

# THE CHARTER TRUSTEES FOR POOLE



Report subject	<b>Report of the Civic Working Group</b>
Meeting date	18 July 2024
Status	Public Report
Executive summary	This report summarises the issues discussed at the Civic Working Group held on Friday 28 June 2024 and seeks support for any recommendations arising.
Recommendations	<p><b>STORAGE:</b></p> <p><b>It is RECOMMENDED that:</b></p> <ol style="list-style-type: none"><li><b>1. the Charter Trustees serve notice to Upton House for the termination of the storage agreement and that the assets be relocated to the Civic Centre, and;</b></li><li><b>2. any costs incurred in the relocation of the items be delegated for approval to the budget signatories.</b></li></ol> <p><b>CHANGES TO THE CIVIC WORKING GROUP:</b></p> <p><b>It is RECOMMENDED that the proposed changes to the remit and membership of the Civic Working Group be approved, and that the Charter Trustee Handbook be updated accordingly.</b></p>
Reason for recommendations	To seek support of the Charter Trustees for the recommendations arising from the Civic Working Group.
Report Authors	Neil Fraser (Deputy Head of Democratic Services)
Classification	For Decision

## Background

- At the meeting of the Charter Trustees of Poole held on 22 June 2022, Trustees established a Civic Working Group for earlier discussion of relevant matters, and to allow members of the Charter Trustees to shape proposals for submission and consideration at the full Charter Trustee body.
- The most recent meeting of the Civic Working Group was held on Friday 28 June 2024. The remainder of this paper draws upon those matters discussed and includes, where appropriate, a recommendation for determination.

## **FOR NOTING:**

### **Replica Mayoral chains**

2. Further to previous requests for cheaper replica chains that would allow a civic dignitary to attend an event with chains without requiring the accompaniment of a Macebearer, officers advised that there were two options:
  1. Purchase of an exact replica, for which the cost would be significant, or;
  2. Purchase a much cheaper set of non-replica chains.
- 2.1 The Working Group expressed concern over spending large sums of money on replica chains but were also mindful of not purchasing cheaper chains that were not fit for purpose. Instead, it was agreed that Mayors would be provided with spare past-Mayor's badges that could be kept at home and worn on a ribbon at events without a Macebearer present.

## **FOR DECISION:**

### **Storage of robes and regalia**

3. The Civic Working Group discussed the current arrangements for the storage of the Charter Trustee's robes and regalia. While the higher value items are currently stored securely at the Civic Centre, the robes and many other items are currently being stored at Upton House. For this, the Charter Trustees currently pay £3,500.00 per quarter (£14,000.00 per annum).
- 3.1 Officers advised that suitable space for the storage of robes and regalia had been identified at the Civic Centre for which the Charter Trustees would be charged c. £250.
- 3.2 In an effort to save money, the Civic Working Group recommended that the Charter Trustees serve notice to Upton House for the termination of the storage agreement and that all items be relocated to the Civic Centre as soon as possible. It is understood that three months' notice is required to be served.

### **Recommendation:**

1. **That the Charter Trustees serve notice to Upton House for the termination of the storage agreement and that the assets be relocated to the Civic Centre, and;**
2. **That any costs incurred in the relocation of the items be delegated for approval to the budget signatories.**

### **Changes to the Civic Working Group**

4. The Civic Working Group discussed the need to proactively address issues and agreed that to maintain momentum, meetings of the Civic Working Group should be held every two weeks for the foreseeable future.

- 4.1 Updating of the Civic Working Group membership and remit to address issues and promote greater engagement at meetings was then discussed, with the following proposal submitted:

The Civic Working Group shall:

- Consist of up to ten members consisting of the Mayor, Deputy Mayor and Sheriff, the two budget signatories and five other Charter Trustees to be selected by voting of the Charter Trustees immediately following the passing of this resolution pursuant to nominations submitted at the meeting;
- Be chaired by the Sheriff (or in their absence a Working Group member other than the Mayor or Deputy Mayor selected for the duration of the meeting by a vote) and supported by the Mayoralty officers;
- Meet at times to be set by the Working Group;
- Have authority to extend meeting invitations to non-member Trustees as required, e.g. budget preparation;
- Prepare proposals for presentation to the Charter Trustees on the following items in addition to any other business agreed by the Working Group:
  - o Precept, spending and budget preparation
  - o Accommodation strategy
  - o Awards programme
  - o Events programme
  - o Grant programme
  - o Communications strategy
  - o Assist with event planning

- 4.2 It is highlighted that delegating authority to the Civic Working Group for review of the precept and budget will mean that a separate Budget Working Group will no longer be required.

**Recommendation: That the proposed changes to the remit and membership of the Civic Working Group be approved, and that the Charter Trustee Handbook be updated accordingly.**

#### **Summary of financial implications**

5. There are no financial implications arising from this report.

**Summary of legal implications**

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

**Summary of human resources implications**

7. There are no human resources implications arising from this report.

**Summary of sustainability impact**

8. There are no sustainability impact implications arising from this report.

**Summary of public health implications**

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

**Summary of equality implications**

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

**Summary of risk assessment**

11. There are no risk assessment implications arising from this report.

**Background papers**

12. Poole Charter Trust Handbook.

**Appendices**

13. There are no appendices to this report.