

THE CHARTER TRUSTEES FOR POOLE

Minutes of the Meeting held on 26 June 2023 at 5.00 pm

Present:-

Cllr J Clements – Mayor

Cllr Tony Trent – Deputy Mayor

Present: Cllr P Miles (Sheriff), Cllr M Andrews, Cllr D Brown, Cllr D d'Orton-Gibson, Cllr M Earl, Cllr C Goodall, Cllr M Haines, Cllr E Harman, Cllr M Howell, Cllr M Le Poidevin, Cllr S Mackrow, Cllr C Matthews, Cllr S Moore, Cllr P Sidaway, Cllr P Slade and Cllr V Slade

11. Apologies

Apologies were received from Cllrs Bagwell, Broadhead, Burton, Butt, Cooper, Hadley, Rice, and Walters.

Apologies were also received from Graham Farrant, Honorary Clerk. (Richard Jones deputising)

12. Declarations of Interests

The Honorary Clerk reported that no declarations of interest had been received for this meeting.

13. Confirmation of Minutes and matters arising

Regarding Minute 6 of the meeting held on 06 June 2023, it was highlighted that the appointment of Cllr P Miles to the role of Sheriff of Poole had been omitted and required amendment.

RESOLVED: That the minutes of the meetings held on 25 January and 06 June 2023 be confirmed as a correct record, subject to amendment to the minutes of the meeting held on 06 June 2023 as outlined.

Voting: Unanimous.

14. Charter Mayor's Report

A minute's silence was held following the passing of former Mayor's Escort David LePoidevin and former Mayoress Maryrose Burden.

The Mayor reported on their activities since their election as Charter Mayor for Poole on 06 June 2023. The Mayor reported that they had undertaken a wide variety of engagements which included:

- A meeting alongside the Duke of Kent regarding the Splash Appeal at The Beehive;
- Dedication of a new Falklands Memorial;

- Attendance at Harry Paye Day; and
- A Civic Service at Christchurch Priory.

The Mayor presented the Sheriff, Cllr Miles, with the Sheriff's Wand and Gaol Key.

(Cllr Earl arrived at 17:09)

15. Report of the Civic Working Group

The Sheriff of Poole introduced the report of the Civic Working Group, which sought approval for proposed amendments to the Charter Trustee Handbook.

Trustees were supportive of the proposed changes, though suggested the following additions:

- Further detail on the history and role of the mayoralty of Poole prior to 1974;
- Confirmation that the Trust operated under the rules of Local Government Act 1972;
- Tiding up of minor typographical errors.

In addition, it was suggested that the Working Group consider the use of the Poole Charter Trustee flag, including uniformity of design across locations and confirmation of when and where the flag should be flown.

RESOLVED:

- 1. That the proposed amendments to the Charter Trustee Handbook be approved, subject to the amendments set out above; and**
- 2. That the Working Group consider the use of the Poole Charter Trustee flag in respect of the comments received.**

Voting: Unanimous.

16. Charter Trustees 2022-23 Internal Audit Report

Matt Filmer, Responsible Financial Officer 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.

Trustees were reminded of the process for filing the AGAR return found at agenda item 8. Trustees were advised that a summary of findings were set out on page 4 of the report, with no findings considered high priority.

The report was noted.

Voting: Unanimous.

17. Budget Outturn Report 2022-23

Matt Filmer, Responsible Financial Officer presented a report on the budget outturn for 2022-23, 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 Trust's total reserves were confirmed to be circa £134k, inclusive of a yearly underspend of £28k. A paper detailing the options for the use of these reserves, and suggested amendments to the council tax precept, would be forthcoming at the next meeting. It was confirmed that figures in the report were rounded.

Trustees considered the report, and sought clarity on the figures outlined, with specific reference to the cost of the mayor-making in 2022, returned monies from the Broadstone remembrance parade, the recharge of salaries, vehicle costs, and the discrepancy between the forecast investment income figure vs. the actual investment income figure.

In response, the Responsible Financial Officer advised that much of the expenditure by the Charter Trustees had been through the use of credit cards, and it was therefore difficult to identify spend with specificity. Total figures were confirmed as correct, but were not itemised. It was expected that reporting would improve following the introduction of the Council's new financial system. Credit cards were now being linked to the new system, with expenditure being recorded per category.

Regarding mayor-making in 2022, the officer advised that spend on this event had been minimal. Underspend on the Broadstone event and subsequent returned monies was detailed within the 'miscellaneous income' line. Recharge of salaries was contractually fixed at budget setting, while vehicle costs was amortised across the life of vehicle. Fuel costs were paid via credit card by the Council, and then it was incumbent on the Council to re-charge to the Trust.

Regarding the discrepancy between the investment income figure and the original forecast, this was confirmed to be due to the rise in reserves, compounded by the manner in which reserves were pooled under the BCP treasury, and therefore subject to higher rates of return.

Some Trustees suggested that reserves be used to support community projects through community grants. Other Trustees suggested holding a meeting to discuss the use of reserves. It was agreed that a meeting of the Working Group be scheduled, in a workshop format, with all Trustees to be invited.

The Budget Outturn Report 2022-23 was submitted for approval and put to a vote, with results as follows:

For: 4

Against: 0

Abstained: 14

RESOLVED:

- 1. That the Budget Outturn Report 2022-23 be approved; and**
- 2. That a meeting of the Working Group be convened to consider use of reserves.**

18. Annual Governance Statement 2022-23 & Statement of Accounts for 2022-23

Matt Filmer, Responsible Financial Officer presented the Annual Governance Statement and Statement of Accounts for 2022-23, as set out in the meeting papers which had been circulated to each Trustee and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

The officer advised that there were two recommendations, which would be determined separately.

The first concerned the Annual Governance Statement, which mirrored the detail referred to in agenda item 5. It was confirmed that there was substantial reassurance on control objectives, and the Statement was proposed for approval. This was put to a vote, with results as follows:

For: 17

Against: 0

Abstained: 1

The Statement of accounts was then presented for approval. The officer highlighted the value of the Trust's fixed assets of £1.3m, which reflected the asset insurance cover. Total value of cash and investments was confirmed to total circa £210k. The recommendation was put to a vote, with results as follows:

For: 17

Against: 0

Abstention: 1

RESOLVED:

- 1. That the Annual Governance Statement 2022-23 be approved;**
- 2. That the Statement of Accounts for 2022-23 be approved.**

The meeting ended at 5.40 pm

MAYOR