

THE CHARTER TRUSTEES FOR POOLE

Minutes of the Meeting held on 25 June 2024 at 5.00 pm

Present:-

Cllr P Miles – Mayor

Cllr J Clements – Deputy Mayor

Present: Cllr M Howell (Sheriff), Cllr M Andrews, Cllr J Beesley, Cllr P Cooper, Cllr M Earl, Cllr M Gillett, Cllr M Le Poidevin, Cllr S Mackrow, Cllr Dr F Rice, Cllr P Slade, Cllr T Trent and Cllr G Wright

14. Apologies

Apologies were received from Councillors: Sue Aitkenhead, Philip Broadhead, David Brown, Richard Burton, Jude Butt, John Challinor, Adrian Chapmanlaw, David d'Orton-Gibson, Emily Harman, Brian Hitchcock, Rachel Maidment, Sandra Moore, Karen Rampton, Peter Sidaway, Vikki Slade, Oliver Walters and Claire Weight.

15. Declarations of Interests

None.

16. Audit Report 2023-24

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 4. Trustees were advised that a summary of audit findings were set out on page 6 of the meeting papers, which highlighted one high priority finding relating to an incomplete asset verification. The Deputy Head of Democratic Services confirmed that completion of the verification had been scheduled for after the conclusion of the General Election.

Trustees suggested that the audit should have identified that the Poole Charter Trustees were liable for additional expenditure for external accommodation, in comparison to the Bournemouth Charter Trustees who paid to use BCP Council offices and the Bournemouth Mayor's Parlour.

The Head of Democratic Services advised that a Civic Working Group had been scheduled for Friday 28 June 2024, at which issues relating to accommodation were to be discussed. The Honorary Clerk agreed to review the audit process for the coming year, together with issues of accommodation.

The report was noted.

Voting: Unanimous.

17. Annual Governance Statement & Statement of Accounts 2023-24

Matt Filmer, Responsible Financial Officer presented the Annual Governance Statement and Statement of Accounts for 2023-24, as set out in the meeting papers which had been circulated to each Trustee and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The officer advised that there were two recommendations, the first of which concerned the Annual Governance Statement. It was confirmed that there was substantial reassurance on control objectives.

The second recommendation concerned the Statement of accounts. The officer highlighted the value of the Trust's fixed assets, which reflected the asset insurance cover.

The recommendations were put to a vote and unanimously agreed.

RESOLVED:

- 1. That the Annual Governance Statement 2023-24 be approved;**
- 2. That the Statement of Accounts for 2023-24 be approved.**

Voting: Unanimous.

18. Budget Outturn Report 2023-24

Matt Filmer, Responsible Financial Officer presented the Budget Outturn for 2023-24, as set out in the supplemental 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 Mayor confirmed that he had accepted the late addition of the report to provide additional context to agenda item 4.

The Officer highlighted the final underspend value of £22,148 which had been added to the total reserves. As a result, the Charter Trustees would carry forward reserves of £136,769 into the 2024/25 financial year.

In response to a query relating to recharges for additional overheads such as use of the BCP Council HR department etc., the officer advised that such recharges had been included in the budget for 2024-25 but had not been included in the budget for 2023-24 and thus did not appear on the budget outturn report.

Other Trustees highlighted a perceived lack of support from the Council's Events team, Communications team etc. The Honorary Clerk advised that such matters would be discussed at the Civic Working Group meeting on Friday 28 June.

The report was noted.

Voting Unanimous.

The meeting ended at 5.28 pm

MAYOR