

THE CHARTER TRUSTEES FOR POOLE



Report subject	Use of Reserves - Procedures and Governance Arrangements
Meeting date	27 October 2021
Status	Public
Executive summary	<p>The Charter Trustees at its meeting on 23 June 2021 were advised that reserves of £85,577 had been carried forward into the 2021/22 financial year. A Civic Working Group has been established part of its role is to consider the options for the use of the reserves and the associated process.</p> <p>This report provides the opportunity to consider procedures and governance arrangements on how one-off projects are considered and approved.</p>
Recommendations	<p>It is RECOMMENDED that</p> <p>(a) the proposed procedure and governance arrangements as detailed in paragraph 3 of the report be considered and approved as appropriate.</p> <p>(b) subject to the outcome of (a) above a form be developed for submission of one-off projects to be considered in accordance with the agreed process.</p>
Reason for recommendations	To consider and agree the procedure and governance arrangements for the approval of one-off projects for the use of reserves.
Honorary Clerk:	Graham Farrant
Report Authors	Karen Tompkins, Deputy Head of Democratic Services
Wards	Not applicable
Classification	For Decision

Background

1. The Charter Trustees at its meeting on 23 June 2021 was advised that reserves of £85,577 were available as at 31 March 2021. The Charter Trustees had previously

agreed to establish a Working Group to consider the use of reserves. In addition, the Charter Trustees had acknowledged that appropriate procedures and governance arrangements needed to be put in place to consider one off projects.

2. All Poole Charter Trustees were asked to express an interest if they wished to serve as a Member of the Working Group. The Working Group, comprising Cllrs Bagwell, Le Poidevin, Andrews, Baron, Butler, Dion, O'Neill and Stribley, met on 11 October 2021 and was asked to consider and recommend the process for the submission and approval of projects via the Charter Trustees.
3. The Working Group commented on the use of the reserves and in principle felt that the reserves should be retained. The discussions focussed on establishing a procedure and governance arrangements for considering one-off projects. Set out below is a suggested approach:
 - Initial proposals submitted to the Working Group – pro forma to be completed, to include details of the project, how it fits with the role of the Charter Trustees, financial implications, is it a one-off cost, are there ongoing legacy costs, timescale etc
 - Projects submitted should demonstrate the benefit for the residents of Poole and or be connected to the civic function of the Charter Trustees
 - The Responsible Financial Officer to review the project and the budget implications
 - If time is limited in considering and approving a project consultation be undertaken via email with all Charter Trustees to seek views as appropriate.
 - Working Group to review and make recommendations to the Charter Trustees on projects submitted for determination at a formal meeting of the Charter Trustees.

Summary of financial implications

4. It is acknowledged that mayoral activity in the last two years has been limited due to Covid 19 and therefore as restrictions have been lifted activity will increase. It is suggested that a percentage of reserves should be maintained to protect the Charter Trustees financial position.

Summary of legal implications

5. The purpose of the report is to ensure a consistent, transparent process is adopted for considering one-off projects that can be funded from reserves and is compliant with the Charter Trustees Financial Regulations.

Summary of human resources implications

6. There are no direct human resource implications arising from the report.

Summary of sustainability impact

7. There are no direct sustainability or environmental implications arising from this report.

Summary of public health implications

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

Summary of equality implications

9. There are no direct equality implications arising from this report. Equality implications will be considered in respect of each project.

Background papers

None

Appendices

There are no appendices to this report.