Poole Town Council.

Councillor Oliver Walters was nominated, seconded, and duly elected.

RESOLVED: That Councillor Oliver Walters be elected to the office of Chair of the Shadow Poole Town Council.

Voting: Nem. Con.

2 Election of Vice-Chair

(Councillor Walters in the Chair.)

Councillor Walters sought nominations to the office of Vice-Chair of the Shadow Poole Town Council.

Councillor Sue Aitkenhead was nominated, seconded, and duly elected.

RESOLVED: That Councillor Sue Aitkenhead be elected to the office of Vice-Chair of the Shadow Poole Town Council.

Voting: Nem. Con.

3 Apologies

Apologies for absence were received from Councillors Jo Clements, John Challinor and Brian Hitchcock.

4 Declarations of Interests

None.

5 Adoption of Procedure Rules

Richard Jones, Head of Democratic Services presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Mr Jones advised that, although the Shadow Council was not a meeting of the principal council, it would be appropriate to adopt meeting procedure rules similar to the meeting procedure rules which apply to Bournemouth, Christchurch and Poole Council. An extracted version of the existing Part 4D Procedure Rules was reproduced including the relevant provisions applicable to meetings of the Shadow Council, and the Shadow Council was asked to approve the Procedure Rules as set out.

Councillors suggested that section 13.1 of the proposed Rules should be amended to so that it read:

*“13.1. A secret ballot will be held to elect the Chair and Vice-Chair of the Shadow Council, or **Shadow Councillor** to any office or position where more than one person is nominated.”*

Adoption of the proposed Procedure Rules, as amended, was moved, seconded and duly agreed.

RESOLVED: - that the Procedure Rules, as set out in the appended document, be adopted as the Meeting Procedure Rules for the Shadow Council inclusive of the agreed amendment of point 13.1.

Voting: Nem. Con.

6 Establishing the New Town Council

Richard Jones, Head of Democratic Services presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The report updated the Shadow Poole Town Council on progress towards establishing Poole Town Council ahead of its vesting date on 1 April 2026. Key milestones had been achieved, including the approval of the Reorganisation Order, confirmation of parish and ward boundaries, and commencement of recruitment for the Town Clerk and Responsible Finance Officer.

Several priority issues raised by Councillors and stakeholders, such as asset transfers, allotment management, civic arrangements, election preparations, and neighbourhood forum transitions, were being addressed through a structured implementation plan. Statutory allotment sites within the new parish area would transfer to the Town Council, and historic and civic ceremonial assets were to be formally transferred before 31 March 2026.

A full list of assets would be presented to a future meeting of the Charter Trustees. While the Order required submission before or on 31 March 2026, the Order would specify that the actual transfer would take place at midnight on 31 March 2026.

Workstreams covering governance, finance, assets, staffing, elections, and communications were underway, supported by an officer working group. A proposed election timetable for 7 May 2026 had been published to support prospective candidates.

The report sought nominations for an appointments panel of three to six shadow councillors, with delegated authority to complete the recruitment and appointment of the Town Clerk to avoid delay.

Councillor Mark Howell raised a motion that the Shadow Council assert its right to the ownership of numberplate APR1 and write to the BCP Council Chief Executive to review the matter and negotiate the transfer of the numberplate ahead of a final decision by BCP Council.

Officers advised that the asset register drawn up by the former Borough of Poole ahead of LGR in 2019 was required to include items of a historic and/or ceremonial nature. It was unknown whether the numberplate could be considered as such an asset as defined in regulations. It was confirmed that the numberplate was currently in the ownership of BCP Council.

The motion was seconded, and when put to a vote, was carried.

Voting: F: 22, Ag: 0 (1 abstention)

Regarding the number of appointments to the recruitment panel, Councillors agreed a final number of 5 (with 1 reserve) in order to avoid potential deadlock.

Voting: Nem. Con

Nominations to the panel were sought, with the following Councillors nominated:

Councillors Aitkenhead, Cooper, Harman, Howell, Le Poidevin, Rampton, Trent and Walters.

Following a secret ballot, the following Councillors were appointed to the recruitment panel:

Councillors Aitkenhead, Cooper, Harman, Le Poidevin, and Walters, with Councillor Rampton as reserve.

RESOLVED that:-

- (a) the Shadow Council establish a panel of five Shadow Council members, plus one reserve, to serve on the Appointments Panel to shortlist, interview and appoint a Town Clerk and Responsible Finance Officer for Poole Town Council, these being: Councillors Aitkenhead, Cooper, Harman, Le Poidevin, and Walters, with Councillor Rampton as reserve.**
- (b) the appointments panel be delegated authority to undertake all necessary activities in the recruitment process and to appoint the preferred candidate.**
- (c) that the Shadow Council assert its right to the ownership of numberplate APR1 and write to the BCP Council Chief Executive to review the matter and**

Wednesday, 21st January, 2026

negotiate the transfer of the numberplate ahead of a final decision by BCP Council.

Voting: Nem. Con.

Wednesday, 21st January, 2026

Councillor Clare Weight arrived 18:14
Councillor Felicity Rice arrived 18:20.

Duration of the meeting: 6.00 - 6.51 pm

Chairman at the meeting on
Wednesday, 21 January 2026

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SHADOW POOLE TOWN COUNCIL



| | |
|----------------------------|---|
| Report subject | LGPS Designation & Adoption of NALC/NJC Terms and Conditions |
| Meeting date | 24 February 2026 |
| Status | Public Report |
| Executive summary | This report seeks approval for key employment and pension arrangements necessary to establish the new Poole Town Council and enable the recruitment of a suitably qualified Town Clerk and Responsible Finance Officer. As a designating body under the Local Government Pension Scheme (LGPS) Regulations 2013, the Town Council may choose whether to participate in the LGPS and must formally resolve to designate eligible posts. Adoption of the National Joint Council (NJC) “Green Book” terms and conditions, together with associated NALC policies, is also recommended to provide a modern, lawful, and sector-standard employment framework. |
| Recommendations | <p>It is RECOMMENDED that:</p> <p>(a) Poole Town Council shall participate in the Local Government Pension Scheme as a designating body;</p> <p>(b) the post of Town Clerk and Responsible Finance Officer shall be eligible for membership of the Local Government Pension Scheme administered by Dorset County Pension Fund, with effect from 1 April 2026;</p> <p>(c) the National Joint Council (NJC) “Green Book” Terms and Conditions of Employment and the associated NALC model employment policies be adopted for the post of Town Clerk and Responsible Finance Officer;</p> <p>(d) the Head of Democratic Services and Deputy Monitoring Officer be authorised to enter to any agreements or contracts for supplies and services for the Town Council which are deemed necessary for the effective operation of the Town Council.</p> |
| Reason for recommendations | The appointment of an appropriately qualified Town Clerk and Responsible Finance Officer will require the serving of appropriate contracts of employment, terms and conditions and pension provision. The recommendations contained in this report are |

| | |
|----------------------|--|
| | required to comply with Dorset Pensions service and standard employment expectations of town clerks. |
| Portfolio Holder(s): | Not applicable |
| Corporate Director | Aidan Dunn, Chief Executive |
| Report Authors | Richard Jones, Head of Democratic Services and Deputy Monitoring Officer |
| Wards | Not applicable |
| Classification | For Decision |

Background

1. Under the Local Government Pension Scheme Regulations 2013, town and parish councils are classified as “designating bodies.” This means:
 - They are not required to participate in the LGPS.
 - - They may choose to offer LGPS membership to:
 - Named individuals, or
 - Specific posts (or classes of employees).
2. Participation is therefore voluntary but must be enacted through a formal council resolution. This is distinct from scheduled bodies (e.g., county/district councils), which must participate, and admission bodies, which join via an admission agreement (typically contractors).

Requirement for a Council Resolution

3. To join the LGPS, the Shadow Town Council must pass a resolution that:
 - States the Council’s intention to participate in the LGPS as a designating body.
 - Identifies the eligible post(s) — in this case, the post of Town Clerk and Responsible Finance Officer.
 - Confirms the effective date of eligibility.
4. Dorset County Pension Fund requires a copy of the signed minutes as evidence of the resolution.

Dorset County Pension Fund (DCPF) Process

5. If the Shadow Council approves the designation, the following steps apply:
 - Notification to DCPF – The Council submits the signed resolution.
 - Actuarial Assessment – DCPF’s actuary calculates the employer contribution rate based on pay and membership data.

- A one-off actuarial fee is normally payable.
 - Employer contribution rates are reviewed every three years.
6. This is the standard process applied to all town and parish councils joining the Dorset scheme.

Rationale for Offering LGPS Membership

7. Providing access to the LGPS for the Town Clerk and Responsible Finance Officer would align the Town Council with sector norms for senior officers, supports recruitment and retention of high calibre staff, provides a secure, defined benefit pension scheme, ensures parity with neighbouring councils and wider local government practice, and reflects the statutory nature and responsibilities of the Town Clerk and Responsible Finance Officer role.
8. The LGPS is widely regarded as the appropriate pension provision for senior officers in local government.

Adoption of NALC/NJC “Green Book” Terms and Conditions

9. The National Joint Council (NJC) “Green Book” is the nationally recognised and sector standard framework for local government employment at a parish and town council level. The National Association of Local Councils (NALC) recommends its adoption for town and parish councils, which is supported by a suite of model policies.
10. Adopting the Green Book ensures:
- A consistent, lawful, and modern employment framework.
 - Clear alignment with national pay scales, conditions, and HR standards.
 - Access to nationally negotiated pay awards.
 - Reduced employment risk through use of established policies.
 - Transparency and fairness in employment arrangements.
11. The NALC/NJC framework includes a suite of policies covering but not limited to:
- Sickness and absence
 - Annual leave
 - Disciplinary and grievance procedures
 - Flexible working
 - Maternity, paternity, and parental leave
 - Health and safety
 - Code of conduct and standards of behaviour
12. These policies are widely used across the sector and provide a robust foundation for the Council's employment practices. Adopting the Green Book will provide clarity and security to prospective employees joining the Town Council.

Authority to enter Contracts and Agreements

13. To ensure the effective establishment of the new Town Council and to avoid unnecessary delay in the transitional period, delegated authority is requested for the Head of Democratic Services and Deputy Monitoring Officer to enter into contracts and agreements for supplies, systems and professional services. The preparatory work needed before 1 April 2026 spans governance, finance, IT, HR, etc., which may require external support.
14. Delegating this authority provides an agile mechanism for ensuring the Council can meet its implementation milestones and that critical systems and services are in place for vesting day. It also reflects standard practice in local government during periods of organisational change, where officer-level decision-making is necessary to maintain momentum and manage practical matters within approved budgets and policies.

Options Appraisal

15. The Shadow Council could decide not to sign up to the Dorset Pension Scheme and not adopt the NJC Terms and Conditions and associated policies, however, bespoke terms and conditions and policies will need to be developed and it is unlikely that prospective candidates will accept the positions without certainty.

Summary of financial implications

16. There are no direct financial implications arising from this report. The anticipated budgets approved by BCP Council in December 2025 included provision for the employment of staff based on the NJC terms and conditions of employment and that all employees would referenced would be eligible to join the LGPS.

Summary of legal implications

17. The Council has the legal power to designate posts for LGPS membership under the LGPS Regulations 2013. A formal resolution is required to activate eligibility.
18. Adoption of the Green Book ensures compliance with employment law and reduces HR risk.
19. The Town Clerk and Responsible Finance Officer will be the Town Council's Proper Officer; appropriate employment terms are essential for governance stability.

Summary of human resources implications

20. Failure to adopt appropriate terms and conditions of employment, policies and pension scheme is likely to detrimentally affect the appointment of a suitably qualified Town Clerk and Responsible Finance Officer.

Summary of sustainability impact

21. There are no sustainability impacts arising from this report.

Summary of public health implications

22. There are no public health impacts arising from this report.

Summary of equality implications

23. The nationally agreed policies, terms and conditions comply with equality requirements and provide equal protections.

Summary of risk assessment

24. Failure to adopt these recommendations could increase the risk of failure to attract/retain a qualified Town Clerk and Responsible Finance Officer, and could lead to employment disputes due to unclear policies.
25. Failure to participate in the Pensions Scheme could present financial uncertainty around pension costs and increase administrative burdens.

Background papers

Published works

Appendices

There are no appendices to this report.

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SHADOW POOLE TOWN COUNCIL



| | |
|----------------------------|---|
| Report subject | Shadow Poole Town Council - Authorisation of Expenditure |
| Meeting date | 24 February 2026 |
| Status | Public Report |
| Executive summary | This report asks Members of the Shadow Poole Town Council to consider the proposed expenditure and approve or reject the requests as set out. All approved expenditure can be met from the Charter Trustee reserves which will be transferred to Poole and Broadstone on a 92.1% and 7.9% split, respectively. Any approved expenditure would be met from the net transferred amount so as not to impact the reserves to be transferred to Broadstone Town Council. |
| Recommendations | <p>It is RECOMMENDED that:</p> <p>The Shadow Poole Town Council considers the proposed expenditure and approves or rejects expenditure for the following:</p> <ol style="list-style-type: none"> 1. Civic Service; 2. Past Sheriff's Badges; 3. Beating of the Land Bounds event. If minded to approve, for insurance purposes this event will need to be designated as a Poole Town Council event, with the Town Council delegating to Cllr Mark Howell to lead the event. |
| Reason for recommendations | The Shadow Town Council has been formed to make decisions on behalf of the Town Council until such time as the newly elected Town Councillors may take office and the Town Council can officially meet. |
| Portfolio Holder(s): | N/A |
| Corporate Director | Aidan Dunn, Chief Executive |
| Report Authors | Neil Fraser, Deputy Head of Democratic Services |
| Wards | All Wards within Poole Parish |

| | |
|----------------|--------------|
| Classification | For Decision |
|----------------|--------------|

Background

1. Members will be aware that the current Charter Trustees of Poole budget covers the period 1 April 2025 – 31 March 2026. Ordinarily, the Trustees would have agreed their budget for the period 1 April 2026 – 31 March 2027 at their January 2026 meeting. However, due to the forthcoming dissolution of the Charter Trustees of Poole and the creation of the Poole Town Council on 1 April 2026, setting a budget was no longer required and the January meeting was cancelled.
2. The Shadow Poole Town Council has been set up to make decisions on behalf of the Town Council until such time as the newly elected Town Councillors may take office and the Town Council can officially meet.
3. This report asks Members of the Shadow Poole Town Council to consider the proposed expenditure and approve or reject the requests as set out below.
4. As the Charter Trustees will no longer exist after 31 March 2026, and the bank accounts closed, any invoices raised prior to 31 March but payable after this date must be paid by the Town Council.
5. In addition, any events to be held post March 2026 will be classed as Poole Town Council events and the current Mayor of Poole, Councillor Mark Howell, will remain as Mayor until the new Town Council meets and elects their own.

Underspend in the budget and current reserves

6. The Responsible Financial Officer for the Charter Trustees, Mr Matt Filmer, has confirmed that the Charter Trustees have underspent within their 2025-26 budget by £24k. This is in line with the projection in the December budget setting for the Town Councils, and any expenditure now approved would in effect be new, unbudgeted expenditure.
7. All approved expenditure can be met from the Charter Trustee reserves which will be transferred to Poole and Broadstone on a 92.1% and 7.9% split, respectively. Any approved expenditure would be met from the net transferred amount so as not to impact the reserves to be transferred to Broadstone Town Council.
8. The Mayor of Poole has suggested that the underspend by the Charter Trustees against their 2025-26 budget should be considered as mitigation for approval of the new spend.
9. The £24k underspend was included within the forecasted final reserves value of £90k, to be transferred between the Poole and Broadstone Town Councils on 31 March 2026 as detailed in the December BCP Council report.
10. Should the Shadow Town Council approve all requested expenditure, this would total £18, 561.40. This would accordingly affect the final reserves balance to be transferred to Poole Town Council.

Requested Expenditure

All costs detailed are forecasts, and updates will be provided at the meeting following further research and receipt of quotes.

Civic Service

11. The Charter Trustees budget for 2025-26 has an allocation of £2k for the Mayor to hold a Civic Service.
12. As it is not possible to hold the event prior to 31 March 2026, the Mayor of Poole has requested that this be held in April 2026.
13. It is suggested that holding this event and having expenditure approved from transferred reserves should not prohibit the Town Council should they wish to hold their own Civic Service in 2026-27.
14. It is forecast that the event will cost **£2,491.50** inclusive of a 10% contingency, based on hosting 100 guests at the cost values recorded for the Civic Service held in 2025. A breakdown is set out as follows:

| Expenditure | Cost |
|----------------------------|------------------|
| Venue | £315.00 |
| Catering (food) | £600.00 |
| Catering (Drinks) | £250.00 |
| Photography | £300.00 |
| Van Hire | £250.00 |
| Banqueting Roll | £25.00 |
| Awards Certificates/Frames | £125.00 |
| Security | £400.00 |
| | |
| Subtotal | £2,265.00 |
| Contingency @ 10% | £226.50 |
| Total | £2,491.50 |

Past Sheriff's Badges

15. Owing to the unique circumstances resulting in the dissolution of the Charter Trustees and the formation of Poole Town Council, the usual progression from the office of Sheriff to the Mayor of Poole is no longer possible.
16. In 2013, past Sheriff's badges were discontinued due to cost and on the expectation that Sheriffs would progress to become Mayors and subsequently receive a past Mayor's badge.
17. As Councillor Karen Rampton will be the final Sheriff of Poole and is unable to progress to be Mayor under the current Charter Trustee arrangement, it has been suggested that she should be granted a past Sheriff's badge.
18. The forecast cost to purchase a past Sheriff's badge is £1,650.

Beating of the Land Bounds event

19. The Mayor of Poole, in conjunction with the Sheriff of Poole, have been working with the Civic and BCP Events teams on a proposed 'Beating of the Land Bounds' event, designed to commemorate the end of the Charter Trustees and the beginning of the Town Council of Poole, marking a new chapter for the residents of Poole.
20. It is proposed that the event be held on Saturday 16 May 2026, to comprise of the following events:
 - a. A group cycle ride around the Poole Parish boundaries, stopping at key locations to beat the bounds;
 - b. Key stopping locations are proposed to include Upton House and Country Park, Branksome Dene / Chine, Canford Suspension Bridge and Canford School.
 - c. Activities at the stops would include a yoga and mindfulness session at Upton, Beach games at Branksome beach, and art stations at Canford School.
 - d. Community organisations would be invited to set up promotional stalls along Poole Quay, supported by performers and music.
 - e. A 'Sheriff's Court' on the Quay at which the Sheriff would hold a mock trial and jailing of a 'miscreant'.
 - f. Refreshments and food.
21. Invited guests would likely include current Poole Charter Trustees, newly elected Poole Town Councillors, the BCP Chairman, the Mayor of Bournemouth, the Lord Lieutenant and dignitaries from neighbouring areas.
22. While a final itinerary has yet to be confirmed, top-level forecasted costs for the event are set out in Appendix B. These costs include a contingency of 10% which, given that the costs are only indicative and could rise, may end up being used in full. The total forecasted cost for the event including this contingency, is **£14,419.90**.

Options Appraisal

23. Upon consideration of the proposed expenditure, Members may choose to approve or deny as deemed appropriate.

Summary of financial implications

24. All approved expenditure can be met from the Charter Trustee reserves which will be transferred to Poole and Broadstone on a 92.1% and 7.9% split, respectively. Any approved expenditure would be met from the net transferred amount so as not to impact the reserves to be transferred to Broadstone Town Council.

Summary of legal implications

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

Summary of human resources implications

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

Summary of sustainability impact

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

Summary of public health implications

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

Summary of equality implications

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

Summary of Risks

30. As the forecasted figure presented for approval are only indicative, there is a risk that the final cost values will be higher. To mitigate this, a 10% contingency has been applied to all expenditure requests though this does not preclude the risk of the final figures being in excess of this contingency.

Background papers

None.

Appendices

Appendix A: Charter Trustees of Poole Budget 2025-26

Appendix B: Forecasted Beating of the Land Bounds event costs

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The Charter Trustees of Poole - Budget 2025/26



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

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| Item | Cost |
|---|-----------|
| Poole Quay (Community Stalls) | |
| Security | £1,400.00 |
| Medical with ambulance | £500.00 |
| Artists | £1,000.00 |
| Performers | £450.00 |
| Event Team Events Fee | £1,750.00 |
| Event Team on the day | £850.00 |
| TTRO | £150.00 |
| Fencing | £300.00 |
| Collate third party paperwork from traders | £0.00 |
| Schedule entertainment throughout the day | £0.00 |
| Site traders on the day | £0.00 |
| Create list of Cllrs who will attend event at the Quay | £0.00 |
| Wet Weather Option | £0.00 |
| Refreshments for Civic Heads / Afternoon Tea at Oriel? | £246.00 |
| Storage of Mayors robes/chains at Oriel | £70.00 |
| St James Park storage venue & Parking | £360.00 |
| Cycling | |
| CSAS for manning the road closures & crossing points | £1,000.00 |
| Cycling application form | £0.00 |
| Confirm cycle route | £0.00 |
| TTRO (as above) | £0.00 |
| Rear Vehicle (van) (Optional) | £500.00 |
| Support vehicle | |
| Liaise with neighbouring Mayors | £0.00 |
| Minibus/Coach | £500.00 |
| First aid trained cyclers / Marshals | £0.00 |
| Transport team fees | £300.00 |
| Lytchett / Upton Event | |
| Event / Site Management for all mini events | £550.00 |
| Lytchett / Upton Event refreshments | £50.00 |
| Bike storage | £70.00 |
| Erection of Boundary Stone (requires Planning Permission) | £878.00 |
| Parking for minibus | £6.00 |
| Café | £90.00 |
| Yoga instructor | £200.00 |
| Location for Beating of the bounds ceremony | £0.00 |
| Tour of Garden | £40.00 |
| Willow sticks (or bamboo canes) to beat the boundaries | £20.00 |
| Security/first aid | £0.00 |
| Seats/covers for yoga/mindfulness if wet | £0.00 |
| Branksome Dene / Chine Beach Event | |
| Bike Storage | £70.00 |
| Branksome Chine Ice creams | £100.00 |
| Parking for minibus | £15.00 |
| Location for Beating of the bounds ceremony | £0.00 |
| Beach activities | £0.00 |
| Willow sticks (or bamboo canes) to beat the boundaries | £0.00 |
| Security / First Aid | £0.00 |
| Canford Suspension Bridge / Canford School Event | |
| Canford Magna lunch | £300.00 |
| Bike Storage | £70.00 |
| Parking for minibus | £0.00 |
| Location for Beating of the bounds ceremony | £0.00 |
| Music / Art | £0.00 |
| Wet weather option | £0.00 |
| Willow sticks (or bamboo canes) to beat the boundaries | £0.00 |
| Security / First Aid | £0.00 |
| Sandbanks Ferry event (For Dorset Chair) | |
| Bike Storage | £70.00 |
| Willow sticks (or bamboo canes) to beat the boundaries | £0.00 |

| | |
|--|-------------------|
| Security / first aid | £0.00 |
| Chairman of Dorset arrival on boat | £4.00 |
| Sheriff Jail event | |
| Bike Storage | £0.00 |
| Parade (Thistle Quay to Fish Shambles Jail) | £0.00 |
| Marching Band | £250.00 |
| Parking for minibus | £0.00 |
| Script | £0.00 |
| PA system | £0.00 |
| Volunteers | £0.00 |
| Jail | £100.00 |
| Security / first aid | £0.00 |
| General | |
| Event Management Plan & Risk Assessments | £0.00 |
| Liaise with Safety Advisory Group on event | £0.00 |
| Share list of dignitaries with Police | £0.00 |
| Comms Promotion | £500.00 |
| Insurance | £0.00 |
| Security & Medical arrangement | £0.00 |
| Security for maces/chains at robe venue | £0.00 |
| Van hire for transportation of robes/regalia to storage venue | £100.00 |
| Chaplain for prayers at each event site | £0.00 |
| Bottled water for minibus | £10.00 |
| 4 Youth Escorts (if under 18 must be accompanied by 1 responsible adult (parents/guardian) (total 8) | £240.00 |
| Creation of Just Giving account | £0.00 |
| | |
| Subtotal | £13,109.00 |
| contingency @ 10% | £1,310.90 |
| Total | £14,419.90 |