

THE CHARTER TRUSTEES FOR POOLE



Report subject	Report of the Poole Civic Working Group
Meeting date	21 October 2025
Status	Public Report
Executive summary	This report summarises the issues discussed at the Civic Working Group meetings held since the last Charter Trustee meeting
Recommendations	It is RECOMMENDED that: Charter Trustees note the contents of the report
Reason for recommendations	To update Charter Trustees on the issues being considered by the Civic Working Group
Report Authors	Neil Fraser, Deputy Head of Democratic Services
Classification	For Information

Background

1. At the meeting held on 22 June 2022, the Charter Trustees (CT) established a Civic Working Group (CWG) to make recommendations to the Charter Trustees at Meetings.

Purpose of the Civic Working Group

2. The establishment of the CWG provided an opportunity for earlier discussion of relevant matters and to allow members of the Charter Trustees to shape proposals for submission to, and consideration by, the full Charter Trustee body.
3. The Civic Working Group agreed that they would meet six to eight weeks before each Charter Trustee meeting where possible, and if necessary, more regularly. Over the last 12 months such meetings have taken place more often to allow for close scrutiny of legal advice, the drafting of revised Standing Orders and other matters raised by the Working Group.
4. The remainder of this paper draws upon those matters discussed at the CWG meeting held on 6 October 2025.

Future Accommodation Needs

5. The CWG received a report from BCP Council's Director of Finance and Head of Estates, attached as Appendix 1. The report references BCP Council's agreement of the freehold disposal of Poole Civic Centre and the requirements of the purchaser to enter discussions with the Poole Charter Trustees (or any future Poole Town Council) regarding the lease of the Civic Centre's vertical slice.
6. The CWG was asked to consider and agree a process to determine the future accommodation needs of the Poole Charter Trustees or potential Poole Town Council in respect of size, specification, location and lease terms.
7. Upon consideration of the report, the CWG instructed officers to arrange and invite all Trustees to a workshop to review such accommodation needs. The workshop will be a private meeting to facilitate frank discussion inclusive of financial or other details that may be inappropriate to discuss in a public meeting.
8. This workshop has been arranged for Tuesday 28 October at 6pm, via Teams. All Trustees have been invited via a calendar invitation, and it is requested that all attend, where possible.

Community Organisation Database

9. As advised at the previous Charter Trustee meeting, the CWG has proposed the creation of a community organisation database to be used when seeking to invite members of the community to civic events.
10. Officers continue to work with the CWG to draft sign-up forms and other materials necessary for the creation of the database and will advise all Trustees once the database is live and able to be promoted within communities.

Civic Regalia

11. On Friday 27 June 2025, the Mayor and Sheriff joined officers at the Bournemouth Civic Centre to view the current regalia storage arrangements.
12. Following this visit, officers were requested to purchase additional storage containers for certain items, including decorative spoons, Civic hats, etc. These purchases have been completed.
13. It is recognised that the Mayoral and Sheriff Boards require updating. However, officers have encountered difficulty in sourcing a service provider who is able to update the existing Sheriff boards in bronze and gilt. To expedite the updating process, the CWG instructed officers to commission wholly new Sheriff boards as required, and to update the Mayoral Boards via sign writing. Quotes are being procured for these updates, and the designs for any new Boards will be shared with the CWG prior to purchase. Officers will continue to seek a provider for the more complicated bronze/gilt work.
14. The Sheriff's Wand also requires restoration. The CWG authorised officers to liaise with a recommended specialist in London to restore the Wand, ensuring it retains its aged appearance rather than looking brand new.

Civic Events and Communication Improvements

15. The CWG noted a new process introduced by officers that automatically adds key civic events to Trustee diaries. It is hoped that this new process will promote earlier awareness of events and therefore greater attendance. For example, Trustees will see that Remembrance events for 2025 have been added to diaries.
16. In addition, the CWG requested that officers review forthcoming events with the Mayor to allow for relevant Ward Councillors to be invited to attend events alongside the Mayor, subject to practical and other considerations (such as rules applicable during election periods.)

Community Governance Review:

17. The CWG discussed the recommendations arising from the Community Governance Review, to be determined at the Council meeting on 14 October 2025.
18. The CWG was mindful that the recommendations were to be determined prior to this Charter Trustee meeting, though after the publication of this meeting agenda. Therefore, it was agreed that the Head of Democratic Services would provide a verbal update on the outcome of the Council meeting and any resultant implications to the Charter Trustees, including the potential abolition of the Charter Trustees and the Mayor and Sheriff roles, and the transitional arrangements being considered to maintain continuity until new council elections. This update will follow at agenda item 7.

Summary of financial implications

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

Summary of legal implications

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

Summary of human resources implications

21. There are no human resource implications arising from this report.

Summary of sustainability implications

22. There are no sustainability implications arising from this report.

Summary of public health implications

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

Summary of equality implications

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

Summary of risk assessment

25. There are no risk implications arising from this report.

Background papers

None

Appendices

Appendix 1 – Poole Civic Centre Accommodation