

Notice of The Charter Trustees of Poole

Date: Tuesday, 30 April 2019 at 5.00 pm

Venue: Council Chamber Poole - Civic Centre, Poole, BH15 2RU



Membership:

Mayor:

Cllr S Gabriel

Deputy Mayor:

Cllr L Wilson

Sheriff:

Cllr E Atkinson

Cllr P Adams
Cllr J Bagwell
Cllr M F Brooke
Cllr D Brown
Cllr L Burden
Cllr J J Butt
Cllr J Challinor
Cllr X Dion
Cllr P Eades
Cllr M Farrell
Cllr M Fisher
Cllr A Garner-Watts
Cllr V Gupta

Cllr A Hadley
Cllr M Haines
Cllr J Hodges
Cllr M Howell
Cllr M Iyengar
Cllr M Le Poidevin
Cllr D Mellor
Cllr S Moore
Cllr D Newell
Cllr J Newell
Cllr R Parker
Cllr P Pawlowski
Cllr M Pope

Cllr I Potter
Cllr J Rampton
Cllr K Rampton
Cllr L Russell
Cllr V Slade
Cllr A M Stribley
Cllr R Tindle
Cllr R Trent
Cllr J Walton
Cllr M White
Cllr M Wilkins
Cllr E Williams
Cllr G Wilson

All Members of The Charter Trustees of Poole are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to attend.

If you would like any further information on the items to be considered at the meeting please contact: Karen Tompkins or email karen.tompkins@bcpcouncil.gov.uk or call 01202 633043

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or email press.office@bcpcouncil.gov.uk

This notice and all the papers mentioned within it are available at democracy.bcpcouncil.gov.uk

GRAHAM FARRANT
HONORARY CLERK TO THE CHARTER TRUSTEES

24 April 2019



Available online and
on the Mod.gov app



AGENDA

Items to be considered while the meeting is open to the public

1. Apologies

To receive any apologies for absence.

2. Charter Trustees - Standing Orders, Handbook and Mayor-Making Arrangements

See report circulated with the agenda.

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No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

CHARTER TRUSTEE MEETING



Report subject	Charter Trustees – Standing Orders, Handbook and Mayor-Making arrangements
Meeting date	30 April 2019
Report author	Carolyn Suter, Mayor and Sheriff's PA & Civic Team Leader
Contributors	Tanya Coulter, Director, Law and Governance
Wards	All Poole Wards
Status	Public
Classification	For Decision
Executive summary	<p>The Charter Trustees are asked to consider and approve the:</p> <ul style="list-style-type: none"> • Standing Orders at Appendix 1 • Handbook at Appendix 2 • Date and arrangements for the Annual Mayor-Making Ceremony
Recommendations	<p>The Charter Trustees are asked to:</p> <ol style="list-style-type: none"> 1. Approve the Standing Orders as detailed at Appendix 1 to the report. 2. Approve the Handbook as detailed at Appendix 2 to the report. 3. Agree the time and date of the first Annual General Meeting including the election of Mayor, Deputy Mayor and Sheriff. 4. Consider and agree the preferred option for the ceremony and the arrangements for the reception as detailed in paragraph 3. 5. Review and agree the guest list as detailed at paragraph 4 below.
Reason for recommendations	To ensure that the Standing Orders, associated administration and arrangements for the AGM of the Charter Trustees are in place for the Charter Trust.

Background

1. The Charter Trustees are asked to consider the following issues:
 - a. the Standing Orders as detailed at Appendix 1 to the report.
 - b. the Handbook at Appendix 2 to the report which includes the procedure for the selection and election to office.
 - c. the date and arrangements for the Annual Mayor-Making Ceremony.
2. The Standing Orders of the Charter Trustees referred to above indicates that the AGM of the Charter Trustees shall be held within 21 days of the Annual meeting of the Bournemouth, Christchurch and Poole Council. Historically Mayor Making has taken place in the Council Chamber at 11 am followed by the Mayor's Luncheon at a venue of their choice. In accordance with this requirement it is proposed that the first AGM of the Charter Trustees be held on 7 June 2019.
3. Set out below are options for the Charter Trustees to consider:
 - **Option 1** – 11 am Council Chamber for Ceremony followed by the Mayor's Luncheon at a venue of their choice.
 - **Option 2** – 11 am Council Chamber for Ceremony followed by buffet lunch in the Committee Suite.
 - **Option 3** – 2 pm Council Chamber for Ceremony followed by afternoon tea in the Committee Suite.
 - **Option 4** – 2 pm Council Chamber for Ceremony followed by buffet afternoon tea in the Committee Suite.
 - **Option 5** – 6 pm Council Chamber for Ceremony followed by drinks and canapes in the Committee Suite
 - **Option 6** – Council Chamber for Ceremony without refreshments.
4. In the past, invitations have been issued as follows and paid for by the Council:

Lord Lieutenant (or his representative)

High Sheriff of Dorset

A representative of the RNLi as Freemen of Poole

A representative of the Rifles as Freemen of Poole

A representative of the Royal Marines as Freemen of Poole

A representative of HMS Cattistock as affiliated to Poole

Poole Harbour Commissioners Chief Executive and Chairman

The three MP's representing Poole

Divisional Police Commander

Head of Dorset and Wiltshire Fire and Rescue

The incoming Mayor's Chaplain

Mayor-elect, 18 guests to include their proposer and seconder

Deputy Mayor-elect, 10 guests to include their proposer and seconder

Sheriff-elect, 10 guests to include their proposer and seconder

Chief Executive

Head of Legal and Democratic Services

The following guests are invited and pay for themselves:

Councillors and one guest who wish to attend the luncheon

Strategic Directors

Democratic Services Manager

Summary of financial implications

5. All the options identified above can be funded from within the existing budget for 2019/20 acknowledging that there is a difference in cost for each option.

Summary of legal implications

6. None

Summary of human resources implications

7. None

Summary of environmental impact

8. None

Summary of public health implications

9. None

Summary of equality implications

10. None

Summary of risk assessment

11. None

Appendix 1 – Standing Orders

Appendix 2 – Handbook

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POOLE CHARTER TRUSTEES



STANDING ORDERS

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1 INTRODUCTION

- (a) These Standing Orders are to be read in conjunction with the relevant sections of the Local Government Act 1972, with particular reference to the remit of Charter Trustees. These functions are limited to:
- Appointing a mayor.
 - Ensuring the safe custody of the Charter of Incorporation; and
 - Acquiring, holding, administering, maintaining and improving historic property of a ceremonial nature.

All events undertaken by the Mayor's office should have as a guiding principle the enhancement of the Mayoralty.

- (b) Charter Trustees are reminded that their membership of the Charter Trustee body is based upon them being members of Bournemouth, Christchurch and Poole Council, representing the relevant wards as defined in The Local Government (Structural and Boundary Changes) (Supplementary Provision and Miscellaneous Amendments) Order 2019 (S.I. 2019/615). The Councillors Code of Conduct, therefore, applies to Charter Trustee business.
- (c) These Standing Orders are minimal, and it is assumed throughout that Charter Trustees will be guided by their knowledge of the conduct of public affairs.

2 MEETINGS OF THE CHARTER TRUSTEES

- (a) The Annual General Meeting of the Charter Trustees shall be held within 21 days of the Annual Meeting of Bournemouth, Christchurch and Poole Council. The meeting shall be held at such a time and place as the Charter Trustees may determine.
- (b) Including the Annual General Meeting, no less than two meetings shall be held each year to conduct the general business of the Charter Trustees. The dates of such meetings to be determined by the Mayor.
- (c) The Mayor may call extra meetings if they consider this necessary. Except in an emergency, 5 clear days' notice will be given.

3 ELECTION OF CHARTER MAYOR, DEPUTY CHARTER MAYOR AND SHERIFF

- (a) At the Annual General Meeting, the Charter Trustees shall elect a Charter Mayor, Deputy Charter Mayor and Sheriff from within the Charter Trustee body.
- (b) Should any office referred to in (a) above become vacant either by death or resignation, under the terms of the Local Government Act of 1972, an election must be held not later than the next ordinary meeting of the Charter Trustees. The procedure to be followed is that laid down for an ordinary election at an Annual General Meeting.

4 APPOINTMENT OF OFFICERS

- (a) Officers shall be appointed by Bournemouth, Christchurch and Poole Council to cover the secretarial and financial requirements of the Charter Trustees. Such officers to hold qualifications suitable to the role.
- (b) A Mace-bearer(s) shall be appointed by Bournemouth, Christchurch and Poole Council to act as Mayor's attendant and driver.
- (c) Where an officer has not been appointed by Bournemouth, Christchurch and Poole Council, the Charter Trustees may, if they think fit, appoint and fix the remuneration of some suitably qualified person, to carry out the duties of the relevant post until a permanent officer is appointed.
- (d) The proportionate cost of the officers in paragraphs (a) to (c) above shall be recharged to the Charter Trustees and included within the annual budget.

5 APPOINTMENT OF HONORARY OFFICERS

- (a) **Honorary Clerk to the Charter Trustees.** An Honorary Clerk to the Charter Trustees shall be appointed by Bournemouth, Christchurch and Poole Council to supervise the arrangements for all ceremonial occasions and ensure that these are conducted in accordance with custom and usage. The Honorary Clerk may attend Charter Trustee meetings and speak but not vote.
- (b) **Mayor's Chaplain.** The Mayor may, if they so wish, appoint a Chaplain.

6 ORDER OF PRECEDENCE IN PROCESSION

This shall be:

Sheriff of Poole and the Sheriff's Lady/Escort

Maces – borne by the Macebearers

Mayor and Mayoress / Escort

Honorary Clerk to the Charter Trustees

Deputy Mayor and Deputy Mayoress / Escort (* see note below)

Honorary Freemen and Honorary Aldermen (in order of appointment)

Charter Trustees (in order of seniority of service)

* Except when deputising for the Mayor, when he/she assumes the Mayor's position.

7 CHAIRMAN

- (a) Meetings shall be chaired by the Charter Mayor, or in their absence, the Deputy Charter Mayor.
- (b) If both the Charter Mayor and the Deputy Charter Mayor are absent, the Charter Trustees shall elect one of their number as chairman (subject to there being a quorum present.)
- (c) If an elected chairman is chairing the meeting, and either the Charter Mayor or the Deputy Charter Mayor arrives, the Charter Mayor or Deputy Charter Mayor shall take the chair AFTER the completion of the item under discussion. A similar procedure will occur if the Charter Mayor arrives when the Deputy Charter Mayor is in the chair.

8 ATTENDANCE

- (a) The Clerk to the Charter Trustees will attend ALL meetings.
- (b) The Financial Officer will attend budget meetings and any other meetings where their attendance is required.

9 QUORUM

- (a) The quorum shall be at least one-third of the whole number of charter trustees.
- (b) If, after a meeting has commenced, Charter Trustees leave and the total number of members drops below the quorum, the meeting shall be abandoned as inquorate.
- (c) The remaining business will be transferred to the next ordinary Charter Trustees' meeting, and be taken immediately after the minutes, or to a time fixed by the Mayor at the time the meeting is adjourned.

10 ORDER OF BUSINESS AT ANNUAL GENERAL MEETING

- (a) Election of Charter Mayor, and appointment of Mayoress/Escort.
- (b) Election of Deputy Charter Mayor, and appointment of Deputy Charter Mayoress/Escort.
- (c) Election of the Sheriff of Poole and the appointment of the Sheriff's Lady/Escort.
- (d) Appointment of one representative and a substitute to the Association of Charter Trustees.
- (e) Appointment of budget signatories.
- (f) Agree a Calendar of Meetings.
- (g) Any other business deemed necessary by the Clerk to the Charter Trustees

11 ORDER OF BUSINESS AT OTHER MEETINGS

- (a) To appoint a Chairman if the Mayor and Deputy Mayor are absent.
- (b) Declarations of Interest to be completed, where appropriate.
- (c) To approve, accept and sign as a true record the Minutes from the previous meeting.
- (d) To deal with any matters arising from the Minutes.
- (e) To deal with any matters outstanding from a previous meeting deemed inquorate.
- (f) To receive the Charter Mayor's Report.
- (g) To receive and consider reports, minutes and recommendations from other Committees (where appointed).
- (h) To receive and consider other reports.
- (i) To consider any other business as previously advised to the Clerk to the Charter Trustees.

12 SPECIAL MEETINGS

Only those items for which the meeting was called shall be discussed. (i.e., no matters from previous minutes).

13 CONDUCT OF A MEETING

- (a) The Clerk to the Charter Trustees shall set out in the summons (agenda) for every Meeting, notice of all motions received by letter or email delivered by 12 noon seven clear working days before the meeting of the Charter Trustees.
- (b) Minutes will only be discussed as to accuracy. Any question raised pertaining to their accuracy shall be raised by motion. If no such question is raised, or if it is raised, then as soon as it has been disposed of, the Mayor shall sign the Minutes.
- (c) Charter Trustees shall not speak for a second time on the same subject until all Charter Trustees who wish to, have spoken except:
 - 1. to make a point of order or give an explanation
 - 2. to move to the next business
 - 3. to move that a vote be taken.
- (d) A Charter Trustee when speaking shall address the Mayor (or Chairman). If two or more Charter Trustees indicate, the Mayor (or Chairman) shall call on one to speak; the other or others shall be invited to speak later. While a Charter Trustee is speaking, the other Charter Trustees shall remain silent, unless indicating to a point of order or in personal explanation. All requests to speak shall be through the Chair.

- (e) Whenever the Mayor (or Chairman) calls for order during a debate, a Charter Trustee then speaking shall cease speaking and the Charter Trustees will be silent.
- (f) The Mayor (or Chairman) may call upon any Officer of the Charter Trustees to explain or advise upon any point under discussion or such Officer may speak with the permission of the Mayor to explain any point about which they consider a doubt exists.
- (g) On any motion being moved, the Charter Mayor (or Chairman) will ask for a seconder.
- (h) A motion may be moved when the Mayor (or Chairman) announces the item to be discussed. If no motion is moved, the meeting moves to discussion. The Mayor (or Chairman) may, at any time, ask an officer to explain or advise on the matter under discussion.
- (i) Voting will be by a show of hands with the Charter Mayor/Chairman having a casting vote. On the requisition of any Charter Trustee the voting on any question shall be recorded so as to show whether each Charter Trustee present and voting gave their vote for, against or abstained.

14 MOTIONS AFFECTING MEMBERS OF STAFF

If any matter arises at a meeting of the Charter Trustees (or a committee thereof) as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Charter Trustees, such question shall not be the subject of discussion until the Charter Trustees or Committee, as the case may be, has moved a motion to exclude the public under the Public Bodies (Admission to Meetings) Act 1960, Section 1[2].

15 DISORDERLY CONDUCT

- (a) If at a meeting any Charter trustee, in the opinion of the Mayor or Chairman, notified to said meeting, misconducts them self by persistently disregarding the rule of the Chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Charter Trustees, the Mayor, Chairman or any other Charter Trustee, may move “That the Charter Trustee named be not further heard”, and the motion, if seconded, shall be put and determined without discussion.

Continuing misconduct by a named Charter Trustee

- (b) If the Charter Trustee named shall continue his misconduct after a motion under the foregoing paragraph has been carried, the Mayor or Chairman shall:
 - (1) EITHER move “That the Charter Trustee named do leave the Meeting (in which case the motion shall be put and determined without seconding or discussion);
 - (2) OR, adjourn the Meeting of the Charter Trustees for such period as they, in their discretion, shall consider expedient.

16 VOTING ON APPOINTMENTS

Where there are more than two persons nominated for any position to be filled by the Charter Trustees, and of the votes given there is not a majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.

17 RECORD OF ATTENDANCES

Every Charter Trustee attending a Meeting of the Charter Trustees shall sign their name in the attendance book provided for that purpose, and every Charter Trustee attending some other Meeting, conference or inspection on approved duty shall sign their name in the register for that purpose.

18 CANVASSING OF AND RECOMMENDATIONS BY CHARTER TRUSTEES

- (a) Canvassing of Charter Trustees directly or indirectly for any appointment under them shall disqualify the candidate concerned from that appointment. The purport of this paragraph of this standing order shall be notified to all applicants for such appointment.
- (b) A Charter Trustee shall not solicit for any person any appointment under the Charter Trustees, but this shall not preclude a Charter Trustee from giving a written testimonial of a candidate's ability, experience or character for submission to the Charter Trustees with an application for appointment.

19 RELATIVES OF CHARTER TRUSTEES OR OFFICERS

- (a) A candidate for any appointment under the Charter Trustees who knows that they are related to any Charter Trustee or Officer of the Charter Trustees, shall when making application, disclose that relationship to the Clerk to the Charter Trustees. A candidate who fails to disclose such a relationship shall be disqualified from the appointment, and if appointed shall be liable to dismissal without notice. Every Charter Trustee and Officer of the Charter Trustees shall disclose to the Clerk to the Charter Trustees any relationship known to them to exist between them and any person whom they know is a candidate for an appointment under the Charter Trustees. The Clerk to the Charter Trustees shall report to the Charter Trustees or the appropriate Committee any such disclosure made to them.
- (b) For the purpose of this Standing Order, persons shall be deemed to be related if they are married/in a civil partnership or living together or if there is any familial relationship to either partner.

20 AUTHENTICATION OF DOCUMENTS

- (a) Where any document will be a necessary step in legal proceedings on behalf of the Charter Trustees, it shall, unless any enactment otherwise requires or authorises, or the Charter Trustees give the necessary authority

to some other person for the purpose of such proceedings, be signed by the Clerk to the Charter Trustees.

- (b) Charter Trustee minutes shall be available for inspection by the Charter Trustees at any time.

21 APPOINTMENTS OF COMMITTEES / WORKING GROUPS

- (a) The Charter Trustees may, at any time, appoint such committees and working groups as they may deem necessary to carry out the work of the Charter Trustees, including disciplinary and grievance panels, but, subject to any statutory provision in that behalf:
 - (1) Shall not appoint any member of a committee or working group so as to hold office later than the next Annual General Meeting of the Charter Trustees.
 - (2) May at any time dissolve a committee or working group or alter its membership.
 - (3) All committees and working groups shall be proportionally representative of the recognised political groups of the Charter Trustees, unless any such group wishes to forgo places on these committees or working groups.
- (b) Every committee and working group shall, at its first meeting before proceeding to any other business, elect a Chairman for that year. In the absence from a Meeting of the Chairman, a Chairman for THAT meeting shall be appointed.
- (c) Except where authorised by a statute or ordered by the Charter Trustees business shall not be transacted at a meeting of any committee or working group unless at least one third of the whole number of the committee or working group is present.
- (d) Provided that in no case shall the quorum of a committee or working group be less than three.
- (e) A Charter Trustee who has moved a motion that has been referred to any committee or working group shall have notice of the meeting of the committee or working group at which it is proposed to consider the motion. They shall have the right to attend the meeting and if they attend shall have an opportunity of explaining the Motion.

22 ATTENDANCE OF CHARTER TRUSTEES AT COMMITTEE AND WORKING GROUP MEETINGS

Any Charter Trustee may be present and take part in any meeting of a committee or working group notwithstanding that they are not a member of such committee or working group but they will not be permitted to vote.

23 AMENDMENTS TO STANDING ORDERS

Any motion to add to, vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Charter Trustees.

24 SUSPENSION OF STANDING ORDERS

Any of the preceding Standing Orders may be suspended so far as regards any business of the meeting where its suspension is moved. The Standing Order or Orders to be suspended shall be specified.

25 INTERPRETATION OF STANDING ORDERS

The ruling of the Mayor or Chairman as to the constructions or application of any of the Standing Orders or as to any proceedings of the Charter Trustees, shall not be challenged at any Meeting of the Charter Trustees. Provided always that nothing herein shall prejudice statutory provisions.

26 STANDING ORDERS TO BE GIVEN TO CHARTER TRUSTEES

An electronic copy of these Standing Orders, and of such statutory provisions as regulate the proceedings and business of the Charter Trustees, shall be provided to any Charter Trustee by the Honorary Clerk to Charter Trustees upon request.



POOLE CHARTER TRUSTEES



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The Charter Trust

Borough of Poole was abolished in 2019 following the reorganisation of local government in Dorset, Poole retained its borough charter status through the establishment of a charter trustee in the Local Government (Structural Boundary Changes) (Supplementary Provision and Miscellaneous Amendments) Order 2019, which was laid before parliament on 16th January 2019 and subsequently made on 20 March 2019.

The trust ensures the continuation of the civic historic and ceremonial traditions of the former Borough of Poole and is responsible for choosing a Mayor, Deputy Mayor and Sheriff from the appointed trustees annually. The trustees are the Bournemouth, Christchurch and Poole (BCP) Council councillors representing the wards falling wholly or partly within the historic boundary of the former borough council.

The Charter Trustees Regulations 2009 provides that any historic property of the Borough of Poole and which relates to the charter trustee area shall transfer to the charter trustees on 1 April 2019. An inventory of all such historic property has been produced which the Charter Trustees shall be responsible for maintaining and securing.

Meetings of the Charter Trustees

The Annual General Meeting of the Charter Trustees shall be held within 21 days of the Annual Council Meeting of Bournemouth, Christchurch and Poole Council. The meeting shall be held at such a time and place as the Charter Trustees may determine. All meetings of the Charter Trustees shall be held in the Council Chamber unless otherwise agreed.

Including the AGM, no less than two meetings shall be held each year to conduct the general business of the Charter Trustees, a Budget Meeting and the Annual General Meeting of the Charter Trustees at which the Mayor, Deputy Mayor and Sheriff are sworn in. The dates of such meetings will be determined by the Mayor.

The Mayor may call extra meeting if he/she considers this necessary and except in emergency, 5 days notice will be given.

Political Neutrality

Trustee members must be a councillor and by definition, a politician, with responsibilities to the electors of his or her electoral ward and will, in most instances, possess a tie to a political group on BCP Council.

Conversely, the Charter Trustee is a non-political and non-statutory body with the primary objective being to maintain and promote the historic and ceremonial traditions for the area.

As such trustee members, when acting in that capacity, must not act in a manner or behave in such a way which conflicts with this primary objective, or which would give a reasonable person the impression that you have brought the office or the Charter Trustee into disrepute.

Selection and Election to Office

SELECTION AND ELECTION TO OFFICE

This draft procedure for discussion is intended to apply to the filling of any office of the Charter Trustees. Each Charter Trustee may determine the order in which office-holders progress from one office to another in subsequent years.

Selection

The principal objective of the selection procedure should be to reach agreement between all trustees to ensure that the formal decision at the Annual Meeting of the Charter Trustees is unanimous. It is recognised that this cannot, unfortunately, always be achieved, however, the dignity of the Office of Mayor, Deputy Mayor and any other Designation (e.g., Sheriff) is likely to be impaired by any public disagreement on such a matter at the Annual Meeting.

Whatever procedure is adopted, the following points are important to bear in mind:-

- The selection of a new office-holder should ordinarily be made in good time before the Annual Meeting to allow the person selected sufficient time to make adequate preparations for their year of office.
- If the person selected is subsequently defeated at the polls in an election year, a fresh selection will have to be made in the very short time between election day and the Annual Meeting of the Charter Trustees.

At all stages it should be quite clear that until the formal election at the Annual Meeting, all that is being done is to select the person who will be proposed to fill the office in question. This is because the only occasions when the appointment to office of Mayor, Deputy Mayor or other designation can be considered are:-

- (i) at the Annual Meeting of the Charter Trustees; or
- (ii) when filling a casual vacancy in the office in question.

The procedure for selection of office-holder elect is set out below.

SELECTION OF THE CHARTER MAYOR, DEPUTY MAYOR ELECT [AND SHERIFF]

Procedure (in a non-election year)

Each year all Charter Trustees who are eligible to fill the office are invited to indicate whether they are willing to be considered by the Charter Trustees for the Office of in question for the following Municipal Year.

The invitation is sent out at the end of November/beginning of December with a return period of at least 21 days, avoiding the Christmas and New Year period.

If there is more than one candidate, the Clerk to the Charter Trustee informs each candidate of any other names submitted and any candidate who wishes to do so may withdraw at that stage.

If there is more than one candidate then remaining, a ballot will be held. If the result of the ballot does not show a clear majority for any one candidate, the ballot will be repeated as often as necessary.

Where the Charter Trustee decides to schedule additional meetings, the result of the ballot shall be reported to the next ordinary meeting for the appointment of the Office-Elect/Designate. Where there is no ordinary meeting scheduled, the result of the ballot shall be reported electronically to all Charter Trustees. Of course, the formal appointment takes place at the Annual Meeting.

Procedure (in a year of ordinary elections)

In the event that any or all of the Office-Elect/Designate are not returned at the elections, then the selection procedure outlined above shall be commenced as soon as practicably possible following the elections.

Due to the time-constraints, the period permitted for the return of nominations shall be reduced to not exceed 14 days. Where there is more than one candidate, the same withdrawal and ballot process will be held. The result of the ballot shall be reported electronically to all Charter Trustees.

No trustee member may stand in a ballot for more than one office. Failure to withdraw all bar one nomination in the permitted time will result in the automatic withdrawal of all nominations.

The Mayor

In Poole, the Mayor, Deputy Mayor and Sheriff are elected from the charter trust members and the positions are installed at Mayor Making at the Annual Meeting.

After being invested with the Chain of Office and Robe, the Mayor shall be asked to take the oath of acceptance of office. The trustees will then proceed to appoint a Deputy Mayor and Sheriff.

The position of Mayor is non-political, serves as the ceremonial head of the historic borough and intended to benefit both the town and its citizens. The Mayor may be a major influence in promoting the image and importance of Poole at a local, regional, national and international level complementing the work of BCP Council.

The Mayor should endeavour to promote and enhance the role of the Mayoralty and in turn, the people of Poole will continue to have the highest regard for the Mayor and the Office. They will expect the Mayor to carry out a full range of duties on their behalf throughout the former borough area.

The Mayor's role is to:

- maintain the historical and ceremonial traditions of the office of Mayor
- promote the town as a place to live and visit
- promote the town locally, nationally and internationally
- promote, liaise and link with private and voluntary sector organisations
- participate in and help initiate activities that enhance the economic, social, cultural and environmental well-being of the former borough and its residents
- act as host to official visitor to the town
- attend civic and ceremonial functions and local community based activities as the Mayor determines appropriate
- represent the trust at ceremonial events
- support chosen charities for the mayoral year
- carry out all duties in a manner appropriate to the status and tradition of the office
- preside over Citizenship Ceremonies on behalf of BCP Council

In addition to the ceremonial role, the mayor has the following responsibilities:

- to uphold and promote the purposes of the trust's constitution
- to preside over meetings of the trust and ensure meetings follow the procedures set out in the constitution
- to be the conscience of the trust

The Deputy Mayor may also represent the Office of Mayor if they are unavailable and when it is important that the Mayor is represented and appropriate for the invitation to be passed on.

The Sheriff may not attend an event unless accompanied by the Mayor.

Mayoral Protocol

The Mayoral protocol is designed to help clarify the events and functions that the Charter Mayor and the Chairman of BCP Council will attend.

The Chairman of BCP Council is the first citizen of Poole and shall have precedence in the town unless a member of the Royal Family, Lord Lieutenant or High Sheriff is present. However, the role of the Chairman of BCP Council is to prioritise and focus on promoting and enhancing strategic unitary-wide initiatives, hosting high profile business and political visitors, events of regional, national or international significance and activities that enhance the economic, social and environmental well-being of the area.

It is anticipated that both roles will complement each other but it will be vital that there is close liaison between the relevant office and office-holders to ensure each role is afforded appropriate respect. The protocol arrangements will as a consequence require refinement as the new arrangements are embedded and the roles defined.

Where a role is identified as being of a secondary responsibility, the Chairman of BCP Council must be afforded the opportunity to rule and define expectations.

History – Mayor

Mayor and “Major” derive from the same Latin word “Magnus” meaning “great”; the office of Mayor was brought to this country by the Normans as the office had existed on the continent since the 5th century. The first English Mayor was the Mayor of London, appointed in 1189 by Richard I.

Mayor of Poole

The history of the Mayor of Poole goes back to the Charter of Longspee in 1248; the first recorded Mayor of Poole was in 1422 and the Roll of Honour is on the plaques in the Council Chamber.

The Mayor of Poole also holds the honorary titles of:

Admiral of the Port

This title is now honorary but derives from the “Exempt Admiralty” jurisdiction when the Mayor presided over the local Admiralty Court which was abolished in 1835. The year of origin is not recorded but we know the Admiralty Courts have been held since the 13th century. The Winchelsea Certificate of 1365 is the document usually quoted as it was the acknowledgement by Winchelsea – one of the Cinque Ports and a great port of the day – of Poole’s rights which were being disputed by Wareham.

Mayor of the Staple

The Charter of King Henry VI in 1433 gave Poole its status as a Port of the Staple. Thereafter Poole had a customs jurisdiction in its own right. Previously Poole had been defined only as a “creek” and Melcombe Regis was the customs station in whose jurisdiction Poole Creek lay.

Clerk of the Market

A consumer protection officer of the period responsible for ensuring accurate “weights and measures” for all goods in the local open air markets of the day. In the past providing short measure was punishable by imprisonment or a very heavy fine!

Deputy Mayor

During the third municipal year of Civic Office, the Deputy Mayor carries the honorary title of Senior Bailiff of the Borough of Poole

History – Sheriff

The name Sheriff comes from the old English “Shire Reeve” who was the King’s representative in the County (Shire). In ancient times the Sheriff had responsibility for the administration of justice, the collection of taxes, seizing the property of debtors, keeping the gaol, hanging criminals and even command of military force.

The office of Sheriff in Poole was created on 23 June 1568 by the Great Charter of Queen Elizabeth I, which made Poole a County Corporate, in deed and name, distinct and separate from the County of Dorset. Poole was the only town given this honour by the Queen. This Great Charter virtually ended any control over Poole by the Lord of the Manor. The Charter allowed the town to choose its own Mayor, Sheriff, Justices of the Peace, Recorder and Coroner. Poole was only one of 19 towns that had the right to elect a Sheriff. Today there are only 15 Sheriffs in the whole of England and Wales.

The duties and responsibilities of the Sheriff today are not as onerous as in the past. The title of Sheriff became purely honorary as a result of the Local Government Act 1972, which reorganised Local Government from 1974 onwards. Poole, at this time, asked if it could keep its “Borough” status and retain its historic titles and privileges within the district of Poole. This was granted and the “Charter of Queen Elizabeth II” was granted on 1 April 1974, including the honorary title of Sheriff. At the Annual Council meeting each year, the Sheriff is presented with a key, symbolically representing the past duty as Keeper of the Town Gaol, and he/she is also given a staff or wand surmounted with a crown, signifying the former connection with the Monarch. The chain of office dates from the 1880’s and has been gradually built up to its present length of 37 links. It is believed that Poole is unique in that the two charters of Queen Elizabeth I and Queen Elizabeth II gave Poole the right to have a Sheriff. The Roll of Honour goes back to 1568 and is shown on the plaques in the Cattistock Room.

Today the Sheriff’s role is almost entirely ceremonial, acting as a support to the Mayor and Deputy Mayor when carrying out their civic duties and responsibilities. The Sheriff will not attend any engagements/functions alone, unless for the sole purpose of talking about the office of Sheriff.

The Coat of Arms

The first Coat of Arms was a confirmation by Clarenceux, King at Arms, in approximately 1563. It dated back to a seal of the late 1300s and so predated the setting up of the College of Heralds in 1484 and also the order of King Henry V in 1417, which forbade the bearing of arms without authority from the Crown. It was in 1948 that a written description of the Arm was confirmed but the College of Arms; clarifying the many variations in the colouring of the Blazon, authorising the Crest and incorporating a mermaid which had been used without authority for about 200 years.

The wavy bars (black and gold) typified water and the dolphins “the king of the sea”, just as the lion represents “king of the beasts”. The dolphin reminds us of past and present customs ie. Maritime activity.

The three scallop shells derive from the emblem of St James and remind us that St James is the Patron Saint of the Parish Church, Old Town Poole. The scallop shell was the badge of the pilgrim and crusader. On the Poole Coat of Arms it may be an allusion to William Longspee, Lord of the Manor, who was a gallant knight and crusader who gave Poole its first Charter in 1248. The pellet (or ogress) in the mermaid’s left hand may represent a canon ball and in the right a cable and anchor which calls to mind Poole’s maritime past.

The present Coat of Arms now has two supporters. This addition was granted by the College of Arms in 1976 and described in Heraldic terms as follows: “on the Dexter a lion holding a sword erect proper and on the Sinister a dragon supporting an oar argent upon a compartment per pale a grassy mound proper and water barry wavy azure and argent”. (Dexter means right, Sinister left; the custom of Heraldry is to speak out from the page and thus the Sinister supporter appears not on the left, but on the right, as one looks at the Coat of Arms). The supporters added to the Arms was a gift to the town by Lord Murton of Lindisfarne, the then Rt Hon Oscar Murton OBE TD JP MP, Deputy Speaker of the House of Commons, to commemorate his period of service as a Councillor and MP for Poole from 1964.

The motto – “Ad Morem Ville De Poole” means “According to the Custom of the Town of Poole”.

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