

## THE CHARTER TRUSTEES FOR BOURNEMOUTH

Minutes of the Meeting held on 23 June 2022 at 6.00 pm

Present:-

Cllr R Lawton – Mayor

Cllr D Kelsey – Deputy Mayor

Present: Cllr M Anderson, Cllr S C Anderson, Cllr S Bartlett, Cllr J Beesley, Cllr D Borthwick, Cllr P Broadhead, Cllr D Brown, Cllr R Burton, Cllr E Coope, Cllr M Davies, Cllr B Dunlop, Cllr J Edwards, Cllr A Filer, Cllr C Johnson, Cllr T Johnson, Cllr J Kelly, Cllr S Phillips, Cllr K Rampton and Cllr L Williams

### 9. Apologies

Apologies were received from Cllrs H Allen, M Andrews, S Bull, B Dove, G Farquhar, D Farr, N Greene, M Haines, N Hedges, M Iyengar, A Jones, L Lewis, D Mellor, L Northover, C Rigby, R Rocca and K Wilson.

Susan Zeiss was in attendance on behalf of Graham Farrant, Honorary Clerk who had submitted his apologies for the meeting.

### 10. Declarations of Interests

Susan Zeiss reported that no declarations of interest had been received for this meeting.

### 11. Confirmation of Minutes and matters arising

The minutes of the meetings held on 24 January 2022 and 27 May 2022 were confirmed as a correct record.

### 12. Charter Mayor's Report

The Mayor reported on his activities since his election as Charter Mayor for Bournemouth on 27 May 2022.

The Mayor highlighted how much respect people have for the office of Mayor and informed Charter Trustees of the wide variety of engagements he had undertaken including the following:

- Attendance at a number of engagements during the Jubilee weekend including the lighting of the beacon and the fireworks display.
- A visit to the Rehab Centre in Braidley Road where people were treated for addictions. He highlighted how people had responded to their addictions and got their lives back on track.
- A visit to the Crumbs Project who provide support to disadvantaged adults.

The Mayor highlighted how much he was enjoying holding the office of Bournemouth Mayor.

13. Charter Trustees 2021-22 Internal Audit Report

The Responsible Financial Officer – RFO, Matthew Filmer presented the Annual Internal Audit report, a copy of which had been circulated to each Trustee and a copy of which appears as Appendix ‘A’ to these minutes in the Minute Book.

The RFO reported that this was one of two reports which would lead to the signing of the Annual Governance and Accountability Return (AGAR). The Charter Trustees were informed that the Internal Audit Report focused on a number of key governance areas which were linked to the objectives of the AGAR form and the summary of those results were set out on page 15 of the agenda pack which was then reflected in the AGAR. On page 16 in the pack was a summary of the audit findings for the internal audit. The RFO highlighted some of the key findings a number of which related to the Financial Regulations and expenditure which had mostly been dealt with. The RFO referred to the insurance arrangements which were currently operating under contingency arrangements with BCP Council’s insurance premium. He highlighted that there was a risk that potentially that arrangement could stop so work was ongoing to obtain insurance cover for the Charter Trustees in their own right. The RFO reported that Officers were working with the Council’s insurance team to progress this issue and a report would be submitted to the Charter Trustees in October 2022 to provide assurance that steps had been taken.

Charter Trustees were advised of another issue flagged by Internal Audit which was the ability for the Charter Trustees to demonstrate value for money in terms of expenditure. The RFO highlighted that the Charter Trustees were a public organisation and publicly funded so it was necessary to set out how funds were spent and demonstrate how value for money was achieved. The RFO reported that a report would be submitted to the Charter Trustees on proposed amendments to the Financial Regulations to address this issue.

Mr Filmer referred to the remit of the Charter Trustees which was reflected in the handbook and stated, “that the Trust ensures the continuation of the civic historic and ceremonial traditions of the former Borough”. He explained that the Internal Auditors felt this was not potentially open enough to deal with new events that the Charter Trustees may wish to arrange. It was therefore proposed that the following wording was added “and new events which are not inconsistent with those traditions”. Councillor Phillips asked for clarification on the type of events. Councillor Broadhead supported the proposed change and suggested that the new wording includes “and activities”.

**RESOLVED that the 2021-22 Internal Audit report be received and adopted subject to the following amended additional wording on the remit of the Charter Trustees being included in the Handbook.**

**“and new events and activities which are not inconsistent with those traditions”.**

Voting – Unanimous

14. Budget Outturn Report 2021-22

Matt Filmer, Responsible Financial Officer – RFO presented a report on the budget outturn for 2021-22, 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 RFO reported that this report feeds into the AGAR. He explained that Appendix 1 attached to the report sets out the detailed expenditure and income with an overall underspend against the approved budgets of £26,878 which was principally due to the pandemic. The underspend had been added to the opening reserves position of £40,065 to give total reserves carried forward of £66,943 as at 31 March 2022. The RFO reported that this represented 45% of the total 2022-23 precept. He emphasised that the reserves were fairly high and could be used for additional activities or to offset future precept demands.

Councillor Broadhead referred to the level of reserves that the Charter Trustees now hold compared to what was an acceptable level. He suggested that in light of the difficulties everyone was facing in respect of the cost of living further discussions would be appropriate when looking at the budget for 2023-24 on whether the Charter Trustees wish to decrease the precept. The Deputy Head of Democratic Services reported that the internal audit report highlighted the need for a policy on the future use of reserves.

Councillor Brown indicated that he hoped that this year the activities that the Charter Trustees were able to undertake would increase to warrant the precept that had been levied

**RESOLVED that The Charter Trustees note the budget outturn position for 2021/22.**

Voting: Unanimous

15. Annual Governance Statement 2021-22

The Charter Trustees considered the Annual Governance Statement set out in section 1 of the AGAR return which had been circulated to each Trustee and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

The RFO reported that the statement needed to be signed off by the Honorary Clerk and the Chairman in order to comply with the statutory deadline of 30 June 2022. Charter Trustees were informed that the AGAR

was published on the Charter Trustees website where it was open for public inspection for 10 working days and subsequently externally audited. The RFO reported that the Annual Governance Statement reflected what had been set out in the internal audit report as the Internal Auditors work to the control objectives of the AGAR. The Charter Trustees were advised that although the internal auditors highlighted a number of issues they were not deemed to be substantial enough to change the annual governance conclusion.

**RESOLVED that the Charter Trustees approve the Annual Governance Statement for 2021/22.**

Voting – Unanimous.

16. Statement of Accounts for 2021-22

The RFO presented the Statement of Accounts for 2021-22 as set out in the AGAR which draws upon the Outturn Report previously presented. He explained that the only figure which was not in the Outturn report was the valuation of the assets which was subject to a refresh every five years.

**RESOLVED that the Statement of Accounts for 2021-22 be approved.**

Voting – Unanimous.

17. Protocol for Display of Mayoral Portraits

The Charter Trustees were advised that it was proposed to put in place a protocol for the display of Mayoral Portraits. The purpose of this item was to introduce the issue for initial discussions with the view of preparing a protocol. The Deputy Head of Democratic Services reported that this was one of a number of operational issues that the Charter Trustees may need to consider.

The Mayor explained that it had been a difficult three years which had impacted on the activities of the Mayoralty. He proposed the establishment of a Civic Working Group to look at all of the outstanding operational issues. The Deputy Mayor, Councillor Kelsey in seconding the proposal expanded on the issues that needed to be considered including a flag for the Charter Trustees, the display of portraits, the updating of the Mayoral Chains and the inclusion of names on the relevant honour boards. He explained that the Working Group would consider these issues and submit recommendations to the Charter Trustees for consideration.

The Mayor suggested that the membership of the Working Group as follows:

- The Mayor – Councillor Bob Lawton
- The Deputy Mayor – Councillor David Kelsey
- Budget Signatories – Councillors Lawrence Williams and Malcolm Davies

- Councillor John Beesley
- Councillor Anne Filer

He explained that if additional skills were required the relevant Charter Trustees/Officers would be invited to the Working Group.

Councillor Phillips reported for the record that there was a portrait in the building in storage. Councillor Mark Anderson asked if the protocols used by Bournemouth Borough Council were available and could be used as a starting position. The Mayor confirmed that was the intention as they would provide a good baseline. Councillor Filer highlighted that it was an opportunity to set the arrangements for the future. Councillor Brown referred to the approach being taken by Poole in establishing a Civic Working Group and in doing so identified the membership and frequency of meetings.

**RESOLVED that the establishment of a Civic Working Group as detailed above be approved.**

The Mayor presented the Past Mayor's and Past Mayor's Consort's badges to Councillor David Kelsey and Richard Rumble and took the opportunity to thank them for their service during their Mayoral year.

Councillor Filer on behalf of the Charter Trustees paid tribute to Karen Tompkins, Deputy Head of Democratic Services who would be retiring after 36 years service in local government.

The meeting ended at 6.36 pm

MAYOR